



**SHIRE OF MT MARSHALL**

# **AGENDA**

**Notice is hereby given that the next Ordinary Meeting of Council will be held at 3:00pm in Council Chambers, 71 Monger St, Bencubbin on Tuesday 14 February 2023.**

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Ben McKay  
Chief Executive Officer

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# SHIRE OF MT MARSHALL

## QUESTION TIME FOR THE PUBLIC

❖ {Please Write Clearly}

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### QUESTIONS TO THE PRESIDENT:-

❖ {GENERAL QUESTION / QUESTION RELATED TO THE AGENDA}

❖ {Strike out unnecessary words}

ITEM NO: \_\_\_\_\_

PAGE NO: \_\_\_\_\_

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PLEASE PASS TO THE CHIEF EXECUTIVE OFFICER FOR REFERRAL TO THE PRESIDENT BY 9:30AM ON THE DAY OF THE MEETING AT THE SHIRE OF MT MARSHALL OFFICE, MONGER STREET, BENCUBBIN.

**Agenda for the Ordinary Meeting of the Shire of Mt Marshall to be held in Council Chambers, Monger St, Bencubbin on Tuesday 14 February 2023, commencing at 3:00pm.**

# **AGENDA**

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## **DISCLAIMER**

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

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

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

**Ben McKay**  
Chief Executive Officer

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4. Applications for Leave of Absence
5. Declarations of Interest
6. Confirmation of Minutes of Previous Meetings
  - 6.1 Minutes of the Ordinary Meeting held on Monday 12 December 2022

**RECOMMENDATION:**

*That the Minutes of the Ordinary Meeting of Council held on Monday 12 December 2022 be confirmed as a true and correct record of proceedings.*

7. Announcements by Presiding Person Without Discussion
8. Reports of Councillors
  - 8.1 President

The President represented the Shire at the following meetings and training opportunities from 13 December 2022 to 14 February 2023.

13/12/2022	Incident Support Group (ISG)/Operational Area Support Group (OASG) - re fire near Cervantes in the Shire of Dandaragan, Microsoft Teams.
14/12/2022	Seniors Lunch with CEO Ben McKay, CCD Rebecca Watson, CDO Phoebe Sachse, Volunteers and Senior Citizens.
12/01/2023	Meeting with CBH Representatives, Council Chambers, with CEO Ben McKay.
26/01/2023	Shire of Mt Marshall Australia Day Breakfast, Mt Marshall Aquatic Centre, with Deputy President Nick Gillett, Cr Tanya Gibson, Cr Leanne Gobbart, Cr Stuart Putt, CEO Ben McKay, CCD Rebecca Watson, CDO Phoebe Sachse, Past Councillors, Past Citizen of the Year Award Recipients and Community members.
26/01/2023	Shire of Mt Marshall Australia Day Barbeque, Beacon Recreation Centre, with Cr Megan Beagley, Cr Tanya Gibson, CEO John CEO Ben McKay, CCD Rebecca Watson, CDO Phoebe Sachse, Past Councillors, Past Citizen of the Year Award Recipients and Community members.
31/01/2023	Incident Support Group (ISG)/Operational Area Support Group (OASG) – Avon Valley bushfire, Microsoft Teams.
31/01/2023	Kununoppin Medical Practice Committee Meeting, Trayning, with CEO Ben McKay.
2/02/2023	WALGA Great Eastern Country Zone (GECZ) Executive meeting, Teleconference.
7/02/2023	Mt Marshall Local Emergency Committee (LEMC), Council Chambers, with Cr Leanne Gobbart, CEO Ben McKay, RO Jordan

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

- Bairstow, CCD Rebecca Watson, CBFCO Damian Tomas and other members of the Committee.
- 8/02/2023 Corporate Information Session, Council Chambers, with Deputy President Nick Gillett, Cr Megan Beagley, Cr Leeanne Gobbart and CEO Ben McKay.
- 13/02/2023 WALGA Great Eastern Country Zone (GECZ) meeting, Kellerberrin, with CEO Ben McKay.
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- 11.5 Regulatory Officer
- 11.6 Development
12. Elected Members' Motions of Which Previous Notice Has Been Given
13. Matters for Which Members of the Public are Excluded

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

### **RECOMMENDATION:**

*That members of the public be excluded to discuss agenda item 13.1 as it is considered to be a matter that if disclosed, could be reasonably expected to —*

## **Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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*(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating, or dealing with any contravention or possible contravention of the law.*

- 13.1 **CONFIDENTIAL – Shire of Mt Marshall Cybersecurity Breach**
- 14. **New Business of an Urgent Nature Introduced by Decision of the Meeting**
- 15. **Next Meeting – Tuesday 21 March 2023 commencing at 3.00pm in Council Chambers, 71 Monger St, Bencubbin**
- 16. **Closure of Meeting**

**10.0 Reports of Committees**

**10.1 Local Emergency Management Committee**

**10.1.1 Minutes of the Local Emergency Management Committee Meeting held 7 February 2023**

<b>File No:</b>	4.0372, 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
<b>Attachments:</b>	10.1.1 – Minutes of the Local Emergency Management Committee Meeting held 7 February 2023
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	N/A

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**Report Purpose:**

A meeting of the Local Emergency Management Committee was held on Tuesday 7 February and this report seeks Council endorsement of the minutes and Committee decisions contained within.

**Background:**

The Shire of Mt Marshall Local Emergency Management Arrangement is a document that aims to provide Shire staff and the community with relevant emergency management processes and important contact information for local businesses and resources in the event of an emergency.

Shire staff, with assistance from Yvette Grigg, District EM Advisor, have completed a review of the Shire of Mt Marshall Local Emergency Management Arrangement as required under the *Emergency Management Act 2005* every five (5) years. Some minor amendments were made to the layout of the document as well as updating contact details. The document complies with the Office of Emergency Management guidelines.

After a considerable amount of input from local and district LEMC members, the decision to reduce the frequency of meetings should encourage attendance at meetings going forward.

**Consultation:**

Nil

**Statutory Environment:**

*Local Government Act (1995)*

Section 5.8: Establishment of Committees



## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

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:**

Nil

### **Financial Implications:**

Nil from this report.

### **Risk Assessment:**

Failure to have Council endorse the minutes of a Council appointed committee would be a breach of the *Local Government Act 1995*.

### **Community & Strategic Objectives:**

*Governance and Leadership*

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

### **Comment:**

Council endorsement is sought for updates to the Shire of Mt Marshall Local Emergency Management Arrangement 2022 as review of the document every five (5) years is required under the *Emergency Management Act 2005*. The updated document complies with the Office of Emergency Management guidelines. The Shire of Mt Marshall Local Emergency Management Arrangement was last reviewed in October 2017.

Proposed reduction in the frequency of Local Emergency Management Committee meetings is recommended to encourage attendance at meetings going forward.

### **OFFICER RECOMMENDATION:**

#### ***That Council:***

- 1. Endorse the minutes of the Local Emergency Management Committee meeting held 7 February 2023;***
- 2. Endorse the Shire's Local Emergency Management Arrangements 2022 as presented to the Local Emergency Management Committee;***
- 3. Endorse the Department of Communities Merredin District Local Emergency Welfare Plan as presented to the Local Emergency Management Committee; and***
- 4. Endorse the reduction in Local Emergency Management Committee meetings held annually to three (3).***

**11.0 Reports of Officers**

**11.1 Chief Executive Officer**

**11.1.1 Three (3) Lot Subdivision on Lot 1471 and 1472 Fitzpatrick Rd, Gabbin**

<b>File No:</b>	4.0210
<b>Location/Address:</b>	Lot 1471 and 1472 Fitzpatrick Road, Gabbin
<b>Name of Applicant:</b>	Developed Property Pty Ltd
<b>Name of Owner:</b>	Oriental Properties Holdings Pty Ltd
<b>Author:</b>	Ben McKay – Chief Executive Officer
<b>Attachments:</b>	11.1.1a – Application for Subdivision 11.1.1b - Subdivision Plan
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Report Purpose:**

An application for subdivision has been received by the Shire from the Western Australian Planning Commission (WAPC) for a three (3) Lot subdivision of Lot 1471 and 1472 Fitzpatrick Road Gabbin.

The subdivision application (WAPC 163196) seeks comments and conditions for the proposed amalgamation.

**Background:**

Developed Property Pty Ltd, on behalf of Oriental Properties Holdings Pty Ltd are seeking approval the amalgamation of Lots 1471 and 1472 (No. 661) Fitzpatrick Road, Gabbin (site), to create three lots with an average of 245ha.

**Consultation:**

There has been no consultation in relation to this matter.

**Statutory Environment:**

*Shire of Mt Marshall Local Planning Scheme No.3  
Planning and Development Act 2005*

**Relevant Plans and Policy:**

There are no policy implications in relation to this matter.

**Financial Implications:**

There are no known significant financial implications in relation to this matter.

**Risk Assessment:**

There is a risk that should Council fail to approve this application an appeal might be made to State Administrative Tribunal.

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

### **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:**

#### Proposal

The subject site currently consists of Lot 1471 – 376.605 ha and Lot 1472 being 361.856 ha with a combined area of 738.432 ha. The application for subdivision seeks to create three lots with an average of 245ha.

#### Site Description

The site is located 21km north of the Gabbin Townsite. Vehicle Access to the site is achieved via a Fitzpatrick Road, a constructed and gazetted road that runs along the southern boundary of the site and servicing all the lots created. No future roads are proposed to be created because of this subdivision application.

#### Land Use and Existing Structures

The property is currently being used for rural purposes, mainly broad acre cropping. There are two dwellings, outbuildings, rainwater tanks, silos and other supporting structures on (parent) Lot 1472. It is proposed that these structures will be retained wholly within proposed Lot 2.

No further structures or dwellings are proposed as part of this subdivision. There will be no proposed change to the current rural land use activities because of the subdivision proposal.

#### Model Subdivision Conditions

All subdivision applications are required to utilise the Model Subdivision Conditions provided and approved by the WAPC. Any condition that is non-standard, is required to provide a succinct and reasonable justification for the variation from the standard conditions.

The proposed subdivision generally complies with the requirements of the Residential Design Codes, Shire of Mt Marshall Local Planning Scheme No. 3, State Planning Policies and Liveable Neighbourhoods, and as such should be supported by way of providing model conditions in relation to the subdivision.

**OFFICER'S RECOMMENDATION:**

*That with respect to WAPC Application 163196 for three (3) Lot subdivision of Lot 1471 and 1472 Fitzpatrick Road Gabbin, Council advise the WAPC that it has no objection to the proposed subdivision, subject to the following conditions.*

- 1. The landowner is to install suitable rural fencing of good standard in accordance with the plan dated 11 January 2023.*
- 2. All buildings and effluent disposal systems (delete as applicable) having the necessary clearance from the new boundaries as required under the relevant legislation including the Local Planning Scheme, Building Act 2011, and National Construction Code Series/Building Code of Australia (as amended).*
- 3. Water tanks for firefighting purposes with a hydrant or standpipe are to be provided (50,000 litres capacity tank).*

**Advice Note:**

- 1. The applicant is advised that each year, compliance is necessary with the relevant local government Annual Firebreak and Fuel Load Notice issued under s33 of the Bush Fires Act 1954.*

**11.1.2 Proposed Change of Reserve Purpose Lot 18 (Reserve 18192) and Creation of a Reserve with a Management Order on Unallocated Crown Land for Lot 17 on (DP 142013)**

<b>File No:</b>	4.0577, 4.0436
<b>Location/Address:</b>	Reserve 18192 - Lot 18 and Lot 17 on (DP 142013), Gabbin
<b>Name of Applicant:</b>	Shire of Mt Marshall
<b>Name of Owner:</b>	Department of Planning, Lands & Heritage
<b>Author:</b>	Ben McKay – Chief Executive Officer
<b>Attachments:</b>	11.1.2 - Aerial Map of Lot 17 and 18
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Report Purpose:**

Council is required to consider the change of purpose for a Management Order and the creation of Reserve on unallocated crown land for Reserve 18192 and Lot 17 on (DP 142013), Gabbin.

**Background:**

The Shire is in the process of upgrading local bush fire facilities, through a series of grant funding applications with Department of Fire and Emergency Services (DFES). One such proposed facility is in Gabbin; however, the current site at Lot 9 Hammond Street does not meet the size requirements for a larger facility.

To provide increased amenities for use by volunteer members and housing of firefighting appliances the Shire has been liaising with Department of Planning, Lands & Heritage (DPLH) to find an appropriate site. Two lots have been deemed suitable, however the land tenure of both lots must be changed.

Lot 17 - A reserve must be created with a Management Order issued to the Shire on Deposited Plan 142013.

Lot 18 – is an existing reserve (18192), which is an unmanaged Reserve for the purposes of ‘Methodist Church Site’.

**Consultation:**

The Shire has been liaising with Department of Planning, Lands & Heritage (DPLH).

**Statutory Environment:**

*Land Administration Act 1997*

Section 51 - Request cancellation or change of purpose or amend the boundaries of a reserve.

**Relevant Plans and Policy:**

There are no known policy implications for this matter.

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

### **Financial Implications:**

There are no known financial implications for this matter.

### **Risk Assessment:**

An application is not anticipated to be submitted for the project in the 2023/24 financial year, which will allow sufficient time to have the land tenure finalised.

### **Community & Strategic Objectives:**

#### *Community*

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

#### *Environment (Built and Natural)*

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

Design, construct and maintain infrastructure in a manner that maximise its life, capacity, and function.

### **Comment:**

Council is asked to support the requested change to the purpose of the reserve to ensure land tenure will be secured when funding for a new facility becomes available.

### **OFFICER'S RECOMMENDATION:**

***That with respect to the Proposed Change of Reserve Purpose on Lot 18 (Reserve 18192) and creation of a Reserve with a Management Order on Unallocated Crown Land for Lot 17 on (DP 142013), Council***

- 1. Request the Minister for Lands change the purpose of Reserve 18192 from " Methodist Church Site" to "Fire Brigade Station & Depot Site".***
- 2. Request the Minister for Lands create a Reserve with a Management Order on Unallocated Crown Land for Lot 17 on (DP 142013) for the purpose of "Fire Brigade Station & Depot Site"; and***
- 3. Subject to S9.49A Local Government Act 1995 Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal of the Shire of Mt Marshall to any required documentation in relation to the amendments to the above reserves.***

**11.1.3 Main Roads Referral for a Performance Based Standard Vehicle Access Agreement Application**

**File No:** 4.0602  
**Location/Address:** Shire of Mt Marshall  
**Name of Applicant:** CTS Low Loaders  
**Name of Owner:** Shire of Mt Marshall  
**Author:** Ben McKay – Chief Executive Officer  
**Attachments:** 11.1.3 - CTS Low Loaders Application  
**Declaration of Interest:** Nil  
**Voting Requirements:** Simple Majority  
**Previously Considered:** Nil

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**Report Purpose:**

Main Roads Western Australia (MRWA) has forwarded an application to have sections of Kellerberrin-Bencubbin Rd, Askew Rd, Bencubbin-Beacon Rd, Gillett Rd, Koorda-Bullfinch Rd, Monger St, Potts Rd added to the Restricted Access Vehicle (RAV) network for Performance Based Standard (PBS) Tandem Drive Network 2B and mass level increase to AMMS Level 3.

**Background:**

CTS Low Loaders p/l applied to MRWA to amend the Performance Based Standard (PBS) level 2B for a 30m Level 3A A-Double and an increase to their Accredited Mass Management Scheme (AMMS). They currently have approval for AMMS 1 which allows for 24t. Their application is for AMMS 3 which would push that up to 28.5t. The AMMS mass limits refer to the allowable mass on each axle group.

The Restricted Access Vehicle (RAV) network determines the heavy vehicle combination that is permitted to travel on Western Australian roads set by Main Roads and local governments.

Similar to the RAV Network, there are three levels of approved concessional mass limits available, dependent on the AMMS network level selected. The application proposes to add the following section of roads onto the Restricted Access Vehicle (RAV) Network:

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4150151	Kellerberrin-Bencubbin Rd	LGA Boundary (0.00)	Koorda-Bullfinch Rd (14.35)	Tandem Drive Network 6	PBS Tandem Drive Network 2B
4150121	Askew Rd	Bencubbin-Beacon Rd (0.00)	Gillett Rd (4.61)	Tandem Drive Network 7	PBS Tandem Drive Network 2B

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4150149	Bencubbin-Beacon Rd	Monger St (0.00)	Askew Rd (25.29)	Tandem Drive Network 6 & 7	PBS Tandem Drive Network 2B
4150019	Gillett Rd	Potts Rd (29.52)	Askew Rd (29.88)	Tandem Drive Network 7	PBS Tandem Drive Network 2B
4150145	Koorda-Bullfinch Rd	Kellerberrin-Bencubbin Rd (25.45)	Monger St (27.29)	Tandem Drive Network 7	PBS Tandem Drive Network 2B
4150146	Monger St	Koorda-Bullfinch Rd (0.00)	Bencubbin-Beacon Rd (1.14)	Tandem Drive Network 6	PBS Tandem Drive Network 2B
4150113	Potts Rd	Gillett Rd (0.00)	Property access (3.33)	Tandem Drive Network 7	PBS Tandem Drive Network 2B
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4150151	Kellerberrin-Bencubbin Rd	LGA Boundary (0.00)	Koorda-Bullfinch Rd (14.35)	AMMS Level 1	AMMS Level 3
4150121	Askew Rd	Bencubbin-Beacon Rd (0.00)	Gillett Rd (4.61)	AMMS Level 1	AMMS Level 3
4150149	Bencubbin-Beacon Rd	Monger St (0.00)	Askew Rd (25.29)	AMMS Level 1	AMMS Level 3
4150019	Gillett Rd	Potts Rd (29.52)	Askew Rd (29.88)	AMMS Level 1	AMMS Level 3
4150145	Koorda-Bullfinch Rd	Kellerberrin-Bencubbin Rd (25.45)	Monger St (27.29)	AMMS Level 1	AMMS Level 3
4150146	Monger St	Koorda-Bullfinch Rd (0.00)	Bencubbin-Beacon Rd (1.14)	AMMS Level 1	AMMS Level 3
4150113	Potts Rd	Gillett Rd (0.00)	Property access (3.33)	AMMS Level 1	AMMS Level 3

The AMMS mass limits refer to the allowable mass on each axle group. Approving AMMS level 3 does not mean that the overall mass of the vehicle is increasing by triple.

### Approved Mass Limits

The approved mass limits for axle groups are as follows:

AMMS Level	Tandem Axle Groups	Tri-Axle Groups	Quad-Axle Groups
1	17t	21.5t	24t
2	17t	22.5t	27t
3	17.5t	23.5t	28.5t



## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

### **Consultation:**

The Shire has been liaising with Main Roads.

### **Statutory Environment:**

*Road Traffic (Vehicles) Act 2012*

Division 3 - Access restrictions on certain vehicles that comply with mass or dimension requirements.

Main Roads Western Australia administer the Restricted Access Vehicle (RAV) network. Should the application pertain to a local government-controlled road, concurrence from the Council is sought.

The Shire as the asset owner is requested to consider any restricted access vehicle (RAV) application and provide its consideration as to whether to include any proposed route onto the restricted access vehicle network.

Council has the ability to place limited conditions onto a RAV approval.

### **Relevant Plans and Policy:**

There are no known policy implications for this matter.

### **Financial Implications:**

The inclusion of a road onto the HVS RAV network may improve road freight efficiency. However, there is also the potential for additional road user damage especially at intersections and after wet events.

### **Risk Assessment:**

There are potential risks that Main Roads will support the application without Council input.

### **Community & Strategic Objectives:**

*Environment (Built and Natural)*

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

Design, construct and maintain infrastructure in a manner that maximise its life, capacity, and function.

### **Comment:**

It is Main Roads' policy that support from the relevant road owner is obtained before an application for RAV access is assessed. Main Roads HVS will forward all applications to the road owner for support. If the Local Government is supportive of the application, then they must undertake a preliminary assessment before endorsing the application.

It is important to ensure that the safety of other road users is considered when making comment on RAV applications. School bus routes, weather conditions and speed limits are generally requested to be placed on RAV approvals from Local Government.

It is proposed that the Standard condition CA07 be applied to this application.

**OFFICER'S RECOMMENDATION:**

***That with respect to the application to have sections of Kellerberrin-Bencubbin Rd, Askew Rd, Bencubbin-Beacon Rd, Gillett Rd, Koorda-Bullfinch Rd, Monger St, Potts Rd added to the Restricted Access Vehicle (RAV) network for Performance Based Standard (PBS) Tandem Drive Network 2B and mass level increase to AMMS Level 3, Council supports the application for the above-mentioned roads to be included on the basis that the roads have been thoroughly assessed by HVS and deemed to be suitable for the RAV access level in accordance with the Standard Restricted Access Vehicle Route Assessment Guidelines and are subject to a condition that stipulates the following:***

- Max Speed: 70k/ph.***
- Visibility: Lights must be turned on at all times***
- All operators, as required by the Shire, must carry current written approval from the road asset owner permitting use of the road.***
- No operation on unsealed road segment when visibly wet, without the road owner's approval.***
- Direct radio contact must be maintained with other vehicles on or near the road (suggested channel 40)***
- Operation is not permitted while the school bus is operating on the road. Operators must contact the relevant schools and obtain school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs/pick-ups have been completed on the road.***

**11.1.4 Conduct of 2023 Ordinary Local Government Elections – WA Electoral Commissioner**

<b>File No:</b>	4.0031, 4.0337
<b>Location/Address:</b>	Shire of Mt Marshall
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Ben McKay – Chief Executive Officer
<b>Attachments:</b>	11.1.4 - Letter from WA Electoral Commissioner
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Report Purpose:**

The purpose of this report is to consider whether the Shire will utilise Western Australian Electoral Commission to conduct the 2023 Local Government Ordinary Elections.

**Background:**

The next ordinary election for the Shire of Mt Marshall is to be held on 21 October 2023. In previous years Council has determined that the elections be conducted by the WA Electoral Commission. The Electoral Commissioner has again offered his services.

**Consultation:**

There has been consultation conducted for this matter.

**Statutory Environment:**

*Local Government Act 1995*

4.20. CEO to be returning officer unless other arrangements made

(4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

\* Absolute majority required.

4.61. Choice of methods of conducting election

(1) The election can be conducted as a —  
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

(2) The local government may decide\* to conduct the election as a postal election.

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\* Absolute majority required.

### **Relevant Plans and Policy:**

There are no relevant plans or policies for this matter.

### **Financial Implications:**

The estimated cost for the 2023 election if conducted as a postal ballot is \$13,000 inc GST, which has been based on the following assumptions:

- 375 electors
- response rate of approximately 80%
- 3 vacancies
- count to be conducted at the offices of the Shire of Mount Marshall
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$100 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

### **Risk Assessment:**

Undertaking the election utilising the WA Electoral Commission alleviates a political and administrative burden on the CEO and staff of the Shire of Mt Marshall in the conduct of the election.

### **Community & Strategic Objectives:**

#### *Governance and Leadership*

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

### **Comment:**

The conduct of the elections by the WA Electoral Commissioner is recommended to Council on the basis that election papers will be posted to every registered elector in the Shire, and it has been a successful way of conducting the elections in previous years.

### **OFFICER'S RECOMMENDATION:**

#### ***That Council:***

- 1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required; and***

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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- 2. *Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.***

**11.2 Executive Assistant**

**11.2.1 Status Report – December 2022**

<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>	11.2.1 – Status Report December 2022
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Report Purpose:**

The purpose of this report is to provide an update on the progress of actions generated by Council decisions.

**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.

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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**OFFICER'S RECOMMENDATION:**

***That Council receive the Status Report for December 2022.***

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

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### 11.3 Finance and Administration Manager

#### 11.3.1 Accounts Paid to 31 December 2022

<b>File No:</b>	4.0557
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Paula Harris – Finance Officer
<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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#### Report Purpose:

The purpose of this report is to provide Council with a list of accounts paid for endorsement.

#### Background:

Following is a list of accounts submitted to Council on Tuesday 14 February 2023 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
EFT19847	01/12/2022	STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	145.00
EFT19848	01/12/2022	EASISALARY	PAYROLL DEDUCTIONS	420.66
EFT19853	02/12/2022	WATER CORPORATION	UTILITY CHARGES	2443.39
EFT19854	05/12/2022	WATER CORPORATION	UTILITY CHARGES	5496.14
EFT19855	05/12/2022	SYNERGY	UTILITY CHARGES	115.43
EFT19856	06/12/2022	SYNERGY	UTILITY CHARGES	1351.71
EFT19858	07/12/2022	DEPARTMENT OF TRANSPORT	REVERSAL OF CN	576.25



## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

Chq/EFT	Date	Name	Description	Amount
EFT19859	07/12/2022	WATER CORPORATION	UTILITY CHARGES	3338.08
EFT19864	09/12/2022	SHIRE OF MT MARSHALL	STAFF GYM MEMBERSHIPS	504.00
EFT19865	09/12/2022	AVON WASTE	RUBBISH COLLECTION NOVEMBER	5832.45
EFT19866	09/12/2022	BOC GASES	NOVEMBER GAS SUPPLIES	30.55
EFT19867	09/12/2022	STEWART & HEATON CLOTHING CO PTY	SAFETY GEAR	804.01
EFT19868	09/12/2022	WESFARMERS KLEENHEAT GAS P/L	GAS CYLINDER CHARGES	93.50
EFT19869	09/12/2022	NINGHAN SPRAYING & AG SERVICES	SHOWER CADDY, SECURITY LIGHT, TOILET SEAT	850.91
EFT19870	09/12/2022	SHIRE OF MERREDIN	BUSINESS LISTING ADVERT	815.00
EFT19871	09/12/2022	KTY ELECTRICAL SERVICES	AIR CON UNIT FOR ADMIN OFFICE	4719.55
EFT19872	09/12/2022	BENCUBBIN NEWS & POST	NOVEMBER NEWSPAPERS	113.13
EFT19873	09/12/2022	BENCUBBIN HOCKEY CLUB	COMMUNITY SUPPORT FUNDING 2022	920.00
EFT19874	09/12/2022	METAL ARTWORK BADGES	CEO NEW NAME PLAQUE AND FRAME PLAQUE FOR MT MARSHALL YEARS	30.25
EFT19875	09/12/2022	ICS CARPENTRY	SANDLEWOOD SHOPS DOWNPIPE REPLACEMENT	264.00
EFT19876	09/12/2022	WA DISTRIBUTORS PTY LTD ALLWAYS FOODS	CLEANING SUPPLIES	206.70
EFT19877	09/12/2022	BENCUBBIN TRUCK N AUTO'S	CATERING FOR TOWN XMAS PARTY	247.10
EFT19878	09/12/2022	CIVIC LEGAL	PROFESSIONAL FEES BENCUBBIN HOTEL	479.05
EFT19879	09/12/2022	TOLL IPEC PTY LTD	FREIGHT	393.12
EFT19880	09/12/2022	CUTTING EDGES EQUIPMENT PARTS	SHARP TWIN TIP TOOTH, RETAINER, AND PIN P058	709.76
EFT19881	09/12/2022	BENCUBBIN AG SUPPLIES	SUPPLIES FOR FB	311.37
EFT19882	09/12/2022	SHIRE OF CHITTERING	BUILDING SERVICES	386.10
EFT19883	09/12/2022	REFUEL AUSTRALIA	FUEL	439.64
EFT19884	09/12/2022	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICE LEVY	1831.05
EFT19885	09/12/2022	MERREDIN PANEL & PAINT	EXCESS FOR FRONT BUMPER REPAIR	300.00
EFT19886	09/12/2022	ORBIT HEALTH & FITNESS SOLUTIONS	ONSITE SERVICE AND SAFETY AUDIT BENCUBBIN GYM	1437.35
EFT19887	09/12/2022	CORSIGN WA PTY LTD	FIRE PROHIBITED SIGNS	908.60
EFT19888	09/12/2022	GREAT SOUTHERN FUELS	NOVEMBER FUEL	5761.63

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT19889	09/12/2022	NADINE RICHMOND	UNIFORM REIMBURSEMENT	60.00
EFT19890	09/12/2022	STRUCTERRE	STRUCTURAL DESIGN AND DRAWING BENCUBBIN WATER TANK REPLICA	3333.00
EFT19891	09/12/2022	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH ANNUAL FINANCIAL REPORT 2021/22	577.50
EFT19892	09/12/2022	BEACON PRIMARY SCHOOL	BOOK AWARD DONATION	40.00
EFT19893	09/12/2022	KC SALES	CARAVAN PARK VOUCHERS	340.00
EFT19894	09/12/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES	574.75
EFT19895	09/12/2022	MARKET CREATIONS T/A INTEGRATED ICT	MICROSOFT 365 LICENSES MONTHLY SUBSCRIPTION	811.78
EFT19896	09/12/2022	WHEATBELT OFFICE & BUSINESS MACHINES	PRINTING CONTRACT	418.33
EFT19897	09/12/2022	ASPHALT IN A BAG	ASPHALT	1787.50
EFT19898	09/12/2022	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS INTERVIEWS	99.00
EFT19899	09/12/2022	THE BENCUBBIN SHOP	OCT SUPPLIES	725.35
EFT19900	09/12/2022	SCUD AG SUPPLIES	TRANSFER PUMP AND SUCTION HOSE	2160.41
EFT19901	09/12/2022	AFGRI EQUIPMENT AUSTRALIA	FILTERS FOR P004 SERVICE	1494.21
EFT19902	09/12/2022	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEES AND LINT BASKETS	16995.00
EFT19903	09/12/2022	HAMES SHARLEY	MT MARSHALL LOCAL PLANNING SCHEME REVIEW STAGES 3	4400.00
EFT19904	09/12/2022	QTM PTY LTD	HIRE OF TRAFFIC CONTROLLERS	5912.62
EFT19905	08/12/2022	WATER CORPORATION	UTILITY CHARGES	131.48
EFT19906	14/12/2022	NINGHAN SPRAYING & AG SERVICES	LOADING RAMP	218.68
EFT19907	14/12/2022	ERIKA EDIS	REIMBURSEMENT FOR TAFE ENROLEMENT FEES	715.80
EFT19908	14/12/2022	BEN MCKAY	RELOCATION REIMBURSEMENT AS PER CONTRACT	9174.23
EFT19909	14/12/2022	BENDIGO BANK	NOV SUPPLIES	4387.68
EFT19910	14/12/2022	SYNERGY	UTILITY CHARGES	812.37
EFT19911	15/12/2022	SHIRE OF MT MARSHALL	PAYROLL DEDUCTIONS	113.00
EFT19912	15/12/2022	STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	165.00
EFT19913	15/12/2022	EASISALARY	PAYROLL DEDUCTIONS	420.66
EFT19915	15/12/2022	WATER CORPORATION	UTILITY CHARGES	6837.28

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT19916	19/12/2022	WATER CORPORATION	UTILITY CHARGES	132.87
EFT19918	22/12/2022	TELSTRA LIMITED	UTILITY CHARGES	2054.53
EFT19919	22/12/2022	SHIRE OF MT MARSHALL	STAFF ACCOMMODATION CHRISTMAS PARTY	120.00
EFT19920	22/12/2022	STEWART & HEATON CLOTHING CO PTY LTD	BADGE NAMES	42.27
EFT19921	22/12/2022	NINGHAN SPRAYING & AG SERVICES	CEMENT	107.14
EFT19922	22/12/2022	BEACON BOWLING CLUB	CLUB SUPPORT FUND 22/23	4125.00
EFT19923	22/12/2022	BENCUBBIN SPORTS CLUB INC.	CARAVAN PARK VOUCHERS	2310.00
EFT19924	22/12/2022	SHIRE OF TRAYNING	DOCTORS HOUSE RENT AND VEHICLE EXPENSES	1081.56
EFT19925	22/12/2022	BENCUBBIN NEWS & POST	POSTAGE	27.72
EFT19926	22/12/2022	BEACON CENTRAL COMMUNITY RESOURCE CENTRE	KEY CUT FOR BEACON CARAVAN PARK	78.00
EFT19927	22/12/2022	AUSTRALIAN TAXATION OFFICE	BAS NOVEMBER	5321.00
EFT19928	22/12/2022	BEACON COOPERATIVE LTD	CARAVAN PARK VOUCHERS	320.00
EFT19929	22/12/2022	BENCUBBIN BULK HAULIERS	TRANSPORT ROLLER	770.00
EFT19930	22/12/2022	WINC AUSTRALIA PTY LTD	WASTE BAGS FOR BEACON AND BENCUBBIN	297.01
EFT19931	22/12/2022	ICS CARPENTRY	9 ROWLANDS STREET BEACON FIX AIRCON, REPLACE ROLLERS AND FIX RANGE HOOD	470.25
EFT19932	22/12/2022	WA DISTRIBUTORS PTY LTD ALWAYS FOODS	TOILET PAPER	131.20
EFT19933	22/12/2022	BENCUBBIN COMMUNITY RESOURCE CENTRE	CARAVAN PARK VOUCHERS	20.00
EFT19934	22/12/2022	PORKY'S ENTERPRISES	HIRE OF PRIME MOVER AND WATER PUMP	6319.50
EFT19935	22/12/2022	BENCUBBIN TRUCK N AUTO'S	ROLLER MAINTENANCE	18399.05
EFT19936	22/12/2022	TOLL IPEC PTY LTD	FREIGHT FOR LIBRARY BOOKS TO BENCUBBIN AND BEACON	60.30
EFT19937	22/12/2022	BENCUBBIN AG SUPPLIES	DRILL BITS AND SPRINKLER NOZZLES	82.53
EFT19938	22/12/2022	GL & JM POOLE	PURCHASE OF GRAVEL FOR CRABB ROAD	15853.73
EFT19939	22/12/2022	CORSIGN WA PTY LTD	WHITE PVC GUIDE POSTS	2355.10
EFT19940	22/12/2022	TRACE'S KITCHEN AND CATERING	CATERING FOR CHRISTMAS FUNCTION	1800.00

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT19941	22/12/2022	CR IC SANDERS	MEETING ALLOWANCE	493.18
EFT19942	22/12/2022	ECHELON AUSTRALIA PTY LTD	REGIONAL RISK COORDINATOR FEE DEC 2022	3239.57
EFT19943	22/12/2022	GREAT SOUTHERN FUELS	DIESEL FOR BENCUBBIN DEPOT	25256.66
EFT19944	22/12/2022	MARTY GRANT BULLDOZING	PUSH GRAVEL @ P SACHSE ON BEACON BACK RD	9801.00
EFT19945	22/12/2022	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH ANNUAL REPORT 2021/22	330.00
EFT19946	22/12/2022	KC SALES	STAFF VOUCHERS AND CARAVAN PARK VOUCHERS	200.00
EFT19947	22/12/2022	LOGO APPOINTMENTS	CONTRACTING SERVICES NORBERT MARWICK	5357.08
EFT19948	22/12/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES	209.00
EFT19949	22/12/2022	ECOWATER SERVICES	SERVICE AND NEW AIR PUMP FITTED	660.40
EFT19950	22/12/2022	PALM PLUMBING	INSTALL NEW TAP 9 MURRAY ST BENCUBBIN	1710.20
EFT19951	22/12/2022	MARKET CREATIONS T/A INTEGRATED ICT	MANAGED SERVICE AGREEMENT	2037.75
EFT19952	22/12/2022	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE	550.00
EFT19953	22/12/2022	CR ARC SACHSE	MEETING ALLOWANCE	1820.22
EFT19954	22/12/2022	LEEANNE NOLA GOBBART	MEETING ALLOWANCE	1016.93
EFT19955	22/12/2022	SCUD AG SUPPLIES	SUPPLIES	152.73
EFT19956	22/12/2022	CR TM GIBSON	MEETING ALLOWANCE	1680.17
EFT19957	22/12/2022	GREEN LOO	ENVIRO LOO TOILET SYSTEM	6144.40
EFT19958	22/12/2022	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE JANUARY BENCUBBIN POOL	16500.00
EFT19959	22/12/2022	MARKET CREATIONS AGENCY	ENVELOPES AND LETTERHEADS PRINTING	1584.00
EFT19960	22/12/2022	HBP SERVICES WA	CONSULTING SERVICES	396.00
EFT19961	22/12/2022	BREANNA BROPHY	UNIFORM AND RIBBON FOR CEO PRESENT	169.78
EFT19962	22/12/2022	ASSET INFRASTRUCTURE MANAGEMENT	DEVELOPMENT OF A GRAPHICAL MANAGEMENT PLAN	16500.00
EFT19963	22/12/2022	LOCARNO FARMS PTY LTD	GRAVEL SUPPLY FOR KOORDA BULLFINCH ROAD AND MANDIGA RD	8006.29
EFT19964	29/12/2022	SHIRE OF MT MARSHALL	PAYROLL DEDUCTIONS	226.00

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT19965	29/12/2022	STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	155.00
EFT19966	23/12/2022	TRUCK CENTRE (WA) PTY LTD	FILTERS AND FREIGHT FOR P012	1224.30
EFT19967	23/12/2022	LOGO APPOINTMENTS	CONTRACTING SERVICES NORBERT MARWICK	1725.77
EFT19968	23/12/2022	MARKET CREATIONS T/A INTEGRATED ICT	MANAGED SERVICE AGREEMENT	711.04
EFT19970	23/12/2022	SYNERGY	UTILITY CHARGES	5348.38
EFT19971	28/12/2022	SYNERGY	UTILITY CHARGES	119.28
EFT19972	29/12/2022	SYNERGY	UTILITY CHARGES	362.69
DD11597.1	14/12/2022	AWARE SUPER	PAYROLL DEDUCTIONS	6499.58
DD11597.2	14/12/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2431.66
DD11597.3	14/12/2022	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	519.83
DD11597.4	14/12/2022	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	300.74
DD11597.5	14/12/2022	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	7112.59
DD11597.6	14/12/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	733.79
DD11597.7	14/12/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	243.42
DD11613.1	28/12/2022	AWARE SUPER	PAYROLL DEDUCTIONS	6525.59
DD11613.2	28/12/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2327.62
DD11613.3	28/12/2022	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	548.04
DD11613.4	28/12/2022	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	293.10
DD11613.5	28/12/2022	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	733.81
DD11613.6	28/12/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	243.42
79	31/12/2022	BANK FEES BANK FEES	BANK FEES	50.23
79	02/12/2022	BANK FEES BANK FEES	BANK FEES	551.53
245	06/12/2022	WATER CORPORATION	UTILITY CHARGES	48.96
246	09/12/2022	ROBYN PROBERT PHOTOGRAPHY	FRAMED PHOTO FOR CEO	294.00
				<b>310,405.60</b>

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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**2. Trust**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT19852	02/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022110741181	573.25
EFT19860	02/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022113041414, 41409, 41406	324.05
EFT19861	05/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022120141421	57.90
EFT19862	06/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022120241429	30.50
EFT19863	07/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022120541441	8879.20
EFT19914	16/12/2022	JILLIAN MORRIS	REIMBURSEMENT OF GYM KEY BOND	10.00
EFT19917	08/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022120641462 41461	187.80
EFT19973	12/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022120841474	30.50
EFT19974	14/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022121241483 41481 41481	329.60
EFT19975	16/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022121441526	19.40
EFT19976	21/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022121941570	60.65
EFT20004	22/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022122041575 41574	303.15
EFT20005	23/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022122141582 41581	647.25
EFT20006	28/12/2022	DEPARTMENT OF TRANSPORT	MMSO2022122241591	5.30
EFT20014	08/12/2022	SHIRE OF MT MARSHALL	TRANSFER FUNDS TO ATM ACCOUNT	50.00
				<b>11,508.55</b>

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

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### 3. Mastercard

Details	Amount
Card Fees	4.00
Cable ties	23.93
Kestrel 3000 RH Wind Meter	433.00
Kestrel 3000 RH Wind Meter	433.00
Card Fees	4.00
Licence renewal	37.00
Supplies for Council Meeting and front counter	11.50
Batteries	75.96
Goods for Day-care Swings and Shade cover	1299.00
Dual Arm Monitor and Envelopes	242.93
Card Fee	4.00
Flowers for Celines Farewell	50.00
Full Clean and Detail of PO35	201.99
Little Hotelier Subscription	176.20
Card Fee	4.00
	<b>3,000.51</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 **14 February 2023**. All invoices, being the subject of payments made, have been duly certified as to the receipt of goods and services, and prices, computations and costings have been checked against the expenditure authority (i.e. budget, purchase order, delegation).

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Ben McKay  
Chief Executive Officer

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

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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

**OFFICER'S RECOMMENDATION:**

***That Council endorse the Accounts Listed:***

<b><i>Municipal Fund</i></b>	<b>\$</b>	<b>310,405.60</b>
<b><i>Trust Fund</i></b>	<b>\$</b>	<b>11,508.55</b>
<b><i>Mastercard</i></b>	<b>\$</b>	<b><u>3,000.51</u></b>
<b><i>Total</i></b>	<b>\$</b>	<b>324,914.66</b>



## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

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### 11.3.2 Accounts Paid to 31 January 2023

<b>File No:</b>	4.0557
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Paula Harris – Finance Officer
<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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#### Report Purpose:

The purpose of this report is to provide Council with a list of accounts paid for endorsement.

#### Background:

Following is a list of accounts submitted to Council on Tuesday 14 February 2023 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.

#### 2. Municipal Fund

Chq/EFT	Date	Name	Description	Amount
EFT19977	10/01/2023	AVON WASTE	RUBBISH COLLECTION DECEMBER	5851.52
EFT19978	10/01/2023	BOC GASES	DECEMBER GAS SUPPLIES	31.57
EFT19979	10/01/2023	NINGHAN SPRAYING & AG SERVICES	SCREWS	15.40
EFT19980	10/01/2023	WHEATBELT SIGNS	NEW SIGN FOR BEACON CARAVAN PARK	55.00
EFT19981	10/01/2023	BENCUBBIN NEWS & POST	DECEMBER PAPERS	70.38
EFT19982	10/01/2023	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	950.00
EFT19983	10/01/2023	BEACON COOPERATIVE LTD	CARAVAN PARK VOUCHERS	130.00
EFT19984	10/01/2023	WINC AUSTRALIA PTY LTD	SUPPLIES FOR ADMIN	233.74

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT19985	10/01/2023	WA DISTRIBUTORS PTY LTD ALLWAYS FOODS	CLEANING PRODUCT	533.05
EFT19986	10/01/2023	BENCUBBIN COMMUNITY RESOURCE CENTRE	CONTRIBUTION FOR SENIORS CHRISTMAS LUNCHEON	250.00
EFT19987	10/01/2023	BENCUBBIN TRUCK N AUTO'S	GENERAL SERVICE P033	3395.68
EFT19988	10/01/2023	HILLVALE BUS CONTRACTORS	BUS HIRE AND HIRE OF BOOSTER SEATS FOR SWIMMING LESSONS 2022	1074.01
EFT19989	10/01/2023	NAUGHTY BUGS PEST CONTROL	PEST CONTROL EXTERIOR	6988.00
EFT19990	10/01/2023	TOLL IPEC PTY LTD	FREIGHT	152.77
EFT19991	10/01/2023	SHIRE OF CHITTERING	BUILDING COMPLIANCE WIALKI GOLF CLUB	386.10
EFT19992	10/01/2023	REFUEL AUSTRALIA	DECEMBER FUEL SUPPLY	272.09
EFT19993	10/01/2023	DEPARTMENT OF PLANNING, LANDS & HERITAGE	GENERAL LEASE RENT 01/01202330/06/2023	1210.00
EFT19994	10/01/2023	CORSIGN WA PTY LTD	CUSTOM SIGN	31.90
EFT19995	10/01/2023	GREAT SOUTHERN FUELS	DECEMBER FUEL	5231.14
EFT19996	10/01/2023	MARTY GRANT BULLDOZING	PUSH GRAVEL AT MORGAN PIT	17424.00
EFT19997	10/01/2023	MARKET CREATIONS T/A INTEGRATED ICT	CLOUD BACKUP MANAGED SERVICE AGREEMENT	100.74
EFT19998	10/01/2023	HANDS ON THERAPEUTIC MASSAGE	STAFF VOUCHERS	125.00
EFT19999	10/01/2023	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO INTERVIEWS DECEMBER 2022	99.00
EFT20000	10/01/2023	AUSTRALIA POST	POSTAGE BEACON LIBRARY	5.50
EFT20001	10/01/2023	KOMATSU AUSTRALIA PTY LTD	ELEMENT FOR P002 P003	235.82
EFT20002	10/01/2023	A FOOT BELOW	SERVICE RETIC	165.00
EFT20003	03/01/2023	CRISP WIRELESS PTY LTD	MONTHLY INTERNET SUBSCRIPTION	526.90
EFT20009	10/01/2023	SYNERGY	UTILITY CHARGES	859.58
EFT20010	12/01/2023	SHIRE OF MT MARSHALL	PAYROLL DEDUCTIONS	226.00
EFT20011	12/01/2023	STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	155.00
EFT20012	23/01/2023	AUSTRALIAN TAXATION OFFICE	BAS DECEMBER	86797.00
EFT20015	25/01/2023	STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	155.00
EFT20016	25/01/2023	SHIRE OF MT MARSHALL TRUST ACCOUNT	PAYROLL DEDUCTIONS	412.00
EFT20017	13/01/2023	SYNERGY	UTILITY CHARGES	6190.00
EFT20018	16/01/2023	SYNERGY	UTILITY CHARGES	1169.10
EFT20019	18/01/2023	SYNERGY	UTILITY CHARGES	1126.93

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT20020	24/01/2023	SYNERGY	STREET LIGHT UTILITY CHARGES	2003.30
EFT20021	14/01/2023	BENDIGO BANK	DECEMBER SUPPLIES	3000.51
EFT20022	27/01/2023	TELSTRA LIMITED	UTILITY CHARGES	2942.94
EFT20023	27/01/2023	GREAT EASTERN COUNTRY ZONE WALGA	ANNUAL SUBSCRIPTION 1/7/2230/06/23	1650.00
EFT20024	27/01/2023	KTY ELECTRICAL SERVICES	REPLACE SOLAR HOT WATER SYSTEM	7457.12
EFT20025	27/01/2023	BENCUBBIN NEWS & POST	POSTAGE	18.70
EFT20026	27/01/2023	DIELECTRIC SECURITY SYSTEMS	MONITORING FEES 01/0230/04	101.20
EFT20027	27/01/2023	WINC AUSTRALIA PTY LTD	WALL MOUNT ASH TRAYS	1284.12
EFT20028	27/01/2023	WA DISTRIBUTORS PTY LTD ALLWAYS FOODS	TOILET PAPER	48.15
EFT20029	27/01/2023	ACCENT RUBBER STAMPS & TROPHIES	SELF INKING STAMP	117.37
EFT20030	27/01/2023	KC SALES	CARAVAN PARK VOUCHERS AND STAFF VOUCHERS	225.00
EFT20031	27/01/2023	PALM PLUMBING	REPLACE OLD GAS HOT WATER SYSTEM	2696.68
EFT20032	27/01/2023	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE	550.00
EFT20033	27/01/2023	THE BENCUBBIN SHOP	DECEMBER SUPPLIES	1276.52
EFT20034	27/01/2023	A FOOT BELOW	REPLACE LAWN AND FIX BROKEN RETIC	9460.00
EFT20036	30/01/2023	STEWART & HEATON CLOTHING CO PTY LTD	SAFETY GEAR	884.14
EFT20037	30/01/2023	PHOEBE SACHSE	REIMBURSEMENT AUSTRALIA DAY DECORATIONS	30.00
EFT20038	30/01/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICES	22/23 QUARTER 3 OPERATING GRANT	14017.57
EFT20039	30/01/2023	MERREDIN TOYOTA	SERVICE ON MM00	831.96
EFT20040	30/01/2023	TOLL IPEC PTY LTD	FREIGHT	15.69
EFT20041	30/01/2023	BEACON GARAGE	SERVICE ON KUBOTA TRACTOR	1602.26
EFT20042	30/01/2023	CORSIGN WA PTY LTD	A FRAME SIGNS AND ARROW MAGNETS	1438.80
EFT20043	30/01/2023	WA CONTRACT RANGER SERVICES	RANGER SERVICES	522.50
EFT20044	30/01/2023	PALM PLUMBING	ANNUAL BACKFLOW TESTING	924.07
EFT20045	30/01/2023	MARKET CREATIONS T/A INTEGRATED ICT	SUPPLY AND INSTALL 2 X LAPTOPS	4908.75
EFT20046	30/01/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	HOSE REEL HANDLE AND HOSE REEL ASSEMBLY	496.10
EFT20047	30/01/2023	HOST AUTO REPAIRS	WHEEL ALIGNMENT AND REPLACEMENT OF STEERING TUBE	885.35

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT20048	30/01/2023	SYNERGY	UTILITY CHARGES BENCUBBIN POOL	4118.54
EFT20077	31/01/2023	WATER CORPORATION	UTILITY CHARGES	25.17
DD11651.1	11/01/2023	AWARE SUPER	PAYROLL DEDUCTIONS	6610.10
DD11651.2	11/01/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2198.70
DD11651.3	11/01/2023	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	567.15
DD11651.4	11/01/2023	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	298.77
DD11651.5	11/01/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	733.81
DD11651.6	11/01/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	243.42
DD11665.1	25/01/2023	AWARE SUPER	PAYROLL DEDUCTIONS	6846.36
DD11665.2	25/01/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	2202.76
DD11665.3	25/01/2023	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	556.54
DD11665.4	25/01/2023	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	302.70
DD11665.5	25/01/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	733.81
DD11665.6	25/01/2023	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	243.42
247	30/01/2023	WATER CORPORATION	UTILITY CHARGES	94.72
				<b>227,799.69</b>

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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**2. Trust**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT19969	09/01/2023	NADINE RICHMOND	REIMBURSE SOCIAL CLUB EXPENSES	62.00
EFT20007	05/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023010341624	349.50
EFT20008	06/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023010441628	660.95
EFT20035	27/01/2023	SHIRE OF MT MARSHALL	REIMBURSEMENT BOND FOR CARPET CLEANING VACATE CLEAN	240.00
EFT20049	30/01/2023	NADINE RICHMOND	REIMBUSE SOCIAL CLUB EXPENSES	120.00
EFT20050	31/01/2023	NADINE RICHMOND	REIMBURSE SC PURCHASE	22.99
EFT20051	09/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023010541640	41.90
EFT20052	10/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023010641650	74.40
EFT20053	16/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023011241699	30.50
EFT20054	17/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023011341706	74.40
EFT20055	18/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023011641707	83.95
EFT20056	19/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023011741716 41715	102.40
EFT20057	31/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023012741815	26.80
EFT20058	12/01/2023	DEPARTMENT OF TRANSPORT	MMSO2023011041689 41688 41616 41685 41684 41683 41682	9915.70
				<b>11,805.49</b>

## Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023

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### 3. Mastercard

<b>Details</b>	<b>Amount</b>
Supplies	385.40
Insurance for Little Bees	472.84
Records Course P Sachse	66.00
Records Course P Harris	66.00
Records Course J Bairstow	66.00
Records Course B Brophy	66.00
Council Snacks	52.69
Card Fee	4.00
Annual Recharge for Pool Phone	200.00
Steam Mop	79.00
Vacuum Bags	100.00
Mats	227.64
Fuel	99.08
Little Hotelier Subscription	176.20
Card Fee	4.00
Laptop sleeve	95.95
Request for Tenders	198.50
Card Fee	4.00
Card Fee	4.00
	<b>2367.30</b>

## **Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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This List of Accounts Paid under Delegation 14 and covering vouchers and direct debits as above was submitted to each Member of the Council for the Ordinary Meeting of **14 February 2023**. All invoices, being the subject of payments made, have been duly certified as to the receipt of goods and services, and prices, computations and costings have been checked against the expenditure authority (i.e. budget, purchase order, delegation).

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Ben McKay  
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.

**Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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**Comment:**

Nil

**OFFICER'S RECOMMENDATION:**

*That Council endorse the Accounts Listed:*

<i>Municipal Fund</i>	\$	<i>227,799.69</i>
<i>Trust Fund</i>	\$	<i>11,805.49</i>
<i>Mastercard</i>	\$	<i><u>2,367.30</u></i>
<i>Total</i>	\$	<i>241,972.48</i>



**11.3.3 Statement of Financial Activity to 31 December 2022**

<b>File No:</b>	4.0557
<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>	11.3.3 – Statement of Financial Activity to 31 December 2022
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Report Purpose:**

The purpose of this report is to have Council approve the monthly statement of financial activity.

**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

**OFFICER'S RECOMMENDATION:**

***The Council endorse the Statement of Financial Activity for the month ending 31 December 2022.***

**11.3.4 Statement of Financial Activity to 31 January 2023**

<b>File No:</b>	4.0557
<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>	11.3.4 – Statement of Financial Activity to 31 January 2023
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Report Purpose:**

The purpose of this report is to have Council approve the monthly statement of financial activity.

**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

**OFFICER'S RECOMMENDATION:**

***That Council endorse the Statement of Financial Activity for the month ending 31 January 2023.***

**11.3.5 Write Off Bad Debts**

**File No:** 3.0054  
**Location/Address:** N/A  
**Name of Applicant:** N/A  
**Name of Owner:** N/A  
**Author:** Tanika McLennan - Finance & Admin Manager  
**Attachments:** Nil  
**Declaration of Interest:** Nil  
**Voting Requirements:** Absolute Majority  
**Previously Considered:** Nil

**Report Purpose:**

The purpose of this report is for Council to authorise the writing off of bad debts that are above the value of the CEO's delegated authority.

**Background:**

The Finance Administration Manager routinely checks the outstanding debtors and pursues overdue debts. The following debts have been deemed unrecoverable as per the comments:

<b>Debtor No.</b>	<b>Debtor Name</b>	<b>Amount</b>	<b>Notes</b>
81737	Bianca Campbell	\$133.10	Account relates to lost library books invoiced in 2019 and 2020. It is uneconomical to pursue this debt.
81776	Kevin Dalgetty	\$362.00	Account relates to cleaning after Mr Dalgetty vacated his Shire house. Mr Dalgetty's bond was used to offset the debt but this portion remains outstanding from 17/11/21. It is uneconomical to pursue this debt.
81392	Scott Butler	\$400.00	Account relates to infringement for unregistered dog(s). Mr Butler spoke to former CEO, John Nuttall, who advised him that he would write the debt off as Mr Butler was confused about registration and thought this meant microchipping, which he had done. Mr Butler has subsequently registered the dogs. Mr Nuttall had no authority to write off the debt and this matter requires a Council decision.
<b>Total</b>		<b>\$895.10</b>	

**Consultation:**

Nil

**Statutory Environment:**

*Local Government Act 1995*

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

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

*\* Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

*[Section 6.12 amended by No. 64 of 1998 s. 39.]*

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

\$895.10 accounted for in provision for doubtful debts.

**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:**

Delegation FIN 002, delegates authority to the Chief Executive Officer under section 6.12 (1)(c) of the Local Government Act 1995, to write off any amount of money owed to the Shire, provided that it is less than \$100.00. As these amounts are greater than \$100.00, Council approval is required to write them off.

**OFFICER'S RECOMMENDATION:**

***That Council endorse the following bad debts being written off:***

<b><i>Debtor No.</i></b>	<b><i>Debtor Name</i></b>	<b><i>Amount</i></b>
<b><i>81737</i></b>	<b><i>Bianca Campbell</i></b>	<b><i>\$133.10</i></b>
<b><i>81776</i></b>	<b><i>Kevin Dalgetty</i></b>	<b><i>\$362.00</i></b>
<b><i>81392</i></b>	<b><i>Scott Butler</i></b>	<b><i>\$400.00</i></b>

**11.4 Coordinator of Community Development**

**11.4.1 Amendment to Policy CS.2.1 Citizen of the Year Award**

<b>File No:</b>	4.0601
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Rebecca Watson – Coordinator of Community Development
<b>Attachments:</b>	11.4.1a – Current Policy CS.2.1 Citizen of the Year Award 11.4.1b - Proposed Policy CS.2.1 Citizen of the Year Award
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Report Purpose:**

The purpose of this report is to review and update Policy CS.2.1 – Citizen of the Year Award.

**Background:**

Council currently has a policy (Attachment 11.4.1a) regarding the Citizen of the Year Award. This policy amendment seeks to add clarification around Elected Members nominating candidates for the award as well as Elected Members eligibility to be nominated for the award.

**Consultation:**

Chief Executive Officer – Ben Mckay

**Statutory Environment:**

Nil

**Relevant Plans and Policy:**

This item seeks to amend Policy CS.2.1 – Citizen of the Year Award (Attachment 11.5.1b)

**Financial Implications:**

Nil

**Risk Assessment:**

Participating and voting with an “impartiality” interest may adversely affect the integrity and the public’s confidence in the integrity of Council’s decision-making process. Should Councillors choose to declare an impartiality interest there is the risk of quorum not being met to make a decision on the Award.

## **Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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### **Community & Strategic Objectives:**

#### *Community*

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

### **Comment:**

At their December ordinary meeting, Council considered nominations for the 2023 Citizen of the Year Award. There were two situations where a Councillor had nominated a candidate along with a Councillor being nominated by a community member for the award. The situation raised conversation about the appropriateness of Councillors nominating candidates and or being nominated for the award. It was identified that this raises potential risks for Council in that it may adversely affect the integrity and the public's confidence in the integrity of Council's decision making process for the award. It also creates the risk of quorum not being met if several Councillors nominate or are nominated and declare an impartiality interest in the item.

Currently there is no policy or guideline that eliminates Councillors from being able to nominate candidates or Councillors being nominated for the award.

This item recommends that the policy be updated to include the two additional guidelines:

- Current Elected Members are not permitted to nominate candidates for the award.
- Current Elected Members are not eligible to be nominated for the award.

### **OFFICER'S RECOMMENDATION:**

***That Council adopt the amended Policy CS.2.1 – Citizen of the Year Award as attached at 11.5.1b.***



**11.4.2 Mt Marshall Aquatic Centre Contract Extension**

<b>File No:</b>	Agreements
<b>Location/Address:</b>	Shire of Mt Marshall
<b>Name of Applicant:</b>	Contract Aquatics
<b>Name of Owner:</b>	Shire of Mt Marshall
<b>Author:</b>	Rebecca Watson – Coordinator of Community Development
<b>Attachments:</b>	11.4.2a – Email Correspondence from Contract Aquatics 11.4.2b - Current Agreement with Contract Aquatics
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

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**Report Purpose:**

The purpose of this report is to authorise the extension of the current agreement between the Shire of Mt Marshall and Contract Aquatics for an additional two years for the management of the Mt Marshall Aquatic Facility.

**Background:**

In 2019 the Shire of Mt Marshall received Community Sports and Recreation Facility Funding (CSRFF) from the Department for Local Government, Sport and Primary Industries for the development of the Mt Marshall Aquatic Centre. In 2020 a Request for Tender (RFT) was advertised for the management of the new facility however no tenders were received.

Shire staff sought quotes for the management and a contract was executed between the Shire of Mt Marshall and Contract Aquatics on 22 September 2020 for a two year and eight-month term (1 November 2020 to 30 June 2023). The contract outlines an option to extend the contract for a further 2 years from 1 July 2023 to 30 June 2025 should both the contractor (Contract Aquatics) and the Shire of Mt Marshall both agree to do so.

The current agreement continues until the 30 June 2023 however, a decision to extend the agreement for a further two years needs to be determined by 30 April 2023.

Staff approached Mr Mat Mildwaters, Director of Contract Aquatics in early January to determine the contractors intentions in regards to extending the existing contract for a further two years. Please see attached correspondence from Mr Mildwaters indicating he would like to extend the contract with no changes to the contract for the agreed two year term (Attachment 11.4.2a)

**Consultation:**

Ben McKay – Chief Executive Officer  
Mat Mildwaters – Director at Contract Aquatics  
Tanika McLennan - Finance Administration Manager

## **Agenda for the Ordinary Meeting of Council on Tuesday 14 February 2023**

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### **Statutory Environment:**

Nil

### **Relevant Plans and Policy:**

Shire of Mt Marshall Policies & Procedures Manual - F&R.2.5 Purchasing Policy

### **Financial Implications:**

Contract charge amount of \$75,000 (plus GST) will be included in Councils 2023/2024 and 2024/2025 financial year budgets as outlined in APPENDIX "D"- Schedule of Charges in the Management Contract Agreement.

### **Risk Assessment:**

There is a risk of not being able to find qualified staff to operate the Mt Marshall Aquatic Centre should the contract not be extended.

### **Community & Strategic Objectives:**

#### *Community*

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

### **Comment:**

Contract Aquatics has provided the community with a well-maintained facility with friendly and welcoming staff for the past two and a half years under the management contract agreement.

The Aquatic Centre has been well maintained and presents very well for the patrons of the facility. Contract Aquatics have been very easy to work with to ensure the facility is open and available for additional activities such as swimming lessons, night functions, Australia Day and other events that are held at the facility outside its ordinary hours of operation.

Contract Aquatics have demonstrated great communication with Shire staff in regard to the maintenance, upkeep and ordering of chemicals and other consumables for the Centre. From the service provided by Contract Aquatics thus far, the Officers Recommendation will be to extend the contract for an additional two years from 1 July 2023 to 30 June 2025.

### **OFFICER'S RECOMMENDATION:**

***That Council authorise the extension of the current contract with Contract Aquatics for the management of the Mt Marshall Aquatic Centre for an additional two years being from 1 July 2023 to 30 June 2025.***

**11.5 Regulatory Officer**

Nil

**11.6 Development**

Nil

**11.7 Environmental Health Officer**

Nil

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

Nil

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

**13.1 Shire of Mt Marshall Cybersecurity Breach**

**RECOMMENDATION:**

*That members of the public be excluded to discuss agenda item 13.1 as it is considered to be a matter that if disclosed, could be reasonably expected to — (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating, or dealing with any contravention or possible contravention of the law.*

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

Nil

**15.0 Next Meeting – Tuesday 21 March 2023 commencing at 3.00pm in Council Chambers, 71 Monger St, Bencubbin**

**16.0 Closure of Meeting**