



SHIRE OF MT MARSHALL

MINUTES

Notice is hereby given that an Ordinary Meeting of Council was held on Wednesday 19 April 2017, at the Beacon Country Club, Shemeld Street, Beacon commencing at 3:00pm.

Cr RM Kirby

President

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intentionally**

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John Nuttall
Chief Executive Officer

Chairman Initial

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16. Closure of Meeting

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1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member declared the meeting open at 3:00pm and welcomed the members of the public present in the gallery.

2.0 Record of Attendance / Apologies / Approved Leave of Absence

In Attendance

Cr RM Kirby	President / Presiding Member
Cr SE Faulkner	Deputy President
Cr NR Gillett	Councillor
Cr ARC Sachse	Councillor
Cr HJ Shemeld	Councillor
Cr CT Lumsden	Councillor
Mr John Nuttall	Chief Executive Officer
Ms Nadine Richmond	Executive Assistant
Mrs Sally Putt	Community Development Officer
Mrs Tanya Gibson	Member of the public
Mrs Brooke Lumsden	Member of the public
Mr Des Miguel	Member of the public
Mrs Karley Dunne	Member of the public
Mrs Vicki Miguel	Member of the public
Mr David Dunne	Member of the public
Mrs Megan Beagley	Member of the public

Apologies

Cr WJ Beagley	Councillor
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3.0 Standing Orders

2017/04-1 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 SE Faulkner

Seconded Cr CT Lumsden

Carried 6/0

4.0 Public Questions

4.1 Response to Public Questions Taken on Notice

Nil

4.2 Public Question Time

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Public Question Time opened at 3.01pm

4.2.1 Summary of question from Mrs Tanya Gibson:

With the declining population is it possible to implement a study/investigation into having a Ten Year Education and Training Plan for the Shire of Mt Marshall and the wider regions of the Ninghan Cell and Shires through our NEWROC committee?

Summary of response from the Presiding Member:

The Presiding Member took Mrs Gibson's question on notice.

4.2.2 Summary of question from Mrs Tanya Gibson:

Why is the Beacon town stated in the strategic plan 1 called striving for the Town of Excellence? and the Bencubbin town called striving for a central location for facilities?

Summary of response from the Presiding Member:

The Presiding Member took Mrs Gibson's question on notice.

4.2.3 Summary of question from Mrs Tanya Gibson:

Will Council consider the Shire embracing 'frack free status'?

Summary of response from the Presiding Member:

The Presiding Member took Mrs Gibson's question on notice.

Public Question time closed at 3.03pm

5.0 Applications for Leave Of Absence

Nil

6.0 Declarations of Interest

Cr Rachel Kirby declared an impartiality interest in agenda item 12.5.2 being that she was a member of both the Beacon Netball Club and Beacon Tennis Club who had applied for club support funding.

7.0 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Meeting held on Tuesday 21 March 2017

2017/04-2 OFFICER RECOMMENDATION / COUNCIL DECISION:

That the Minutes of the Ordinary Meeting of Council held on Tuesday 21 March 2017 be confirmed as a true and correct record of proceedings.

Moved Cr NR Gillett

Seconded Cr HJ Shemeld

Carried 6/0

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8.0 Announcements by Presiding Person Without Discussion

Congratulations to the Shire for being endorsed as a Waterwise Shire. The Shire of Mt Marshall becomes one of 32 Shires which will be endorsed as Waterwise Shires across the State. Congratulations to the staff involved in making the application and addressing the selection criteria.

9.0 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 22nd March to 19th April 2017:

22nd March - CEACA Committee Meeting, Nungarin with Cr Sachse and CEO John Nuttall
4th April - WALGA Training - CEO Performance Appraisals, Kellerberrin with Cr Sachse
5th April - WALGA Training - Understanding Strategic Policy, Kellerberrin with Cr Sachse
6th April - Kununoppin Medical Practice Committee, Kununoppin with CEO John Nuttall
12th April - CEACA Executive Meeting, Kellerberrin

10.0 Petitions / Deputations / Presentations / Submissions

Nil

11.0 Reports of Committees

Nil

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12.0 Reports of Officers

12.1 Chief Executive Officer

12.1.11 CEACA – Use of Common Seal

File No:	AGREEMENTS
Location/Address:	N/A
Name of Applicant:	CEACA
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.11a – CEACA Memorandum of Understanding 12.1.11b – Minutes of CEACA meeting held 22 March 2017
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Councillors are aware of the CEACA project, and this Shire's involvement in the project. Meetings are held on notice for the full CEACA committee, along with Executive meetings when necessary. The most recent meeting was held in Nungarin on 22 March 2017.

During the course of the most recent meeting, there was need for all Councils involved in the project to agree to, sign and seal memoranda of understanding between all parties in order that the Wheatbelt Development Commission could sign the notice of withdrawal of funds for the first two stages of the project.

Unfortunately this requirement had not been made known to the Chief Executive Officer in advance of the last Council meeting, so that a resolution to allow this course of conduct could be passed. This item requests that Council acknowledge and accept the actions taken by the Chief Executive Officer and Shire President.

Presented with this item is a copy of the MOU (**Attachment 12.1.11a**) and a copy of the minutes from the meeting (**Attachment 12.1.11b**).

Consultation:

The Shire President was also required to sign the two memoranda. Councillor Sachse was present at the meeting.

Statutory Environment:

Local Government Act 1995

9.49A. Execution of documents

- (1) A document is duly executed by a local government if —

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- (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
 - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
- (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,
- each of whom is to sign the document to attest that the common seal was so affixed.

Relevant Plans and Policy:

N/A

Financial Implications:

There are no financial implications flowing directly from the use of the common seal, but its use was required to allow withdrawal of the funds for the first two stages of the CEACA project.

Risk Assessment:

There is a risk that should Council not resolve retrospectively to allow the use of the Common Seal that an ongoing breach of the Local Government Act would occur.

Community & Strategic Objectives:

CIVIC LEADERSHIP - Provide efficient and effective management

C 3.2 Enhance the capacity and effectiveness of administrative processes

C 3.3 Provide reporting processes in a transparent, accountable and timely manner

Comment:

It is extremely unfortunate that the Chief Executive Officer and the Shire President were placed in the position that this course of action was required. The lateness of the receipt of the paperwork for the meeting, and the urgency of the need for the project to move along were the reasons for this occurring. Respectfully, Councillors are asked to endorse the actions taken.

2017/04-3 OFFICER'S RECOMMENDATION / COUNCIL DECISION

That Council acknowledge and resolve to approve, subject to S9.49A(2), that the Common Seal of the Shire was used on 22 March 2017, for the purpose of sealing two memoranda of understanding between the Shires involved in the CEACA program.

Moved Cr ARC Sachse

Seconded Cr HJ Shemeld

Carried 6/0

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12.1.12 Debt Write Off – Beacon Caravan Park

File No:	F1/20
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	Nil
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Cabin B at Beacon Caravan Park was hired by 'Naughty Bugs Pest Control' for 2 nights between 7 March and 9 March 2017. The cost for those two night's accommodation is \$220 (including GST).

Unfortunately on the first night (7 March 2017) there was no power to the accommodation, and nobody available at night to resolve that issue. The result was that there were no lights in the accommodation, and there was no air-conditioning and no fridge (and it was a hot night). The next day the issue was reported and resolved.

As a result of those issues a request has been made to waive some or all of the charge for the first night's accommodation. As there is currently no policy granting authority to the Chief Executive Officer to wipe debt over \$10 (which is used primarily for correcting rounding issues and the like), this request needs to be determined by Council.

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.

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Relevant Plans and Policy:

There is no policy which authorises the Chief Executive Officer to write off debt of this type.

Financial Implications:

The cost of one night's accommodation in the sum of \$100 is the maximum amount that is being requested to be waived.

Risk Assessment:

As Council wishes to encourage visiting businesses to stay in the towns when they are working in the Shire, goodwill is an important factor for Council to consider when determining this request.

Community & Strategic Objectives:

CIVIC LEADERSHIP - Provide efficient and effective management

C 3.1 Provide responsive high level customer service (ongoing)

C 3.2 Enhance the capacity and effectiveness of administrative processes

Comment:

It is extremely unfortunate that circumstances out of the control of all parties meant that there was no electricity for a full night at the Beacon Caravan Park. Given the inconvenience suffered, and the fact that this is a business who would regularly use the Shire accommodation facilities, it is recommended in the interest of maintaining the goodwill between both parties that Council waive the cost of one night's accommodation on 7 March 2017.

2017/04-4 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council waive the accommodation fee charged to 'Naughty Bugs Pest Control' for the hire of Cabin B on the night of 7 March 2017.

Moved Cr ARC Sachse

Seconded Cr SE Faulkner

Carried 6/0

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12.1.13 Building Maintenance Services – Request for Tender

File No:	Tender Register
Location/Address:	N/A
Name of Applicant:	Shire of Mt Marshall
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.13 – F&R.2.5 Purchasing Policy
Declaration of Interest:	Nil
Voting Requirements:	Recommendations 1 & 2: Simple Majority Recommendation 3: Absolute Majority
Previously Considered:	Nil

Background:

This report seeks Council endorsement for a call for a Request for Tender (RFT) to provide Building Maintenance Services to the Shire.

Currently an arrangement exists between the Shire and ICS Carpentry as a result of a tender process determined by Council in 2015. Unfortunately that arrangement was only to last until 30 June 2017, with no option to renew. Accordingly, due to regulations and the cost of this service to the Shire, Council are obliged to consider calling for tenders again for this service.

Consultation:

Nil

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) (ba) as follows:

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 —

(ba) the local government intends to enter into a contract arrangement for the supply of goods or services where —

(i) the supplier is either —

(l) an individual whose last employer was the local government;

and

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(ii) the contract —

(I) is the first contract of that nature with that individual or group; and

(II) is not to operate for more than 3 years;

and

(iii) the goods or services are —

(I) goods or services of a type; or

(II) (in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type, that were provided by the individual (or persons) whilst employed by the local government;

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

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

(a) this Act other than those referred to in section 5.43; or

(b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

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

Relevant Plans and Policy:

Shire Policy F&R 2.5 deals with purchasing and tenders, but it does not set a standard selection criteria. Accordingly Council are invited to consider the appropriate selection criteria through this report. A copy of that policy is attached (**Attachment 12.1.13**).

Financial Implications:

Application of appropriate selection criteria for the tender process will assist in ensuring that tenderers offer the "best value" with respect to the supply of goods and services. The costs for building maintenance services will be included in the draft 2017/18 budget for Council's consideration.

Risk Assessment:

It is important that the process of calling for tenders is progressed immediately in order that a new contract can be established in time for the old arrangement ending in June 2017. Should Council fail to call for tender there is likelihood that there will be a breach of purchasing regulations which require a tender and contract to be arranged when more than \$150,000 will be spent on a specific item or service.

Community & Strategic Objectives:

CIVIC LEADERSHIP - Improve the Shire's capability and capacity

C 2.4 Use resources efficiently and effectively

C 2.5 Operate in a financially sustainable manner

Comment:

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

OFFICER'S RECOMMENDATION'S

2017/04-5 Officer's Recommendation 1 / Council Decision:

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 Tender (RFT MM 03.16/17) for the provision of Building Maintenance Services for a period of three (3) years, with the option to extend for a further three (3) years at the Shire's discretion.

Moved Cr ARC Sachse

Seconded Cr NR Gillett

Carried 5/1

2017/04-6 Officer's Recommendation 2 / Council Decision:

That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 set the Qualitative Evaluation Criteria for RFT MM 03.16/17, as follows:

<i>Relevant Experience</i>	<i>25%</i>
<i>Key Personnel</i>	<i>10%</i>
<i>Resources</i>	<i>10%</i>
<i>Demonstrated Understanding</i>	<i>15%</i>

Price evaluation is to provide the criteria for the remaining 40% of the assessment.

Moved Cr SE Faulkner

Seconded Cr HJ Shemeld

Carried 6/0

2017/04-7 Officer's Recommendation 3 / Council Decision:

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

(Absolute Majority)

Moved Cr SE Faulkner
Absolute Majority

Seconded Cr ARC Sachse

Carried 6/0

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12.1.14 Sale of 168 Collins Street, Bencubbin

File No:	Tender Register
Location/Address:	168 Collins Street, Bencubbin
Name of Applicant:	N/A
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall – Chief Executive Officer
Attachments:	Nil
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	21 April 2015

Background:

In April 2015 Council resolved to let a tender for the sale of 168 Collins Street, Bencubbin. That resolution read as follows:

2015/045 OFFICER RECOMMENDATION/COUNCIL DECISION:

That Council:

- 1. make an allowance in the 2015/2016 Budget document for the disposal of asset number L09006, being Lot 168 Collins Street (Land and Building or Building only), Bencubbin**
- 2. call public tenders for the disposal of Lot 168 Collins Street, Bencubbin in the first quarter of the 2015/2016 financial year at which time Tenders will be referred to Council for consideration and decision.**

**Moved Cr PA Gillett
Absolute Majority**

Seconded Cr JW Munns

Carried 6/0

Unfortunately that resolution had not previously been acted upon. Accordingly in March 2017 the property was offered for tender through the required process.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

3.58. Disposing of property

(1) In this section —

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

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

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- (2) Except as stated in this section, a local government can only dispose of property to —
- (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

Relevant Plans and Policy:

Nil

Financial Implications:

The anticipated amount to be received for this property was \$20,000. As no tender was lodged reaching that amount, should Council accept any other tender there will be a shortfall in the budget reflecting the difference between the accepted offer and the anticipated amount.

Risk Assessment:

Nil

Community & Strategic Objectives:

CIVIC LEADERSHIP - Improve the Shire's capability and capacity

C 2.4 Use resources efficiently and effectively

C 2.5 Operate in a financially sustainable manner

Comment:

It is recommended that Council accept the tender offer from Brett Anthony Millar, in the sum of \$18000. Not only was this the highest tender received, it was also indicated within the offer that the property would be used for staff accommodation, with the anticipation of a new couple or family starting work with Mr Millar's company in the near future. This would therefore provide the additional benefit of more people in Bencubbin.

Although the offer is below the anticipated and budgeted amount for the property Council should also have regard to the cost (financial and staff time) should they be considering undertaking a tender process again. Those costs would not be recovered, and there would be no guarantee of receiving a higher offer the second time around.

For all of the above reasons it is respectfully suggested that Council accept the offer from Mr Brett Millar in the sum of \$18000.

2017/04-8 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council:

- 1. Accept the tendered amount of \$18,000, offered by Mr Brett Anthony Millar, for 168 Collins Street, Bencubbin.***
- 2. Authorise the Chief Executive Officer to communicate the above resolution to Mr Millar, and undertake the necessary processes to finalise the sale of the property to him.***

Moved Cr CT Lumsden

Seconded Cr ARC Sachse

Carried 6/0

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2017/04-9 COUNCIL DECISION:

That Council lift item 12.1.8 from the March 2017 ordinary meeting (now renumbered as 12.1.15) from the table for debate.

Moved Cr SE Faulkner

Seconded Cr ARC Sachse

Carried 6/0

12.1.15 Water Corporation AA Dams

File No:	A6/25
Location/Address:	Various
Name of Applicant:	Water Corporation
Name of Owner:	Water Corporation
Author:	John Nuttall – Chief Executive Officer 12.1.15a – Email Correspondence with Water Corporation
Attachments:	12.1.15b – Location Map of AA Dams 12.1.15c – AA Dams Preliminary Report
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	21 April 2015

Background:

In 2016 the Water Corporation made contact with the Shire in relation to a series of AA water dams that are located around the Shire. Those dams are no longer being utilised by the Water Corporation and they have therefore been offered to the Shire. In December 2016 Dylan Copeland (NRM consultant) visited all of the dam locations and prepared a report regarding each one. A copy of that report can be found at **Attachment 12.1.15c**

Subsequently discussions have taken place between John Nuttall and Andrew Johnson (works supervisor) regarding the dams and whether there should be a recommendation to Council to take on the responsibility of any of them.

Consultation:

Consultation has taken place with the following:

- David Morgan – Water Corporation
- Dylan Copeland – NRM Consultant
- Andrew Johnson – Works Supervisor

Statutory Environment:

Local Government Act 1995

3.54. Reserves under control of local government

- (1) If land reserved under the *Land Administration Act 1997* is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could

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do under section 5 of the *Parks and Reserves Act 1895* if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.

- (2) Subsection (1) is subject to any express provision to the contrary made by an order under the *Land Administration Act 1997* in respect of the land.

Relevant Plans and Policy:

Nil

Financial Implications:

There will be a cost to the Shire should Council choose to take ownership of the Dams, by way of ongoing maintenance. However this cost must be considered alongside the benefit to the Council of these assets, especially in areas where access to water for road works etc. is often difficult.

Given that the land transfer will take some time any maintenance budget for Dams that the Shire takes control of will be considered in the budget for 2017/18.

*At Council's request this matter was deferred for one month in order for officers to provide further financial information and cost benefit analysis. **Attachment 12.1.15a** is the response from Water Corporation to some of the questions raised. This will hopefully answer some of the financial questions raised, and indicate possible sources of future revenue by way of grant funding should Council determine to accept the dams. There is also an indication as to what will happen should Council not take on responsibility for the dams.*

As for a cost benefit analysis this has proved much harder to prepare. Currently there is not a particular NEED for the dams. However it is possible to think of a number of future circumstances where they may be of substantial benefit. These include future drought events and road construction close to these dams where there is no other easily accessible water source. It is also the case that at least one of these dams (Sand Soak) would be able to be turned into a tourist site.

*In order to assist Council to make this determination, **Attachment 12.1.15b** is a map of the Shire with the locations of the Dams plotted. This will show land and roads nearby which may benefit from the water at some time in the future.*

Risk Assessment:

There is a risk that maintenance of these assets could be costly. However the sites recommended for taking offer the least such risk, with positive benefit available from all of them.

Community & Strategic Objectives:

ECONOMIC - Facilitate the development of local and regional tourism

E 2.4 Facilitate the development of local tourism activities associated with the Shire's diverse natural, social and built heritage

ECONOMIC - Provide an effective and efficient transportation network

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- Gabbin Dam
 - Snake Soak Dam
3. *Direct the Chief Executive Officer to communicate the above resolution to the Water Corporation, and make the necessary arrangements for the transfer of the assets into the control of the Shire of Mt Marshall*

2017/04-10 COUNCIL DECISION:

That Council:

1. ***Subject to funding being provided by Water Corporation for essential works as indicated in attachment 12.1.15a accept the offer from Water Corporation of the transfer of ownership from the Water Corporation to the Shire of Mt Marshall of the following AA Dams:***
 - ***Warkutting Tank***
 - ***Gabbinning Tank***
 - ***Marindo Rocks***
 - ***Beebeegnying Tank***
 - ***Sand Soak Dam***

2. ***Decline the offer from Water Corporation of the transfer of ownership from the Water Corporation to the Shire of Mt Marshall of the following AA Dams:***
 - ***Wiacubbing Dam***
 - ***Gabbin Dam***
 - ***Snake Soak Dam***

3. ***Direct the Chief Executive Officer to communicate the above resolution to the Water Corporation, and make the necessary arrangements for the transfer of the assets into the control of the Shire of Mt Marshall***

Moved Cr ARC Sachse

Seconded Cr SE Faulkner

Carried 6/0

Reason Council decision is different to officer recommendation: *To stipulate that the Shire will only accept the transfer of ownership of said AA Dams if funding is provided by Water Corporation for essential works.*

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12.1.16 Kununoppin Medical Practice Committee - Finances

File No:	H2/10
Location/Address:	N/A
Name of Applicant:	Kununoppin Medical Practice Committee
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	Nil
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

The Kununoppin Medical Practice Committee (KMPC) is a Council committee, on which the Shire of Mt Marshall have two representative Councillors. The Shire's of Trayning, Mukinbudin and Nungarin have similar representation. The Chief Executive Officers of each Shire also attend the meetings. The Shire of Trayning is the secretariat for the committee.

On 6 April 2017 a meeting of the KMPC was held at Trayning. During the course of that meeting there were three resolutions to be considered. All of those resolutions purported to allow for distribution of funds or writing off debts owed. The funds and debt were from a time prior to the current arrangement when the KMPC effectively employed a doctor in the area.

During the course of the meeting it was acknowledged that the KMPC does not have the legal authority to write off debt or to determine how outstanding funds should be distributed. Accordingly, no decision was taken in relation to writing off debt owed to the KMPC. Further it was resolved by the committee that rather than lease a car for the doctor (provision of a vehicle is required under the contract) it would be beneficial to purchase a vehicle. It was determined that this purchase should occur from the outstanding funds.

This report seeks to obtain Councils approval of the recommendations of the KMPC. The actions regarding the finances will be taken by the Shire of Trayning who hold the money.

Consultation:

The Shire President was present at the KMPC meeting on 6 April 2017.

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

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- (c) write off any amount of money,
which is owed to the local government.

** Absolute majority required.*

Relevant Plans and Policy:

Nil

Financial Implications:

There is currently no budget for any of the recommendations of the KMPC. Whilst the money is held by the Shire of Trayning, Council should still resolve to follow the recommendations of the KMPC and make allowance in the budget to receive 30% of the new vehicle (as an asset) within the budget. This allowance can be made once the value of the vehicle, and the 30% share of that vehicle assigned to Mt Marshall is.

Risk Assessment:

Nil

Community & Strategic Objectives:

CIVIC LEADERSHIP - Improve the Shire's capability and capacity

C 2.3 Facilitate resource sharing on a regional basis

C 2.4 Use resources efficiently and effectively

C 2.5 Operate in a financially sustainable manner

Comment:

This situation is rather unusual. The balance of funds is held by the Shire of Trayning, on behalf of the KMPC. Given that committee does not have the authority to deal with the writing off of debt, or the dispersal of funds, each Council will be required to resolve for actions to be taken, even though those actions will be undertaken by Trayning. Once the exact value of Mt Marshall's split of the asset (vehicle) is known, there will have to be a budget variation to allow for the receipt of that asset onto the Shire asset register.

2017/04-11 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council:

- 1. Resolve, subject to S6.12 Local Government Act 1995, that the unrecovered debt to Kununoppin Medical Practice Committee totalling \$366 be written-off***
- 2. Resolve that the Kununoppin Medical Practice Committee purchase a new Toyota Prado through the Shire of Trayning, with 30% of the asset to be allocated to the Shire of Mt Marshall***
- 3. Resolve that the vehicle in resolution 2 be purchased using the outstanding balance held by the Kununoppin Medical Practice Committee.***

Moved Cr HJ Shemeld

Seconded Cr SE Faulkner

Carried 6/0

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12.2 Works Supervisor

12.2.3 Works Report April 2017

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

ECONOMIC - Provide an effective and efficient transportation network

E 3.2 Maintain an efficient, safe and quality local road network

CIVIC LEADERSHIP - Provide efficient and effective management

C 3.3 Provide reporting processes in a transparent, accountable and timely manner

Comment:

Roads

Reconstruction works on the Wialki/Mukinbudin Road have had a few delays with staff absences for various reason and are now ready for sealing. These sealing works will coincide with the completion of the rest of our resealing works.

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Resheeting works are ready to be carried out, with most of the clearing and gravel pit preparation complete for carting of materials for these projects.

The resheeting work that will be carried out are:

- Trayning/ Gabbin Rd 4.00km
- Cleary/Gabbin Rd 6.90km
- Hogan Rd 1.00km
- Mouroubra Rd 1.00km
- Inglton Rd 1.00km

These works will be carried out over the next 6 weeks.



Town Maintenance

Beacon and Bencubbin are both reasonably tidy. Beacon had a very welcome tidy up with the working bee and this will make it easier to keep on top of things moving forward.

Both ovals are up and running for the football season with Beacon oval needing a bit of extra fertiliser to get it green as we have been relying on scheme water. The dams have run out of water which restricts us to the amount of water we can use.

All weather access to the Beacon capture dam has been completed and quotes for the new fence have been sought. Works will be commencing in the next few weeks.



Quotes for the footpath in front of the Beacon Primary School have been sought and works are expected to be completed over the school holidays.

Waste Sites

Both waste sites are functioning well with people putting their waste into the pit, which makes our job easier.

Plant

A new engine has been install in the Mitsubishi Triton twin cab under warranty from Mitsubishi.

Other Items of Interest

I'm currently seeking quotes for renovation works that are required for both Beacon and Bencubbin ovals and these will be a guide for inclusion in next year's budget.

I'll also be looking for options for the fuel tank in Beacon as it will need to be replaced in the future. At present it has no Bunding and will become a problem with new environmental considerations that are on the horizon.

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Quotes have been received for the works on the Beacon Capture Dam project, Beacon Railway Dam project and the Bencubbin Dam project. Total Eden will be conducting these works and work is expected to commence in the first week of May taking about a week to complete.

2017/04-12 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the March report of the Works Supervisor be received.

Moved Cr SE Faulkner

Seconded Cr CT Lumsden

Carried 6/0

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12.3 Executive Assistant

12.3.6 Minutes of NEWROC Council Meeting held 9 March 2017

File No:	NEWROC District
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.6 – Minutes of NEWROC Council Meeting held 9 March 2017
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	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 and Wyalkatchem, 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:

C 3.3 Provide reporting processes in a transparent, accountable and timely manner

Comment:

The Minutes of the NEWROC Council meeting held on 9 March are submitted (attachment 12.3.6) in order to keep all members abreast of the activities of the NEWROC Council.

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The next meeting of the NEWROC Council is scheduled to be held on Tuesday 18 April 2017 at the Shire of Wyalkatchem.

2017/04-13 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the minutes of the NEWROC Council meeting held on 9 March 2017 be noted.

Moved Cr SE Faulkner

Seconded Cr ARC Sachse

Carried 6/0

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12.3.7 Status Report – March 2017

File No:	N/A
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.7 – Status Report March 2017
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

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

Consultation:

Nil

Statutory Environment:

Nil

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

Nil

Community & Strategic Objectives:

C 3.3 Provide reporting processes in a transparent, accountable and timely manner

Comment:

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

2017/04-14 OFFICER'S RECOMMENDATION / COUNCIL DECISION

That the Status Report for March 2017 be received.

Moved Cr SE Faulkner

Seconded Cr ARC Sachse

Carried 6/0

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12.3.8 Council and Committee Meetings 2017/18

File No:	A2/13
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.8 – Notice of Meeting Dates 2017/18
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Ordinary Meetings of Council are typically held on the third Tuesday afternoon of each month commencing at 3:00pm with the exception of the May and November meetings which are held in the evenings.

Council is required to provide local public notice, at least once each year, of its meetings and those of its committees in accordance with *the Local Government Act 1995*, s1.7 (2)(a)(b).

Consultation:

Nil

Statutory Environment:

Local Government Act 1995,
Section 1.7 - Local Public Notice (1)(a)(b)(c) and (2)(a)(b)

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

Nil

Community & Strategic Objectives:

C 1.1 Enhance open and interactive communication between Council and the community.

Comment:

As per the previous year's schedule, two meetings a year are to be held in Beacon. These will be held in April and November. No change to the commencement times of the meetings has been proposed.

Dates and commencement times for the remainder of Council's committees are yet to be scheduled and public notice will be provided once dates are set.

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2017/04-15 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the attached notice specifying the following meeting dates for 2017/18:

<i>18 July 2017</i>	<i>Recess – January 2018</i>
<i>15 August 2017</i>	<i>20 February 2018</i>
<i>19 September 2017</i>	<i>20 March 2018</i>
<i>17 October 2017</i>	<i>17 April 2018</i>
<i>21 November 2017</i>	<i>15 May 2018</i>
<i>19 December 2017</i>	<i>19 June 2018</i>

be approved for advertisement in the Gimlet Newspaper, the Beacon Bulletin, Council notice boards, and the Shire's website and social media sites.

Moved Cr HJ Shemeld

Seconded Cr NR Gillett

Carried 6/0

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12.4 Finance and Administration Manager

12.4.12 Statement of Financial Activity to 31 March 2017

File No:	F1/4
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Tanika McLennan – Finance & Admin Manager
Attachments:	12.4.12 – Statement of Financial Activity to 31 March 2017
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

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

Consultation:

Nil

Statutory Environment:

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

Relevant Plans and Policy:

Nil

Financial Implications:

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

Risk Assessment:

Nil

Community & Strategic Objectives:

C 3.3 Provide reporting processes in a transparent, accountable and timely manner

Comment:

Nil

2017/04-16 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council endorse the Statement of Financial Activity for the month ending 31 March 2017.

Moved Cr ARC Sachse

Seconded Cr NR Gillett

Carried 6/0

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12.4.13 Accounts Paid to 31 March 2017

File No: F1/4
Location/Address: N/A
Name of Applicant: Nil
Name of Owner: N/A
Author: Sandy Wyatt – Administration 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 19 April 2017 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
43	28/03/2017	TELSTRA	UTILITY CHARGES-MARCH17	2022.10
44	28/03/2017	WATER CORPORATION	WATER CHARGES 5.1.17-22.3.17	15305.70
45	28/03/2017	SYNERGY	STREETLIGHTS 25.1.17-24.2.17	2402.35
10	31/03/2017	BANK FEES - BANK FEES	BANK FEES	194.18
EFT12193	02/03/2017	HITACHI CONSTRUCTION MACHINERY (AUST) P/L	2016 JOHN DEERE 670GP MOTOR GRADER	294800.00
EFT12194	14/03/2017	BENDIGO BANK	FEBRUARY SUPPLIES	1760.14
EFT12195	22/03/2017	AVON WASTE	RUBBISH COLLECTION-FEBRUARY17	4961.14
EFT12196	22/03/2017	BOC GASES	GAS CYLINDERS-FEBRUARY17	77.99
EFT12197	22/03/2017	COURIER AUSTRALIA	FREIGHT-FEBRUARY17	30.28

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Chq/EFT	Date	Name	Description	Amount
EFT12198	22/03/2017	STATE LIBRARY OF WA	COURIER SERVICE-INTER LIBRARY LOANS 2016/2017	301.22
EFT12199	22/03/2017	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT-BUSY BEE'S BEACON	89.95
EFT12200	22/03/2017	NINGHAN SPRAYING & AG SERVICES	FEBRUARY SUPPLIES	2017.73
EFT12201	22/03/2017	SHIRE OF TRAYNING	DOCTORS VEHICLE/MEDICAL PRACTICE EXPENSES PLUS DOCTORS RENT 1.1.17- 25.2.17	2130.29
EFT12202	22/03/2017	BENCUBBIN NEWS & POST	NEWSPAPERS	51.60
EFT12203	22/03/2017	BEACON CO-OPERATIVE LTD	POSTAGE-BEACON LIBRARY	22.80
EFT12204	22/03/2017	STAPLES AUSTRALIA	FEBRUARY SUPPLIES	2.74
EFT12205	22/03/2017	STAR TRACK EXPRESS	FREIGHT-FEBRUARY17	166.29
EFT12206	22/03/2017	BENCUBBIN COMMUNITY RESOURCE CENTRE	FEBRUARY SUPPLIES	18.50
EFT12207	22/03/2017	BENCUBBIN TRUCK N AUTO'S	TYRES FOR LANDCRUISER	3101.41
EFT12208	22/03/2017	HILLVALE BUS CONTRACTORS	BUSES-INTERM SWIMMING-BEACON PRIMARY SCHOOL	7004.80
EFT12209	22/03/2017	LANDGATE	MINING TENEMENTS CHARGEABLE	37.90
EFT12210	22/03/2017	BENCUBBIN AG SUPPLIES	FEBRUARY SUPPLIES	310.20
EFT12211	22/03/2017	FAST FINISHING SERVICES	BINDING OF MINUTES	332.75
EFT12212	22/03/2017	5RIVERS PLUMBING AND GAS	WORKS ON BENCUBBIN SYPHON PROJECT	5878.37
EFT12213	22/03/2017	BENNY MART	FEBRUARY SUPPLIES	306.40
EFT12214	22/03/2017	CENTRAL WHEATBELT FOOTBALL LEAGUE	2017 CONTRIBUTION OF CWS EXECUTIVE OFFICER POSITION	2500.00
EFT12215	22/03/2017	ROSS'S DIESEL SERVICE	REPAIRS TO BRAKES	694.21
EFT12216	22/03/2017	GREAT SOUTHERN FUELS	FUEL-FEBRUARY17	9963.51
EFT12217	22/03/2017	HEARTLANDS WESTERN AUSTRALIA INC	MEMBERSHIPS	385.00
EFT12218	22/03/2017	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS	1626.70
EFT12219	22/03/2017	DYLAN COPELAND	PROVISION OF NATURAL RESOURCE MANAGEMENT-FEBRUARY17	715.00
EFT12220	22/03/2017	MARKETFORCE PTY LTD	ADVERTISING	107.96
EFT12221	22/03/2017	SOUTHERN CROSS AUSTEREPT PTY LTD	RADIO ADVERTISING	55.00
EFT12222	22/03/2017	JE & AA LANCASTER	REFUND OVERPAYMENT OF GYM MEMBERSHIP	10.00
EFT12224	27/03/2017	WA TREASURY CORPORATION	LOAN 119	975.84

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Chq/EFT	Date	Name	Description	Amount
EFT12225	28/03/2017	TWO DOGS HOME HARDWARE	MARCH SUPPLIES	53.98
EFT12226	28/03/2017	CJD EQUIPMENT PTY LTD	MARCH SUPPLIES	194.99
EFT12227	28/03/2017	MUKA TYRE MART	PUNCTURE REPAIRS & TYRES	134.00
EFT12228	28/03/2017	SHIRE OF MUKINBUDIN	BEACON PRIMARY SCHOOL ENTRY- MUKINBUDIN SWIMMING POOL-INTERM LESSONS	581.50
EFT12229	28/03/2017	NINGHAN SPRAYING & AG SERVICES	MARCH SUPPLIES	3.92
EFT12230	28/03/2017	KTY ELECTRICAL SERVICES	DESIGN & CONSTRUCT SITE WORKS-POWER UPGRADE-BEACON REC.COMPLEX	1265.00
EFT12231	28/03/2017	BENCUBBIN SPORTS CLUB INC.	CHRISTMAS FUNCTION (FROM 24.12.2016)	1526.50
EFT12232	28/03/2017	BENCUBBIN NEWS & POST	POSTAGE 7.3.17-10.3.17	90.75
EFT12233	28/03/2017	A & B CANVAS AUSTRALIA	WINDSOCKS	385.00
EFT12234	28/03/2017	BEACON CO-OPERATIVE LTD	CARAVAN PARK VOUCHERS	40.00
EFT12235	28/03/2017	BURGESS RAWSON (WA) PTY LTD	UTILITY CHARGES 7.1.17-10.3.17	34.74
EFT12236	28/03/2017	ICS CARPENTRY	WORKS TO BEACON HALL	32607.58
EFT12237	28/03/2017	STAR TRACK EXPRESS	FREIGHT-MARCH17	442.17
EFT12238	28/03/2017	BENCUBBIN PRIMARY SCHOOL	REIMBURSEMENT-ENTRY TO SHIRE OF TRAYNING POOL-SWIMMING CARNIVAL	75.00
EFT12239	28/03/2017	D I TOMAS CONTRACTING	FOOTPATH-BENCUBBIN	12155.00
EFT12240	28/03/2017	METROCOUNT	ROAD POD VT5909 INC RC	4559.50
EFT12241	28/03/2017	BENCUBBIN TRUCK N AUTO'S	MARCH SUPPLIES	185.00
EFT12242	28/03/2017	NAUGHTY BUGS PEST CONTROL	PEST CONTROL	1122.00
EFT12243	28/03/2017	5RIVERS PLUMBING AND GAS	MARCH REPAIRS	1032.46
EFT12244	28/03/2017	KUNUNOPPIN MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL-J.NUTTALL	143.00
EFT12245	28/03/2017	CR WJ BEAGLEY	MEETING FEES & ALLOWANCES 21.3.17	515.18
EFT12246	28/03/2017	R MUNNS ENGINEERING CONSULTING SERVICES	CONSULTANCY WORK	2961.02
EFT12247	28/03/2017	MW GRANT	PUSH GRAVEL AND REMOVE TREE	17545.00
EFT12248	28/03/2017	WALLIS COMPUTER SOLUTIONS	BEACON LIBRARY BACK UP SERVICE-6 MONTHS	396.00
EFT12249	28/03/2017	SALLY PUTT	REIMBURSEMENT-TRAVEL FOR TENDER EVALUATIONS	709.67
EFT12250	28/03/2017	CUMMINS LIQUID WASTE DISPOSALS	SEPTIC PUMP OUT	2382.00

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Chq/EFT	Date	Name	Description	Amount
EFT12251	28/03/2017	WA CONTRACT RANGER SERVICES	RANGER SERVICES 20.2.17 & 7.3.17	654.50
EFT12252	28/03/2017	MARKET CREATIONS	BUSINESS CARDS-J.NUTTALL & A.JOHNSON	198.00
EFT12253	28/03/2017	CR ARC SACHSE	MEETING FEES & ALLOWANCES 15.3.17-21.3.17	703.18
EFT12254	28/03/2017	CR RM KIRBY	MEETING FEES & ALLOWANCES 20.2.17-21.3.17	2250.90
EFT12255	28/03/2017	CR SE FAULKNER	MEETING FEES & ALLOWANCES 21.3.17	702.50
EFT12256	28/03/2017	CR HJ SHEMELD	MEETING FEES & ALLOWANCES 14.3.17-21.3.17	869.18
EFT12257	28/03/2017	CALLUM THOMAS LUMSDEN	MEETING FEES & ALLOWANCES 21.3.17	583.18
EFT12258	28/03/2017	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPY CHARGES	799.09
EFT12259	28/03/2017	CR NICK GILLETT	MEETING FEES & ALLOWANCES	531.18
EFT12260	28/03/2017	JOANNA POOLE	AQUATIC CENTRE REIMBURSEMENT SCHEME 2016/17	52.00
EFT12261	28/03/2017	DC PAYMENTS AUSTRALASIA	ONGOING FEES FOR ATM-FEBRUARY17	93.03
EFT12262	01/03/2017	TONY BUCHERT	RENT-GYM	500.00
DD8669.1	01/03/2017	WALGS PLAN	PAYROLL DEDUCTIONS	6427.88
DD8669.2	01/03/2017	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	210.60
DD8669.3	01/03/2017	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	183.69
DD8669.4	01/03/2017	COLONIAL FIRST STATE INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	156.78
DD8669.5	01/03/2017	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	117.81
DD8669.6	01/03/2017	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	355.88
DD8669.7	01/03/2017	CARESUPER	SUPERANNUATION CONTRIBUTIONS	156.78
DD8669.8	01/03/2017	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	475.00
DD8670.1	15/03/2017	WALGS PLAN	PAYROLL DEDUCTIONS	6487.92
DD8670.2	15/03/2017	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	210.60
DD8670.3	15/03/2017	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	183.69
DD8670.4	15/03/2017	COLONIAL FIRST STATE INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	156.78
DD8670.5	15/03/2017	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	88.70
DD8670.6	15/03/2017	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	363.40

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Chq/EFT	Date	Name	Description	Amount
DD8670.7	15/03/2017	CARESUPER	SUPERANNUATION CONTRIBUTIONS	156.78
DD8670.8	15/03/2017	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	475.00
DD8687.1	29/03/2017	WALGS PLAN	PAYROLL DEDUCTIONS	6458.87
DD8687.2	29/03/2017	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	210.60
DD8687.3	29/03/2017	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	183.69
DD8687.4	29/03/2017	COLONIAL FIRST STATE INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	156.78
DD8687.5	29/03/2017	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	95.63
DD8687.6	29/03/2017	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	361.09
DD8687.7	29/03/2017	CARESUPER	SUPERANNUATION CONTRIBUTIONS	156.78
DD8687.8	29/03/2017	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	475.00
				473,743.48

2. Trust

Chq/EFT	Date	Name	Description	Amount
EFT12223	28/03/2017	BENCUBBIN SPORTS CLUB INC.	INV517 (FROM 23.9.16) SPORTS CLUB	668.00
EFT12263	31/03/2017	DEPARTMENT OF TRANSPORT	MMSO20170309	27,557.15
				28,225.15

3. Mastercard

Details	Amount
Licensing Fees-New Roller	64.50
Bank Fees	4.00
Gifts Flowchart-Civic Legal	44.65
Assort.Lollies & Snacks-Council	32.72
Wine-Council	32.00
Diary-J.Nuttall	37.42
Diary-J.Nuttall	34.95
Vehicle licence	114.40
Lap Membership-S.Putt	198.00

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Working with Children-S.Putt	83.00
Supervision Booklet-S.Moug	29.00
Glasses with Etching	544.50
Bank Fees	4.00
Accomm & Meals-T.McLennan	290.00
Foxtel	200.00
Bank Fees	4.00
Meals-T.McLennan	39.00
Bank Fees	4.00
	1,760.14

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 **19 April 2017**. All invoices, being the subject of payments made, have been duly certified as to the receipt of goods and services, and prices, computations and costings have been checked against the expenditure authority (i.e. budget, purchase order, delegation).

John Nuttall
Chief Executive Officer

Consultation:
Tanika McLennan – Finance and Administration Manager

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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:

C 3.3 Provide reporting processes in a transparent, accountable and timely manner

Comment:

Nil

2017/04-17 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the Accounts Listed

<i>Municipal Fund</i>	\$ 473,743.48	
<i>Trust Fund</i>	\$ 28,225.15	
<i>Mastercard</i>	\$ <u>1,760.14</u>	<i>Detailed statement provided in Councillor Information.</i>
<i>Total</i>	\$ 503,728.77	

Be endorsed.

Moved Cr SE Faulkner

Seconded Cr ARC Sachse

Carried 6/0

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12.5 Community Development Officer

12.5.1 Little Bees Family Day Care

File No:	A6/33
Location/Address:	Sturt Pea Building, Bencubbin Town Hall, Beacon
Name of Applicant:	Nil
Name of Owner:	Shire of Mt Marshall
Author:	Sally Putt – Community Development Officer
Attachments:	12.5.1a – Attendance Statistics – Bencubbin 12.5.1b – Attendance Statistics - Beacon 12.5.1c – Letter of Support from Parent
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	April 2015 & March 2016

Background:

Little Bees Family Day Care has been operating through the Shire of Mt Marshall since July 2015. The service is registered with the Great Beginnings Family Day Care Scheme and is managed by our Family Day Care Coordinator. A Family Day Care Service can provide education and care for up to four children of preschool age and under and no more than seven children at any one time. Families are eligible to register for the Child Care Benefit and Child Care Rebate through this service which provides a discounted cost for care through Commonwealth funding.

Following its opening, Little Bees operated 3 days per week from 8.30am till 4.30pm in the Sturt Pea building in Bencubbin. In October 2016 the service expanded and is now also available in Beacon, operating from the Beacon Playgroup room in the Town Hall 1 day per week.

Consultation:

John Nuttall – Chief Executive Officer
Sarah Moug – Family Day Care Coordinator
Sharon Palumbo – Director, Great Beginnings Family Day Care

Statutory Environment:

Nil

Relevant Plans and Policy:

Nil

Financial Implications:

In the last financial year it has cost the Shire of Mt Marshall \$8550 to operate the Little Bees Family Day Care service. The aim is for the service to break even within the next 3 years of operation.

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Risk Assessment:

Nil

Community & Strategic Objectives:

S 2.3 Provide an environment that enhances the growth, development and retention of youth

S 2.4 Advocate for the provision of education services within the community

E 1.5 Facilitate and create sustainable business and community partnerships

E 1.6 Enhance the aesthetic environment to support business opportunities

Comment:

The service was established in 2015 as a 12 month trial to ascertain whether it would be a viable within the community. In 2016 Council allocated funds in the 2016/17 budget for costs associated with a further 12 months of operation. The Family Day Care Coordinator position is now a full time role, operating the service 4 days per week with 1 day for administrative tasks (i.e. invoicing, planning etc.).

Over 20 families from Bencubbin, Beacon & Koorda have benefited from Little Bees Family Day Care service since it opened its doors. The service has enabled 3 of the families using the service to establish their own small businesses while using the care and at least 7 parents have been able to accept part time work. This provides a benefit to not only the families using the service but also local businesses and community members. With a lack of long day care services on offer within the NEWROC area this would not be possible without the Little Bees service.

Bookings have remained consistent over the 20 months of operation, when averaging the amount of bookings over this time the service is performing at 70% of its maximum capacity. Weekly booking statistics can be found within **Attachment 12.5.1a and b**. With the service now operational from both Bencubbin & Beacon the coordinator also has the chance to offer the service to the other town if no bookings have been received, while this has only happened 2 occasions thus far it provides an additional opportunity for the community to access the service. On many occasions the service has also been fully booked on various days and a waiting list has been implemented so the parents can use the service if another child cancels prior to 24 hours before the date. Currently the service has 1 child on the waiting list to access the service from May onwards, the coordinator is working with parents to see if permanent spots can be changed to alternate days to free up a spot to enable this family use of the service.

As of the 7th of April 2017, the service has cost the Shire \$21,577 to operate this financial year. This includes registration for the service, insurance, room hire, wages and study expenses for the Coordinator. The income received from the service to date is \$13,027. It should be noted that the service has been closed for 2.5 months of the financial year due to staff leave and the summer closure. To date, the service has operated at a cost of \$8550.

When establishing the service as trial in 2015 it was suggested that if the service operated profitably, the coordinator could be given the opportunity to take over the business as a private venture. The service has proven not to be sustainable to be operated privately however the economic and community benefits the service provides are much aligned with the Shires Strategic and Corporate Planning and has proven to be an appreciated and

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needed service to our community. A letter we have received from a community member regarding the service can be found within **Attachment 12.5.1c**.

In order for the service to break even financially, it will need to operate at approximately 78% of its maximum capacity. The Shire will take steps to increase its use by advertising on a monthly basis in surrounding communities so new families to the area are aware of the service and continue to promote the service within Bencubbin and Beacon and working with our local playgroups. We have also discussed the current fee structure with our service provider Great Beginnings, as we have not increased our fees since establishing in 2015 they have recommended we review these prior to the new financial year. Other family day care services located within the Wheatbelt (Kellerberrin & Wyalkatchem) currently charge between \$70-80 per day, ours are currently set at \$64. We will be reviewing these costs and are likely to implement a small increase to charges in 2017/18.

Given the considerable benefits the service provides to our Shire, it is proposed the Shire continue to operate the Little Bees Family Day Care service in 2017/18 and future years. The Community Development Officer will continue to review usage statistics monthly to ensure the service is operating at an equitable level (averaging no less than 65% p/quarter) and will implement tasks alongside the Coordinator to try increase usage to enable the service to run at nil cost to the Shire. If attendance levels take a significant drop this will then be reviewed by the Coordinator, Community Development Officer and Chief Executive Officer and be brought to the attention of Council.

2017/04-18 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council;

1. ***Direct the CEO to include the sum of \$35,000 for operating the Little Bees Family Day Care Service in the budget deliberations for the 2017/18 financial year.***
2. ***Resolve to maintain the provision of the Family Day Care as a community service offered by the Shire of Mt Marshall.***
3. ***Review operative costs of running the service during the budget process on an annual basis.***

Moved Cr ARC Sachse

Seconded Cr HJ Shemeld

Carried 6/0

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Cr Rachel Kirby declared an impartiality interest in agenda item 12.5.2 being that she was a member of both the Beacon Netball Club and Beacon Tennis Club who had applied for club support funding. Cr Kirby remained in the meeting and participated in discussion and voting.

12.5.2 Club Support Fund 2017

File No:	A6/18a
Location/Address:	Shire of Mt Marshall Bencubbin Bowls Club
Name of Applicant:	Beacon Netball Club Bencubbin Golf Club Beacon Tennis Club
Name of Owner:	N/A
Author:	Sally Putt – Community Development Officer 12.5.2a - Bencubbin Bowls Club Application 12.5.2b - Beacon Netball Club Application
Attachments:	12.5.2c - Bencubbin Golf Club Application 12.5.2d - Beacon Tennis Club Application 12.5.2e - Summary of Applications
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

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

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

A total fund pool of \$12,000 was allocated in the 2016/17 budget, with clubs invited to apply for a grant of up to \$8,000. Applications closed on the 11th of April 2017. Shire staff have assessed the applications to ensure all meet eligibility requirements and the final decision is to be awarded by Council. Successful applicants will be required to acquit the funding by the 30th June 2016.

Consultation:

John Nuttall – Chief Executive Officer

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Statutory Environment:

Nil

Relevant Plans and Policy:

Nil

Financial Implications:

\$12,000 allocated within the 2016/17 budget.

Risk Assessment:

Nil

Community & Strategic Objectives:

S 1.2 Partner with the community to support the creation of community driven activity centres such as playgroups and community centres

S 4.3 Partner with stakeholders to achieve greater community participation in recreational facilities and services

Comment:

Four applications were received for the Club Support Fund. All applications meet the eligibility requirements stated in the guidelines. The applications are attached with a summary sheet for Council to review and consider.

A total fund pool of \$12,000 has been allocated in the 2016/17 budget and Council have discretion as to how this funding is awarded and how much of the fund is allocated. A summary of the applications can be found in **Attachment 12.5.2e**.

Once Council have selected the successful applicants, the Community Development Officer will work with the clubs to complete and acquit their projects prior to 30th June 2017.

2017/04-19 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the following 2016/17 Club Support Fund Applications be approved for funding by Council;

<i>Bencubbin Bowls Club</i>	<i>\$1,500.00</i>
<i>Beacon Tennis Club</i>	<i>\$4,600.00</i>
<i>Bencubbin Golf Club</i>	<i>\$4,000.00</i>
<i>Beacon Netball Club</i>	<i>\$2,818.00</i>

Moved Cr SE Faulkner

Seconded Cr ARC Sachse

Carried 6/0

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12.6 Regulatory Officer

Nil

12.7 Development

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 16 May 2017 commencing at 6:45pm in Council Chambers, 80 Monger St, Bencubbin

16.0 Closure of Meeting

The Presiding Member declared the meeting closed at 3.49pm

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

Date

Cr RM Kirby

President