



SHIRE OF MT MARSHALL

MINUTES

Notice is hereby given that an Ordinary Meeting of Council was held on Tuesday 12 February 2019, 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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13. Matters for Which Members of the Public are Excluded

In accordance with the Local Government Act 1995 Section 5.23(2)(a) it is appropriate for Council to resolve, by procedural motion, to exclude members of the public as this Agenda Item is a matter affecting an employee or employees

RECOMMENDATION:

That members of the public be excluded to discuss agenda item 13.1 as it is considered to be a matter affecting an employee or employees.

13.1 CONFIDENTIAL – Chief Executive Officer’s Annual Performance Review

- 14. Elected Members’ Motions of Which Previous Notice Has Been Given
- 15. New Business of an Urgent Nature Introduced by Decision of the Meeting
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held on Tuesday 12 February 2019

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	
Cr RM Kirby	Councillor	
Mr John Nuttall	Chief Executive Officer	
Ms Nadine Richmond	Executive Assistant	3.00-3.42, 4.00-4.00pm
Ms Tanika McLennan	Finance and Administration Manager	3.00 – 3.42pm
Miss Meg Wyatt	Customer Service Officer	3.00 – 3.42pm
Mr Aaron Wootton	Works Supervisor	3.00 – 3.42pm
Mr Len Cargeeg	Member of the Public	3.00 – 3.42pm

Apologies

Nil

3.0 Standing Orders

2019/1-001 COUNCIL DECISION:

That Standing Order number 9.2 - Limitation of Number of Speeches be suspended for the duration of the meeting to allow for greater debate on items in the agenda.

Moved Cr LN Gobbart

Seconded Cr SR Putt

Carried 7/0

4.0 Public Questions

4.1 Response to Public Questions Taken on Notice

Nil

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4.2 Public Question Time

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

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

5.0 Applications for Leave of Absence

Nil

6.0 Declarations of Interest

Cr SR Putt declared an impartiality interest in item 12.1.6.

7.0 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Meeting held on Tuesday 18 December 2018

2019/1-002 OFFICER RECOMMENDATION / COUNCIL DECISION:

That the Minutes of the Ordinary Meeting of Council held on Tuesday 18 December 2018 be confirmed as a true and correct record of proceedings.

Moved Cr SR Putt

Seconded Cr NR Gillett

Carried 7/0

8.0 Announcements by Presiding Person Without Discussion

The Shire of Mt Marshall would like to congratulate the Shire of Mt Marshall Citizen of the Year 2019, Margaret Jeffries. The award recognises and celebrates the significant contribution by Margaret to the Shire of Mt Marshall Community. Thank you to all the other nominees for this award, and to all the other community members who have volunteered their time. It was very pleasing to see a very good attendance at this year's Australia Day Community Functions.

The Shire of Mt Marshall would like to pay our condolences to the family and friends of Frances Marjorie Chester who passed away on 14 January 2019. Frances attended the Beacon Primary School and, with her husband Athol, later settled on their farm in Cleary. Frances was always very active in the communities where she lived and will be sadly missed. Her funeral and burial service was held in Bencubbin on 30 January 2019. Rest in Peace.

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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 19 December 2018 to 12 February 2019.

26/01/2019	Australia Day Community Breakfast and Shire Citizen of the Year Presentation, Bencubbin with Deputy President Cr Gillett, Cr Gobbart, Cr Putt.
26/01/2019	Australia Day Community Barbeque and Shire Citizen of the Year Presentation, Beacon with Cr Kirby.
30/01/2019	Future of Local Government Statewide Forum, run by Western Australian Local Government Association, Local Government Professionals and the Department of Local Government, Sport and Cultural Industries, in Perth with CEO John Nuttall
02/02/2019	Completed Understanding Disaster Risk – National Resilience Taskforce Online Survey
7/02/2019	Corporate Information Session, Council Chambers with Deputy President Cr Gillett, Cr Gobbart, Cr Kirby, Cr Putt and Cr Sanders
7/02/2019	360 Degree CEO Review with Deputy President Cr Gillett, Cr Gobbart, Cr Kirby and Cr Sanders

9.2 Councillors

Cr Kirby	
20/12/2018	CEACA Executive discussions with Access Housing, Kellerberrin
26/01/2019	Australia Day Event, Beacon
7/02/2019	CIS and CEO Review
11/02/2019	CEACA Executive Meeting, Kellerberrin
Cr Gobbart	
30/01/2019	Funeral of Frances Chester
Cr Faulkner	
12/02/2019	Teleconference WNE SRRG Meeting

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10.0 Petitions / Deputations / Presentations / Submissions

Nil

11.0 Reports of Committees

Nil

12.0 Reports of Officers

12.1 Chief Executive Officer

12.1.1 2017/18 Annual Report

File No:	F1/1
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.1 – 2017/2018 Annual Report
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previously Considered:	Nil

Background:

The *Local Government Act 1995* dictates that a local government is to prepare an Annual Report for each financial year. S.5.53 lists the items required to be contained within that report. S.5.54 further dictates that the report must be adopted by 31 December or two (2) months after receipt of the auditor's report. It should be noted that the annual financial report was adopted at the Ordinary Council Meeting held in December. Presented now is the final, full report for adoption prior to the Annual General Electors Meeting.

Consultation:

Nadine Richmond – Executive Assistant

Statutory Environment:

Local Government Act 1995

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) *deleted*]

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- (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require;
- and
- (i) such other information as may be prescribed.

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.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

There would be a breach of legislation if Council did not accept the annual report within 2 months of the December meeting where Council accepted the auditor's report.

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Community & Strategic Objectives:

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 Annual Report, as determined by legislation, is to contain a report from the mayor or president; a report from the CEO; the financial report for the financial year; information on payments made to employees that total more than \$100,000; the auditor's report for the financial year; a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; details of entries made into the register of complaints.

2019/1-003 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

The Annual Report for the year 2017/2018 be accepted.

***Moved Cr RM Kirby
Absolute Majority***

Seconded Cr LN Gobbart

Carried 7/0

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12.1.2 Review of Policy F&R 2.5 – Purchasing Policy

File No:	A2/24
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.2a – Current F&R.2.5 Purchasing Policy 12.1.2b – Draft F&R.2.5 Purchasing Policy
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Previously Considered:	Nil

Background:

At both the Audit Committee Meeting and the Ordinary Meeting of Council in December Council was made aware that through the Project Aware Governance Program a full review of the purchasing policy was going to be undertaken. This report presents to Council an amended Purchasing Policy for adoption.

Consultation:

There have been discussions internally between officers and with the Project Aware team.

Statutory Environment:

Local Government (Functions and General) Regulations 1996

Part 4 – Provision of Goods and Services

11A. Purchasing policies for local governments

(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.

(2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).

(3) A purchasing policy must make provision in respect of —

(a) the form of quotations acceptable; and

(b) the minimum number of oral quotations and written quotations that must be obtained; and

(c) the recording and retention of written information, or documents, in respect of —

(i) all quotations received; and

(ii) all purchases made.

Relevant Plans and Policy:

There is a current purchasing policy (Policy F&R 2.5) which is attached for reference.

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Financial Implications:

Whilst making an amendment to this policy does not have any financial implications, all of the purchasing undertaken by the organisation is done subject to this policy so its effect regarding finance is extremely important.

Risk Assessment:

There are always risks involved in procurement, and it is vital that Council has a robust and workable policy in order that both appropriate and consistent purchasing can be undertaken by all members of staff.

Community & Strategic Objectives:

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

4.3.3 Ensure compliance with all relevant legislation

4.3.5 Use resources efficiently and effectively

4.3.6 Operate in a financially sustainable manner

Comment:

As mentioned above officers have been working on an updated purchasing policy for some time, and have utilised the Project Aware scheme for assistance in doing so.

Subject to Council adopting the new purchasing policy there will be training regarding the policy changes and purchasing generally provided to all staff with purchasing authority so that everyone is aware of and understands the requirements determined by the policy.

2019/1-004 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council, subject to Section 11A(1) Local Government (Functions and General) Regulations 1996, adopt the updated purchasing policy.

Moved Cr NR Gillett

Seconded Cr SR Putt

Carried 7/0

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12.1.3 WALGA Quarterly Report

File No:	Nil
Location/Address:	N/A
Name of Applicant:	WALGA
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.3 – WALGA 4 th Quarter Report
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

WALGA produce every quarter a personalised document for each Council relating to services that they have provided to that Council in the last quarter. This document is provided to the Chief Executive Officer, with a request that it is formally presented to Council. Accordingly, attached to this item is a copy of the most recent quarterly report.

Consultation:

Nil

Statutory Environment:

Nil

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

Nil, but WALGA request that the whole Council receives a copy of the document each time it is produced.

Community & Strategic Objectives:

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

4.3.1 Promote and support elected members and staff participation in training, education and professional development

Comment:

WALGA will provide information each quarter detailing which of their services have been utilised in the previous quarter.

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2019/1-005 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council receive the attached WALGA quarterly report, relating to quarter 4 2018/19.

Moved Cr RM Kirby

Seconded Cr LN Gobbart

Carried 7/0

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12.1.4 Review of Local Government Act 1995 – Phase 2

File No:	Nil
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
	12.1.4a – AGILE - Local Government Act 1995 Review Discussion Papers
Attachments:	12.1.4b – INCLUSIVE – Local Government Act 1995 Review Discussion Papers
	12.1.4c – SMART – Local Government Act 1995 Review Discussion Papers
Declaration of Interest:	Nil
Voting Requirements:	Simple majority
Previously Considered:	Nil

Background:

Council are aware that the Department of Local Government, Sport & Cultural Industries are undertaking a review of the Local Government Act 1995. Phase one of that review is currently being legislated, with some matters already having been passed as legislation.

Phase two of the review is open and responses to that review are due by March 2019. To that end the WALGA response deadline is 22 February so that there is an opportunity for a full WALGA submission. This submission does not in any way preclude either a Council or an individual response directly to the Department.

A substantial amount of documentation has been released relating to this phase of the review. Attached to this report therefore are the Department released consultation documents, the WALGA advocacy positions paper and a facilitator report from the forum held in Merredin in October (attended by the Shire President and the Chief Executive Officer).

This report deals with the WALGA submission deadline, and Councils submission to WALGA. The WALGA submission will be discussed at the March Zone Meeting in order that it can be presented in time to the Department.

Further it is proposed that Councils submission also be forwarded directly to the Department in order that any difference in Councils view to the WALGA submission is also presented to the Department.

Consultation:

There have been several forums and meetings attended by Councillors and officers.

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Statutory Environment:

It has been suggested in all of the forums that have been attended by officers that 'all of the current Local Government Act 1995' is open for review.

Relevant Plans and Policy:

Nil

Financial Implications:

There are no financial implications from this report directly, but potential changes to the act could have some cost implications to the Shire.

Risk Assessment:

Given both the importance and the opportunity provided by this review it would be remiss of the Shire not to take the chance to engage and feed into the review in some way.

Community & Strategic Objectives:

Outcome 4.2 Strong representation on behalf of the Community

4.2.1 Facilitate processes/networks for the engaging of government agencies and key stakeholders

4.2.2 Lobby all levels of government where services may be threatened or withdrawn

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 following is a list of positions that Council may see as being appropriate and supportive of:

1. Tender threshold: Support an increase in the threshold to align with the State Government (currently \$250,000) with a timeframe of one year for individual vendors
2. Trade-in threshold: Support removal of the financial threshold limitation (currently \$75,000) on a disposition which is used exclusively to purchase other property (trade-in activity)
3. Fees & Charges: Support removal from legislation and empower Councils to set fees and charges for Local Government Services
4. Borrowing: Support deletion of the requirement for one month's public notice of intent to borrow
5. AASB 124: Support exemption from requirements of Related Party Transactions legislation for Local Government
6. Rating: Support amendment to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997
7. Rating: Request that a broad review be conducted into all rating exemption categories currently prescribed
8. Electors' General Meeting: Support amendment to the legislation so that Electors' General Meetings are not compulsory

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9. Attendance by Technology: Support amendment to allow attendance at a meeting via technology from any location suitable to Council
10. Voting: Support the contention that voting in elections should remain voluntary, and investigation of voting options such as on-line voting
11. State Wide Advertising: Support amendments which allow for use of technology and do not prescribe state wide print media only
12. IPR: Support review to consider reduction in requirements for smaller Local Governments – perhaps aligned to the ‘banding’ system

2019/1-006 OFFICER’S RECOMMENDATION / COUNCIL DECISION:

That Council:

- 1. Endorse the positions outlined within the comment section of this report;***
- 2. Direct the Chief Executive Officer to write to WALGA and the Department of Local Government, Sport and Cultural Industries detailing the position taken by Council regarding the positions taken; and***
- 3. Resolve that the Chief Executive Officer and the Shire President attend and represent its best interests at the WALGA Zone Local Government Act Review Phase 2 meeting to be held on 18 March 2019.***

Moved Cr SR Putt

Seconded Cr SE Faulkner

Carried 7/0

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12.1.5 50km Speed Zones - Bencubbin

File No:	W1/22
Location/Address:	Koorda-Bullfinch Road & Beacon-Bencubbin Road, Bencubbin
Name of Applicant:	N/A
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.5 – Community Submissions on 50km Speed Zones
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Council will recall that an item was presented to the November Ordinary Council Meeting regarding the 50km speed zones on the edge of the Bencubbin Town Site on Koorda-Bullfinch Road and Beacon-Bencubbin Road.

At that meeting Council passed the following resolution:

2018/10-004 OFFICER RECOMMENDATION / COUNCIL DECISION:

That Council direct the Chief Executive Officer to undertake a period of community feedback regarding the current location of the 50km speed zones on Koorda-Bullfinch Road and Beacon-Bencubbin Road, and the option of requesting Main Roads to move the current 50km zone closer to the town site.

Moved Cr NR Gillett

Seconded Cr IC Sanders

Carried 7/0

As directed an invitation for public comment was advertised in the local press, on the Shire Website and through the Shire social media channels.

In response to the invitation for comment there were only three (3) responses (copies are supplied with the attachments):

Two responses (on behalf of three people) supported moving the 50km zone as indicated. One response was strongly against moving the zone on Beacon- Bencubbin Road due to the speed of heavy trucks near to the school.

Consultation:

The community has had a chance to consult on this issue through the period of time allowed for feedback.

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Statutory Environment:

As per the email from Main Roads – ‘legal responsibility resides with Main Roads for any regulatory function’. Thus it is not in the remit of the Shire to make any alteration of the speed zone, but the Shire is able to request Main Roads review the location.

Relevant Plans and Policy:

Nil

Financial Implications:

There are no financial implications to the Shire from any change being made to the current speed zone other than any staff time involved.

Risk Assessment:

There are potential risks should any change to the 50km zone be requested and approved by Main Roads, particularly to those with caravans and school children.

Community & Strategic Objectives:

Outcome 2.3 An effective and efficient transportation network

2.3.2 Maintain an efficient, safe and good quality local road network

Comment:

Unfortunately the public response has been very limited, and therefore does not provide Council with substantial community support for either changing the speed zones or retaining them. It was suggested prior to the original item being presented to Council that there were a number of residents who wished to see a change, particularly those using heavy vehicles – yet none of those people made any submission.

It is respectfully suggested therefore that there is not currently sufficient community desire for a change of the speed zones that would warrant a change to the current situation or the work required by the administration to deal with the Main Roads to attempt to persuade them to consider such a change. The matter could of course be reviewed again at some point in the future if sufficient community support to consider a change is noted.

2019/1-007 OFFICER’S RECOMMENDATION / COUNCIL DECISION:

That Council note the received public submissions relating to the current 50km zones in Bencubbin and resolve not to make a submission to Main Roads at this time to change their locations.

Moved Cr IC Sanders

Seconded Cr RM Kirby

Carried 7/0

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Cr SR Putt declared an impartiality interest in item 12.1.6 being that he is a relative of the tenderer, Miss Jacinta Smith.

12.1.6 Lease of Bencubbin Town Hall – Tender MM04.18/19

File No:	Tender Register
Location/Address:	Bencubbin Town Hall, Monger Street, Bencubbin
Name of Applicant:	N/A
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.6 – Valuation Report of 69 Monger St, Bencubbin
Declaration of Interest:	Nil
Voting Requirements:	Recommendation 1: Simple Majority Recommendation 2: Absolute Majority
Previously Considered:	Nil

Background:

Council rejected the offer to enter a new lease made by Millbrook Nominees at the December Ordinary Meeting of Council. Further it was determined that a public tender should be advertised for lease of the Town Hall as a grocery store:

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

Accordingly the tender was advertised as widely as possible, including in the press, on the Shire website and on social media – including paid advertising to extend the reach of the tender as far as possible.

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;

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

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

(a) the highest bidder at public auction; or

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

Relevant Plans and Policy:

Nil

Financial Implications:

The amount accepted by the successful tenderer will be budgeted in future years' budgets.

Risk Assessment:

There is a risk that should not tender be awarded that Bencubbin will be without a grocery store.

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:

One tender was received from Ms Jacinta Smith. This tender expresses an offer of \$75 per week for a period of five (5) years. Whilst this is not the amount which the valuation indicates would be market rental it is higher than the amount which had been offered by the current shop proprietors (BennyMart). Given that there has been an open tender process it is recommended that Council accept the tendered amount and time.

Further Ms Smith has provided confirmation that the hall will be used as a grocery store for the full term of the lease. She has also provided details to support her tender and ability to run a grocery store.

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2019/1-008 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council:

- 1. Subject to section 3.58(2)(a) Local Government Act 1995 award the tender for the lease of Bencubbin Town Hall as a grocery store to Ms Jacinta Smith at the weekly rental of \$75 for a period of five (5) years; and***
- 2. Authorise the Chief Executive Officer to undertake the necessary negotiations and arrangements to effect and complete a lease of the Bencubbin Town Hall to Ms Jacinta Smith, including the use of the Shire Common Seal on any necessary contract documentation.***

Moved Cr RM Kirby
Absolute Majority

Seconded Cr NR Gillett

Carried 6/1

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12.2 Works Supervisor

12.2.1 Works Report February 2019

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

The 2nd stage of the RRG programmed works on Koorda-Bullfinch Rd 4.20-6.00 (western end) have commenced. This new section was to expend budget funds. An old culvert has been removed and replaced with new piping as the road in that section

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was collapsing. The staff started minor clearing works last week and after 2 days of courses this week will return to carry on with that part of the program.

Welbungin South Rd - This road has now been completed with the Bitumen contractor returning on the 14th of January and carrying out the re-seal of the existing bitumen surface.

Powell Street Minor clearing has been carried out to allow a true line to be put in and levels placed on pegs. Drainage extensions have been carried out and it is envisaged that these works will be undertaken straight after the Koorda-Bullfinch Rd works.

Grylls Rd - works were completed on this section of the road in the days leading up to Christmas time.

Gardening

Staff from Bencubbin and Beacon have had some real problems with black lawn beetle invading the grassed ovals, both have been sprayed to try to rid them of the problem.

Bencubbin oval was also attacked by Spider Mite which is leaving the deadish rings in the grassed area, these have been sprayed and hopefully that problem has been eliminated.

Wheatbelt steel have supplied and erected two roofs to the water tanks at the Beacon oval.

Maintenance Works

Minor patching works and some sign replacement has been carried out within the Shire.

Maintenance Grading

Grader operators are all back at work now and Stretch and Ralph have had some training on the two new machines.

They are currently working in the following locations:

Stretch- is catching up with the school bus routes around Beacon

Ralph- has been grading in the Dalgouring Snake Rd area and is currently moving up toward Faulkner Rd.

Bill- has commenced grading along Gabbin-Cleary Road

Two new Komatsu GD 555 graders arrived in the depot on the 20th of December. Due to the Christmas closure the next day training on the machines was held back until the grader operators returned from their holidays. Both operators are quite happy with the machines but a little bit of new technology is keeping them busy reading up on their machine manuals.

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2019/1-009 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the February 2019 report of the Works Supervisor be received.

Moved Cr LN Gobbart

Seconded Cr SE Faulkner

Carried 7/0

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12.3 Executive Assistant

12.3.1 Status Report – 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:	12.3.1 – Status Report 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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2019/1-010 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

The Status Report for December 2018 be received.

Moved Cr RM Kirby

Seconded Cr SR Putt

Carried 7/0

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12.3.2 Minutes of NEWROC Council Meeting held 11 December 2018

File No:	N/A
Location/Address:	NEWROC District
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.2 – Minutes of NEWROC Council Meeting held 11 December 2018
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 11 December 2018 are submitted (**Attachment 12.3.2**) 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 26 February 2019 at the Shire of Nungarin.

2019/1-011 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

The minutes of the NEWROC Council meeting held on 11 December 2018 be noted.

Moved Cr NR Gillett

Seconded Cr IC Sanders

Carried 7/0

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12.4 Finance and Administration Manager

12.4.1 Statement of Financial Activity to 31 December 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:	12.4.1 – Statement of Financial Activity to 31 December 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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2019/1-012 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

The Statement of Financial Activity for the month ending 31 December 2018 be endorsed.

Moved Cr SR Putt

Seconded Cr LN Gobbart

Carried 7/0

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12.4.2 Accounts Paid to 30 December 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 12 February 2019 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
31	31/12/2018	BANK FEES - BANK FEES	BANK FEES	264.44
134	12/12/2018	WATER CORPORATION	UTILITY CHARGES 14.9.18-20.11.18	139.40
135	19/12/2018	TELSTRA	UTILITY CHARGES-NOVEMBER18	2686.19
EFT14411	11/12/2018	EASISALARY	PAYROLL DEDUCTIONS	491.46
EFT14412	12/12/2018	AVON WASTE	RUBBISH COLLECTION-NOVEMBER18	5064.64
EFT14413	12/12/2018	BOC GASES	GAS CYLINDERS-NOVEMBER18	40.25
EFT14414	12/12/2018	CJD EQUIPMENT PTY LTD	NOVEMBER SUPPLIES	198.97
EFT14415	12/12/2018	COURIER AUSTRALIA	FREIGHT-NOVEMBER18	53.48
EFT14416	12/12/2018	MUKA TYRE MART	TYRES AND REPAIRS	2071.00
EFT14417	12/12/2018	NINGHAN SPRAYING & AG SERVICES	FRIDGE	658.61

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Chq/EFT	Date	Name	Description	Amount
EFT14418	12/12/2018	SHIRE OF MERREDIN	LIBRARY ACTIVITY PLAN 2018/19	323.50
EFT14419	12/12/2018	KTY ELECTRICAL SERVICES	NOVEMBER REPAIRS	4037.46
EFT14420	12/12/2018	JASON SIGNMAKERS	SIGNS	590.26
EFT14421	12/12/2018	BENCUBBIN NEWS & POST	NEWSPAPERS-NOVEMBER18	113.80
EFT14422	12/12/2018	BEACON CENTRAL COMMUNITY RESOURCE CENTRE	BEACON GYM MEMBERSHIPS	250.00
EFT14423	12/12/2018	NEWTRAVEL INC	COUNCIL CONTRIBUTION 2018/2019	3500.00
EFT14424	12/12/2018	BEACON CO-OPERATIVE LTD	CLEANING-NOVEMBER18	1998.42
EFT14425	12/12/2018	WINC AUSTRALIA PTY LTD	NOVEMBER SUPPLIES	60.79
EFT14426	12/12/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESLB 2ND QUARTER CONTRIBUTION	12300.00
EFT14427	12/12/2018	ICS CARPENTRY	NOVEMBER REPAIRS	398.75
EFT14428	12/12/2018	ALL-WAYS FOODS	NOVEMBER SUPPLIES	441.74
EFT14429	12/12/2018	BENCUBBIN COMMUNITY RESOURCE CENTRE	PRINTING	655.00
EFT14430	12/12/2018	METROCOUNT	NOVEMBER SUPPLIES	793.65
EFT14431	12/12/2018	BENCUBBIN TRUCK N AUTO'S	OCTOBER REPAIRS	1146.60
EFT14432	12/12/2018	CIVIC LEGAL	PROJECT AWARE GOVERNANCE PROGRAM	6765.00
EFT14433	12/12/2018	COLAS WESTERN AUSTRALIA PTY LTD	BITUMEN SEALING WORK	157564.59
EFT14434	12/12/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SERVICES	382.50
EFT14435	12/12/2018	JR & A HERSEY PTY LTD	NOVEMBER SUPPLIES	872.63
EFT14436	12/12/2018	LANDGATE	MINIMUM CHARGE	39.00
EFT14437	12/12/2018	CUTTING EDGES EQUIPMENT PARTS	TOOTH SCARIFIER	165.00
EFT14438	12/12/2018	CLAW ENVIRONMENTAL PTY LTD	CONTAINERS FOR DRUMMUSTER	2639.99
EFT14439	12/12/2018	BENCUBBIN AG SUPPLIES	NOVEMBER SUPPLIES	219.09
EFT14440	12/12/2018	REFUEL AUSTRALIA	FUEL-NOVEMBER18	320.41
EFT14441	12/12/2018	BENNY MART	YOUTH/SENIORS COOKING DAY 2018	450.56
EFT14442	12/12/2018	ORBIT HEALTH & FITNESS SOLUTIONS	SERVICE AND SAFETY AUDIT-BEACON GYM	1100.00
EFT14443	12/12/2018	CR IC SANDERS	MEETING FEES & ALLOWANCES 17.10.11-20.11.18	493.18
EFT14444	12/12/2018	R MUNNS ENGINEERING CONSULTING SERVICES	CONSULTING WORK	10478.64

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Chq/EFT	Date	Name	Description	Amount
EFT14445	12/12/2018	GREAT SOUTHERN FUELS	FUEL-NOVEMBER18	23534.93
EFT14446	12/12/2018	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	2541.00
EFT14447	12/12/2018	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS-1043	617.50
EFT14448	12/12/2018	DYLAN COPELAND	PROVISION OF NATURAL RESOURCE MANAGEMENT-OCT/NOV18	2640.10
EFT14449	12/12/2018	KC SALES	UNIFORMS	543.70
EFT14450	12/12/2018	WA CONTRACT RANGER SERVICES	RANGER SERVICES 2.11.18 & 13.11.18	561.00
EFT14451	12/12/2018	EASTERN WHEATBELT BIOSECURITY GROUP INC	EWBG SHIRE MEMBERSHIP 2018/19	110.00
EFT14452	12/12/2018	CR ARC SACHSE	MEETING FEES & ALLOWANCES 17.10.18-20.11.18	2199.06
EFT14453	12/12/2018	CR RM KIRBY	MEETING FEES & ALLOWANCES 17.10.18-20.11.18	813.18
EFT14454	12/12/2018	CR SE FAULKNER	MEETING FEES & ALLOWANCES 17.10.18-20.11.18	669.18
EFT14455	12/12/2018	AUSTRALIAN FLAG MAKERS	AUSTRALIAN FLAG	154.18
EFT14456	12/12/2018	CR NICK GILLETT	MEETING FEES & ALLOWANCES 17.10.18-20.11.18	612.50
EFT14457	12/12/2018	JOANNA POOLE	AQUATIC CENTRE REIMBURSEMENT SCHEME 2018/19	17.50
EFT14458	12/12/2018	CR STUART PUTT	MEETING FEES & ALLOWANCES 17.10.18-20.11.18	493.18
EFT14459	12/12/2018	LEEANNE NOLA GOBBART	MEETING FEES & ALLOWANCES 17.10.18-20.11.18	611.18
EFT14460	12/12/2018	COMPRESSED AIR INSTALLATIONS WA	PRESSURE VESSEL INSPECTION AND REPORT	907.50
EFT14461	12/12/2018	SALLY J DESIGN	CANVA WORKSHOP	394.00
EFT14462	12/12/2018	APPLIED SAFETY & RISK MANAGEMENT	EMERGENCY PROCEDURES/PLANS	990.00
EFT14463	12/12/2018	MAVEN SUPPLIES	NOVEMBER SUPPLIES	132.76
EFT14464	12/12/2018	KAREENA PETERS	AQUATIC CENTRE REIMBURSEMENT SCHEME 2018/19	150.00
EFT14465	12/12/2018	KIDSAFE WA	LGIS PLAYGROUND SAFETY WORKSHOP	200.00
EFT14466	12/12/2018	AUSTRALIA POST	POSTAGE-BEACON LIBRARY	38.27

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Chq/EFT	Date	Name	Description	Amount
EFT14467	03/12/2018	SYNERGY	UTILITY CHARGES 18.9.18-14.11.18	201.80
EFT14468	03/12/2018	SYNERGY	UTILITY CHARGES 18.10.18-14.11.18	448.05
EFT14470	14/12/2018	BENDIGO BANK	NOVEMBER SUPPLIES	1247.18
EFT14471	19/12/2018	SHIRE OF WYALKATCHEM	TRAFFIC MANAGEMENT TRAINING-A.BAUER 11.12.18-13.12.18	577.00
EFT14472	19/12/2018	SHIRE OF MT MARSHALL	NEW HEALTH RECOUP 30.11.18	2343.44
EFT14473	19/12/2018	CJD EQUIPMENT PTY LTD	DECEMBER SUPPLIES	869.34
EFT14474	19/12/2018	COURIER AUSTRALIA	FREIGHT-DECEMBER18	106.28
EFT14475	19/12/2018	SHIRE OF MUKINBUDIN	SWIMMING POOL ENTRY-BEACON PRIMARY SCHOOL	1057.50
EFT14476	19/12/2018	NINGHAN SPRAYING & AG SERVICES	DECEMBER SUPPLIES	228.25
EFT14477	19/12/2018	KTY ELECTRICAL SERVICES	DECEMBER REPAIRS	4172.21
EFT14478	19/12/2018	MUKA MATTERS	ADVERTISING-DECEMBER18	50.00
EFT14479	19/12/2018	SHIRE OF TRAYNING	DOCTORS HOUSE RENT 4.11.18-1.12.18	768.00
EFT14480	19/12/2018	BENCUBBIN NEWS & POST	POSTAGE 3.12.18-7.12.18	30.04
EFT14481	19/12/2018	MOORE STEPHENS (WA) PTY LTD	FINANCIAL REPORTING MANUAL 2018	990.00
EFT14482	19/12/2018	WINC AUSTRALIA PTY LTD	DECEMBER SUPPLIES	217.63
EFT14483	19/12/2018	ICS CARPENTRY	DECEMBER REPAIRS	61605.30
EFT14484	19/12/2018	ALL-WAYS FOODS	DECEMBER SUPPLIES	311.98
EFT14485	19/12/2018	BENCUBBIN PRIMARY SCHOOL	BUS HIRE AND DRIVING FOR SWIMMING LESSONS	5193.39
EFT14486	19/12/2018	TANIKA LOUISE MCLENNAN	REIMBURSEMENT FOR UNIFORMS PURCHASED	300.18
EFT14487	19/12/2018	BENCUBBIN TRUCK N AUTO'S	NOVEMBER REPAIRS	1870.10
EFT14488	19/12/2018	HILLS FIRE EQUIPMENT SERVICE	SERVICE FIRE EQUIPMENT	1586.20
EFT14489	19/12/2018	D & D TRANSPORT	FREIGHT-NOVEMBER18	159.27
EFT14490	19/12/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SERVICES	340.00
EFT14491	19/12/2018	JR & A HERSEY PTY LTD	DECEMBER SUPPLIES	151.80
EFT14492	19/12/2018	CUTTING EDGES EQUIPMENT PARTS	DECEMBER SUPPLIES	113.52
EFT14493	19/12/2018	SIPPE'S MUKINBUDIN	DECEMBER SUPPLIES	42.25
EFT14494	19/12/2018	DEPARTMENT OF MINES,INDUSTRY REGULATION AND SAFETY (DMIRS)	BUILDING SERVICE LEVY-NOVEMBER18	62.70

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Chq/EFT	Date	Name	Description	Amount
EFT14495	19/12/2018	CR IC SANDERS	MEETING FEES & ALLOWANCES 21.11.18-18.12.18	493.18
EFT14496	19/12/2018	KOORDA COMMUNITY RESOURCE CENTRE	NARKAL NOTES EMAIL SUBSCRIPTION 2019	35.00
EFT14497	19/12/2018	NADINE RICHMOND	REIMBURSEMENT-CHRISTMAS PARTY PURCHASES	82.29
EFT14498	19/12/2018	MW GRANT	PUSH GRAVEL	2002.00
EFT14499	19/12/2018	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	594.00
EFT14500	19/12/2018	BEACON PRIMARY SCHOOL	SPONSORSHIP OF LODGE AWARD 2018	50.00
EFT14501	19/12/2018	LOREN NORTHOVER	REIMBURSEMENT-TRAVEL TO BEACON & RETURN FOR CANVA WORKSHOP	67.08
EFT14502	19/12/2018	INSTANT WEIGHING	CALIBRATION OF LOADER SCALES	1100.00
EFT14503	19/12/2018	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.1.19-10.2.19	686.19
EFT14504	19/12/2018	CR ARC SACHSE	MEETING FEES & ALLOWANCES 21.11.18-18.12.18	1673.06
EFT14505	19/12/2018	CR SE FAULKNER	MEETING FEES & ALLOWANCES 21.11.18-18.12.18	579.18
EFT14506	19/12/2018	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	338.73
EFT14507	19/12/2018	SHARNEE BEARD	AQUATIC CENTRE REIMBURSEMENT SCHEME 2018/19	150.00
EFT14508	19/12/2018	CR NICK GILLETT	MEETING FEES & ALLOWANCES 21.11.18-18.12.18	688.50
EFT14509	19/12/2018	CR STUART PUTT	MEETING FEES & ALLOWANCES 21.11.18-18.12.18	729.18
EFT14510	19/12/2018	LEEANNE NOLA GOBBART	MEETING FEES & ALLOWANCES 21.11.18-18.12.18	557.18
EFT14511	19/12/2018	OLIVIA JANE GRANICH	BEACON P & C CHRISTMAS TREE LOLLYBAGS	89.29
EFT14512	19/12/2018	A R & HR WEST	AQUATIC CENTRE REIMBURSEMENT SCHEME 2018/19	150.00
EFT14513	19/12/2018	SANTALEUCA FORESTRY	FLORA SURVEY FOR CLEARANCE OF BEACON AIRSTRIP	3402.30
EFT14514	19/12/2018	CRISP WIRELESS PTY LTD	BUSINESS LITE SUBSCRIPTION-INTERNET ACCESS	328.90

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Chq/EFT	Date	Name	Description	Amount
EFT14515	19/12/2018	MINT CIVIL PTY LTD T/A KALAMUNDA SWEEPING	STREET SWEEPING	1485.00
EFT14516	19/12/2018	AVON VALLEY TOYOTA	TOYOTA PRADO DSL WGN A/T GXL	15150.00
EFT14517	19/12/2018	COFFEY & TEA	SOCIAL MEDIA MARKETING PRESENTATION & WORKBOOK FOR 20-50% DEPOSIT	1677.50
EFT14518	19/12/2018	THE FARMHOUSE KITCHEN CATERING	CATERING-SHIRE CHRISTMAS FUNCTION	1800.00
EFT14519	19/12/2018	WYALKATCHEM TYRE SERVICE	REPAIRS TO TYRE	110.00
EFT14520	21/12/2018	EASISALARY	PAYROLL DEDUCTIONS	491.46
EFT14521	24/12/2018	SYNERGY	STREETLIGHTS 25.10.18-24.10.18	1843.50
EFT14522	27/12/2018	WA TREASURY CORPORATION	LOAN NO. 118 INTEREST PAYMENT - STAFF HOUSING	31956.21
EFT14523	28/12/2018	CARDTRONICS AUSTRALASIA PTY LTD	ONGOING FEE FOR ATM-NOVEMBER18	88.96
DD9418.1	05/12/2018	WALGS PLAN	PAYROLL DEDUCTIONS	7048.93
DD9418.2	05/12/2018	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	203.26
DD9418.3	05/12/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	776.53
DD9418.4	05/12/2018	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	248.68
DD9418.5	05/12/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	202.16
DD9418.6	05/12/2018	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	511.54
DD9418.7	05/12/2018	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	174.93
DD9418.8	05/12/2018	FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	186.12
DD9432.1	19/12/2018	WALGS PLAN	PAYROLL DEDUCTIONS	7137.10
DD9432.2	19/12/2018	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	203.26
DD9432.3	19/12/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	775.87
DD9432.4	19/12/2018	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	248.68
DD9432.5	19/12/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	213.33
DD9432.6	19/12/2018	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	511.54
DD9432.7	19/12/2018	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	179.77
DD9432.8	19/12/2018	FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	186.12
				430,949.64

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2. Trust

Chq/left	Date	Name	Description	Amount
EFT14469	12/12/2018	BENCUBBIN SPORTS CLUB INC.	INV 674 6.1.18 SOCIAL CLUB PURCHASES	140.00
EFT14525	31/12/2018	DEPARTMENT OF TRANSPORT	MMSO20181227	20067.40
				20207.40

3. Mastercard

Details	Amount
Little hotelier fees	163.90
Parking-Walga training day	10.25
Bank fees	4.00
Accomm & Meals-T.McLennan	920.92
Bank fees	4.00
Bank fees	4.00
Parking-Nadine-Records course	2.12
Dinner-Nadine-Records course	35.00
Breakfast-Nadine-Records course	27.00
Lunch-Nadine-Records course	11.00
Christmas party invites	31.99
Physical develop.in children course	29.00
Bank fees	4.00
	1247.18

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 **12 February 2019**. All invoices, being the subject of payments made, have been duly certified as to the receipt of goods and services, and prices, computations and costings have been checked against the expenditure authority (i.e. budget, purchase order, delegation).

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John Nuttall
Chief Executive Officer

Consultation:

Tanika McLennan – Finance and Administration Manager

Statutory Environment:

Financial Management Regulations and the Local Government Act 1995

Relevant Plans and Policy:

Nil

Financial Implications:

An appropriate allowance has been made in the current year's budget to fund and authorise expenditure.

Risk Assessment:

Nil

Community & Strategic Objectives:

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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2019/1-013 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the Accounts Listed

<i>Municipal Fund</i>	\$ 430,949.64
<i>Trust Fund</i>	\$ 20,207.40
<i>Mastercard</i>	\$ <u>1247.18</u>
<i>Total</i>	\$ 452,404.22

Be endorsed.

Moved Cr RM Kirby

Seconded Cr SE Faulkner

Carried 7/0

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12.4.3 Accounts Paid to 31 January 2019

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 12 February 2019 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
136	30/01/2019	WATER CORPORATION	UTILITY CHARGES 2.11.18-8.1.19	21203.25
EFT14524	02/01/2019	SYNERGY	UTILITY CHARGES 14.11.18-11.12.18	984.00
EFT14526	03/01/2019	SYNERGY	UTILITY CHARGES 13.10.18-7.12.18	4679.00
EFT14527	07/01/2019	EASISALARY	PAYROLL DEDUCTIONS	491.46
EFT14528	11/01/2019	SHIRE OF WYALKATCHEM	RENT-EHO 1.12.18-31.12.18	797.14
EFT14529	11/01/2019	AVON WASTE	RUBBISH COLLECTION-DECEMBER18	5776.09
EFT14530	11/01/2019	BOC GASES	GAS CYLINDERS-DECEMBER18	41.57
EFT14531	11/01/2019	TWO DOGS HOME HARDWARE	DECEMBER SUPPLIES	598.14
EFT14532	11/01/2019	CJD EQUIPMENT PTY LTD	DECEMBER SUPPLIES	41.58
EFT14533	11/01/2019	COURIER AUSTRALIA	FREIGHT-DECEMBER18	65.79

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Chq/EFT	Date	Name	Description	Amount
EFT14534	11/01/2019	MUKA TYRE MART	CHANGE GRADER TYRE	112.00
EFT14535	11/01/2019	NINGHAN SPRAYING & AG SERVICES	NOVEMBER SUPPLIES	844.10
EFT14536	11/01/2019	SHIRE OF TRAYNING	POOL ADMISSION-BENCUBBIN PRIMARY FUN DAY-DECEMBER18	67.50
EFT14537	11/01/2019	BENCUBBIN NEWS & POST	POSTAGE 17.12.18-21.2.18	40.64
EFT14538	11/01/2019	MOORE STEPHENS (WA) PTY LTD	PREPARATION FOR AND ATTENDANCE AT AUDIT COMMITTEE MEETING	550.00
EFT14539	11/01/2019	ICS CARPENTRY	DECEMBER REPAIRS	14000.00
EFT14540	11/01/2019	ALL-WAYS FOODS	NOVEMBER SUPPLIES	953.14
EFT14541	11/01/2019	BENCUBBIN COMMUNITY RESOURCE CENTRE	ROOM HIRE	15.00
EFT14542	11/01/2019	PORKY'S ENTERPRISES	WINDSCREEN	595.00
EFT14543	11/01/2019	AG IMPLEMENTS MUKINBUDIN	DECEMBER SUPPLIES	337.99
EFT14544	11/01/2019	MELISSA BEAGLEY	AQUATIC CENTRE REIMBURSEMENT SCHEME 2018/19	49.00
EFT14545	11/01/2019	BENCUBBIN TRUCK N AUTO'S	DECEMBER REPAIRS	7499.90
EFT14546	11/01/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SERVICES	85.00
EFT14547	11/01/2019	JR & A HERSEY PTY LTD	DECEMBER SUPPLIES	250.71
EFT14548	11/01/2019	LANDGATE	MINIMUM CHARGE	39.00
EFT14549	11/01/2019	BENCUBBIN AG SUPPLIES	DECEMBER SUPPLIES	1123.84
EFT14550	11/01/2019	REFUEL AUSTRALIA	FUEL-DECEMBER18	31.90
EFT14551	11/01/2019	BENNY MART	DECEMBER SUPPLIES	374.57
EFT14552	11/01/2019	LOCAL PEST CONTROL	PEST CONTROL	1074.75
EFT14553	11/01/2019	ECHELON AUSTRALIA PTY LTD	REGIONAL RISK CO-ORDINATOR PROGRAM 2018/19	2993.10
EFT14554	11/01/2019	KOORDA COMMUNITY RESOURCE CENTRE	ADVERTISING-DECEMBER18	30.00
EFT14555	11/01/2019	GREAT SOUTHERN FUELS	FUEL-DECEMBER18	15947.07
EFT14556	11/01/2019	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	561.00
EFT14557	11/01/2019	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS-1043	11537.20
EFT14558	11/01/2019	DYLAN COPELAND	BEACON AIRSTRIP UPGRADE	440.02
EFT14559	11/01/2019	KC SALES	VOUCHERS	731.60
EFT14560	11/01/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 29.11.18/11.12.18 & 18.12.18	841.50

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Chq/EFT	Date	Name	Description	Amount
EFT14561	11/01/2019	ECOWATER SERVICES	MAINTENANCE BIOMAX SYSTEM-229 MURRAY ST	186.15
EFT14562	11/01/2019	JOHN NUTTALL	REIMBURSEMENT-COST ASSOCIATED WITH INTERNET PROVISION FOR HOME.	297.61
EFT14563	11/01/2019	JOANNA POOLE	AQUATIC CENTRE REIMBURSEMENT SCHEME 2018/19	150.00
EFT14564	11/01/2019	JOHN GOSPER DESIGN	NEW HEALTH-BUILDING SURVEYING SERVICE-OCT/DEC18	2860.00
EFT14565	11/01/2019	JACLYN GERAGHTY	AQUATIC CENTRE REIMBURSEMENT SCHEME 2018/19	150.00
EFT14566	11/01/2019	LG CORPORATE SOLUTIONS	DINNER AT LG PROFESSIONALS CONFERENCE	37.25
EFT14567	11/01/2019	WHEATBELT BUSINESS NETWORK	WORKFORCE PLAN	1254.00
EFT14568	11/01/2019	KOMATSU AUSTRALIA PTY LTD	WORKS TO GRADER	4774.00
EFT14569	10/01/2019	SYNERGY	UTILITY CHARGES 23.10.18-19.12.18	1283.50
EFT14570	14/01/2019	BENDIGO BANK	DECEMBER SUPPLIES	1558.00
EFT14571	17/01/2019	EASISALARY	PAYROLL DEDUCTIONS	491.46
EFT14572	17/01/2019	KOMATSU AUSTRALIA PTY LTD	GD555-5 MOTOR GRADER	733700.00
EFT14573	17/01/2019	NINGHAN SPRAYING & AG SERVICES	DECEMBER SUPPLIES	493.23
EFT14574	17/01/2019	CIVIC LEGAL	PROJECT AWARE GOVERNANCE PROGRAM	2255.00
EFT14575	17/01/2019	BENCUBBIN AG SUPPLIES	DECEMBER SUPPLIES	94.04
EFT14576	17/01/2019	BEACON GARAGE	DECEMBER REPAIRS	816.91
EFT14577	31/01/2019	CARDTRONICS AUSTRALASIA PTY LTD	ONGOING FEE FOR ATM-DECEMBER18	80.80
EFT14578	23/01/2019	WA TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR PERIOD ENDING 31.12.18	4328.50
EFT14579	29/01/2019	WA TREASURY CORPORATION	LOAN NO. 119 INTEREST PAYMENT - LOAN TO BENNYMART - REPAID IN LEASE PAYM	975.84
DD9443.1	02/01/2019	WALGS PLAN	PAYROLL DEDUCTIONS	7334.09
DD9443.2	02/01/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	213.25
DD9443.3	02/01/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	790.27
DD9443.4	02/01/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	264.45
DD9443.5	02/01/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	130.70
DD9443.6	02/01/2019	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	511.54

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Chq/EFT	Date	Name	Description	Amount
DD9443.7	02/01/2019	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	181.38
DD9443.8	02/01/2019	FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	187.84
DD9451.1	16/01/2019	WALGS PLAN	PAYROLL DEDUCTIONS	7691.69
DD9451.2	16/01/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	207.69
DD9451.3	16/01/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	711.32
DD9451.4	16/01/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	248.68
DD9451.5	16/01/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	28.06
DD9451.6	16/01/2019	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	511.54
DD9451.7	16/01/2019	BENDIGO SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	286.16
DD9451.8	16/01/2019	FIRST CHOICE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	186.12
				871,074.62

2. Trust

Chq/eft	Date	Name	Description	Amount
EFT14580	31/01/2019	DEPARTMENT OF TRANSPORT	MMSO20190109	16304.90
				16,304.90

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3. Mastercard

Details	Amount
Drinks for Christmas party	26.00
Equipment for Christmas party	24.00
Christmas party decorations/supplies	8.00
Christmas party decorations/supplies	22.50
Christmas party decorations/supplies	95.20
Christmas party decorations/supplies	8.40
Christmas party decorations	29.98
Council meeting snacks	14.99
Bank fees	4.00
Museum display case	340.58
Plate change & rego	289.50
Bank fees	4.00
BRB levy-carport Resource Centre	67.70
Building permit-CEACA	451.25
Bank fees	4.00
Little hotelier fees	81.95
Little hotelier fees	81.95
Bank fees	4.00
	1558.00

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 **12 February 2019**. All invoices, being the subject of payments made, have been duly certified as to the receipt of goods and services, and prices, computations and costings have been checked against the expenditure authority (i.e. budget, purchase order, delegation).

John Nuttall
Chief Executive Officer

Chairperson Initial

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Consultation:

Tanika McLennan – Finance and Administration Manager

Statutory Environment:

Financial Management Regulations and the Local Government Act 1995

Relevant Plans and Policy:

Nil

Financial Implications:

An appropriate allowance has been made in the current year's budget to fund and authorise expenditure.

Risk Assessment:

Nil

Community & Strategic Objectives:

CIVIC LEADERSHIP - Provide efficient and effective management

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

Comment:

Nil

2019/1-014 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the Accounts Listed

<i>Municipal Fund</i>	\$ 871,074.62
<i>Trust Fund</i>	\$ 16,304.90
<i>Mastercard</i>	\$ <u>1558.00</u>
<i>Total</i>	\$ 888,937.52

Be endorsed.

Moved Cr RM Kirby

Seconded Cr SR Putt

Carried 7/0

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12.4.4 Debt Write Off

File No: F1/20
Location/Address: N/A
Name of Applicant: Nil
Name of Owner: N/A
Author: Tanika McLennan – Finance & Admin Manager
Attachments: Nil
Declaration of Interest: Nil
Voting Requirements: Absolute Majority
Previously Considered: Nil

Background:

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

Debtor No.	Debtor Name	Amount	Notes
81693	Janelle Atkins	19.80	Debtor moved to New Zealand. Uneconomical to pursue.
81688	Brooke Suzanne Mulcahy	107.90	Debtor left area. Uneconomical to pursue.
81617	Corporate Travel Management	110.00	No address provided, CTM dispute charge as they have no record of a client staying in Beacon on this date. Uneconomical to pursue.
81445	Beth Tui Allen	27.60	Debtor left area. Uneconomical to pursue.
81665	Wilson Earthworks Pty Ltd	726.00	Company insolvent.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

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

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

* *Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

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- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.
[Section 6.12 amended by No. 64 of 1998 s. 39.]

Relevant Plans and Policy:

Nil

Financial Implications:

Loss of Income - \$991.30 accounted for in provision for doubtful debts

Risk Assessment:

Failure to write off debts which are not viable to collect is not considered good governance.

Community & Strategic Objectives:

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

4.3.6 Operate in a financially sustainable manner

Comment:

Delegation FIN 002, delegates authority to the Chief Executive Officer under section 6.12 (1)(c), to write off any amount of money owed to the Shire, provided that it is less than \$10.00. As this amount is great than \$10.00, Council approval is required to write it off.

2019/1-015 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the following bad debts be written off:

<i>Debtor No.</i>	<i>Debtor Name</i>	<i>Amount</i>
<i>81693</i>	<i>Janelle Atkins</i>	<i>19.80</i>
<i>81688</i>	<i>Brooke Suzanne Mulcahy</i>	<i>107.90</i>
<i>81617</i>	<i>Corporate Travel Management</i>	<i>110.00</i>
<i>81445</i>	<i>Beth Tui Allen</i>	<i>27.60</i>
<i>81665</i>	<i>Wilson Earthworks Pty Ltd</i>	<i>726.00</i>
<i>Moved Cr IC Sanders</i>	<i>Seconded Cr SE Faulkner</i>	<i>Carried 7/0</i>
<i>Absolute Majority</i>		

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12.4.5 Budget Review as at 31 December 2018

File No:	F1/3
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Tanika McLennan – Finance & Admin Manager
Attachments:	12.4.5a – Budget Review 2018/19 12.4.5b – Proposed Revised Road Budget 2018/19
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previously Considered:	Nil

Background:

The Local Government Act 1995 requires a local government to prepare a review of the Approved Budget each year for consideration by Council.

The purpose of this review is to ensure the Shire is on track to achieve the objectives outlined in the adopted budget and to make any adjustments as required as a result of actual events unfolding.

Consultation:

Nil

Statutory Environment:

Local Govt. Act 1995 section 6.2 and Financial Management Regulations 33A

33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Relevant Plans and Policy:

Nil

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Financial Implications:

Nil. Review is presented for information only at this stage however budget adjustments are likely to be presented for consideration at the March 2018 ordinary meeting of Council.

Risk Assessment:

Breach of Local Govt. Act 1995 section 6.2 and Financial Management Regulations 33A

Community & Strategic Objectives:

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

4.3.6 Operate in a financially sustainable manner

Comment:

Whilst the Financial Management Regulations allow for the Budget Review to be presented up until 31 March each year, it is considered that this information is starting to lose its relevance by this time and therefore, the six monthly budget review has been prepared and is attached at **12.4.5a**. All projected variances which meet Council's reporting threshold of \$5,000 or 10% have been highlighted in yellow. The review shows a projected surplus of \$237,773, which is mainly attributed to the differences in Road Funding and the Federal Assistance Grant versus the indicative amount advised by the Federal Government at the time of adopting the budget.

No adjustments have been made to the projected road budget in the main document as, although additional work will need to be added to ensure all funds are spent, this will have nil impact on the year end closing figure. A new proposed road budget is presented for consideration as attachment **12.4.5b**.

Council may choose to end the year with a surplus however, there are various other options which could be considered including reducing or eliminating the need to borrow money for the Beacon Workers Camp or adding further funds to the housing and/or aquatic centre reserves which are both intended to be utilised in 2019/20. Research into changing over the CEO's vehicle before it reaches 100,000 km has indicated significant savings in the changeover cost. It is therefore recommended that this vehicle be traded in the current financial year at an estimated changeover of \$7,500.

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2019/1-016 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That:

- 1. the Budget Review document for the period ending 31 December 2018 be accepted as presented;***
- 2. the revised road budget, attachment 12.4.5b, be adopted;***
- 3. an additional \$25,000 be contributed to the Housing Reserve;***
- 4. an additional \$70,000 be contributed to the Mt Marshall Aquatic Centre Development Reserve;***
- 5. allowance of \$7,500 be made to changeover the CEO vehicle; and***
- 6. the \$135,000 proposed loan for the Beacon Workers Camp be removed from the budget and the project be funded by general revenue.***

***Moved Cr NR Gillett
Absolute Majority***

Seconded Cr SR Putt

Carried 6/1

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13.0 Matters for Which Members of the Public are Excluded

2019/1-017 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 RM Kirby

Seconded Cr SR Putt

Carried 7/0

Mr Aaron Wootton, Ms Tanika McLennan, Miss Meg Wyatt Ms Nadine Richmond and Mr Len Cargeeg left Chambers at 3.42pm.

13.1 CONFIDENTIAL – Chief Executive Officer’s Annual Review

2019/1-018 RECOMMENDATION / COUNCIL DECISION:

That Council:

- 1. Subject to S5.38 Local Government Act 1995, receive the completed Chief Executive Officer Appraisal Form and adopt its conclusions and recommendations.*

- 2. Subject to S5.39 Local Government Act 1995, adopt any agreed and documented (upon the Chief Executive Officer Appraisal Form) alterations to the current contract and remuneration package, effective as of 13 February 2019.*

Moved Cr SR Putt

Seconded Cr RM Kirby

Carried 7/0

2019/1-019 RECOMMENDATION / COUNCIL DECISION:

That the meeting comes out from behind closed doors.

Moved Cr IC Sanders

Seconded Cr RM Kirby

Carried 7/0

Ms Nadine Richmond entered Chambers at 4.00pm.

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

Nil

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

Nil

16.0 Next Meeting – Tuesday 19 March 2019 commencing at 3:00pm in Council Chambers, Monger St, Bencubbin.

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17.0 Closure of Meeting

The Presiding Member declared the meeting closed at 4.01pm.

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

Date

Cr ARC Sachse President