



SHIRE OF MT MARSHALL

MINUTES

Notice is hereby given that an Ordinary Meeting of Council was held on Tuesday 18 December 2018, in Council Chambers, 80 Monger St, Bencubbin commencing at 3:00pm.

Cr ARC Sachse

President

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intentionally**

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John Nuttall
Chief Executive Officer

Chairperson Initial

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1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member declared the meeting open at 3:00pm and welcomed all those present.

2.0 Record of Attendance / Apologies / Approved Leave of Absence

In Attendance

Cr ARC Sachse	President	
Cr NR Gillett	Deputy President	
Cr SE Faulkner	Councillor	
Cr SR Putt	Councillor	
Cr IC Sanders	Councillor	
Cr LN Gobbart	Councillor	
Mr John Nuttall	Chief Executive Officer	
Ms Nadine Richmond	Executive Assistant	
Ms Tanika McLennan	Finance and Administration Manager	3.00 – 3.43pm
Mr Len Cargeeg	Member of the Public	3.00 – 3.43pm

Apologies

Cr RM Kirby	Councillor
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3.0 Standing Orders

2018/11-007 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 NR Gillett

Carried 6/0

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4.0 Public Questions

4.1 Response to Public Questions Taken on Notice

Nil

4.2 Public Question Time

The Presiding Member declared public question time open at 3:01pm.

4.2.1 Summary of question from Mr Peter Sachse regarding agenda item 12.4.32:

In light of the current allegations levelled at Council with regard to its tendering process these recommendations should be deferred.

1.5 Purchasing Thresholds, points 1.5.1 and 1.5.2 are basically the same now. There should be no verbal quotes.

Summary of response from the Presiding Member:

The Presiding Member advised the meeting that telephone contact was made by the CEO with Mr Sachse, and it was confirmed that the question relates to item 12.4.31 and further amendments that should be made to the purchasing policy.

The administration and Council are undertaking governance training and assistance through the Project Aware scheme. The administration have already raised, and started working on updating the purchasing policy through that scheme.

The item before Council today deals only with amendments to clarify purchasing with a credit card and the use of purchase orders.

A full review of the purchasing policy is underway and amendments will be presented to Council in the new year. Those amendments once adopted will then be followed by the provision of full training to all officers who have purchasing authority.

The Presiding Member declared public question time closed at 3:03pm

5.0 Applications for Leave Of Absence

Nil

6.0 Declarations of Interest

Cr SR Putt declared an impartiality interest in item 13.1.

Cr NR Gillett declared an impartiality interest in item 13.1.

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7.0 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Meeting held on Tuesday 20 November 2018

2018/11-008 OFFICER RECOMMENDATION / COUNCIL DECISION:

That the Minutes of the Ordinary Meeting of Council held on Tuesday 20 November 2018 be confirmed as a true and correct record of proceedings.

Moved Cr SR Putt

Seconded Cr IC Sanders

Carried 6/0

7.2 Minutes of the Special Meeting held on Monday 3 December 2018

2018/11-009 OFFICER RECOMMENDATION / COUNCIL DECISION:

That the Minutes of the Special Meeting of Council held on Monday 3 December 2018 be confirmed as a true and correct record of proceedings.

Moved Cr SR Putt

Seconded Cr NR Gillett

Carried 6/0

8.0 Announcements by Presiding Person Without Discussion

The Shire of Mt Marshall would like to thank community members for their compliance and understanding of announcements "Due to the risk of fire the Shire of Mt Marshall has imposed a ban on harvesting and the use of any equipment that could potentially start a fire" during the 2018/19 harvest period. These bans are also "Harvest and Movement of Machinery in Paddocks Bans".

The Shire of Mt Marshall would like to thank all staff for their considerable efforts throughout 2018, and wish all staff on leave a pleasant holiday.

We also wish all residents a Merry Christmas and Happy New Year and a very enjoyable and safe summer holiday period.

9.0 Report's of Councillors

9.1 President's Report

Purpose:

This report is prepared by the President to provide Council and the community of Mt Marshall with information about activities undertaken.

Comment:

The President represented the Shire of Mt Marshall at the following meetings and training opportunities from 21 November 2018 to 18 December 2018.

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- 29/11/2018 Great Eastern Country Zone Committee Meeting Teleconference, with CEO John Nuttall
- 7/12/2018 Seniors Christmas Lunch, Bencubbin with CEO John Nuttall
- 10/12/2018 Bencubbin Primary School Concert and Awards Night, Bencubbin with Deputy President Gillett, Cr Gobbart, Cr Putt and Cr Sanders.
- 11/12/2018 North Eastern Wheatbelt Regional Organisation of Council Committee meeting, Trayning with CEO John Nuttall
- Beacon Primary School Concert and Awards Night, Beacon with Cr Faulkner, Cr Kirby and Cr Gobbart.
- 13/12/2018 Purple Seat Ceremony in Honour of All Victims of Domestic Homicide in WA, Bencubbin, with the Bencubbin Primary School, Bencubbin Police, Cr Gobbart, Cr Sanders, CEO John Nuttall and RO Jack Walker.
- 14/12/2018 Shire of Mt Marshall Christmas Function, Bencubbin with Staff and Councillors.
- 18/12/2018 Corporate Information Session, Council Chambers with Deputy President Gillett, Cr Faulkner, Cr Gobbart, Cr Putt, Cr Sanders, CEO John Nuttall and Staff.

9.2 Councillors

Cr SR Putt attended a meeting of the Eastern Wheatbelt Biodiversity Group on Monday 17 December 2018.

Cr LN Gobbart attended a meeting of the Local Hospital Auxillary Group on Friday 14 December 2018.

Cr RM Kirby attended a meeting of the CEACA Executive Committee on Wednesday 12 December 2018.

10.0 Petitions / Deputations / Presentations / Submissions

Nil

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11.0 Reports of Committees

11.1 Local Emergency Management Committee

11.1.1 Minutes of the Local Emergency Management Committee Meeting held 13 November 2018

File No:	A6/38
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	11.1.1 – Minutes of Local Emergency Management Committee Meeting held 13 November 2018
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	N/A

Background:
Nil

Consultation:
Nil

Statutory Environment:

Local Government Act (1995)

Section 5.8: Establishment of Committees

A local government may establish committees of three (3) or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Relevant Plans and Policy:

Local Emergency Management Arrangements

Financial Implications:

Nil

Risk Assessment:

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

Community & Strategic Objectives:

CIVIC LEADERSHIP – provide accountable and transparent leadership:

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- C1.1 Enhance open and interactive communication between Council and the community
- C1.2 Promote and support community members' participation in the Shires' governance

SOCIAL - Provide services and processes to enhance public safety:

- S 3.1 Support provision of emergency services such as bush fire brigades, ambulance and LEMC

Comment:

The minutes of the Mt Marshall Local Emergency Management Committee meeting held on Tuesday 13 November 2018 are submitted for Council information.

2018/11-010 OFFICER RECOMMENDATION / COUNCIL DECISION:

That the minutes of the Mt Marshall Local Emergency Management Committee meeting held on Tuesday 13 November 2018 be received.

Moved Cr SE Faulkner

Seconded Cr LN Gobbart

Carried 6/0

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11.2 Audit Committee

11.2.1 Minutes of the Audit Committee Meeting held 18 December 2018

File No:	F1/2
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	11.2.1a – Audited Financial Report to June 2018 11.2.1b – Independent Audit Report and Management Letter June 2018
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previously Considered:	Nil

Background:

The Audit Committee met immediately prior to the ordinary meeting of Council to consider the 2017/18 Annual Financial Report.

Consultation:

Tanika McLennan – Finance and Administration Manager

Statutory Environment:

Local Government Act 1995

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

Relevant Plans and Policy:

Nil

Financial Implications:

There are no financial implications associated with accepting the annual financial report.

Risk Assessment:

The failure of Council to accept the annual report before 31 December could result in a breach of legislation.

Community & Strategic Objectives:

Outcome 4.3 A local government that is highly respected, professional, trustworthy and accountable

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4.3.6 Operate in a financially sustainable manner

Comment:

The audited Annual Financial Report is presented for adoption. Section 5.54 of the Local Government Act 1995 requires adoption of the Annual Report no later than 31 December each year unless prior approval has been sought.

2018/11-011 COMMITTEE RECOMMENDATION / COUNCIL DECISION:

That:

- 1. *the following items be adopted:***
 - *Audited Financial Report for the year ended 30 June 2018;***
 - *Independent Audit Report for the year ended 30 June 2018 and;***
 - *Management Letter for the year ended 30 June 2018.***

- 2. *the unconfirmed minutes of the Audit Committee Meeting held 18 December 2018 be noted.***

Moved Cr LN Gobbart

Seconded Cr SR Putt

Carried 6/0

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12.0 Reports of Officers

12.1 Chief Executive Officer

12.1.49 Conduct of 2019 Ordinary Local Government Elections – WA Electoral Commissioner

File No:	A1/4
Location/Address:	Mt Marshall District
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.49 – Letter from the WA Electoral Commission
Declaration of Interest:	Nil
Voting Requirements:	Absolute majority
Previously Considered:	Nil

Background:

The next ordinary election for the Shire of Mt Marshall are to be held on 19 October 2019. In previous years Council has determined that the elections be conducted by the WA Electoral Commission. The Electoral Commissioner has again offered his services (**attachment 12.1.49**).

Consultation:

Nil

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:

Nil

Financial Implications:

There is a quote in the attachment. Should Council resolve to use the WA Electoral Commission this amount would be budgeted in the 2019/20 annual budget.

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:

Outcome 4.3 A local government that is highly respected, professional, trustworthy and accountable

4.3.2 Provide sufficient resources to facilitate effective governance

4.3.3 Ensure compliance with all relevant legislation

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.

2018/011-012 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

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 2019 ordinary elections together with any other elections or polls that may be required; and***
- 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. Absolute Majority***

Moved Cr SE Faulkner

Seconded Cr SR Putt

Carried 6/0

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12.1.50 Water Corporation Standpipes

File No:	A6/25
Location/Address:	Various
Name of Applicant:	Nil
Name of Owner:	Water Corporation
Author:	John Nuttall – Chief Executive Officer
	12.1.50a – Emails between the Water Corporation & the Shire
Attachments:	12.1.50b – Water Corporation Information and Brochures on Regional Standpipes
	12.1.50c – Map of Standpipes
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Previously Considered:	Nil

Background:

Council will recall that after much discussion and negotiation with the Water Corporation, the following resolutions were passed at the September ordinary meeting:

2018/8-006 OFFICER'S RECOMMENDATION/COUNCIL DECISIONS:

That Council:

- 1. Endorse the proposed usage status of the Shire standpipes as per the following list:*

<i>Meter Number</i>	<i>Meter Size</i>	<i>Proposed Usage</i>
<i>BK9520916</i>	<i>20</i>	<i>Shire</i>
<i>BK9303021</i>	<i>20</i>	<i>Community Usage</i>
<i>BC303329</i>	<i>20</i>	<i>Community Usage</i>
<i>BD9805718</i>	<i>20</i>	<i>Community Usage</i>
<i>M147392</i>	<i>20</i>	<i>Community Usage (Additional Fire if possible)</i>
<i>BC1653515</i>	<i>20</i>	<i>Disconnect</i>
<i>FK1000303</i>	<i>50</i>	<i>Shire</i>
<i>FK1650125</i>	<i>50</i>	<i>Shire</i>
<i>WFK0650118</i>	<i>50</i>	<i>Shire</i>
<i>FK1150053</i>	<i>50</i>	<i>Shire</i>
<i>HK1200090</i>	<i>80</i>	<i>Shire</i>
<i>HK0320021</i>	<i>80</i>	<i>Shire</i>
<i>WHK0320016</i>	<i>80</i>	<i>Shire</i>
<i>HK0220003</i>	<i>80</i>	<i>Shire</i>

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2. *Direct the Chief Executive Officer to enter negotiations with Water Corporation regarding the possibility of a community size meter being installed where it is proposed standpipes become Shire use only.*

Moved Cr SE Faulkner Seconded Cr SR Putt Carried 5/0

As a result of the resolution by Council the Chief Executive Officer, as directed, returned the required documentation to the Water Corporation indicating which standpipes were to be retained as Shire and/or fire use and asking that at those points an additional community service be located (at 25mm) so that the community still had access to a water supply.

Rather surprisingly, a response has been received from the Water Corporation (**attachment 12.1.50a**) which indicate that information which had been passed to the Chief Executive Officer during the process was not correct, apologising for that mistake, and indicating that although the Water Corporation were prepared to install community standpipes they would not be free of charge as had been indicated previously. The information now is that should we choose to 'downgrade' an existing standpipe to 25mm then that would be free. The installation of a new standpipe will attract the 'standard contribution charge'.

This report therefore requests that Council consider again the most appropriate locations for community standpipes given the cost of installing such standpipes which had not previously been indicated by the Water Corporation.

Consultation:

Emails have been received from the Water Corporation (attached) regarding the community standpipe cost for installation.

Statutory Environment:

Nil

Relevant Plans and Policy:

Nil

Financial Implications:

This new implications present severe financial implications to the Shire. Should Council resolve to take on two standpipes as recommended the cost for those two standpipes will be \$4422.

Risk Assessment:

Risks are both financial (should all of the currently indicated community standpipes be delivered) or loss of water access to some community members should Council determine that it should reduce the number of community standpipes that it will request from Water Corporation.

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Community & Strategic Objectives:

Outcome 4.3 A local government that is highly respected, professional, trustworthy and accountable

4.3.5 Use resources efficiently and effectively

4.3.6 Operate in a financially sustainable manner

Comment:

It is extremely unfortunate that the wrong information was provided by the Water Corporation at the outset, and has therefore led to the need for Council to further consider the issue of stand pipes. Given the potential cost now of having community use standpipes installed it is respectfully suggested that Council will have to consider the position again regarding how many community standpipes are installed across the Shire.

As resolved in the earlier meeting, there are already four (4) community sized standpipes which are to be retained. In essence this leaves a gap of community standpipes in the North of the Shire. It is therefore recommended that Council determine that two (2) new 20mm community standpipes be installed at meter numbers HK1200090 and HK0320021. There could also be consideration given to installing a small tank at each location. These items will incur a cost to the Shire. The cost of the standpipes will have to be budgeted for at the budget review in February. The consideration of installing tanks can be made in the budget for 2019/20.

2018/11-013 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That Council:

- 1. Note the new information provided by Water Corporation regarding the infrastructure cost of installing a new community standpipe.***
- 2. Direct the Chief Executive Officer to communicate to Water Corporation that the Shire of Mt Marshall requests two 20mm community standpipes to be installed at meter numbers HK1200090 and HK0320021.***
- 3. Authorise the expenditure associated with resolution number 2.***

Moved Cr SE Faulkner

Seconded Cr SR Putt

Carried 6/0

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12.1.51 Lease of Bencubbin Hall - Bennymart

File No:	B2/3 & Agreements
Location/Address:	Bencubbin Town Hall, Monger St, Bencubbin
Name of Applicant:	Millbrook Nominees Pty Ltd
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.51a – Letter from Bennymart 12.1.51b – Valuation of Bencubbin Town Hall
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Previously Considered:	Nil

Background:

The current lease between the Shire of Mt Marshall and Millbrook Nominees Pty Ltd for the use of the Bencubbin Town Hall as ‘Bennymart’ was executed on 27 March 2009 for a period of 10 years. There is no option to renew written into the lease and therefore Council must consider the provision of a new lease for the building if they feel that is appropriate.

Currently a total payment to the Shire of \$15400 is paid annually. This amount is \$11700 towards a loan and \$3690 as rent. It is important to note that the loan is due to expire at the same time as the current lease in March 2019.

Correspondence has been received from Mrs Carrie Woodfield (**attachment 12.1.51a**) requesting that Council consider a further three (3) year lease with a rental of \$50 per week (\$2600 annually). Council are invited in this report to consider the offer made by Mrs Woodfield.

Consultation:

There have been discussions between Mrs Carrie Woodfield and the Chief Executive Officer regarding the upcoming expiration of the current lease.

Statutory Environment:

Local Government Act 1995

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to

—

(a) the highest bidder at public auction; or

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(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Relevant Plans and Policy:

Nil

Financial Implications:

As it is required under section 4(c)(i) of the Local Government Act officers have already obtained a valuation (copy attached) of the Bencubbin Hall. That valuation puts a market rent on the property in the sum of \$9680 annually.

By way of comparison, the Sandalwood Shops are leased for around \$30 per week, and the industrial shed for \$120 per week.

Risk Assessment:

There is a risk that Bencubbin could be left with no general store if agreement cannot be reached with Millbrook Nominees Pty Ltd to enter a new lease.

Community & Strategic Objectives:

Outcome 2.1 Actively support and develop local and new business

2.1.6 Support opportunities for all businesses

Outcome 4.3 A local government that is highly respected, professional, trustworthy and accountable

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4.3.4 Ensure that facilities are being maintained, developed/rationalised in line with the Asset Management Plan and Long Term Financial Plan

4.3.5 Use resources efficiently and effectively

4.3.6 Operate in a financially sustainable manner

Comment:

As allowed by legislation Council can choose to accept an offer to dispose of property (in this case by way of lease) if it feels the offer is an appropriate one and subject to public submission regarding the offer made and the current valuation. Should Council therefore choose to accept the offer made by Mrs Woodfield such a period of public consultation would be undertaken prior to Council being able to confirm the disposal and arrange for a new lease to be drafted.

Whilst it goes without saying that it is vital that the town have a general store for the community to be able to use, it is concerning that the offer made is for a substantially lower amount than the valuation, and for a very short period of time. Whilst the points made in the letter regarding turnover can be accepted, it also has to be recognised that there will no longer be the loan repayment of over \$11,000 annually to be paid to the Shire as the loan will expire.

Taking everything into account it is not felt by the administration that it can be recommended to Council to accept the offer made as it is substantially below the indicated market rent. Further Council are asked to take into account that the cost of obtaining a valuation and drawing up a contract is not insubstantial, and given those costs (whoever ultimately bears them) any new commercial lease should be for a greater period than three years.

2018/11-014 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That Council:

- 1. Reject the offer made by Mrs Woodfield on behalf of Millbrook Nominees Pty Ltd of a three year lease with a rent of \$50 per week for the Bencubbin Town Hall***
- 2. Subject to section 3.58(2)(b) call a public tender for the lease of Bencubbin Town Hall for the purpose of a grocery store.***

Moved Cr NR Gillett

Seconded Cr SR Putt

Carried 6/0

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12.2 Works Supervisor

12.2.10 Works Report December 2018

File No:	N/A
Location/Address:	Mt Marshall District
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	Aaron Wootton – 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

Welbungin-South Rd- Roads to Recovery works are complete with just a second coat seal to be sprayed over the existing bitumen.

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Grylls Rd - Works have commenced on this road as to the budget and should be completed by the Christmas break.

Gardening

The crew have been involved with reticulation repairs as well as their daily maintenance schedules.

Maintenance Works

Minor patching works and a lot of sign replacement and additions have been made to the network.

Staff have also been pruning back trees/shrubs that were over hanging signs.

Patching has been undertaken on Scotsmans Rd, Boundary Rd, Clarke Rd and Gardiner Rd as a result of the heavy traffic.

Other gravel works have included Luckman Rd and Walker Rd.

Drainage repairs have been carried out along Wren Rd and Grylls Rd

Maintenance Grading

Stretch has been involved with the patching works along Scotsmans, Boundary, Clarke and Gardiner Roads as well as grading of all the roads in that general area.

Ralph has been involved in gravel works on Walker and Luckman Roads as well as general maintenance in and around those areas. He is currently working along Beacon Back Rd.

Bill is currently working south of Koorda-Bullfinch Rd area.

Other

Set up of new amenities at the Bencubbin depot have been completed by utilising the large donga from the rear of the Shire offices. The old donga used for amenities will be moved to Beacon for use as a lunch room/office for those staff members.

2018/11-015 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That the December report of the Works Supervisor be received.

Moved Cr IC Sanders

Seconded Cr SR Putt

Carried 6/0

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12.3 Executive Assistant

12.3.21 Status Report – November / December 2018

File No:	N/A
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.21 – Status Report November / December 2018
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:

CIVIC LEADERSHIP - Provide efficient and effective management

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.

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2018/11-016 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

The Status Report for November / December 2018 be received.

Moved Cr SE Faulkner

Seconded Cr LN Gobbart

Carried 6/0

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12.4 Finance and Administration Manager

12.4.29 Statement of Financial Activity to 30 November 2018

File No:	F1/4
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Tanika McLennan – Finance & Admin Manager
Attachments:	12.4.29 – Statement of Financial Activity to 30 November 2018
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:

CIVIC LEADERSHIP - Provide efficient and effective management

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

Comment:

Nil

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2018/11-017 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

The Statement of Financial Activity for the month ending 30 November 2018 be endorsed.

Moved Cr LN Gobbart

Seconded Cr SE Faulkner

Carried 6/0

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12.4.30 Accounts Paid to 30 November 2018

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 18 December 2018 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
30	30/11/2018	BANK FEES - BANK FEES	BANK FEES	288.95
30	01/11/2018	BANK FEES - BANK FEES	BANK FEES	2.66
30	13/11/2018	BANK FEES - BANK FEES	BANK FEES	6.30
30	01/11/2018	BANK FEES - BANK FEES	BANK FEES	1.75
132	20/11/2018	TELSTRA	UTILITY CHARGES-OCTOBER18	1938.30
133	20/11/2018	WATER CORPORATION	UTILITY CHARGES 4.9.18-8.11.18	19167.66
EFT14315	01/11/2018	SYNERGY	UTILITY CHARGES 9.8.18-12.10.18	6761.50
EFT14316	02/11/2018	SYNERGY	UTILITY CHARGES 1.10.18-12.10.18	59.30
EFT14320	05/11/2018	SYNERGY	UTILITY CHARGES 20.9.18-17.10.18	455.55
EFT14321	06/11/2018	5RIVERS PLUMBING AND GAS	OCTOBER REPAIRS	5628.16
EFT14322	06/11/2018	PERTH VINEYARDS	ACCOMMODATION-SENIORS TRIP	2718.00

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Chq/EFT	Date	Name	Description	Amount
EFT14323	06/11/2018	SALLY J DESIGN	DESIGN NEW SIGNS	45.00
EFT14324	12/11/2018	EASISALARY	PAYROLL DEDUCTIONS	491.46
EFT14325	12/11/2018	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	6006.00
EFT14326	12/11/2018	SHIRE OF MT MARSHALL	PAYROLL DEDUCTIONS	116.90
EFT14327	12/11/2018	SHIRE OF MT MARSHALL	PAYROLL DEDUCTIONS	170.00
EFT14328	12/11/2018	STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	130.00
EFT14330	13/11/2018	SYNERGY	UTILITY CHARGES 28.6.18-22.10.18	6.45
EFT14331	13/11/2018	BENCUBBIN COMMUNITY RECREATION COUNCIL	ANNUAL ELECTRICITY ALLOWANCE-BENCUBBIN GYM	125.00
EFT14332	13/11/2018	BOC GASES	GAS CYLINDERS-OCTOBER18	41.57
EFT14333	13/11/2018	TWO DOGS HOME HARDWARE	OCTOBER SUPPLIES	32.38
EFT14334	13/11/2018	CJD EQUIPMENT PTY LTD	OCTOBER SUPPLIES	215.22
EFT14335	13/11/2018	COURIER AUSTRALIA	FREIGHT-OCTOBER18	76.53
EFT14336	13/11/2018	NINGHAN SPRAYING & AG SERVICES	DIESEL	482.91
EFT14337	13/11/2018	SHIRE OF MERREDIN	MEMBERSHIP-CENTRAL WHEATBELT VISITOR CENTRE	252.00
EFT14338	13/11/2018	KTY ELECTRICAL SERVICES	OCTOBER REPAIRS	321.18
EFT14339	13/11/2018	JASON SIGNMAKERS	SIGNS	101.86
EFT14340	13/11/2018	SHIRE OF TRAYNING	MEDICAL PRACTICE EXPENSES PLUS DOCTORS RENT-OCTOBER18	6210.00
EFT14341	13/11/2018	BENCUBBIN NEWS & POST	NEWSPAPERS-OCTOBER18	94.52
EFT14342	13/11/2018	LGIS INSURANCE BROKING	MOTOR VEHICLE	3033.34
EFT14343	13/11/2018	BEACON CENTRAL COMMUNITY RESOURCE CENTRE	ADVERTISING	126.20
EFT14344	13/11/2018	BEACON PROGRESS ASSOCIATION INC.	ROOM HIRE	11.00
EFT14345	13/11/2018	BEACON CO-OPERATIVE LTD	CLEANING-OCTOBER18	2337.40
EFT14346	13/11/2018	WINC AUSTRALIA PTY LTD	OCTOBER SUPPLIES	114.94
EFT14347	13/11/2018	ICS CARPENTRY	OCTOBER REPAIRS	104.50
EFT14348	13/11/2018	ALL-WAYS FOODS	OCTOBER SUPPLIES	978.04
EFT14349	13/11/2018	FAULKNER BROTHER HOLDINGS	ANNUAL LEASE OF BEACON RUBBISH TIP SITE	1100.00
EFT14350	13/11/2018	AUSTRALIA'S GOLDEN OUTBACK	ADVERTISING	2374.00
EFT14351	13/11/2018	BENCUBBIN PRIMARY SCHOOL P & C ASSOCIATION	CATERING-GABBINxc CENTENARY	1400.00

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Chq/EFT	Date	Name	Description	Amount
EFT14352	13/11/2018	BENCUBBIN TRUCK N AUTO'S	AGGREGATE DELIVERY	10839.18
EFT14353	13/11/2018	PEERLESS JAL PTY LTD	DEFOAMER	81.43
EFT14354	13/11/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SERVICES	255.00
EFT14355	13/11/2018	RURAL WATER COUNCIL OF WA INC	ANNUAL MEMBERSHIP SUBSCRIPTION 2018	100.00
EFT14356	13/11/2018	JR & A HERSEY PTY LTD	OCTOBER SUPPLIES	39.60
EFT14357	13/11/2018	LANDGATE	RURAL UV'S CHARGEABLE	205.25
EFT14358	13/11/2018	BENCUBBIN AG SUPPLIES	OCTOBER SUPPLIES	1518.55
EFT14359	13/11/2018	ADVANCED AUTOLOGIC PTY LTD	OCTOBER SUPPLIES	296.00
EFT14360	13/11/2018	REFUEL AUSTRALIA	FUEL-OCTOBER18	580.01
EFT14361	13/11/2018	5RIVERS PLUMBING AND GAS	OCTOBER REPAIRS	725.45
EFT14362	13/11/2018	BENNY MART	OCTOBER SUPPLIES	141.65
EFT14363	13/11/2018	DONOVAN FORD	SEAT COVERS	379.89
EFT14364	13/11/2018	JOHN LAURO BEACON GARAGE	OCTOBER REPAIRS	3610.97
EFT14365	13/11/2018	LOCAL PEST CONTROL	PEST CONTROL	5708.60
EFT14366	13/11/2018	GREAT SOUTHERN FUELS	FUEL-OCTOBER18	17615.90
EFT14367	13/11/2018	NADINE RICHMOND	REIMBURSEMENT-TRAVEL COSTS FOR RECORDS COURSE	459.88
EFT14368	13/11/2018	WALLIS COMPUTER SOLUTIONS	COMPUTER SUPPORT-EHO REQUIRED HELP SETTING UP LAPTOP (FROM MARCH)	940.50
EFT14369	13/11/2018	WA CONTRACT RANGER SERVICES	RANGER SERVICES 4.10.18 &15.10.18	561.00
EFT14370	13/11/2018	QC ULTIMATE CLEAN	CARPET CLEANING	365.75
EFT14371	13/11/2018	MARKETFORCE PTY LTD	ADVERTISING-OCTOBER18	220.16
EFT14372	13/11/2018	RUBEK AUTOMATIC DOORS	REPAIRS TO AUTOMATIC DOOR	715.00
EFT14373	13/11/2018	SYNERGY	UTILITY CHARGES 13.10.18	32.75
EFT14374	14/11/2018	BENDIGO BANK	OCTOBER SUPPLIES	1718.04
EFT14375	20/11/2018	SHIRE OF WYALKATCHEM	RENT-EHO 1.11.18-30.11.18	800.05
EFT14376	20/11/2018	SHIRE OF MT MARSHALL	NEW HEALTH RECOUP 31.8.18	4321.59
EFT14377	20/11/2018	AVON WASTE	RUBBISH COLLECTION-OCTOBER18	6885.51
EFT14378	20/11/2018	CJD EQUIPMENT PTY LTD	OCTOBER SUPPLIES	264.18
EFT14379	20/11/2018	COURIER AUSTRALIA	FREIGHT-NOVEMBER18	142.30
EFT14380	20/11/2018	WESFARMERS KLEENHEAT GAS P/L	SERVICE CHARGE-GAS CYLINDERS	151.80
EFT14381	20/11/2018	NINGHAN SPRAYING & AG SERVICES	NOVEMBER SUPPLIES	361.85

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Chq/EFT	Date	Name	Description	Amount
EFT14382	20/11/2018	KTY ELECTRICAL SERVICES	ANNUAL RCD, SMOKE ALARM & AIRCON SERVICING	8417.04
EFT14383	20/11/2018	JASON SIGNMAKERS	NOVEMBER SUPPLIES	1689.93
EFT14384	20/11/2018	BENCUBBIN NEWS & POST	POSTAGE 12.11.18-16.11.18	92.34
EFT14385	20/11/2018	WINC AUSTRALIA PTY LTD	NOVEMBER SUPPLIES	17.60
EFT14386	20/11/2018	BURGESS RAWSON (WA) PTY LTD	UTILITY CHARGES 7.9.18-8.11.18	27.87
EFT14387	20/11/2018	ICS CARPENTRY	NOVEMBER REPAIRS	176.00
EFT14388	20/11/2018	PORKY'S ENTERPRISES	WINDSCREEN	825.00
EFT14389	20/11/2018	SPRAYLINE SPRAYING EQUIPMENT	NOVEMBER SUPPLIES	229.00
EFT14390	20/11/2018	COLAS WESTERN AUSTRALIA PTY LTD	BITUMEN SEALING WORK	228110.28
EFT14391	20/11/2018	JR & A HERSEY PTY LTD	NOVEMBER SUPPLIES	170.28
EFT14392	20/11/2018	RN & JB WHYTE	GRAVEL	3402.08
EFT14393	20/11/2018	BENCUBBIN AG SUPPLIES	OCTOBER SUPPLIES	801.64
EFT14394	20/11/2018	NORTHAM CARPETS PTY LTD	NOVEMBER SUPPLIES	4102.00
EFT14395	20/11/2018	TUTT BRYANT EQUIPMENT	FUEL PUMP	1432.49
EFT14396	20/11/2018	PUBLIC LIBRARIES WA INC	PLWA MEMBERSHIP 2018/19	110.00
EFT14397	20/11/2018	TRUCK CENTRE (WA) PTY LTD	NOVEMBER SUPPLIES	101.61
EFT14398	20/11/2018	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.12.18-10.1.18	686.19
EFT14399	20/11/2018	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPY CHARGES	357.66
EFT14400	20/11/2018	ASPHALT IN A BAG	ASPHALT	1718.75
EFT14401	20/11/2018	CRISP WIRELESS PTY LTD	BUSINESS LITE SUBSCRIPTION-INTERNET ACCESS	328.90
EFT14402	20/11/2018	BEACON JUNIOR BASKETBALL CLUB	SPONSORSHIP-JUNIOR BASKETBALL FLASH COMP BBQ 14.11.18	300.00
EFT14403	22/11/2018	SYNERGY	STREETLIGHTS 25.9.18-24.10.18	1784.05
EFT14404	26/11/2018	EASISALARY	PAYROLL DEDUCTIONS	491.46
EFT14405	27/11/2018	WA TREASURY CORPORATION	LOAN NO. 119 INTEREST PAYMENT - LOAN TO BENNYMART - REPAID IN LEASE PAYM	975.84
EFT14406	28/11/2018	CARDTRONICS AUSTRALASIA PTY LTD	ONGOING FEE FOR ATM-OCTOBER18	78.87
EFT14407	29/11/2018	SYNERGY	UTILITY CHARGES 20.9.18-12.11.18	29.15
EFT14408	29/11/2018	SYNERGY	UTILITY CHARGES 31.8.18-12.11.18	161.40
EFT14409	30/11/2018	SYNERGY	UTILITY CHARGES 10.10.18-13.11.18	1196.85

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Chq/EFT	Date	Name	Description	Amount
DD9382.1	07/11/2018	WALGS PLAN	PAYROLL DEDUCTIONS	6734.41
DD9382.2	07/11/2018	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	203.26
DD9382.3	07/11/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	759.75
DD9382.4	07/11/2018	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	248.68
DD9382.5	07/11/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	202.16
DD9382.6	07/11/2018	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	511.54
DD9382.7	07/11/2018	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	174.93
DD9382.8	07/11/2018	FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	192.98
DD9403.1	21/11/2018	WALGS PLAN	PAYROLL DEDUCTIONS	6867.62
DD9403.2	21/11/2018	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	203.26
DD9403.3	21/11/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	776.53
DD9403.4	21/11/2018	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	247.75
DD9403.5	21/11/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	202.16
DD9403.6	21/11/2018	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	511.54
DD9403.7	21/11/2018	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	174.93
DD9403.8	21/11/2018	FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	186.12
				399,576.27

2. Trust

Chq/left	Date	Name	Description	Amount
EFT14318	05/11/2018	SHIRE OF MT MARSHALL	PARTIAL BOND-CARPET CLEANING EXPENSES-V.PARKER	365.75
EFT14319	05/11/2018	VICKI LEE PARKER	REFUND OF BOND AFTER CARPET CLEANING EXPENSES	154.25
EFT14410	30/11/2018	DEPARTMENT OF TRANSPORT	MMSO20181102	7212.85
				7,732.85

3. Mastercard

Details	Amount
Vehicle renewals	377.80

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Wine glasses	19.90
Accomm.J.Nuttall-Lg conference	506.81
Advert.-Seek for Plant Operator	308.00
Snacks for Council	33.00
Hdmi cable	30.83
Meals-N.Richmond Records course	56.00
Bank fees	4.00
Accomm.N.Richmond Records course	161.25
Bank fees	4.00
Change of plates	26.85
Change of plates	17.70
Bank fees	4.00
Little hotelier fees	163.90
Bank fees	4.00
	1718.04

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 **18 December 2018**. All invoices, being the subject of payments made, have been duly certified as to the receipt of goods and services, and prices, computations and costings have been checked against the expenditure authority (i.e. budget, purchase order, delegation).

 John Nuttall
 Chief Executive Officer

Consultation:

Tanika McLennan – Finance and Administration Manager

Statutory Environment:

Financial Management Regulations and the Local Government Act 1995

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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:

CIVIC LEADERSHIP - Provide efficient and effective management

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

Comment:

Nil

2018/11-018 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That the Accounts Listed

<i>Municipal Fund</i>	\$	<i>399,576.27</i>
<i>Trust Fund</i>	\$	<i>7,732.85</i>
<i>Mastercard</i>	\$	<i><u>1718.04</u></i>
<i>Total</i>	\$	<i>409,027.16</i>

Be endorsed.

Moved Cr LN Gobbart

Seconded Cr SR Putt

Carried 6/0

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12.4.31 Credit Card and Purchasing Policy Review

File No:	A2/24
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Tanika McLennan – Finance and Administration Manager
Attachments:	12.4.31 - Draft Credit Card and Purchasing Policies
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Previously Considered:	Nil

Background:

Local Government (Audit) Regulations require that a risk management assessment be conducted on the appropriateness and effectiveness of a local government's systems and procedures. A recent review of the Shire's credit card procedures has been conducted and a report was prepared for the Audit Committee.

Consultation:

John Nuttall – Chief Executive Officer

Statutory Environment:

Local Government Act 1995

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

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Relevant Plans and Policy:

Policy Manual

Financial Implications:

Nil

Risk Assessment:

This item is the result of a risk management review of credit card usage.

Community & Strategic Objectives:

Outcome 4.1 Collaborative and transparent leadership

4.1.4 Promote a culture within the Shire that aligns actions with the values and aspirations of the Strategic Community Plan

Outcome 4.3 A local government that is highly respected, professional, trustworthy and accountable

4.3.3 Ensure compliance with all relevant legislation

Comment:

The Shire's credit card policy and procedures were generally appropriate however it was identified that; purchase orders are not written out in all cases and this inconsistency is potentially confusing for the staff involved. Given that a purchase order is a commitment to pay for goods or services, it isn't logical to write one when the purchase has already been paid for by credit card. The credit card policy does not give any guidance on using purchase orders for credit card purchases.

As a result, some minor alterations have been suggested in the attached Credit Card and Purchasing Policies to remove any ambiguity as to when a purchase order is required to be issued.

2018/11-019 COMMITTEE'S RECOMMENDATION/COUNCIL DECISION:

That the amended Credit Card and Purchasing Policies be adopted, as per attachment 12.4.31.

Moved Cr SR Putt

Seconded Cr LN Gobbart

Carried 6/0

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12.4.32 Wise & Wealthy Wheatbelt Women – Small Business Day

File No: F1/3
Location/Address: Nil
Name of Applicant: Nil
Name of Owner: Nil
Author: Tanika McLennan – Finance and Administration Manager
Attachments: Nil
Declaration of Interest: Nil
Voting Requirements: Absolute majority
Previously Considered: Nil

Background:

Economic Development Officer, Loren Northover, has been successful in her application for a “Wise & Wealthy Wheatbelt Women – Small Business Day” Grant. The budget is set out as follows:

Budget Items	DLGC Funding	Shire of Mt Marshall Funding	In-Kind Contribution	Ticket Sales
IQ Creative	\$1,665			
Meg Coffey	\$2,300			
Psychologist - Caroline Crombie	\$675			
Sharnee Beard			\$100	
Caroline Robinson			\$100	
Catering / Beverages		\$1,000		\$1,500 NOTE: tickets sales cover cost for Wild Strawberry Catering
Venue Hire	\$300			
Equipment Hire			\$60	
Planning / Setup / Clean Up			\$988 (38 hours @ \$26p/h)	
Donations of samples / vouchers / discount codes for goody bags			\$300	

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Printing and compiling work books			\$150	
TOTAL	\$4,940	\$1,000	\$1,698	\$1,500

Consultation:

Loren Northover – Economic Development Officer

Statutory Environment:

Local Government Act 1995

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* *Absolute majority required.*

6.16. Imposition of fees and charges

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

* *Absolute majority required.*

- (2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

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

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

* *Absolute majority required.*

Local Government Financial Management Regulations 1996

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.

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Relevant Plans and Policy:

N/A

Financial Implications:

Total Expenditure \$7,440

Shire contribution \$1,000

Risk Assessment:

Nil

Community & Strategic Objectives:

N/A

Comment:

In order to charge an admission fee for the day, Council must adopt a fee as per Section 6.16 of the Local Government Act 1995. The project budget allows for attendance of 50 people at \$30 per head. This fee does not include GST and will be advertised as \$33.

Expenditure that is not included in the Annual Budget is required to be authorised by resolution of Council. The project budget anticipates a total expenditure of \$7,440 of which \$1,000 is not covered by the grant or ticket sales and will need to come from the Shire's general revenue.

2018/11-020 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That:

- 1. A fee of \$33 (inc GST) be adopted for entrance to the Wise & Wealthy Wheatbelt Women – Small Business Day;***
- 2. The fee is effective from 19 December 2018 and be advertised on promotional material for the event; and***
- 3. Expenditure of \$7,440 for the Wise & Wealthy Wheatbelt Women – Small Business Day be authorised.***
Absolute majority

Moved Cr NR Gillett

Seconded Cr IC Sanders

Carried 6/0

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12.5 Community Development Officer

Nil

12.6 Regulatory Officer

Nil

12.7 Development

Nil

12.8 Environmental Health Officer

Nil

13.0 Matters for Which Members of the Public are Excluded

2018/11-021 RECOMMENDATION/COUNCIL DECISION:

That members of the public be excluded to discuss agenda item 13.1 as it is considered to be a matter regarding personal affairs of any person.

Moved Cr SE Faulkner

Seconded Cr SR Putt

Carried 6/0

Mr Len Cargeeg and Ms Tanika McLennan left Chambers at 3.43pm

Cr NR Gillett declared an impartiality interest in item 13.1

Cr SR Putt declared an impartiality interest in item 13.1

13.1 CONFIDENTIAL – Citizen of the Year Award 2019

2018/11-022 COUNCIL DECISION:

That <name withheld> be awarded the Shire of Mt Marshall Citizen of the Year for 2019.

Moved Cr LN Gobbart

Seconded Cr IC Sanders

Carried 6/0

2018/11-023 RECOMMENDATION/COUNCIL DECISION:

That the meeting comes out from behind closed doors.

Moved Cr SE Faulkner

Seconded Cr SR Putt

Carried 6/0

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

Nil

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

16.0 Next Meeting – Tuesday 12 February 2019 commencing at 3:00pm in Council Chambers, Monger St, Bencubbin.

17.0 Closure of Meeting

The Presiding Member thanked the members of the gallery for attending and declared the meeting closed at 3.59pm.

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

Date

Cr ARC Sachse President