



SHIRE OF MT MARSHALL

MINUTES

Notice is hereby given that an Ordinary Meeting of Council was held on Tuesday 17 September 2019, in Council Chambers, Monger St, Bencubbin, commencing at 9:00am.

Cr ARC Sachse

President

**This page has
been left blank
intentionally**

DISCLAIMER

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

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

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

John Nuttall
Chief Executive Officer

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

TABLE OF CONTENTS

1. Declaration of Opening / Announcement of Visitors
2. Record of Attendance / Apologies / Approved Leave of Absence
3. Standing Orders
4. Public Questions
 - 4.1 Response to Previous Public Questions Taken On Notice
 - 4.2 Public Question Time
5. Applications for Leave of Absence
6. Declarations of Interest
7. Confirmation of Minutes of Previous Meetings
 - 7.1 Minutes of the Ordinary Meeting held on Tuesday 13 August 2019
 - 7.2 Minutes of the Special Meeting of Council held Tuesday 3 September 2019
8. Announcements by Presiding Person Without Discussion
9. Reports of Councillors
 - 9.1 President
 - 9.2 Councillors
10. Petitions / Deputations / Presentations / Submissions
11. Reports of Committees
 - 11.1 Audit Committee
 - 11.1.1 Interim Audit Report
 - 11.1.2 Financial Management Review Report
12. Reports of Officers
 - 12.1 Chief Executive Officer
 - 12.1.32 Installation of Metal Statues in Bencubbin
 - 12.1.33 Wheatbelt Secondary Freight Network Program – Formalisation of Commitment
 - 12.1.34 Mt Marshall Aquatic Facility Upgrade – Tender
 - 12.1.35 Executive House Build - Tender
 - 12.2 Works Supervisor
 - 12.2.8 Works Report September 2019
 - 12.3 Executive Assistant
 - 12.3.14 Status Report for August 2019
 - 12.3.15 Minutes of NEWROC Council Meeting held 27 August 2019
 - 12.4 Finance and Administration Manager
 - 12.4.21 Statement of Financial Activity to 31 July 2019
 - 12.4.22 Statement of Financial Activity to 31 August 2019
 - 12.4.23 Accounts Paid to 31 August 2019
 - 12.5 Community Development Officer
 - 12.6 Regulatory Officer
 - 12.6.3 Provision of Goods and Services - Bitumen Supply – 2019/20
 - 12.7 Development

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.8 Environmental Health Officer

13. Matters for Which Members of the Public are Excluded

In accordance with the Local Government Act 1995 Section 5.23(2)(c) it is appropriate for Council to resolve, by procedural motion, to exclude members of the public as these Agenda Items deals with contracts entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

13.1 CONFIDENTIAL – Lease of Land – Bencubbin Refuse Site

13.2 CONFIDENTIAL – Lease of Land – Beacon Refuse Site

14. Elected Members' Motions of Which Previous Notice Has Been Given

15. New Business of an Urgent Nature Introduced by Decision of the Meeting

16. Next Meeting – Tuesday 22 October 2019 commencing at 3:00pm in Council Chambers, 71 Monger St, Bencubbin

17. Closure of Meeting

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member declared the meeting open at 9:00am and welcomed all those present.

2.0 Record of Attendance / Apologies / Approved Leave of Absence

In Attendance

Cr ARC Sachse	President	
Cr SR Putt	Councillor	
Cr LN Gobbart	Councillor	
Cr IC Sanders	Councillor	
Cr RM Kirby	Councillor	
Cr SE Faulkner	Councillor	9:00 – 9:44, 9:47 – 9:50am

Mr John Nuttall	Chief Executive Officer	
Ms Nadine Richmond	Executive Assistant	
Ms Tanika McLennan	Finance and Administration Manager	9:00 – 9:42am
Mrs Tanya Gibson	Member of the Public	9:00 – 9:41am
Mr Len Cargeeg	Member of the Public	9:00 – 9:41am

Apologies

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

3.0 Standing Orders

2019/8-003 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 IC Sanders

Carried 6/0

4.0 Public Questions

4.1 Response to Public Questions Taken on Notice

Nil

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

4.2 Public Question Time

The Presiding Member declared public question time open at 9:01am

4.2.1 Summary of question from Mr Len Cargeeg:

The term "Microsoft Project" appears in some agenda documents, what does the term refer to?

Summary of response from the Presiding Member:

The Presiding Member invited the CEO to provide information in regards to the question. The CEO advised Mr Cargeeg that the term refers to software that WALGA requests tenderers use as part of the qualitative criteria.

4.2.2 Summary of question from Mrs Tanya Gibson:

What were the three trust payments for in agenda item 12.4.23 that have no value recorded next to them?

Summary of response from the Presiding Member:

The Presiding Member invited Tanika McLennan to respond to the question. She explained that as the payments are Trust payments they are listed again in the Trust section of the item where details of payments can be seen. They are listed in the municipal section simply to keep with chronological order of the EFT payment numbers.

The Presiding Member declared public question time closed at 9:06am

5.0 Applications for Leave of Absence

Nil

6.0 Declarations of Interest

Cr SE Faulkner declared a financial interest in agenda item 13.2 being that he is an owner of the land subject to lease for the purpose of a refuse site.

7.0 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Meeting held on Tuesday 13 August 2019

2019/8-004 OFFICER RECOMMENDATION / COUNCIL DECISION:

That the Minutes of the Ordinary Meeting of Council held on Tuesday 13 August 2019 be confirmed as a true and correct record of proceedings.

Moved Cr SR Putt

Seconded Cr SE Faulkner

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

7.2 Minutes of the Special Meeting held on Tuesday 3 September 2019

2019/8-005 OFFICER RECOMMENDATION / COUNCIL DECISION:

That the Minutes of the Special Meeting of Council held on Tuesday 3 September 2019 be confirmed as a true and correct record of proceedings.

Moved Cr RM Kirby

Seconded Cr IC Sanders

Carried 6/0

8.0 Announcements by Presiding Person Without Discussion

Congratulations to the Beacon Community on the very successful Central Wheatbelt Winter Sports 2019 Grand Finals on Saturday, 31st August at the Beacon Recreation Complex and Oval. There was a large number of participants, supporters and spectators attending. All the volunteers including St John Ambulance personnel, sporting and community clubs and helpers contributed to the very well-run event.

As this is the last Ordinary Meeting of this Council, and with Councillors Elect to take the Declaration of Office at the October, 2019 Ordinary Meeting of Council, the Shire of Mt Marshall would like to thank retiring Councillors Cr Rachel Kirby and Cr Stuart Faulkner for their excellent contribution in serving our Council.

Cr Kirby was elected in 2014 and has served as President, as well as on multiple committees including the Kununoppin Medical Practice Management Committee, Great Eastern Country Zone – WALGA, North Eastern Regional Organisation of Councils (NEWROC), North Eastern Wheatbelt Health Group (NEWHealth), Mt Marshall Local Emergency Management Committee, Wheatbelt Development Assessment Panel, Audit Committee, Bencubbin Multipurpose Complex Steering Committee, Wheatbelt North Sub-Regional Road Group and the Central East Aged Care Alliance (CEACA). Cr Kirby has also served as Treasurer on the CEACA Executive Committee. Thankyou Rachel.

Cr Faulkner was elected in 2014 and has served as Deputy President, as well as on multiple committees including the Wheatbelt North Sub-Regional Road Group, Great Eastern Country Zone – WALGA, North Eastern Regional Organisation of Councils (NEWROC), Mt Marshall Local Emergency Management Committee, Wheatbelt Development Assessment Panel, Audit Committee, Bushfire Advisory Committee and the Economic Development Grant Fund Committee. Thankyou Stuart.

The Shire of Mt Marshall would like to congratulate Councillors Elect Mr Brendan Geraghty and Mrs Tanya Gibson on their election as Councillors for the Shire of Mt Marshall.

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

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 14 August 2019 to 17 September 2019:

- | | |
|------------------------|---|
| 20 August 2019 | Local Emergency Management Committee Council Chambers with Regulatory Officer Jack Walker. |
| 27 August 2019 | Great Eastern Country Zone Meeting Kellerberrin, with Chief Executive Officer John Nuttall.
North Eastern Wheatbelt Regional Organisation of Councils Meeting, Kellerberrin, with Chief Executive Officer John Nuttall. |
| 31 August 2019 | Central Wheatbelt Winter Sports Grand Final, Beacon Oval, with other Councillors. |
| 3 September 2019 | 2019/2020 Project Aware Councillor Training, Session 3, Regulation 17 and the Role of the Audit Committee, Bencubbin CRC. With Civic Legal, Deputy President Nick Gillett, Cr Stuart Faulkner, Cr Leanne Gobbart, Cr Rachel Kirby and Cr Stuart Putt.
Corporate Information Session, Council Chambers with Deputy President Nick Gillett, Cr Stuart Faulkner, Cr Leanne Gobbart, Cr Rachel Kirby, Cr Stuart Putt, Cr Ian Sanders and Chief Executive Officer John Nuttall. |
| 12 – 13 September 2019 | Bush Fire Fighting and WAERN Basic Radio Use, Beacon Sports Club with the Department of Fire and Emergency Services, Members of the Beacon Volunteer Emergency Service Brigade, Cr Stuart Faulkner and Regulatory Officer Jack Walker. |
| 16 September 2019 | Wheatbelt Community Consultation Workshop: Silver Chain Services, Northam, with Chief Executive Officer John Nuttall. |

9.2 Councillors

Cr RM Kirby:

4 September 2019 CEACA Executive Meeting in Kellerberrin

10.0 Petitions / Deputations / Presentations / Submissions

Nil

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

11.0 Reports of Committees

11.1 Audit Committee

11.1.1 Interim Audit Report

File No:	3.0023
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	11.1.1 - Interim Audit Report 2018/19
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

The interim audit was completed by the Shire auditors Moore Stephens at the end of the last financial year. Although the information which was sent by the auditors is for information only, the audit committee are asked at this stage to receive the information in order that they have all current information. A copy of the audit letter is attached.

Consultation:

Ongoing consultation between Shire staff and the auditors allows the administration to be aware of any legislative changes or requirements set by the Auditor General.

Statutory Environment:

Local Government Act 1995, Section 7

Division 2 — Appointment of auditors

7.2. Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

Relevant Plans and Policy:

Nil

Financial Implications:

Nil from this report, which is for information only.

Risk Assessment:

There is a risk of lack of confidence in Local Government should there be a failure to comply with audit requirements or adverse findings.

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

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:

Attached to this item is the report prepared by Moore Stephens following their attendance for the interim audit. As specified in the letter it is for information only, but the administration will pay attention to the few matters raised within the document and ensure that any necessary corrective actions and improvements are made in time for the annual audit which will occur later this financial year. At this stage the audit committee are simply requested to receive the report.

2019/8-006 COMMITTEE RECOMMENDATION/COUNCIL DECISION:

That the Council receive the Interim Audit Report.

Moved Cr SR Putt

Seconded Cr SE Faulkner

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

11.1.2 Financial Management Review Report

File No:	4.0038
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	11.1.2 - Financial Management Review Report
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

As required by legislation a Financial Management Review has been undertaken by Moore Stephens. A copy of the report that was prepared as a result of that review is attached.

Consultation:

Nil

Statutory Environment:

Local Government (Financial Management) Regulations 1996

S5 (2) (c)

Undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

Failure to comply with the requirement would be a breach of legislation.

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

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Comment:

The FMR which was prepared is provided with this report. Whilst there were some minor areas in which changes or improvements were required the report on the whole is a positive one demonstrating that the Shire is compliant in the majority of areas required. Some changes have already been implemented as a result of the findings within this report. Shire administration staff are always happy to receive feedback and areas for improvement in order that our systems and procedures can be kept to the best possible standards.

2019/8-007 COMMITTEE RECOMMENDATION/COUNCIL DECISION:

That Council receive the Financial Management Review Report.

Moved Cr RM Kirby

Seconded Cr LN Gobbart

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.0 Reports of Officers

12.1 Chief Executive Officer

12.1.32 Installation of Metal Statues in Bencubbin

File No:	3.0025
Location/Address:	Monger St, Bencubbin
Name of Applicant:	Better Bencubbin Progress Association
Name of Owner:	Nil
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.32 – Community Feedback Regarding Statues
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Correspondence dated 7 June and 28 June 2019 was received from Better Bencubbin Progress Association requesting that permission be given for metal animal sculptures/statues to be placed around Bencubbin, primarily along Monger Street. The idea behind this request is that they would be of interest to visitors to the town.

The matter was presented to Council at the Ordinary Council Meeting in July at which time the following resolution was passed:

2019/6-003 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council direct the Chief Executive Officer to seek public consultation regarding the Better Bencubbin Progress Association request to locate metal animal statues in the Bencubbin main street.

Moved Cr SR Putt

Seconded Cr IC Sanders

Carried 5/0

Accordingly advertisement was placed in the local newspaper over a number of weeks seeking feedback from community members regarding the request.

In total six (6) responses were received. Copies of those responses are provided as attachments to this item.

Consultation:

There has been consultation with the Better Bencubbin Progress Association regarding their request, and an opportunity for the community to provide comment regarding the idea.

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Statutory Environment:

Nil

Relevant Plans and Policy:

Nil

Financial Implications:

The Better Bencubbin Progress Association have indicated that they would be responsible to the cost of making and installing the statues. The question of ongoing maintenance is one that was raised in the meeting between the Chief Executive Officer and Better Bencubbin Progress Association and is answered in the further information provided.

Risk Assessment:

There does not appear to be any major risk in allowing such statues to be placed along the main street in town, and indeed similar objects appear in many towns across the State. The question however is how such statues would fit in to the current 'look' of the street, what future options for the main street are to be considered (and how this would fit with such options) and whether in fact these statues would encourage any tourists to stop in town to view them.

Community & Strategic Objectives:

Outcome 2.2 The development of local and regional tourism

2.2.1 Advocate, promote and market the Shire as a place to live, work and visit

2.2.2 Assist with the provision of relevant tourist information and marketing services

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

2.2.5 Develop partnerships to actively support visitor growth

Comment:

In general the response from the community has been that there is generally support for the idea of animal statues being placed in and around Bencubbin, but there does not appear to be any support for them being painted in bright colours. The majority responses indicated that they would wish to see the statues remain in their metallic, unpainted state and perhaps over time rust to create a feature of the statues.

Given the responses received it is recommended that Council indicate to Better Bencubbin Progress Association that there would not be any objection to metal animal statues being erected in and around Bencubbin with some conditions.

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

2019/8-008 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That Council authorise the Better Bencubbin Progress Association to install metal animal statues in Monger Street Bencubbin subject to the following conditions:

- 1. The statues remain in their metallic state rather than being painted bright colours***
- 2. The Better Bencubbin Progress Association is responsible for all the costs of preparation and installation of the metal sculptures***
- 3. The Chief Executive Officer is provided with details in advance of exactly where and when any installation will take place.***
- 4. The costs of any maintenance, repair and replacement will be borne by the Better Bencubbin Progress Association***

Moved Cr RM Kirby

Seconded Cr SR Putt

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.1.33 Wheatbelt Secondary Freight Network Program – Formalisation of Commitment

File No:	4.0039
Location/Address:	Nil
Name of Applicant:	N/A
Name of Owner:	Nil
Author:	John Nuttall – Chief Executive Officer 12.1.33a – WSN Program Delivery Plan
Attachments:	12.1.33b – WSN Governance Plan 12.1.33c – WSN Multi Criteria Analysis Methodology
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

42 Local Governments of the Wheatbelt region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSFN) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

Attached is Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSN Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Consultation:

Nil

Statutory Environment:

Nil

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Relevant Plans and Policy:

Nil

Financial Implications:

Local Governments with projects approved over the course of the WSN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

Risk Assessment:

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
 - Scope
 - Budget
 - Methodology
 - Delivery
- WSN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

Community & Strategic Objectives:

Outcome 2.3 An effective and efficient transportation network

2.3.1 Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community

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

Comment:

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSN Program, to be eligible for future funding and project consideration. It is requested by the WSN Steering committee that this formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSN program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSN program formalising the ongoing commitment to the program.

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A prioritisation of the Wheatbelt Secondary Freight Network routes will via a multi-criteria analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSNF program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

For the year 2019/20 the WSNF have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

Wheatbelt North

- Shire of Victoria Plains
- Lancelin to Meckering Route
- Mogumber - Yarawindah Road
- Project value \$1M

Wheatbelt South

- Shire of Quairading
- Cunderdin to Kweda Route
- Cunderdin - Quairading Road
- Project Value \$1M

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

2019/8-009 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That Council:

- 1. Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.***
- 2. Receive the following WSN Program documents which outline how the WSN Steering Committee propose to administer the WSN Program:***
 - Program Governance Plan***
 - Program Delivery Plan***
 - Multi Criteria Analysis Methodology.***
- 3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSN Steering Committee to make decisions in accordance with in the Program Governance Plan.***

Moved Cr SE Faulkner

Seconded Cr SR Putt

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.1.34 Mt Marshall Aquatic Facility Upgrade - Tender

File No:	4.0040
Location/Address:	Murray St, Bencubbin
Name of Applicant:	Nil
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.34 – WALGA Quotation for Tender Management Services
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Council has approved an upgrade to the Mt Marshall Aquatic Facility within the current financial year budget. This upgrade is to be funded utilising grant funds (via the State Government through the CSRFF) and Council funds taken from the aquatic facility reserve.

Given the indicative amount for the upgrade works the matter will have to be put to tender. This report asks Council to approve the use of the WALGA Procurement Service to run the tender, and the approval of the criteria which will be used to assess the tenders.

A proposal from WALGA to undertake the tender requirements on behalf of the Shire has been provided and is attached. The cost of the service would be taken from the Aquatic Facility upgrade budget.

Consultation:

WALGA have been asked to provide a quotation for undertaking the tender on behalf of the Shire, and a copy of that quotation is provided.

Statutory Environment:

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Relevant Plans and Policy:

Nil

Financial Implications:

The cost of the service is to be taken into account by Council when determining whether to engage WALGA to assist with the tender process.

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Risk Assessment:

Council should have regard to the benefits of using the service which include elimination of suggestion of bias, minimisation of risk (regulatory and procurement) and increased process efficiency.

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 upgrade to the Mt Marshall Aquatic Facility is by far the largest single expenditure item in the annual budget for 2019/20. Given the amount involved, and the need always for good governance, process and record keeping, it is proposed that the Shire engage WALGA to assist with the tender. A quotation for their service has been provided and is attached.

Whilst it is recommended that WALGA are engage to assist with the tender process, it is still for Council to set the qualitative criteria against which the tender will be assessed before being presented to Council to make a final decision. To that end Council are also asked to approve the suggested qualitative criteria in order that it can form part of the tender process. At this stage it is proposed that the cost of the tender process is taken from the Aquatic Facility Upgrade budget.

The preparation of the scope and specification document is an operational one, and will be undertaken in line with the grant funding requirements which clearly define the type of upgrade works which are to be undertaken. This scope will be prepared in conjunction with WALGA in order that it is clear for potential tenderers to understand and compliant with all necessary legislation.

Should Council support the recommendations below, it is proposed that WALGA would be engaged immediately, and the tender process commence as quickly as possible. This is in order to meet the funding timelines which indicate that tenders should be considered and awarded by Council at the December Ordinary Council Meeting, with the intention that the upgrade works be carried out in the first quarter of 2020.

2019/8-010 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That Council:

- 1. Appoint WALGA Procurement Service to provide Tender Management Services for the tender process for the Mt Marshall Aquatic Facility Upgrade, as per the quotation provided under reference QUO 2019-33***
- 2. Approve the following qualitative criteria against which the tender will be assessed:***

**Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019**

Qualitative Criteria		Weighting
1.	<p>Capability and Methodology</p> <ul style="list-style-type: none"> <i>i. Provide a detailed Works Program detailing all tasks including sub-tasks, interdependencies, critical path items/actions required for the completion of the works in Microsoft Project/Gantt chart or similar format. Showing the project methodology highlighting key hold points for all stages of the demolition and construction phases of the project, from contract award through to practical completion.</i> <i>ii. Detail how each stage of the project is intended to be performed by the Tenderer to ensure that the project deliverables are met in accordance with the requirements of the Contract.</i> <i>iii. Provide a detailed Risk Assessment of the project complete with risks identified, risk ratings and mitigation strategies.</i> 	30%
2	<p>Organisational Experience</p> <ul style="list-style-type: none"> <i>i. Provide examples of three (3) recent and relevant projects to demonstrate the Tenderers' performance in providing construction of similar projects.</i> <i>ii. Provide detail on your organisation's capability that demonstrates your ability to satisfy the requirements of this tender.</i> <i>iii. Detail the Tenderers understanding and appreciation of the demolition and construction requirements for this project, by describing the key elements to be taken into consideration specifically for this project, including whole of project costing and sustainability factors, regulatory requirements, local environmental and societal factors, disability access requirements and other factors that contribute to meeting and exceeding the Principal's requirements.</i> <i>iv. Provide a detailed site Management Plan detailing all aspects of the proposed Site Management methodology with regards to this project. (e.g. Site security and Site safety)</i> 	40%

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

3	<p><i>Organisational Capacity and Personnel</i></p> <p><i>i. Provide a list of the personnel from your organisation that will be involved in this project, specifying their particular roles and relevant experience. Contractors should supply a CV for each key personnel. (Note: Please only include relevant personnel not a full organisational listing.)</i></p> <p><i>ii. Provide a list of key organisations/subcontractors and personnel contributing to this project, specifying their particular roles and relevant experience.</i></p> <p><i>NOTE: Prior to awarding the contract the respondent must confirm the availability and participation of key personnel identified. If this is not the case then a revised response must be provided for review and approval by the Principal who, if not satisfied reserves its rights of refusal.</i></p>	30%
----------	---	------------

Moved Cr SR Putt

Seconded Cr IC Sanders

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.1.35 Executive House Build - Tender

File No:	4.0041
Location/Address:	Hammond St, Bencubbin
Name of Applicant:	N/A
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall – Chief Executive Officer
Attachments:	Nil
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Council has approved the construction of a 4 x 2 Executive House within the current financial year budget, funded through the housing reserve. This property is designed to address the lack of executive style housing available for Shire staff.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Relevant Plans and Policy:

Nil

Financial Implications:

The cost of the construction will be above the purchasing threshold and will therefore have to be put out to tender.

Risk Assessment:

There is currently a risk that attraction of suitably qualified senior staff may be reduced due to the lack of suitable housing currently available.

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

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Comment:

It is proposed that, as required by legislation and Council policy, a tender process will be run for the construction of the executive house. This tender will allow for both transportable and constructed on site options. The proposed location for the house is on the vacant block owned by Council at 32 (Lot 6) Hammond Street, Bencubbin. Whilst the tender itself will be run at operational level, Council are asked to approve in advance the qualitative criteria to be used to assess any tenders received. Once those tenders have been assessed Council will be asked to make the final decision regarding the preferred tenderer.

2019/8-011 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That Council approve the following qualitative criteria against which the tender for construction of the executive house will be assessed:

Qualitative Criteria		Weighting
1.	<p><i>Capability and Methodology</i></p> <p><i>i. Provide a detailed Works Program detailing all tasks including sub-tasks, interdependencies, critical path items/actions required for the completion of the works in Microsoft Project/Gantt chart or similar format. Showing the project methodology highlighting key hold points for all stages of the demolition and construction phases of the project, from contract award through to practical completion.</i></p> <p><i>ii. Detail how each stage of the project is intended to be performed by the Tenderer to ensure that the project deliverables are met in accordance with the requirements of the Contract.</i></p> <p><i>iii. Provide a detailed Risk Assessment of the project complete with risks identified, risk ratings and mitigation strategies.</i></p>	30%

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

2.	<p><i>Organisational Experience</i></p> <p><i>i. Provide examples of three (3) recent and relevant projects to demonstrate the Tenderers' performance in providing construction of similar projects.</i></p> <p><i>ii. Provide detail on your organisation's capability that demonstrates your ability to satisfy the requirements of this tender.</i></p> <p><i>iii. Detail the Tenderers understanding and appreciation of the demolition and construction requirements for this project, by describing the key elements to be taken into consideration specifically for this project, including whole of project costing and sustainability factors, regulatory requirements, local environmental and societal factors, disability access requirements and other factors that contribute to meeting and exceeding the Principal's requirements.</i></p> <p><i>iv. Provide a detailed site Management Plan detailing all aspects of the proposed Site Management methodology with regards to this project. (e.g. Site security and Site safety)</i></p>	40%
3.	<p><i>Organisational Capacity and Personnel</i></p> <p><i>i. Provide a list of the personnel from your organisation that will be involved in this project, specifying their particular roles and relevant experience. Contractors should supply a CV for each key personnel. (Note: Please only include relevant personnel not a full organisational listing.)</i></p> <p><i>ii. Provide a list of key organisations/subcontractors and personnel contributing to this project, specifying their particular roles and relevant experience.</i></p> <p><i>NOTE: Prior to awarding the contract the respondent must confirm the availability and participation of key personnel identified. If this is not the case then a revised response must be provided for review and approval by the Principal who, if not satisfied reserves its rights of refusal.</i></p>	30%

Moved Cr IC Sanders

Seconded Cr RM Kirby

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.2 Works Supervisor

12.2.8 Works Report September 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/Streets

Rowland Street, Beacon - still waiting for the Contractor to carry out the concrete footpath sections of the works so it can be finalised.

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Ingleton Road- Works crew are probably 2 weeks away from having all the gravel in place with a first week in October plan for the wet mixer to start working the shoulders. The first 5 kilometres of sealing is planned for the middle of October and the second 5 approximately 2 weeks later.

Budgeted re-sealing works - The majority of the budgeted re-sealing works will be carried out at the same time as the first 5 kilometres of work is done on Ingleton Road. When the second 5 kilometres is done the last section along Beacon-Bencubbin Rd adjacent to Faulkner Road will be finalised as well. This section requires some profiling to reshape the corner at the northern end of the works.

Barney Bore Road - it is envisaged that the budgeted works for this road will be carried out while machinery is in the vicinity then the staff will move onto Welbungin-Wialki Rd with a planned seal finished in early December.

Gardening

Gardeners have been busy keeping the town sites clean and tidy.

Maintenance Works

Maintenance staff have been replacing signs and road patching where required. Currently they are being utilised for traffic management along Ingleton Rd.

Maintenance Grading

They are currently working in the following locations

Stretch- Maroubra area

Ralph- is currently doing fire breaks and some shoulder works through his area.

Bill- is currently on Hiscox Rd and the small roads in between.

Proposed Five Year Works Plan - currently working on a five year plan for the Shire's road network, taking into account transport corridors, bus routes, grant opportunities (Regional Road Group and Roads to Recovery) and asset preservation. It was planned to include it in this month's agenda for Councillors comments but some changes in funding has meant it will need to be tidied up first before being included in the November agenda.

2019/8-012 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

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

Moved Cr SE Faulkner

Seconded Cr LN Gobbart

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.3 Executive Assistant

12.3.14 Status Report – August 2019

File No:	N/A
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.14 – Status Report August 2019
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.

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

2019/8-013 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

The Status Report for August 2019 be received.

Moved Cr SR Putt

Seconded Cr RM Kirby

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.3.15 Minutes of NEWROC Council Meeting held 27 August 2019

File No:	N/A
Location/Address:	NEWROC District
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.15 – Minutes of NEWROC Council Meeting held 27 August 2019
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 27 August 2019 are submitted (**Attachment 12.3.15**) in order to keep all members abreast of the activities of the NEWROC Council.

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

The next meeting of the NEWROC Council is scheduled to be held on Tuesday 22 October 2019 at the Shire of Trayning.

2019/8-014 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

The minutes of the NEWROC Council meeting held on 27 August 2019 be received.

Moved Cr SE Faulkner

Seconded Cr RM Kirby

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.4 Finance and Administration Manager

12.4.21 Statement of Financial Activity to 31 July 2019

File No:	4.0042
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Tanika McLennan – Finance & Admin Manager
Attachments:	12.4.21 – Statement of Financial Activity to 31 July 2019
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

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

2019/8-015 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

The Statement of Financial Activity for the month ending 31 July 2019 be endorsed

Moved Cr LN Gobbart

Seconded Cr SR Putt

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.4.22 Statement of Financial Activity to 31 August 2019

File No:	4.0042
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Tanika McLennan – Finance & Admin Manager
Attachments:	12.4.22 – Statement of Financial Activity to 31 August 2019
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

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

2019/8-016 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

The Statement of Financial Activity for the month ending 31 August 2019 be endorsed.

Moved Cr SR Putt

Seconded Cr SE Faulkner

Carried 6/0

**Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019**

12.4.23 Accounts Paid to 31 August 2019

File No: 4.0042
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 17 September 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
157	21/08/2019	WATER CORPORATION	2 X NEW STANDARD WATER SERVICE	4518.29
158	23/08/2019	TELSTRA	UTILITY CHARGES-JULY19	2077.66
EFT15267	02/08/2019	SYNERGY	UTILITY CHARGES 16.5.19-16.7.19	245.15
EFT15268	12/08/2019	EASISALARY	PAYROLL DEDUCTIONS	571.94
EFT15269	05/08/2019	SYNERGY	UTILITY CHARGES 20.6.19-17.7.19	555.75
Eft15270		TRUST PAYMENT		
EFT15271	21/08/2019	EASISALARY	PAYROLL DEDUCTIONS	571.94
EFT15272	21/08/2019	GERAGHTYS ENG & AUTO ELECTRICS	ANNUAL INSPECTION	195.15
EFT15273	21/08/2019	SHIRE OF MT MARSHALL	NEW HEALTH RECOUP 30.6.19	204.67
EFT15274	21/08/2019	AVON WASTE	RUBBISH COLLECTION-JULY19	5840.86
EFT15275	21/08/2019	BOC GASES	GAS CYLINDERS	42.08

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Chq/EFT	Date	Name	Description	Amount
EFT15276	21/08/2019	NINGHAN SPRAYING & AG SERVICES	JULY SUPPLIES	347.88
EFT15277	21/08/2019	KTY ELECTRICAL SERVICES	JULY REPAIRS	1743.50
EFT15278	21/08/2019	SHIRE OF TRAYNING	DOCTORS HOUSE RENT 30.6.19-27.7.19	768.00
EFT15279	21/08/2019	BENCUBBIN NEWS & POST	NEWSPAPERS-JULY19	62.70
EFT15280	21/08/2019	THE WORKWEAR GROUP PTY LTD	UNIFORMS-M.WYATT	132.00
EFT15281	21/08/2019	BENCUBBIN TRUCK N AUTO'S	JULY REPAIRS	5204.42
EFT15282	21/08/2019	IT VISION	CORRECTION TO BATCH DATE	484.00
EFT15283	21/08/2019	BENCUBBIN AG SUPPLIES	JULY SUPPLIES	1020.43
EFT15284	21/08/2019	REFUEL AUSTRALIA	FUEL-JULY19	324.98
EFT15285	21/08/2019	GREAT SOUTHERN FUELS	FUEL	21669.80
EFT15286	21/08/2019	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS-1043	595.23
EFT15287	21/08/2019	CR RM KIRBY	MEETING FEES & ALLOWANCES 19.6.19-18.7.19	798.91
EFT15288	21/08/2019	CR SE FAULKNER	MEETING FEES & ALLOWANCES 19.6.19-16.7.19	636.49
EFT15289	21/08/2019	SOUTHERN CROSS AUSTereo PTY LTD	ADVERTISING-AROUND THE TOWNS-JULY	82.50
EFT15290	21/08/2019	THE BENCUBBIN SHOP	JULY SUPPLIES	67.29
EFT15291	21/08/2019	WA FARM TREES	SEEDLINGS	3414.40
EFT15292	14/08/2019	BENDIGO BANK	JULY SUPPLIES	1486.63
EFT15293	21/08/2019	CIVIC LEGAL	PROJECT AWARE GOVERNANCE PROGRAM	2255.00
EFT15294	21/08/2019	DYLAN COPELAND	PROVISION OF NATURAL RESOURCE MANAGEMENT-JULY19	528.00
EFT15295	21/08/2019	AVON VALLEY TOYOTA	TOYOTA COASTER BUS 4.0L DSL M/T STANDARD & A/C	117052.00
EFT15296	23/08/2019	EASTERN HILLS SAWS & MOWERS PTY LTD	AUGUST SUPPLIES	110.00
EFT15297	23/08/2019	NINGHAN SPRAYING & AG SERVICES	GAS BOTTLES	572.00
EFT15298	23/08/2019	KTY ELECTRICAL SERVICES	AUGUST REPAIRS	1312.13
EFT15299	23/08/2019	JASON SIGNMAKERS	SIGN	166.21
EFT15300	23/08/2019	BENCUBBIN NEWS & POST	POSTAGE 29.7.19-2.8.19	33.76
EFT15301	23/08/2019	MOORE STEPHENS (WA) PTY LTD	ANNUAL RETURN FOR ROADS TO RECOVERY	1705.00

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Chq/EFT	Date	Name	Description	Amount
EFT15302	23/08/2019	WINC AUSTRALIA PTY LTD	AUGUST SUPPLIES	66.07
EFT15303	23/08/2019	ICS CARPENTRY	AUGUST REPAIRS	777.70
EFT15304	23/08/2019	ALL-WAYS FOODS	AUGUST SUPPLIES	194.38
EFT15305	23/08/2019	PORKY'S ENTERPRISES	BOBCAT HIRE	1122.00
EFT15306	23/08/2019	PROTECTOR FIRE SERVICES PTY LTD	PADLOCKS & KEYS	130.90
EFT15307	23/08/2019	NEWROC	SUBSCRIPTION 2019/20	14300.00
EFT15308	23/08/2019	REBECCA WATSON	REIMBURSEMENT FOR CABLES	59.90
EFT15309	23/08/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SERVICES	170.00
EFT15310	23/08/2019	NAUGHTY BUGS PEST CONTROL	PEST CONTROL	770.00
EFT15311	23/08/2019	LANDGATE	MAP OF DISTRICT FOR WEBSITE	421.80
EFT15312	23/08/2019	ADINA APARTMENT HOTEL	ACCOMMODATION-S.PUTT LG WEEK 6-9/8/19	4970.00
EFT15313	23/08/2019	THE TRUSTEE FOR THE PARNELL FAMILY TRUST	SEEDLINGS	1310.65
EFT15314	23/08/2019	HM & NE BATES	TESTING,TAGGING AND DOCUMENTATION	2882.88
EFT15315	23/08/2019	KUNUNOPPIN MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL - M.ROWLING	143.00
EFT15316	23/08/2019	CR IC SANDERS	MEETING FEES & ALLOWANCES 17.7.19-13.8.19	493.18
EFT15317	23/08/2019	KOORDA COMMUNITY RESOURCE CENTRE	ADVERTISING	25.00
EFT15318	23/08/2019	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	2310.00
EFT15319	23/08/2019	KC SALES	AUGUST SUPPLIES	421.23
EFT15320	23/08/2019	PALM PLUMBING	AUGUST REPAIRS	386.73
EFT15321	23/08/2019	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.9.19-10.10.19	686.19
EFT15322	23/08/2019	CR ARC SACHSE	MEETING FEES & ALLOWANCES 17.7.19-13.8.19	1697.90
EFT15323	23/08/2019	CR RM KIRBY	MEETING FEES & ALLOWANCES 17.7.19-13.8.19	703.36
EFT15324	23/08/2019	CR SE FAULKNER	MEETING FEES & ALLOWANCES 17.7.19-13.8.19	1333.93
EFT15325	23/08/2019	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	1077.84

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Chq/EFT	Date	Name	Description	Amount
EFT15326	23/08/2019	CR NICK GILLETT	MEETING FEES & ALLOWANCES 17.7.19-13.8.19	721.40
EFT15327	23/08/2019	ALLTOILETS (WA)	AUGUST SUPPLIES	265.93
EFT15328	23/08/2019	CR STUART PUTT	MEETING FEES & ALLOWANCES 17.7.19-13.8.19	493.18
EFT15329	23/08/2019	LEEANNE NOLA GOBBART	MEETING FEES & ALLOWANCES 17.7.19-13.8.19	523.75
EFT15330	23/08/2019	MEG LEE WYATT	REIMBURSEMENT FOR TRAVEL-INTRODUCTION TO LG COURSE	568.36
EFT15331	23/08/2019	TOLL TRANSPORT PTY LTD	FREIGHT-AUGUST19	54.34
EFT15332	23/08/2019	KATANNING LCDC	SEEDLINGS	974.88
EFT15333	23/08/2019	WA FARM TREES	SEEDLINGS	774.40
EFT15334	23/08/2019	SCUD AG SUPPLIES	AUGUST SUPPLIES	17.96
EFT15335	20/08/2019	SYNERGY	UTILITY CHARGES 14.5.19-11.7.19	252.60
Eft15336		TRUST PAYMENT		
Eft15337		TRUST PAYMENT		
Eft15338		TRUST PAYMENT		
EFT15339	27/08/2019	SHIRE OF MT MARSHALL	LOST AND DAMAGED BOOKS	7.70
EFT15340	27/08/2019	BEACON PROGRESS ASSOCIATION INC.	CONTRIBUTION-FUTURE UPGRADES-BEACON CENTRAL CRC	10156.00
EFT15341	27/08/2019	LEISURE INSTITUTE OF WA AQUATICS (INC)	ANNUAL STATE CONFERENCE (1DAY) & ACREDITATION RENEWAL-R.WATSON	422.00
EFT15342	27/08/2019	D & D TRANSPORT	FREIGHT-JULY19	219.47
EFT15343	27/08/2019	JOHN NUTTALL	REIMBURSEMENT-TRAVEL COSTS	28.00
EFT15344	27/08/2019	NJAKI-NJAKI ABORIGINAL CULTURAL TOURS	NAIDOC CULTURAL DAY-BEACON & BENCUBBIN PRIMARY SCHOOLS	2000.00
EFT15345	27/08/2019	SALLY J DESIGN	BANNER DESIGN	90.00
EFT15346	27/08/2019	REGIONAL EARLY EDUCATION AND DEVELOPMENT INC	ANNUAL FAMILY DAY CARE MEMBERSHIP SUBSCRIPTION 2019/20	400.00
Eft15347		TRUST PAYMENT		
Eft15348		TRUST PAYMENT		

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Chq/EFT	Date	Name	Description	Amount
EFT15349	27/08/2019	AJ & KD GRACIE	REFUND OF RENT PAID IN ERROR-WILLIAM GRACIE	180.00
EFT15350	26/08/2019	CRISP WIRELESS PTY LTD	BUSINESS LITE SUBSCRIPTION-INTERNET ACCESS	328.90
EFT15351	28/08/2019	SHIRE OF MT MARSHALL	RATES & RUBBISH-SHIRE PROPERTIES	43265.56
EFT15352	28/08/2019	STATE LIBRARY OF WA	ANNUAL FEE-LOST & DAMAGED PUBLIC LIBRARY MATERIALS 2019/20	330.00
EFT15353	28/08/2019	BEACON BULLETIN	ANNUAL ADVERTISING SUBSCRIPTION 2019/20	1700.00
EFT15354	28/08/2019	NINGHAN SPRAYING & AG SERVICES	AUGUST SUPPLIES	391.40
EFT15355	28/08/2019	KTY ELECTRICAL SERVICES	AUGUST REPAIRS	723.80
EFT15356	28/08/2019	THE GIMLET NEWSPAPER INC	ANNUAL ADVERTISING SUBSCRIPTION 2019/20	1700.00
EFT15357	28/08/2019	BENCUBBIN NEWS & POST	POSTAGE 23.8.19-RATES NOTICES	267.91
EFT15358	28/08/2019	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	350.00
EFT15359	28/08/2019	MOORE STEPHENS (WA) PTY LTD	BUDGET TEMPLATE 2019/20	715.00
EFT15360	28/08/2019	WINC AUSTRALIA PTY LTD	AUGUST SUPPLIES	143.77
EFT15361	28/08/2019	WA BOILER SPARES & SERVICE	BOILER REPAIRS	1364.00
EFT15362	28/08/2019	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESLB 1ST QTR CONTRIBUTION	12656.80
EFT15363	28/08/2019	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SERVICES	552.50
EFT15364	28/08/2019	JR & A HERSEY PTY LTD	AUGUST SUPPLIES	696.11
EFT15365	28/08/2019	OCLC (UK) LTD	AMLIB SUBSCRIPTION 2019/20	2044.50
EFT15366	28/08/2019	KC SALES	AUGUST SUPPLIES	639.82
EFT15367	28/08/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 6.8.19 & 20.8.19	561.00
EFT15368	28/08/2019	PALM PLUMBING	AUGUST REPAIRS	814.78
EFT15369	28/08/2019	AVON VALLEY TOYOTA	LICENCE FEES-BUS	441.90
EFT15370	28/08/2019	TOLL TRANSPORT PTY LTD	FREIGHT-AUGUST19	123.21
EFT15371	30/08/2019	EASISALARY	PAYROLL DEDUCTIONS	571.94
EFT15372	22/08/2019	SYNERGY	STREETLIGHTS 25.6.19-24.7.19	1822.05
EFT15373	30/08/2019	SYNERGY	UTILITY CHARGES 10.7.19-13.8.19	1320.15
EFT15374	30/08/2019	SHIRE OF MT MARSHALL	PAYROLL DEDUCTIONS	603.40

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Chq/EFT	Date	Name	Description	Amount
EFT15375	30/08/2019	SHIRE OF MT MARSHALL	PAYROLL DEDUCTIONS	340.00
EFT15376	30/08/2019	STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	375.00
DD9706.1	14/08/2019	WALGS PLAN	PAYROLL DEDUCTIONS	7841.18
DD9706.2	14/08/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	209.35
DD9706.3	14/08/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	601.53
DD9706.4	14/08/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	256.15
DD9706.5	14/08/2019	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	529.80
DD9706.6	14/08/2019	CHILD CARE SUPER	SUPERANNUATION CONTRIBUTIONS	63.06
DD9706.7	14/08/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	188.46
DD9730.1	28/08/2019	WALGS PLAN	PAYROLL DEDUCTIONS	7991.10
DD9730.2	28/08/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	208.56
DD9730.3	28/08/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	601.53
DD9730.4	28/08/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	256.15
DD9730.5	28/08/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	85.17
DD9730.6	28/08/2019	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	529.80
DD9730.7	28/08/2019	CHILD CARE SUPER	SUPERANNUATION CONTRIBUTIONS	61.03
DD9730.8	28/08/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	188.46
				326,456.19

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

2. Trust

Chq/EFT	Date	Name	Description	Amount
8	21/08/2019	SHIRE OF MT MARSHALL	SOCIAL CLUB FUNCTION 22.8.19	200.00
EFT15270	20/08/2019	SHIRE OF MT MARSHALL	TRANSFER BOND TO MUNI TO COVER CLEANING	780.00
EFT15336	23/08/2019	BENCUBBIN SPORTS CLUB INC.	SOCIAL CLUB PURCHASES	427.00
EFT15337	23/08/2019	TANIKA LOUISE McLENNAN	REIMBURSE-SOCIAL CLUB-TICKETS	331.50
EFT15338	23/08/2019	NADINE RICHMOND	REIMBURSEMENT-ICE FOR SOCIAL CLUB FUNCTION	12.00
EFT15347	27/08/2019	SHIRE OF MT MARSHALL	INV14482 BUS SOCIAL CLUB	66.00
EFT15348	27/08/2019	KC SALES	INV.10004 CATERING SOCIAL CLUB	127.60
EFT15377	30/08/2019	DEPARTMENT OF TRANSPORT	MMSO20190828	3,415.85
				5,359.95

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

3. Mastercard

Details	Amount
Meals-J.Walker-Osh course	125.50
Meals-M.Kett-Osh course	133.00
Bank fees	4.00
Bank fees	4.00
Snacks-Council	5.54
Training-C.Bland	38.00
Licensing	200.00
Insurance-C.Begley-daycare	203.25
Knife for kitchen	13.90
Bank fees	4.00
Little hotelier fees	81.95
Little hotelier fees	81.95
Airfare-J.Nuttall-Newroc	205.09
Airfare-J.Nuttall-Newroc	382.45
Bank fees	4.00
	1,486.63

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 **17 September 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).

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

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

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

2019/8-017 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That the Accounts Listed

<i>Municipal Fund</i>	\$ 326,456.19
<i>Trust Fund</i>	\$ 5,359.95
<i>Mastercard</i>	\$ <u>1,486.63</u>
<i>Total</i>	\$ 333,302.77

Be endorsed.

Moved Cr RM Kirby

Seconded Cr SE Faulkner

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.5 Community Development Officer

Nil

12.6 Regulatory Officer

12.6.3 Provision of Goods and Services - Bitumen Supply – 2019/20

File No:	4.0043
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	Shire of Mt Marshall
Author:	Jack Walker – Regulatory Officer
Attachments:	12.6.3 - F&R.2.5 Purchasing Policy
Declaration of Interest:	Nil
Voting Requirements:	Recommendations 1 & 2: Simple Majority Recommendation 3: Absolute Majority
Previously Considered:	Nil

Background:

This report seeks Council endorsement for a call for a Request for Tender (RFT) to provide Bitumen Supplies to the Shire for the 2019/2020 road sealing program.

Council has approved this expenditure within the current financial year budget. This report seeks Council endorsement for the selection criteria to be used to assess any tenders received, along with approval for the Chief Executive Officer to award the contract to the most appropriate tender.

Consultation:

Mr John Nuttall – Chief Executive Officer

Mr Aaron Wootton – Works Supervisor

Statutory Environment:

The Council is able to call for tenders pursuant to Part 4 of the Local Government (Functions and General) Regulations, 1996. This is reflected in Regulation 14 (2a) and Regulation 11 (2) (b)

14. Publicly inviting tenders, requirements for

(2a) "If a Local Government -

(a) is required to invite a Tender; or

(b) not being required to invite a Tender, decides to invite a Tender.

The Local Government must, before Tenders are publicly invited, determine in writing the criteria for deciding which Tender should be accepted."

11. When tenders have to be publicly invited

(2) Tenders do not have to be publicly invited according to the requirements of this Division if —

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Suppliers Program.

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

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

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

Relevant Plans and Policy:

Shire Policy F&R 2.5 deals with purchasing and tenders, but it does not set a standard selection criteria. Accordingly Council are invited to consider the appropriate selection criteria through this report. A copy of that policy is attached (**Attachment 12.6.3**).

Financial Implications:

Application of appropriate selection criteria for the tender process will assist in ensuring that tenderers offer the "best value" with respect to the supply of goods and services. The expenditure for bitumen supply has been included in the 2019/20 budget.

Risk Assessment:

The matter will have to be put to tender due to the value of the supply contract. Failure to do so would be a breach of the Local Government Act.

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

4.3.6 Operate in a financially sustainable manner

Comment:

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

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

2019/8-018 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

Officer's Recommendation 1:

That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 call for Tenders (RFT MM 01.19/20) for the provision of Bitumen Supplies for a period of 1 year through the WALGA Preferred Supplier Program (r. 11 (2)(b)).

Officer's Recommendation 2:

That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 set the Qualitative Evaluation Criteria for RFT MM 01.19/20, as follows:

<i>Relevant Experience</i>	<i>25%</i>
<i>Submitted Rates</i>	<i>25%</i>
<i>Resources & Current Commitments</i>	<i>25%</i>
<i>Confirmation rates are fixed for 19/20</i>	<i>25%</i>

Officer's Recommendation 3:

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

Moved Cr RM Kirby
Absolute Majority

Seconded Cr IC Sanders

Carried 6/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

12.7 Development

Nil

12.8 Environmental Health Officer

Nil

13.0 Matters for Which Members of the Public are Excluded

2019/8-019 RECOMMENDATION/COUNCIL DECISION:

That members of the public be excluded to discuss agenda item 13.1 and 13.2 as the items deal with contracts entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

Moved Cr SR Putt

Seconded Cr RM Kirby

Carried 6/0

Mr Len Cargeeg and Mrs Tanya Gibson left the meeting at 9:41am.
Ms Tanika McLennan left the meeting at 9:42am.

13.1 CONFIDENTIAL – Lease of Land – Bencubbin Refuse Site

2019/8-020 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That Council approve the terms of the attached draft lease regarding use of the Bencubbin Refuse Site and authorise the President and Chief Executive Officer to apply the common seal of the Shire of Mt Marshall in accordance with Local Government Act 1995, section 9.49A(3).

Moved Cr SR Putt
Absolute Majority

Seconded Cr RM Kirby

Carried 6/0

Cr SE Faulkner declared a financial interest in item 13.2 being that he is an owner of the land subject to lease for the purpose of a refuse site. Cr SE Faulkner left the meeting at 9.44am.

13.2 CONFIDENTIAL – Lease of Land – Beacon Refuse Site

2019/8-021 OFFICER'S RECOMMENDATION/COUNCIL DECISION:

That Council approve the terms of the attached draft lease regarding use of the Beacon Refuse Site and authorise the President and Chief Executive Officer to apply the common seal of the Shire of Mt Marshall in accordance with Local Government Act 1995, section 9.49A(3).

Moved Cr LN Gobbart
Absolute Majority

Seconded Cr IC Sanders

Carried 5/0

Minutes of the Ordinary Meeting of Council
held on Tuesday 17 September 2019

Cr SE Faulkner re-entered the meeting at 9.47am.

2019/8-022 RECOMMENDATION/COUNCIL DECISION:

That the meeting comes out from behind closed doors.

Moved Cr IC Sanders

Seconded Cr RM Kirby

Carried 6/0

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 22 October 2019 commencing at 3.00pm in Council Chambers, 71 Monger St, Bencubbin

17.0 Closure of Meeting

The Presiding Member thanked everyone for attending and declared the meeting closed at 9:50am

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

Date

Cr ARC Sachse President