



**SHIRE OF MT MARSHALL**

# **MINUTES**

**Notice is hereby given that an Ordinary Meeting of Council was held on Thursday 23 September 2021 in Council Chambers, Monger St, Bencubbin commencing at 3:00pm.**

---

Cr ARC Sachse

President

**This page has  
been left blank  
intentionally**

---

# DISCLAIMER

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

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

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

John Nuttall  
Chief Executive Officer

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 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 17 August 2021
8. Announcements by Presiding Person Without Discussion
9. Reports of Councillors
  - 9.1 President
  - 9.2 Councillors
10. Petitions / Deputations / Presentations / Submissions
11. Reports of Committees
  - 11.1 Local Emergency Management Committee
    - 11.1.1 Minutes of Local Emergency Management Committee Meeting held 10 August 2021
12. Reports of Officers
  - 12.1 Chief Executive Officer
    - 12.1.25 RFT MM03.21/22 - Essential Public Asset Restoration Works
    - 12.1.26 Corporate Business Plan 2021-2025 Quarterly Review Q1 21/22
  - 12.2 Works Supervisor
    - 12.2.5 Works Report – September 2021
  - 12.3 Executive Assistant
    - 12.3.13 Status Report August 2021
    - 12.3.14 Minutes of NEWROC Council Meeting held 31 August 2021
  - 12.4 Finance and Administration Manager
    - 12.4.21 Accounts Paid to 31 August 2021
    - 12.4.22 Statement of Financial Activity to 31 August 2021
  - 12.5 Community Development Officer
    - 12.5.5 Fees and Charges Amendment – Little Bees Day Care Service Fees
  - 12.6 Regulatory Officer
  - 12.7 Development
  - 12.8 Environmental Health Officer
13. Elected Members' Motions of Which Previous Notice Has Been Given

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

14. **New Business of an Urgent Nature Introduced by Decision of the Meeting**
15. **Next Meeting – Tuesday 19 October 2021 commencing at 3:00pm in Council Chambers, Monger St, Bencubbin**
16. **Closure of Meeting**

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 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	
Cr LN Gobbart	Councillor	
Cr IC Sanders	Councillor	
Cr SR Putt	Councillor	
Cr TM Gibson	Councillor	3.01 – 3.21pm

Mr John Nuttall	Chief Executive Officer
Ms Nadine Richmond	Executive Assistant
Ms Tanika McLennan	Finance and Administration Manager
Mr David Tapscott	Member of the Public
Mr Len Cargeeg	Member of the Public

**Apologies**

Cr NR Gillett	Deputy President
---------------	------------------

**3.0 Standing Orders**

**2021/8-001 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 SR Putt***

***Seconded Cr IC Sanders***

***Carried 4/0***

**4.0 Public Questions**

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

Nil

Cr Tanya Gibson entered the meeting at 3.01pm.

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**4.2 Public Question Time**

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

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

Why was the usual list of Justices of the Peace left out of the Shire information attachments to the Shire rates notices?

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

I am not sure why they were not included but we can ask the question of staff and provide you with an answer at a later time.

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

Is there a list of courses and training completed by Councillors included on the Shire's website.

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

I am not aware of one. The CEO informed Mr Cargeeg that one will be available once the requirement to have one is mandatory.

The Presiding Member declared public question time closed at 3.03pm.

**5.0 Applications for Leave of Absence**

Nil

**6.0 Declarations of Interest**

Nil

**7.0 Confirmation of Minutes of Previous Meetings**

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

**2021/8-002 OFFICER RECOMMENDATION/COUNCIL DECISION:**

***That the Minutes of the Ordinary Meeting of Council held on Tuesday 17 August 2021 be confirmed as a true and correct record of proceedings.***

***Moved Cr TM Gibson***

***Seconded Cr SR Putt***

***Carried 5/0***

**8.0 Announcements by Presiding Person Without Discussion**

As this is the last Ordinary Meeting of this Council, and with Councillors Elect to take the Declaration of Office at the October 2021 Ordinary Meeting of Council, the Shire of Mt Marshall would like to thank all Councillors for their excellent contribution in serving our Council.

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

The Shire of Mt Marshall would like to congratulate the Councillors Elect being Megan Beagley and returning Councillors Cr Nick Gillett, Cr Leeanne Gobbart, Cr Stuart Putt and Cr Ian Sanders.

The Shire of Mt Marshall expresses our condolences to the family of Bill Clark, who passed away recently. Bill lived and farmed in Beacon and Wialki and was a very active community member. His friendly nature and support of our local clubs will long be remembered. Rest in Peace.

The Shire of Mt Marshall expresses our condolences to the family of Rita James, who passed away recently. Rita lived with her family North of Cleary on Remlap Farm and Remlap Station in the 1980's and 1990's. She had a great love of the natural surroundings on Remlap. 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 18 August to 23 September 2021.

- 20/08/2021 Trayning Shire Office 50-year function, Trayning
- 22/08/2021 WALGA Great Eastern Country Zone (GECZ) Meeting, Merredin, with CEO John Nuttall.
- 31/08/2021 North Eastern Wheatbelt Region of Councils (NEWROC) Meeting, Koorda, with CEO John Nuttall.
- 19/09/2021 WALGA Mayor's and President's Forum, Perth.  
WALGA Convention Welcome Reception, Perth, with Cr Tanya Gibson, Cr Ian Sanders and CEO John Nuttall.  
North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) Dinner, Perth, with Cr Tanya Gibson and CEO John Nuttall.
- 20/09/2021 WALGA Breakfast with Heads of Agencies – Department of Primary Industries and Regional Development, Perth.  
WALGA AGM, Perth, with Cr Tanya Gibson, Cr Ian Sanders and CEO John Nuttall.  
WALGA Convention, Perth, with Cr Tanya Gibson, Cr Ian Sanders and CEO John Nuttall.
- 21/09/2021 WALGA Convention, Perth, with Cr Tanya Gibson, Cr Ian Sanders and CEO John Nuttall.

**9.2 Councillors**

Nil

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



**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

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

Nil

**11.0 Reports of Committees**

**11.1 Local Emergency Management Committee**

**11.1.1 Minutes of Local Emergency Management Committee Meeting held Tuesday 10 August 2021**

<b>File No:</b>	4.0071
<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 11.1.1 – Minutes of the Local Emergency Management Committee Meeting held 10 August 2021
<b>Attachments:</b>	
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	N/A

---

**Background:**

Nil

**Consultation:**

Nil

**Statutory Environment:**

*Local Government Act (1995)*

Section 5.8: Establishment of Committees

A local government may establish committees of three (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.

**Relevant Plans and Policy:**

Local Emergency Management Arrangements

**Financial Implications:**

Nil

**Risk Assessment:**

Emergency Management is a core responsibility of local government and failure to comply with the legislation would find it in breach of the *Local Government Act 1995*.

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 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:**

The minutes of the Mt Marshall Local Emergency Management Committee meeting held on Tuesday 10 August 2021 are submitted for Council information.

**2021/8-003 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That the minutes of the Mt Marshall Local Emergency Management Committee meeting held on Tuesday 10 August 2021 be received.***

***Moved Cr SR Putt***

***Seconded Cr TM Gibson***

***Carried 5/0***

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**12.0 Reports of Officers**

**12.1 Chief Executive Officer**

**12.1.25 RFT MM03.21/22 - Essential Public Asset Restoration Works**

<b>File No:</b>	Tender Register
<b>Location/Address:</b>	Various
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Mt Marshall
<b>Author:</b>	John Nuttall – Chief Executive Officer
<b>Attachments:</b>	12.1.25 – Correspondence from DFES – Scope of Works Approved
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

---

**Background:**

Severe storms and flooding hit the Shire in early March 2021 causing significant damage to the Shire road network, particularly in the North of the Shire. Staff have been working with DFES and Greenfield Technical Services in order that an application for funding to cover the cost of reinstatement could be made through the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) program.

Under cover of correspondence dated 24 August 2021 (**attachment 12.1.25**) that application has been assessed and deemed to meet the requirements for funding to be provided to allow for the reinstatement works to be undertaken.

In order to proceed the Shire is now required to undertake a tender procedure to obtain a clear cost estimate for the reinstatement works to be undertaken by a contractor. A tender is required as the initial estimate is in the region of \$1 million. It is proposed that Greenfield Technical Services will assist by drawing up the tender specifications and then the tender process be run by the Shire.

This report seeks Council approval to go to tender, of the tender criteria and to delegate the selection and appointment of the most suitable tenderer to the Chief Executive Officer.

**Consultation:**

Correspondence has been received from DFES confirming the submitted application was successful and with Greenfield Technical Services to start the development of the tender documentation.

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**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.

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 Purchasing Policy deals with purchasing and tenders, but it does not set a standard selection criteria. Accordingly, Council is invited to consider the appropriate selection criteria through this report.

**Financial Implications:**

This report seeks Council's approval of a tender process in order to properly determine the financial implication of the work required.

**Risk Assessment:**

Due to the likely expenditure involved, failure to obtain contractors through a tender process would be a breach of the *Local Government Act 1995*. Additionally, it is required by DFES under the DRFAWA funding arrangements.

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**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:**

Nil

The DRFAWA funding arrangements have agreed to cover the cost of the reinstatement of the damaged roads in question. They require, in order to proceed, a formal tender process to be undertaken to provide them with a firm quote of the cost of that reinstatement. This item seeks Council approval for the tender and for the Chief Executive Officer to be granted the delegation to determine that tender.

**2021/8-004 OFFICER'S RECOMMENDATION / 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 MM03.21/22) for the reconstruction of essential public assets as required under the Disaster Recovery Funding Arrangements Western Australia.***

***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 MM03.21/22, as follows:***

- ***Price - 30%***
- ***Quality and Completeness of Road Construction Plant/Equipment – 20%***
- ***Demonstrated Similar Road Reinstatement Works Experience – 20%***
- ***Capacity to Complete Contract Works – 20%***
- ***Provisions for Mechanical Support and Backup Plant / Equipment – 10%***

***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 contract in accordance with the results of the tender evaluation process.***

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

***Seconded Cr IC Sanders***

***Carried 5/0***

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**12.1.26 Corporate Business Plan 2021-2025 Quarterly Review Q1 21/22**

<b>File No:</b>	4.0145
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Mt Marshall
<b>Author:</b>	John Nuttall – Chief Executive Officer
<b>Attachments:</b>	12.1.26 – Corporate Business Plan 2021-2025 Review Q 1 21/22
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

---

**Background:**

At the Ordinary Council Meeting held in May 2021 the new Corporate Business Plan was adopted. As part of adopting the new plan it was determined that a quarterly review be provided by the administration in order that council and the community can see what work has or is being undertaken towards the adopted actions.

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Relevant Plans and Policy:**

A copy of the Corporate Business Plan with annotations explaining how each action is progressing is provided with this report

**Financial Implications:**

There are no financial implications from the review.

**Risk Assessment:**

Should the plan not be regularly reviewed there is the potential that actions set by Council will not be undertaken.

**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:**

This is the first review of the Corporate Business Plan 2021-2025 since it was adopted in May. Council are invited to consider the information provided to understand how each action is progressing.

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**2021/8-005 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That Council receive the Corporate Business Plan 2021-2025 Quarterly Review for Quarter 1 2021/22.***

***Moved Cr LN Gobbart***

***Seconded Cr SR Putt***

***Carried 5/0***

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**12.2 Works Supervisor**

**12.2.5 Works Report September 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

---

**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

Scotsman Rd.

All the gravel has now been carted for Scotsman Rd. The water binding has been carried out and now it will be left until we receive our bitumen supply in late October - early November. It will need a light trim, water and rolling just before the bitumen goes on.

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



**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

Koorda – Bullfinch Rd – East and West

We should be making a start on these 2 sections from around about the 20th of September and both sections will hopefully be ready for wet mixing in early October.

Bencubbin – Kununoppin Rd

Staff have made a start here on widening the road ready for gravel while we are waiting for traffic management for the Koorda-Bullfinch Rd jobs.

Rural Road Maintenance

Staff have been gravel patching rural roads in the Welbungin area to repair the winter failures. Some of those spots will need a culvert put in to prevent similar occurrences in the future.

Parks and Gardens

The gardeners have been kept busy with spraying and mowing and general clean ups around Beacon and Bencubbin.

Maintenance Works

Staff have unfortunately been involved with cleaning public places in Beacon and Bencubbin on a regular basis so haven't yet finished repairing signs in some areas. They will hopefully have the time needed to complete this shortly.

Maintenance Grading

They are currently working in the following locations:

Stretch is working in the Beacon Rock area.

Kevin is working along Welbungin South Rd and has been utilised to gravel patch in the Welbungin-Wialki area.

Alex is currently along Breakell Road area.

Other

Earlier in the season we had spray contractors come through and spray all the bitumen shoulders for us. Unfortunately, the timing of this meant later weeds such as Patterson's Curse and Radish etc were not targeted. We may need to look at arranging a second spray next season when these weeds become prevalent.

**2021/8-006 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

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

***Moved Cr LN Gobbart***

***Seconded Cr TM Gibson***

***Carried 5/0***

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**12.3 Executive Assistant**

**12.3.13 Status Report – August 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>	12.3.13 – Status Report August 2021
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	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.

**Comment:**

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

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**2021/8-007 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

*The Status Report for August 2021 be received.*

*Moved Cr TM Gibson*

*Seconded Cr SR Putt*

*Carried 5/0*

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**12.3.14 Minutes of NEWROC Council Meeting held 31 August 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>	12.3.14 – Minutes of NEWROC Council Meeting held 31 August 2021
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

---

**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

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**Comment:**

The Minutes of the NEWROC Council meeting held on Tuesday 31 August 2021 are submitted (**Attachment 12.3.14**) 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 26 October 2021 at the Shire of Nungarin.

**2021/8-008 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***The minutes of the NEWROC Council meeting held on 31 August 2021 be received.***

***Moved Cr TM Gibson***

***Seconded Cr IC Sanders***

***Carried 5/0***

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**12.4 Finance and Administration Manager**

**12.4.21 Accounts Paid to 31 August 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 23 September 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
63	31/08/2021	BANK FEES - BANK FEES	BANK FEES	376.55
63	23/08/2021	BANK FEES - BANK FEES	BANK FEES	30.00
217	19/08/2021	WATER CORPORATION	UTILITY CHARGES 24.5.21-26.7.21	123.09
218	19/08/2021	WHEATBELT AGCARE COMMUNITY SUPPORT SERVICES INC	ADDITIONAL CONTRIBUTION TO RURAL FAMILY COUNSELLING SERVICE FOR 2021/22	550.00
EFT17831	09/08/2021	EASISALARY	PAYROLL DEDUCTIONS	396.17

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17832	02/08/2021	CRISP WIRELESS PTY LTD	MONTHLY INTERNET SUBSCRIPTION-3 SERVICES	526.90
EFT17833	03/08/2021	SYNERGY	UTILITY CHARGES 9.6.21-13.7.21	1456.63
EFT17834		TRUST PAYMENT BELOW		
EFT17835		TRUST PAYMENT BELOW		
EFT17836	13/08/2021	EASISALARY	PAYROLL DEDUCTIONS	396.17
EFT17837		TRUST PAYMENT BELOW		
EFT17838	19/08/2021	TELSTRA	UTILITY CHARGES-JULY21	2737.60
EFT17839	19/08/2021	AVON WASTE	RUBBISH COLLECTION-JULY21	5177.04
EFT17840	19/08/2021	STEWART & HEATON CLOTHING CO PTY LTD	PROTECTIVE CLOTHING	4367.04
EFT17841	19/08/2021	BEACON THEATRE ARTS CLUB	COMMUNITY SUPPORT FUNDING	3000.00
EFT17842	19/08/2021	KTY ELECTRICAL SERVICES	AUGUST REPAIRS	13883.08
EFT17843	19/08/2021	SHIRE OF TRAYNING	ADVERTISING	20.00
EFT17844	19/08/2021	BENCUBBIN NEWS & POST	NEWSPAPERS-JULY21	114.32
EFT17845	19/08/2021	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	350.00
EFT17846	19/08/2021	MOORE AUSTRALIA (WA) PTY LTD	FBT RETURN	1760.00
EFT17847	19/08/2021	WINC AUSTRALIA PTY LTD	AUGUST SUPPLIES	569.47
EFT17848	19/08/2021	ICS CARPENTRY	JULY REPAIRS	1358.50
EFT17849	19/08/2021	WA DISTRIBUTORS PTY LTD-ALL-WAYS FOODS	AUGUST SUPPLIES	896.00
EFT17850	19/08/2021	A & M MEDICAL SERVICES P/L	SERVICE OXY-SOK & DEFIB	244.15
EFT17851	19/08/2021	BENCUBBIN COMMUNITY RESOURCE CENTRE	ANNUAL BOOKING MANAGEMENT FEE	330.00
EFT17852	19/08/2021	LGIS PROPERTY	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30.6.20-30.6.21	2826.33
EFT17853	19/08/2021	PROTECTOR FIRE SERVICES PTY LTD	FIRE SERVICE PADLOCK & KEY	203.50
EFT17854	19/08/2021	REBECCA WATSON	REIMBURSEMENT FOR GLOW TICKET	50.00
EFT17855	19/08/2021	LEISURE INSTITUTE OF WA AQUATICS (INC)	MEMBERSHIP & ACCREDITATION FEE 2021/22	132.00
EFT17856	19/08/2021	CIVIC LEGAL	PROFESSIONAL FEES	2337.20

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17857	19/08/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	RECOVERY COORDINATORS COURSE- M.WYATT 22/23.9.21	1185.00
EFT17858	19/08/2021	REFUEL AUSTRALIA	MONTHLY CARD FEE	6.38
EFT17859	19/08/2021	CHATFIELD'S	BIODIVERSE SEEDLING MIX	870.69
EFT17860	19/08/2021	BEACON GARAGE	JULY REPAIRS	1509.46
EFT17861	19/08/2021	MERREDIN PANEL & PAINT	EXCESS-PRADO	300.00
EFT17862	19/08/2021	CR IC SANDERS	MEETING FEES & ALLOWANCES 21.7.21-17.8.21	493.18
EFT17863	19/08/2021	GREAT SOUTHERN FUELS	FUEL-JULY21	3779.59
EFT17864	19/08/2021	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS-1043	4905.14
EFT17865	19/08/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 29.7.21 & 12.8.21	561.00
EFT17866	19/08/2021	PALM PLUMBING	AUGUST REPAIRS	1358.62
EFT17867	19/08/2021	MARKET CREATIONS T/A INTEGRATED ICT	COMPUTER SERVICES	2221.82
EFT17868	19/08/2021	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.9.21-10.10.21	550.00
EFT17869	19/08/2021	MERREDIN REFRIGERATION & AIR CONDITIONING	REPAIRS TO FRIDGE	477.82
EFT17870	19/08/2021	CR ARC SACHSE	MEETING FEES & ALLOWANCES 21.7.21-17.8.21	1672.32
EFT17871	19/08/2021	MARKETFORCE PTY LTD	ADVERTISING	341.00
EFT17872	19/08/2021	CR NICK GILLETT	MEETING FEES & ALLOWANCES 21.7.21-17.8.21	685.10
EFT17873	19/08/2021	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISING	99.00
EFT17874	19/08/2021	CR STUART PUTT	MEETING FEES & ALLOWANCES 21.7.21-17.8.21	493.18
EFT17875	19/08/2021	LEEANNE NOLA GOBBART	MEETING FEES & ALLOWANCES 21.7.21-17.8.21	523.75
EFT17876	19/08/2021	CENTRAL REGIONAL TAFE	STUDY-LOCAL GOVERNMENT ADMINISTRATION-M.WYATT	780.80
EFT17877	19/08/2021	ABSOLUTELY ALL ELECTRICAL	AUGUST REPAIRS	8689.54
EFT17878	19/08/2021	AUSTRALIA POST	POSTAGE-BEACON LIBRARY	12.75

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



**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17879	19/08/2021	AVON VALLEY TOYOTA	VEHICLE SERVICE	360.86
EFT17880	19/08/2021	TOLL TRANSPORT PTY LTD	FREIGHT-AUGUST21	29.28
EFT17881	19/08/2021	THE BENCUBBIN SHOP	CARAVAN PARK VOUCHERS	642.66
EFT17882	19/08/2021	CR TM GIBSON	MEETING FEES & ALLOWANCES 21.7.21-17.8.21	989.99
EFT17883	19/08/2021	INTERFIRE AGENCIES	PROTECTIVE CLOTHING	3259.14
EFT17884	19/08/2021	BOSSHEALTH GROUP PTY LTD	ENVIRONMENTAL HEALTH SERVICES-AUGUST21	2475.00
EFT17885	19/08/2021	DEPARTMENT OF COMMUNITIES-HOUSING	HALF COST-DAMAGED FENCE-CYCLONE	1632.40
EFT17886	10/08/2021	PERKBOX AUSTRALIA	STANDARD L&W BUNDLE	198.00
EFT17887	20/08/2021	BOC GASES	GAS CYLINDERS	43.32
EFT17888	20/08/2021	CJD EQUIPMENT PTY LTD	JULY SUPPLIES	122.65
EFT17889	20/08/2021	EASTERN HILLS SAWS & MOWERS PTY LTD	JULY SUPPLIES	70.00
EFT17890	20/08/2021	NINGHAN SPRAYING & AG SERVICES	JULY SUPPLIES	7.70
EFT17891	20/08/2021	BENCUBBIN BULK HAULIERS	MOVE ROLLER	371.25
EFT17892	20/08/2021	BENCUBBIN COMMUNITY RESOURCE CENTRE	HR TRUCK DRIVING TRAINING & ASSESSMENT-B.DRINKWELL	950.00
EFT17893	20/08/2021	PORKY'S ENTERPRISES	SIDE TIPPER HIRE	23133.00
EFT17894	20/08/2021	HITACHI	AUGUST SUPPLIES	516.98
EFT17895	20/08/2021	BENCUBBIN TRUCK N AUTO'S	TYRES	4968.10
EFT17896	20/08/2021	BENCUBBIN AG SUPPLIES	JULY SUPPLIES	526.90
EFT17897	20/08/2021	BEACON GARAGE	JULY REPAIRS	627.82
EFT17898	20/08/2021	TUTT BRYANT EQUIPMENT	AUGUST SUPPLIES	1140.34
EFT17899	20/08/2021	TOLL TRANSPORT PTY LTD	FREIGHT-AUGUST21	132.17
EFT17900	20/08/2021	STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	420.00
EFT17901	27/08/2021	EASISALARY	PAYROLL DEDUCTIONS	396.17
EFT17902	27/08/2021	AUSTRALIAN TAXATION OFFICE	BAS-JULY21	54151.00
EFT17903	14/08/2021	BENDIGO BANK	JULY SUPPLIES	1585.73
EFT17904	04/08/2021	SYNERGY	UTILITY CHARGES 6.5.21-14.7.21	1511.88
EFT17905	23/08/2021	SYNERGY	STREETLIGHTS 25.6.21-24.7.21	1939.28
EFT17906	25/08/2021	SYNERGY	UTILITY CHARGES 15.5.21-14.7.21	157.66

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17907	31/08/2021	BENCUBBIN COMMUNITY RECREATION COUNCIL	CLUB SUPPORT FUNDING 21/22	3111.00
EFT17908	31/08/2021	THE ROYAL LIFE SAVING SOCIETY	WATER AROUND WATER SUPPLIES	193.60
EFT17909	31/08/2021	KTY ELECTRICAL SERVICES	AUGUST SUPPLIES	6214.59
EFT17910	31/08/2021	BENCUBBIN NEWS & POST	POSTAGE 23.8.21-27.8.21	85.66
EFT17911	31/08/2021	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	200.00
EFT17912	31/08/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESLB 1ST QTR CONTRIBUTION	12900.00
EFT17913	31/08/2021	ICS CARPENTRY	AUGUST REPAIRS	434.50
EFT17914	31/08/2021	WA DISTRIBUTORS PTY LTD-ALL-WAYS FOODS	AUGUST SUPPLIES	348.75
EFT17915	31/08/2021	BENCUBBIN TRUCK N AUTO'S	AUGUST REPAIRS	1228.18
EFT17916	31/08/2021	JTAGZ	CAT TAGS	97.90
EFT17917	31/08/2021	MERREDIN PANEL & PAINT	EXCESS-HINO TRUCK	300.00
EFT17918	31/08/2021	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	264.00
EFT17919	31/08/2021	KC SALES	CARAVAN PARK VOUCHERS	260.00
EFT17920	31/08/2021	PALM PLUMBING	AUGUST REPAIRS	5447.59
EFT17921	31/08/2021	QC ULTIMATE CLEAN	CARPET CLEANING	231.00
EFT17922	31/08/2021	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	598.06
EFT17923	31/08/2021	WHEATBELT LIQUID WASTE MANAGEMENT	PUMP OUT LONG DROP	572.00
EFT17924	31/08/2021	BERRY BOWLING SYSTEMS PTY LTD	UPGRADE OF BEACON BOWLING GREEN	47599.20
EFT17925	31/08/2021	COMISKEY'S CONTRACTING PTY LTD	CONSTRUCTION & WIDENING OF INTERSECTION	64135.87
Eft17926		SEPTEMBER PAYMENT		
EFT17927	31/08/2021	SYNERGY	UTILITY CHARGES 14.7.21-10.8.21	1203.92
DD10613.1	11/08/2021	AWARE SUPER	PAYROLL DEDUCTIONS	6753.56
DD10613.2	11/08/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	413.84
DD10613.3	11/08/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	252.69
DD10613.4	11/08/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	739.31
DD10613.5	11/08/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	95.79
DD10613.6	11/08/2021	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	625.02

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD10613.7	11/08/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	219.19
DD10613.8	11/08/2021	IOOF	SUPERANNUATION CONTRIBUTIONS	213.09
DD10624.1	25/08/2021	AWARE SUPER	PAYROLL DEDUCTIONS	6640.17
DD10624.2	25/08/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	409.48
DD10624.3	25/08/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	242.37
DD10624.4	25/08/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	558.01
DD10624.5	25/08/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	97.63
DD10624.6	25/08/2021	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	625.02
DD10624.7	25/08/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	219.19
DD10624.8	25/08/2021	IOOF	SUPERANNUATION CONTRIBUTIONS	191.22
				<b>341,808.56</b>

**2. Trust**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17834	11/08/2021	TONI O'GRADY	REFUND-GYM KEY BOND	10.00
EFT17835	11/08/2021	MICHELLE LOUISE FITZPATRICK	REFUND GYM KEY DEPOSIT	10.00
EFT17837	19/08/2021	NADINE RICHMOND	REIMBURSE SOCIAL CLUB EXPENSE	225.25
				<b>245.25</b>

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**3. Mastercard**

<b>Details</b>	<b>Amount</b>
Bank fees	4.00
Comm.Devel.Conf-R.Watson	960.00
Bank fees	4.00
Toaster-CabinB-Beacon	49.00
Shower mats	55.49
Postage-Rates Beacon	93.00
Postage-Rates	24.20
Clock	31.97
Hifi system	158.98
Bank fees	4.00
Little hotelier	81.95
Little hotelier	81.95
Parking-J.Nuttall	10.10
Zoom-July	23.09
Bank fees	4.00
	<b>1585.73</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 **23 September 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).

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

---

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.

**Comment:**

Nil

---

Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**2021/8-009 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That the Accounts Listed***

<b><i>Municipal Fund</i></b>	<b>\$</b>	<b>341,808.56</b>
<b><i>Trust Fund</i></b>	<b>\$</b>	<b>245.25</b>
<b><i>Mastercard</i></b>	<b>\$</b>	<b><u>1585.73</u></b>
<b><i>Total</i></b>	<b>\$</b>	<b>343,639.54</b>

***Be endorsed.***

***Moved Cr SR Putt***

***Seconded Cr IC Sanders***

***Carried 5/0***

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**12.4.22 Statement of Financial Activity to 31 August 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>	12.4.22 – Statement of Financial Activity to 31 August 2021
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	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 Thursday 23 September 2021**

**2021-8-010 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

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

*Moved Cr IC Sanders*

*Seconded Cr LN Gobbart*

*Carried 5/0*

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



**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**12.5 Community Development Officer**

**12.5.5 Fees and Charges Amendment – Little Bees Day Care Service Fees**

<b>File No:</b>	4.0239
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Rebecca Watson - Community Development Officer
<b>Attachments:</b>	12.5.5 - Little Bees Day Care Fees Policy
<b>Declaration of Interest:</b>	Rebecca Watson – Daughter is enrolled at Little Bees Bencubbin
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	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 an 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 fees and charges were modified slightly at the July Ordinary Meeting of Council and are currently:

Full Day	\$85.20 (8 Hours)
Half Day	\$50.00 (4 Hours)
A/S Care	\$21.00 (1.5 hours)

**Consultation:**

John Nuttall – Chief Executive Officer  
Tanika McLennan – Finance and Administration Manager  
Sharon Palumbo – Willy Wagtails Day Care Scheme  
Cheyenne Bland – Little Bees Family Day Care Coordinator

**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 Thursday 23 September 2021**

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

That a holding fee be set for last minute cancellations from parents for full day, half day and after school care. The fee shall be half the total amount charged.

**Risk Assessment:**

That the administration would have to charge a different rate to the one set by Council if the rate is not amended.

**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.

**Comment:**

The Little Bees Day Care fees policy is set to align with the Willy Wagtails Day Care Scheme Policies. The fee policy indicates that parents who do not provide two weeks notice that a child will not be attending day care are charged a holding fee instead of the full amount, should the spot not be able to be filled by another child. A copy of the fees policy is attached (12.5.5) for Councillor information.

It has come to our attention that when the fees and charges were taken to Council, these holding fees were not set. The holding fee is only charged to permanent positions. The purpose of the fee is to provide the service with enough notice to advertise vacant spots and try and fill them. Also, if children are withdrawn regularly it affects the income of the service if a fee is not set.

Council is not obliged to charge a holding fee. It is however recommended by the officer that a fee be set to provide the financial security of the service and to eliminate parents not providing any notice of children not attending on their permanent days. The holding fees recommended are half the full rate for the session booked. For example, if someone was attending a full day session, they are charged \$85.20. If parents do not provide two weeks' notice to the educator, or if the spot is not filled by another child, a holding fee of \$42.60 would be charged.

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**2021/8-011 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That:***

- 1. subject to S.6.16 (3)(b), the Fees and Charges Schedule be amended as follows:***

<b><i>Holding Fee Full Day</i></b>	<b><i>\$42.60</i></b>
<b><i>Holding Fee Half Day</i></b>	<b><i>\$25.00</i></b>
<b><i>Holding Fee After School</i></b>	<b><i>\$10.50</i></b>

- 2. The above fee be advertised as effective immediately.***

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

***Seconded Cr SR Putt***

***Carried 5/0***

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

**Minutes of the Ordinary Meeting of Council**  
**held on Thursday 23 September 2021**

**12.6 Regulatory Officer**

Nil

**12.7 Development**

Nil

**12.8 Environmental Health Officer**

Nil

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

Nil

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

Nil

**15.0 Next Meeting – Tuesday 19 October 2021 commencing at 3:00pm in Council Chambers, 71 Monger St, Bencubbin**

**16.0 Closure of Meeting**

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

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

\_\_\_\_\_  
Date

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