



SHIRE OF MT MARSHALL

MINUTES

Notice is hereby given that an Ordinary Meeting of Council was held on Tuesday 19 November 2019, at Beacon Country Club, Shemeld St, Beacon, commencing at 3:00pm.

Cr ARC Sachse

President

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intentionally**

DISCLAIMER

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John Nuttall
Chief Executive Officer

Chairperson Initial

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1.0 Declaration of Opening / Announcement of Visitors

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

2.0 Record of Attendance / Apologies / Approved Leave of Absence

In Attendance

Cr ARC Sachse	President
Cr NR Gillett	Deputy President
Cr SR Putt	Councillor
Cr LN Gobbart	Councillor
Cr B Geraghty	Councillor
Cr T Gibson	Councillor
Mr John Nuttall	Chief Executive Officer
Ms Nadine Richmond	Executive Assistant
Ms Tanika McLennan	Finance and Administration Manager
Mrs Kaye Bell	Wheatbelt Agcare 3:00 – 3:46pm
Mr Len Cargeeg	Member of the Public

Apologies

Cr IC Sanders	Councillor
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3.0 Standing Orders

2019/10-001 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 SR Putt

Seconded Cr LN Gobbart

Carried 6/0

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

4.2.1 Summary of question from Mr Len Cargeeg:

Can an investigation take place into the whereabouts of a hat rack, believed to have been around since 1927, that was once located in the boardroom of the Bencubbin Town Hall?

Summary of response from the Presiding Member:

The Presiding Member invited the Finance and Administration Manager (FAM) to respond. The FAM, Tanika McLennan explained that after receiving an email from Mr Cargeeg staff had looked into the possible location of the rack and are yet to locate it. The Presiding Member suggested an advert being placed in the local papers to see if someone in the community may help with it's whereabouts.

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

5.0 Applications for Leave of Absence

Nil

6.0 Declarations of Interest

Cr TM Gibson declared an impartiality interest in agenda item 12.5.3 being that she is a member of the Beacon Bowling Club.

Cr TM Gibson declared an impartiality interest in agenda item 12.1.47 being that she is a member of the Beacon Progress Association.

Cr TM Gibson declared an impartiality interest in agenda item 12.5.4 being that she is a member of the Beacon Progress Association.

Cr LN Gobbart declared an impartiality interest in agenda item 12.1.45 being that she is an employee of Bencubbin Primary School.

7.0 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Meeting held on Tuesday 22 October 2019

2019/10-002 OFFICER RECOMMENDATION / COUNCIL DECISION:

That the Minutes of the Ordinary Meeting of Council held on Tuesday 22 October 2019 be confirmed as a true and correct record of proceedings.

Moved Cr TM Gibson

Seconded Cr SR Putt

Carried 6/0

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8.0 Announcements by Presiding Person Without Discussion

The Beacon Airstrip Upgrade was opened on Wednesday, 6 April 2019 by the Hon Darren West MLC – Member for the Agricultural Region, Parliamentary Secretary to the Minister for Regional Development; Agriculture and Food; Minister assisting the Minister for State Development, Jobs and Trade. Also, in attendance were the Hon Laurie Graham MLC - Member for the Agricultural Region and the Hon Mia Davies – Leader of the Nationals WA and Member for the Central Wheatbelt, Councillors, Representatives of Emergency Services, Health and Medical representatives and volunteers. Mr Peter Geraghty – Co-ordinator St John Ambulance (Kununoppin sub centre) and Freeman of the Shire of Mt Marshall, cut the ribbon to officially open the airstrip upgrade.

Thanks to both the Australian Federal Government Remote Airstrip Upgrade Program and the Government of Western Australia Regional Airstrip Development Scheme in jointly funding the upgrade with the Shire of Mt Marshall. The upgrade will not only aid patient outcomes with RFDS flights and medical evacuations, but will also reduce the workload on St John Ambulance volunteer staff, and Silver Chain staff. As well as all of the benefits for emergency services, the upgrade will also be advantageous with private flights for both recreation and business, and charter flights, in the future. Special thanks to the Beacon Primary School Parents and Citizens Association for providing a wonderful morning tea at the Beacon Sport and Recreation Complex following the opening at the airstrip.

Deepest sympathy to the family of Mrs Alma Rees, on her sudden passing. Alma and her husband John (deceased) and family farmed in Beacon for many years. Alma and her family were very active community members with a keen interest in sport. Rest in Peace.

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 23 October 2019 to 19 November 2019:

23 October 2019 Bencubbin Community Resource Centre AGM and General Meeting

24 October 2019 North Eastern Wheatbelt Travel Association (NEWTRAVEL) AGM and General Meeting, Mukinbudin with Cr Tanya Gibson and Community Development Officer Rebecca Watson.

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Beacon Community Resource Centre AGM and General Meeting with Cr Tanya Gibson.

29 October 2019 North Eastern Wheatbelt Regional Organisation of Councils Meeting in Trayning.

3 November 2019 Fire Appliance Familiarisation Bencubbin with Regulatory Officer Jack Walker.

6 November 2019 Meeting in Beacon with the Hon Darren West MLC and the Hon Laurie Graham MLC, with Deputy President Nick Gillet, Cr Brendan Geraghty, Cr Tanya Gibson, Cr Stuart Putt, Cr Ian Sanders and Chief Executive Officer John Nuttall.

Beacon Airstrip Upgrade Opening, with the Hon Darren West MLC, the Hon Laurie Graham MLC, the Hon Mia Davies MLA with Deputy President Nick Gillet, Cr Brendan Geraghty, Cr Tanya Gibson, Cr Stuart Putt, Cr Ian Sanders, Chief Executive Officer John Nuttall, Community Development Officer Rebecca Watson, Regulatory Officer Jack Walker, Representatives of Emergency Services, Health and Medical representatives, and Volunteers.

Meeting with the Hon Mia Davies MLA, Council Chambers, with Deputy President Nick Gillet, Cr Brendan Geraghty, Cr Tanya Gibson, Cr Leeanne Gobbart, Cr Stuart Putt, Cr Ian Sanders and Chief Executive Officer John Nuttall.

Corporate Information Session, Council Chambers, with Deputy President Nick Gillet, Cr Brendan Geraghty, Cr Tanya Gibson, Cr Leeanne Gobbart, Cr Stuart Putt, Cr Ian Sanders and Chief Executive Officer John Nuttall.

11 November 2019 Remembrance Day Service, Bencubbin War Memorial with the President of the Returned and Services League Australia Bencubbin Sub Branch Representative Len Cargeeg, Cr Tanya Gibson, Chief Executive Officer John Nuttall, and members of the public.

12 November 2019 Central East Aged Care Alliance Inc. (CEACA) AGM with Shire of Mt Marshall Delegate and Chief Executive Officer John Nuttall, and past Shire of Mt Marshall Councillor and past Treasurer of CEACA, Rachel Kirby.

Australian Government Future Drought Fund Meeting and Consultation, Merredin.

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Local Emergency Management Committee Meeting with Cr Ian Sanders, Chief Executive Officer John Nuttall, Regulatory Officer Jack Walker and Community Development Officer Rebecca Watson.

- 13 November 2019 Regional Development Australia Wheatbelt WA Meeting, Council Chambers, commencing with a presentation from NEWTRAVEL Representatives followed by a general update with RDA Wheatbelt on matters for Local Government. With Deputy President Nick Gillet, Cr Tanya Gibson, Cr Stuart Putt and Chief Executive Officer John Nuttall.
- 14 November 2019 Great Eastern Country Zone Executive Committee Meeting, Teleconference
- Audit Exit Meeting, Council Chambers, with Greg Godwin (Moore Stephens) by phone, Chief Executive Officer John Nuttall and Finance and Administration Manager Tanika McLennan.
- 16 November 2019 Celebration Lunch for the Northam Australian Labour Party Office, Northam, with the Premier of Western Australia, Mark McGowan MLA, Darren West MLC, Laurie Graham MLC, other Politicians, ALP staff, Local Government representatives and guests.
- 19 November 2019 Audit Committee Meeting with Deputy President Nick Gillett, Cr Stuart Putt, Chief Executive Officer John Nuttall and Finance and Administration Manager Tanika McLennan.

9.2 Councillors

Nil

10.0 Petitions / Deputations / Presentations / Submissions

Mrs Kaye Bell from Wheatbelt Agcare presented to Council regarding the service they provide to areas of the Central Wheatbelt.

Mrs Kaye Bell left the meeting at 3:46pm.

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11.0 Reports of Committees

11.1 Bushfire Advisory Committee

11.1.1 Minutes of the Bushfire Advisory Committee Meeting held 11 October 2019

File No:	4.0117
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	11.1.1 – Minutes of the Bushfire Advisory Committee Meeting held 11 October 2019
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	N/A

Background:

Nil

Consultation:

Nil

Statutory Environment:

Local Government Act (1995)

Section 5.8: Establishment of Committees

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

Relevant Plans and Policy:

Various Bushfire Policies

Financial Implications:

Nil

Risk Assessment:

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

Community & Strategic Objectives:

CIVIC LEADERSHIP – provide accountable and transparent leadership:

C1.1 Enhance open and interactive communication between Council and the community

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C1.2 Promote and support community members' participation in the Shires' governance

SOCIAL - Provide services and processes to enhance public safety:

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

Comment:

The minutes of the Bushfire Advisory Committee meeting held on Friday 11 October 2019 are submitted for Council endorsement.

2019/10-003 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the minutes of the Bushfire Advisory Committee meeting held on Friday 11 October 2019 be received.

Moved Cr TM Gibson

Seconded Cr BC Geraghty

Carried 6/0

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11.2.1 2018/2019 Annual Financial Report and Audit Report for Year Ending 30 June 2019

File No:	3.0023
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	Tanika McLennan – Finance and Administration Manager
Attachments:	11.2.1a – Audited Financial Report to 30 June 2019 11.2.1b – Independent Auditors Report and Management Letter
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

The Shire's auditor, Moore Stephens, has conducted the annual financial audit of the Shire of Mt Marshall for the period 1 July 2018 to 30 June 2019. A copy of the audited Financial Statement is attached, along with the Independent Audit Report and Management Letter, for consideration by the Audit Committee.

Consultation:

Bob Waddell – Contract Accountant

Statutory Environment:

Local Government Act 1995

5.54. Acceptance of annual reports

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

* Absolute majority required.

(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.

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

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- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

** Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.
[Section 7.1A inserted by No. 49 of 2004 s. 5.]

Division 3 — Conduct of audit

7.9. *Audit to be conducted*

- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —
- (a) the mayor or president; and
 - (b) the CEO of the local government; and
 - (c) the Minister.
- (2) Without limiting the generality of subsection (1), where the auditor considers that —
- (a) there is any error or deficiency in an account or financial report submitted for audit; or
 - (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or
 - (c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government,
details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.
- (3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —
- (a) prepare a report thereon; and
 - (b) forward a copy of that report to the Minister,

and that direction has effect according to its terms.

- (4) If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government to be dealt with under section 7.12A.

[Section 7.9 amended by No. 49 of 2004 s. 7.]

Relevant Plans and Policy:

Nil

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Financial Implications:

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

Risk Assessment:

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

Community & Strategic Objectives:

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

4.3.6 Operate in a financially sustainable manner

Comment:

The audit is considered to be a “clean” audit, in that the auditors did not find any uncorrected misstatements, errors or omissions.

2019/10-004 COMMITTEE RECOMMENDATION / COUNCIL DECISION:

That Council adopt the:

- 1. Audited Financial Report for the year ended 30 June 2019;***
- 2. Independent Audit Report for the year ended 30 June 2019 and;***
- 3. Management Letter for the year ended 30 June 2019.***

Moved Cr TM Gibson

Seconded Cr SR Putt

Carried 6/0

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12.0 Reports of Officers

12.1 Chief Executive Officer

Cr LN Gobbart declared an impartiality interest in item 12.1.45 being that she is employed by the Bencubbin Primary School.

12.1.45 Bencubbin Primary School Request to Waiver Community Bus Fee

File No:	3.0011
Location/Address:	N/A
Name of Applicant:	Bencubbin Primary School
Name of Owner:	Nil
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.45 – Letter from Bencubbin Primary School
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

A request has been received from the principal of Bencubbin Primary School to waive a portion of the community bus hire fee for an upcoming school excursion. The request is based upon the fact that the Bencubbin based Community Bus is already booked (for the seniors trip) the day of the excursion. The school have therefore booked the Beacon based community bus but are asking Council to waive the portion of the fees relating to the additional kilometre charge for the transport of the bus from Beacon to Bencubbin and return again. A copy of the letter is attached (**Attachment 12.1.45**).

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.

Relevant Plans and Policy:

Nil

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Financial Implications:

The amount in question (at the hire rate of \$1 per kilometre) will be roughly \$84

Risk Assessment:

There is little risk to the Shire from this request.

Community & Strategic Objectives:

Outcome 1.2 An environment that provides for a caring and healthy community

1.2.5 Advocate for the provision of education services within the community

Comment:

It is extremely unfortunate that there are two trips requiring use of the community bus on the same date. Given the situation Council are invited to accept the request to waive the portion of the hire cost relating to the transfer from Beacon to Bencubbin and return.

2019/10-005 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council subject to section 6.12 (1)(b) Local Government Act 1995 grant a concession of \$84 to the Bencubbin Primary School in relation to the hire charge for the community bus to Wongan Hills for the school excursion on 14 November 2019.

Moved Cr SR Putt

Seconded Cr BC Geraghty

Carried 6/0

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12.1.46 Approval for Use of Common Seal

File No:	4.0122
Location/Address:	Lot 51 Lindsay Street, Beacon
Name of Applicant:	Western Australian Planning Commission
Name of Owner:	State Housing Commission
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.46 – Section 70A Notification and Correspondence from Department of Communities.
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previously Considered:	Nil

Background:

The Western Australian Planning Commission (WAPC) have dealt with an application from the Housing Authority (formerly State Housing Commission) to subdivide the land that they own at Lot 51 Lindsay Street, Beacon. The Shire of Mt Marshall have simply been following this procedure without comment.

The application has now been approved by the WAPC and in order to finalise the documentation the Local Government Authority needs to sign and seal the S70 notification.

Consultation:

The Shire has been notified throughout the process.

Statutory Environment:

Transfer of Land Act 1893

70A. Factors affecting use and enjoyment of land, notification on title

(1) Where, in relation to land under the operation of this Act —

(a) the local government of the district in which the land is situated; or

(b) a public authority,

considers it desirable that proprietors or prospective proprietors of the land be made aware of a factor affecting the use or enjoyment of the land or part of the land, the local government or the public authority may, on payment of the prescribed fee, cause a notification of the factor to be prepared in an approved form and lodged with the Registrar.

(2) Where —

(a) a notification is lodged under subsection (1); and

(b) the written consent of the proprietor of the land accompanies the notification, the Registrar shall endorse the certificate of title for the land to that effect.

(3) The local government or the public authority which lodged the notification under subsection (1) and the proprietor of the land for the time being may, at any time after

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the notification has been lodged, on payment of the prescribed fee and in an approved form, request the Registrar to remove the notification from the certificate of title for the land or modify the notification.

(4) Without limiting subsection (2), the Registrar shall endorse certificates of title with such information about notifications and their modification or removal, and in such manner, as the Registrar thinks fit.

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

Nil

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:

This report requests Council authority for the relevant signatures and use of the common seal to be placed upon the forms provided by the WAPC to finalise the sub-division of land owned by the State Housing Commission.

2019/10-006 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That subject to section 9.49A Local Government Act 1995, Council authorise the Chief Executive Officer to affix the common seal and necessary signatures upon the 'Notification under Section 70A' documents provided by the Western Australian Planning Commission.

Absolute Majority

Moved Cr NR Gillett

Seconded Cr SR Putt

Carried 6/0

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Cr TM Gibson declared an impartiality interest in item 12.1.47 being that she is a member of the Beacon Progress Association.

12.1.47 Beacon Progress Association Request to Fund FM Radio Tower Running Costs

File No:	4.0123
Location/Address:	Miguel's Farm, Beacon
Name of Applicant:	Beacon Progress Association
Name of Owner:	Southern Cross Austereo
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.47a – Letter from Southern Cross Austereo to Beacon Progress Association 12.1.47b – Email Correspondence with Megan Beagley
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Email communication has been received from Mrs Megan Beagley (Secretary, Beacon Progress Association) indicating that the FM tower which is located on Miguel's Farm in Beacon has been serviced and running costs paid for previously by Southern Cross Austereo. The running costs (power) are estimated to be in the region of \$200 per month.

Southern Cross Austereo have written to the Beacon Progress Association (BPA) indicating that they are no longer prepared to pay for the running costs and that another party needs to take over those costs. On behalf of the BPA Mrs Beagley has asked the Shire to take on those running costs.

Copies of the letter and emails (with some redaction of other issues also discussed) are attached.

Consultation:

There has been no consultation prior to receipt of the emailed request.

Statutory Environment:

Nil

Relevant Plans and Policy:

Nil

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Financial Implications:

If Council grants the request it will have to determine where to fund the running costs of the tower from. Given there is currently no budget for this type of cost Council would have to determine what budget item should not be undertaken (or where there is an underspend) to be able to cover the costs.

It should also be recognised that if the request is granted that the Shire will be responsible in future budgets for the ongoing cost.

Risk Assessment:

There is a risk that if Council refuse the request that the radio station will no longer be broadcast if no other organisation picks up the cost.

Community & Strategic Objectives:

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

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

4.3.5 Use resources efficiently and effectively

4.3.6 Operate in a financially sustainable manner

Comment:

It is difficult to know how best to deal with this request, which has come without any warning or opportunity to allow time for consultation. Whilst it is providing a service to the community, it will come at a cost to the community to allow a commercial station to broadcast.

At this point it is felt that it would be unfortunate to allow the service to end without any further consultation being undertaken. It is therefore recommended that Council agree to fund the power for the service until 30 June 2020. In the intervening period a consultation will be undertaken to determine how many people use the service. On the basis of that consultation Council can make a decision regarding funding the service for the 2020/21 budget and future budgets. It is proposed that the Economic Development Fund (which is so far underspent) be used to fund this additional service.

This recommendation is only for funding the power to the service. It is suggested that any other maintenance work required should not be covered from this funding.

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2019/10-007 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council:

- 1. Agree to cover the cost of power to the FM radio service based in Beacon until 30 June 2020.***
- 2. Resolve that the power costs be taken from account 1341562 Economic Development Fund***
- 3. Direct the Chief Executive Officer to undertake a community consultation regarding use of and interest in the radio station in time for the results to be presented to Council prior to the 2020/21 budget deliberations.***
- 4. Resolve that no maintenance or other costs be paid by the Shire towards the FM radio service up to 30 June 2020 .***

Moved Cr TM Gibson

Seconded Cr SR Putt

Carried 4/2

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12.2 Works Supervisor

12.2.10 Works Report November 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

Ingleton Road- Works here have been completed up to primer seal stage. The second coat of 14mm aggregate will go on in February when other jobs are ready to seal. The reason for leaving the final seal was because the bitumen company doing the works

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were under the belief that the quantities that we had allowed to spray would not have been enough to hold the 14mm stone in place and to raise the spray rate at the time of priming would cause flushing/bleeding of the bitumen. Some minor patching will be carried out before the second coat seal to fill a couple of tyre marks left in the surface after rains.

Budgeted re-sealing works- Works completed in this visit by the sealers were the three jobs along Bencubbin-Beacon Rd and the Bimbijy sealing works. Unfortunately our aggregate supplier is having a hard time keeping up with demand and the works on Burakin-Wialki Rd were not done because of the lack of aggregate. These works will now be done in December during the contractor's second visit.

Webungin-Wialki Rd- works here will commence as of this week and it is hoped that the gravel will all be laid out on the road before the 22nd. Profiling will commence in the following week which should then allow us to finalise the sealing here, Brown St and the two jobs on Burakin-Wialki Rd.

Beagley Rd- when the works have been completed on Welbungin-Wialki Rd the construction crew will then start works on Beagley Rd which should take them up until around the Christmas holidays.

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.

Maintenance Grading

They are currently working in the following locations:

Stretch- Maroubra area

Ralph- is currently working along Matthews Rd

Bill- is currently on Mandiga -Marindo Rd

2019/10-008 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

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

Moved Cr LN Gobbart

Seconded Cr TM Gibson

Carried 6/0

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12.3 Executive Assistant

12.3.18 Status Report – October 2019

File No:	N/A
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.18 – Status Report October 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
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2019/10-009 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

The Status Report for October 2019 be received.

Moved Cr SR Putt

Seconded Cr NR Gillett

Carried 6/0

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12.3.19 Minutes of NEWROC Council Meeting held 29 October 2019

File No:	N/A
Location/Address:	NEWROC District
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.19 – Minutes of NEWROC Council Meeting held 29 October 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 29 October 2019 are submitted (**Attachment 12.3.19**) 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 10 December 2019 at the Shire of Wyalkatchem.

2019/10-010 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

The minutes of the NEWROC Council meeting held on 29 October 2019 be received.

Moved Cr NR Gillett

Seconded Cr SR Putt

Carried 6/0

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12.4 Finance and Administration Manager

12.4.26 Statement of Financial Activity to 31 October 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:	14.4.26 – Statement of Financial Activity to 31 October 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

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2019/10-011 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

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

Moved Cr SR Putt

Seconded Cr TM Gibson

Carried 6/0

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12.4.27 Accounts Paid to 31 October 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 19 November 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
41	31/10/2019	BANK FEES - BANK FEES	BANK FEES	432.41
41	08/10/2019	BANK FEES - BANK FEES	BANK FEES	4.50
161	08/10/2019	WATER CORPORATION	UTILITY CHARGES 29.7.19-25.9.19	67.52
162	24/10/2019	TELSTRA	UTILITY CHARGES-SEPTEMBER19	1451.03
163	24/10/2019	WATER CORPORATION	UTILITY CHARGES 29.7.19-25.9.19	25.97
EFT15466	03/10/2019	EASISALARY	PAYROLL DEDUCTIONS	571.94
EFT15467	02/10/2019	SYNERGY	UTILITY CHARGES 14.8.19-10.9.19	919.79
EFT15468		TRUST PAYMENT		
EFT15469		TRUST PAYMENT		
EFT15470	03/10/2019	SYNERGY	UTILITY CHARGES 16.8.19-4.9.19	35.57

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Chq/EFT	Date	Name	Description	Amount
EFT15471		SEPTEMBER PAYMENT		
EFT15472	04/10/2019	SYNERGY	UTILITY CHARGES 12.7.19-11.9.19	171.90
EFT15473	08/10/2019	BENCUBBIN COMMUNITY RECREATION COUNCIL	HIRE CHARGES	45.00
EFT15474	08/10/2019	SHIRE OF MT MARSHALL	CEACA RATES AS PER COUNCIL RESOLUTION	500.00
EFT15475	08/10/2019	AVON WASTE	RUBBISH COLLECTION-SEPTEMBER19	5840.86
EFT15476	08/10/2019	BOC GASES	GAS CYLINDERS	40.74
EFT15477	08/10/2019	KTY ELECTRICAL SERVICES	ANNUAL RCD, SMOKE ALARM & AIRCONDITIONER SERVICING	6780.02
EFT15478	08/10/2019	SHIRE OF TRAYNING	DOCTORS HOUSE RENT 1.9.19-28.9.19	768.00
EFT15479	08/10/2019	BENCUBBIN NEWS & POST	NEWSPAPERS-SEPTEMBER19	107.19
EFT15480	08/10/2019	METAL ARTWORK CREATIONS	DESK PLAQUES	31.24
EFT15481	08/10/2019	WINC AUSTRALIA PTY LTD	SEPTEMBER SUPPLIES	152.04
EFT15482	08/10/2019	ICS CARPENTRY	LITTLE BEES-SLEEP ROOM	4345.00
EFT15483	08/10/2019	ALL-WAYS FOODS	SEPTEMBER SUPPLIES	985.32
EFT15484	08/10/2019	BENCUBBIN COMMUNITY RESOURCE CENTRE	ROOM HIRE	40.00
EFT15485	08/10/2019	CIVIC LEGAL	PREPARATION OF LEASES	1372.40
EFT15486	08/10/2019	LANDGATE	TITLE SEARCH	26.20
EFT15487	08/10/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PEOPLE AND CULTURE SEMINAR- J.NUTTALL	300.00
EFT15488	08/10/2019	REFUEL AUSTRALIA	FUEL-SEPTEMBER19	31.90
EFT15489	08/10/2019	GREAT SOUTHERN FUELS	FUEL-SEPTEMBER19	3592.07
EFT15490	08/10/2019	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	462.00
EFT15491	08/10/2019	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS-1043	2575.38
EFT15492	08/10/2019	DYLAN COPELAND	PROVISION OF NATURAL RESOURCE MANAGEMENT-SEPT19	660.00
EFT15493	08/10/2019	KC SALES	SEPTEMBER SUPPLIES	40.00
EFT15494	08/10/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 2.9.19 & 21.9.19	561.00

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Chq/EFT	Date	Name	Description	Amount
EFT15495	08/10/2019	ECOWATER SERVICES	MAINTENANCE-BIOMAX SYSTEM-229 MURRAY ST	172.40
EFT15496	08/10/2019	MARKET CREATIONS	COMPUTER SERVICES	4200.35
EFT15497	08/10/2019	SARAH MARY MOUG	REIMBURSEMENT-UNIFORM	35.00
EFT15498	08/10/2019	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISING-AROUND THE TOWNS- SEPTEMBER19	82.50
EFT15499	08/10/2019	JOHN GOSPER DESIGN	NEW HEALTH-BUILDING SURVEYING SERVICE-JULY TO SEPTEMBER19	2530.00
EFT15500	08/10/2019	AUSTRALIA POST	POSTAGE	36.45
EFT15501	08/10/2019	THE BENCUBBIN SHOP	SENIOR-YOUTH LUNCH 2019	285.82
EFT15502	08/10/2019	BEACON CO-OPERATIVE LTD	CLEANING-AUGUST19	5767.90
EFT15503	08/10/2019	SYNERGY	UTILITY CHARGES 17.7.19-13.9.19	222.27
EFT15504	10/10/2019	SYNERGY	UTILITY CHARGES 15.8.19-18.9.19	841.28
EFT15505	11/10/2019	CJD EQUIPMENT PTY LTD	SEPTEMBER SUPPLIES	457.80
EFT15506	11/10/2019	JASON SIGNMAKERS	SIGNS	584.32
EFT15507	11/10/2019	BENCUBBIN BULK HAULIERS	CARTAGE OF AGGREGATE	5942.98
EFT15508	11/10/2019	BENCUBBIN TRUCK N AUTO'S	LOADER TYRES	8720.00
EFT15509	11/10/2019	BENCUBBIN AG SUPPLIES	SEPTEMBER SUPPLIES	189.66
EFT15510	11/10/2019	GREAT SOUTHERN FUELS	FUEL	14820.10
EFT15511	11/10/2019	KC SALES	SEPTEMBER SUPPLIES	258.25
EFT15512	11/10/2019	TOLL TRANSPORT PTY LTD	FREIGHT-SEPTEMBER19	107.03
EFT15513	11/10/2019	MINERAL CRUSHING SERVICES (WA) PTY LTD	AGGREGATE	14958.24
EFT15514	14/10/2019	EASISALARY	PAYROLL DEDUCTIONS	571.94
EFT15515	14/10/2019	BENDIGO BANK	SEPTEMBER SUPPLIES	2575.91
EFT15516		TRUST PAYMENT		
EFT15517		TRUST PAYMENT		
EFT15518		TRUST PAYMENT		
EFT15519	24/10/2019	SHIRE OF MT MARSHALL	NEW HEALTH RECOUP 30.9.19	2253.98
EFT15520	24/10/2019	CJD EQUIPMENT PTY LTD	OCTOBER SUPPLIES	1293.07
EFT15521	24/10/2019	NINGHAN SPRAYING & AG SERVICES	OCTOBER SUPPLIES	720.76

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Chq/EFT	Date	Name	Description	Amount
EFT15522	24/10/2019	SHIRE OF MERREDIN	MEMBERSHIP-CENTRAL WHEATBELT VISITORS CENTRE	187.00
EFT15523	24/10/2019	KTY ELECTRICAL SERVICES	OCTOBER REPAIRS	19398.15
EFT15524	24/10/2019	BENCUBBIN NEWS & POST	POSTAGE 14.10.19-18.10.19	170.56
EFT15525	24/10/2019	AUSTRALIAN TAXATION OFFICE	BAS-SEPTEMBER19	20828.00
EFT15526	24/10/2019	DIELECTRIC SECURITY SERVICES	MONITORING FEES 1.11.19-31.1.20	101.20
EFT15527	24/10/2019	MOORE STEPHENS (WA) PTY LTD	NUTS & BOLTS W/SHOP-S.WYATT 29.11.19	935.00
EFT15528	24/10/2019	WINC AUSTRALIA PTY LTD	OCTOBER SUPPLIES	158.83
EFT15529	24/10/2019	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL ON SHIRE PROPERTIES 2019/20	3864.00
EFT15530	24/10/2019	ICS CARPENTRY	OCTOBER REPAIRS	15622.75
EFT15531	24/10/2019	ALL-WAYS FOODS	OCTOBER SUPPLIES	980.42
EFT15532	24/10/2019	PORKY'S ENTERPRISES	HIRE OF SIDE TIPPING SEMI TRAILER	14305.50
EFT15533	24/10/2019	LGIS PROPERTY	PROPERTY	67903.49
EFT15534	24/10/2019	REBECCA WATSON	REIMBURSEMENT-COLOUR RUN & DAYCARE ITEMS	191.92
EFT15535	24/10/2019	BENCUBBIN TRUCK N AUTO'S	TYRES	2847.50
EFT15536	24/10/2019	CIVIC LEGAL	PROFESSIONAL FEES	495.00
EFT15537	24/10/2019	BENCUBBIN AG SUPPLIES	OCTOBER SUPPLIES	103.95
EFT15538	24/10/2019	DEPARTMENT OF PLANNING, LANDS & HERITAGE	LEASE FOR FUEL DEPOT 1.10.19-31.10.19	137.50
EFT15539	24/10/2019	NORTHAM CARPETS PTY LTD	OCTOBER SUPPLIES	3557.00
EFT15540	24/10/2019	LOCAL PEST CONTROL	PEST CONTROL	304.00
EFT15541	24/10/2019	CR IC SANDERS	MEETING FEES & ALLOWANCES 18.9.19-22.10.19	493.18
EFT15542	24/10/2019	GREAT SOUTHERN FUELS	FUEL-OCTOBER19	13366.09
EFT15543	24/10/2019	NADINE RICHMOND	REIMBURSEMENT-KMS TRAVELLED TO BEACON & RETURN	67.86
EFT15544	24/10/2019	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	3564.00
EFT15545	24/10/2019	KC SALES	OCTOBER SUPPLIES	466.01
EFT15546	24/10/2019	WESTERN STABILISERS	WET MIXING & MOBILISATION	37820.75

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Chq/EFT	Date	Name	Description	Amount
EFT15547	24/10/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 24.9.19 & 8.10.19	561.00
EFT15548	24/10/2019	PALM PLUMBING	OCTOBER REPAIRS	558.72
EFT15549	24/10/2019	MARKET CREATIONS	RENEWAL OF ANTI VIRUS SOFTWARE- 12MTHS	702.24
EFT15550	24/10/2019	POWERVAC PTY LTD	OCTOBER SUPPLIES	3202.50
EFT15551	24/10/2019	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.11.19- 10.12.19	686.19
EFT15552	24/10/2019	CR ARC SACHSE	MEETING FEES & ALLOWANCES 15.10.19- 22.10.19	1622.64
EFT15553	24/10/2019	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	498.02
EFT15554	24/10/2019	CR NICK GILLETT	MEETING FEES & ALLOWANCES 15.10.19- 22.10.19	1333.91
EFT15555	24/10/2019	CR STUART PUTT	MEETING FEES & ALLOWANCES 11.10.19- 22.10.19	768.33
EFT15556	24/10/2019	LEEANNE NOLA GOBBART	MEETING FEES & ALLOWANCES 11.10.19- 22.10.19	638.40
EFT15557	24/10/2019	WHEATBELT LIQUID WASTE MANAGEMENT	SEPTIC PUMP OUT	968.00
EFT15558	24/10/2019	KOMATSU AUSTRALIA PTY LTD	OCTOBER SUPPLIES	2299.90
EFT15559	24/10/2019	PALMER PLUMBING PTY LTD	OCTOBER REPAIRS	502.92
EFT15560	24/10/2019	HANNAH & JONATHAN AITKEN	REIMBURSEMENT FOR INGREDIENTS- SENIOR/YOUTH COOKING DAY 26.9.19	91.94
EFT15561	24/10/2019	WAYNES DESIGN AND DRAFTING	DRAW & PROVIDE PLANS	1804.00
EFT15562	24/10/2019	MINERAL CRUSHING SERVICES (WA) PTY LTD	AGGREGATE	23008.48
EFT15563	24/10/2019	ONE MUSIC AUSTRALIA	MUSIC LICENCE 2019/20	350.00
EFT15564	24/10/2019	CAITLYN JANE YORK	REIMBURSEMENT-POLICE CLEARANCE	45.00
EFT15565	24/10/2019	CR TM GIBSON	MEETING FEES & ALLOWANCES 22.10.19	637.06
EFT15566	23/10/2019	SYNERGY	STREETLIGHTS 25.8.19-24.9.19	1888.17
EFT15567	28/10/2019	CJD EQUIPMENT PTY LTD	SEPTEMBER SUPPLIES	95.83
EFT15568	28/10/2019	NINGHAN SPRAYING & AG SERVICES	SEPTEMBER SUPPLIES	25.69
EFT15569	28/10/2019	BENCUBBIN TRUCK N AUTO'S	SEPTEMBER REPAIRS	5166.40

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Chq/EFT	Date	Name	Description	Amount
EFT15570	28/10/2019	EASISALARY	PAYROLL DEDUCTIONS	571.94
EFT15571	28/10/2019	CRISP WIRELESS PTY LTD	BUSINESS LITE SUBSCRIPTION-INTERNET ACCESS	328.90
EFT15572	28/10/2019	WA TREASURY CORPORATION	LOAN NO. 121 INTEREST PAYMENT - SAR BENCUBBIN MULTIPURPOSE COMPLEX REDEV	42350.36
EFT15573	29/10/2019	SYNERGY	UTILITY CHARGES 11.9.19-8.10.19	242.29
EFT15574	30/10/2019	CARDTRONICS AUSTRALASIA PTY LTD	ONGOING FEES FOR ATM-SEPTEMBER19	93.51
EFT15575		TRUST PAYMENT		
DD9785.1	09/10/2019	WALGS PLAN	PAYROLL DEDUCTIONS	7964.75
DD9785.2	09/10/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	208.56
DD9785.3	09/10/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	601.53
DD9785.4	09/10/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	255.17
DD9785.5	09/10/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	47.91
DD9785.6	09/10/2019	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	529.80
DD9785.7	09/10/2019	CHILD CARE SUPER	SUPERANNUATION CONTRIBUTIONS	83.07
DD9785.8	09/10/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	188.46
DD9797.1	23/10/2019	WALGS PLAN	PAYROLL DEDUCTIONS	8102.15
DD9797.2	23/10/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	209.07
DD9797.3	23/10/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	601.53
DD9797.4	23/10/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	256.15
DD9797.5	23/10/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	47.24
DD9797.6	23/10/2019	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	529.80
DD9797.7	23/10/2019	CHILD CARE SUPER	SUPERANNUATION CONTRIBUTIONS	145.07
DD9797.8	23/10/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	188.46
				419,435.72

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2. Trust

Chq/EFT	Date	Name	Description	Amount
EFT15468	03/10/2019	BENCUBBIN SPORTS CLUB INC.	SOCIAL CLUB PURCHASES	299.00
EFT15469	03/10/2019	NADINE RICHMOND	REIMBURSEMENT-SOCIAL CLUB PURCHASES	36.00
EFT15516	17/10/2019	CR ARC SACHSE	REFUND OF NOMINATION FEE	80.00
EFT15517	17/10/2019	TANYA GIBSON	REFUND OF NOMINATION FEE	80.00
EFT15518	17/10/2019	BRENDAN GERAGHTY	REFUND OF NOMINATION FEE	80.00
EFT15575	31/10/2019	DEPARTMENT OF TRANSPORT	MMSO20191003	11701.75
				12,276.75

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3. Mastercard

Details	Amount
Bank fees	4.00
Accomm.R.Watson LG Prof.course	99.00
Accomm.R.Watson LG Prof.course	99.00
Shower curtain rings-Beacon W.Camp	11.00
Bank fees	4.00
Xboom micro system	125.00
Little hotelier fees	81.95
Little hotelier fees	81.95
Sheets,towels,quilts,etc,W.Camp	721.00
Adhesive numbers W.Camp	23.55
Refund on mugs (721.00 purchase)	-12.00
Bank fees	4.00
Colour for Colour run day	183.10
Snacks for Council	23.26
Roboform subscription	34.96
Intern.transact.fee for Roboform	1.05
Craft items for Daycares	925.57
Set of 12 paints-Comm.events	159.95
Refund-Colour for Colour run day	-183.10
Dropbox subscription	184.67
Bank fees	4.00
	2,575.91

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This List of Accounts Paid under Delegation 14 and covering vouchers and direct debits as above was submitted to each Member of the Council for the Ordinary Meeting of **19 November 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

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

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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

2019/10-012 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the Accounts Listed

<i>Municipal Fund</i>	<i>\$ 419,435.72</i>
<i>Trust Fund</i>	<i>\$ 12,276.75</i>
<i>Mastercard</i>	<i>\$ <u>2,575.91</u></i>
<i>Total</i>	<i>\$ 434,288.38</i>

Be endorsed.

Moved Cr SR Putt

Seconded Cr LN Gobbart

Carried 6/0

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12.4.28 Debt Write Off – November 2019

File No: 3.0054
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
81672	Certa Civil Works	316.80	Account relates to accommodation charges at Bencubbin Workers Camp 24/10/17. Multiple attempts made to recover debt. Advice received 24/5/19 that company is in administration. The Shire of Mt Marshall is considered an unsecured creditor with an estimated pay out of Nil indicated.
81499	Eugene Leach	5220.33	Account relates to rent between 14/11/14 and 11/9/15. During this period there were some spasmodic payments received but it is unclear if staff at the time were attempting to pursue the debtor. Matter referred to AMPAC debt recovery 5/11/15. Multiple attempts to collect have been made including seizure of property and 2 x attempted arrests. The matter is considered uneconomical to pursue.
80839	Joe Dimasi	868.44	Outstanding balance is for debt collection fees relating to unpaid accommodation account at the Beacon Barracks. The debtor was unable to be located and the accommodation fees were settled by his father. The remaining balance is the debt collection fees associated with this account and it is considered uneconomical to pursue.

Consultation:

Nil

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Statutory Environment:

Local Government Act 1995

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

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

* *Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.
[Section 6.12 amended by No. 64 of 1998 s. 39.]

Relevant Plans and Policy:

N/A

Financial Implications:

Loss of Income - \$6,405.57 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 greater than \$10.00, Council approval is required to write it off.

2019/10-013 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>81672</i>	<i>Certa Civil Works</i>	<i>\$316.80</i>
<i>81499</i>	<i>Eugene Leach</i>	<i>\$5220.33</i>
<i>80839</i>	<i>Joe Dimasi</i>	<i>\$868.44</i>

Moved Cr SR Putt
Absolute Majority

Seconded Cr TM Gibson

Carried 6/0

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Cr TM Gibson declared an impartiality interest in item 12.5.3 being that she is a member of the Beacon Bowling Club.

12.5 Community Development Officer

12.5.3 Club Support Fund

File No:	4.0118
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Rebecca Watson – Community Development Officer 12.5.3a – Application and Assessment for Beacon Bowling Club
Attachments:	12.5.3b – Application and Assessment for Bencubbin Hockey Club 12.5.3c – Application and Assessment for Bencubbin Community Recreation Council
Declaration of Interest:	Rebecca Watson-Member, Player and President of the Bencubbin Hockey Club Shire Representative on the Bencubbin Community Recreation Council
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

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

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

A total fund pool of \$15,000 (ex GST) was allocated in the 2019/20 budget, with clubs invited to apply for a grant of up to \$8,000. Applications closed on 8 November 2019. Shire staff have assessed the applications to ensure all meet eligibility requirements and

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the final decision is to be awarded by Council. Successful applicants will be required to acquit the funding by 31 May 2020.

Consultation:

John Nuttall – Chief Executive Officer

Statutory Environment:

Nil

Relevant Plans and Policy:

Policy CS 1.6-Club Support Fund
Sport and Recreation Master Plan-Shire of Mt Marshall
Community Strategic Plan-Shire of Mt Marshall
Corporate Business Plan –Shire of Mt Marshall

Financial Implications:

\$15,000 (ex GST) allocated within the 2019/20 budget.

Risk Assessment:

The Community Support Fund Scheme provides the community with the opportunity to request funds from the Shire to assist with particular projects. This process eliminates the Shire receiving numerous applications for assistance during the year with no formal assessment or acquittal process.

Community & Strategic Objectives:

Outcome 1.3 Active and passive recreation facilities and services

- 1.3.1 Develop, maintain and support appropriate recreation facilities throughout the Shire in line with the Sporting & Recreation Master Plan
- 1.3.2 Partner with stakeholders to achieve greater community participation in recreational facilities and services
- 1.3.3 Provide support for community owned facilities

Comment:

Three (3) applications were received for the current Club Support Fund round requesting a total of \$5,128.55 (GST inclusive). A total fund pool of \$16,500.00 (GST inclusive) has been allocated in the 2019/2020 budget. Council has discretion as to how this funding is awarded and how much of the fund is allocated. A summary of the funding amounts requested are below.

Group Name	Project Description	Amount Requested \$\$	Total Project Amount \$\$	Eligibility & Submission of Required Documents
Beacon Bowling Club	Butt Bins & Water Fountain	\$2,237.85	\$3,203.44	Yes
Bencubbin Hockey Club	Upgrade of Goalie Protective Gear	\$1,804.70	\$3,304.70	Yes

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Bencubbin Community Recreation Council	Purchase Projector	of	\$1,086.00	\$1,086.00	Yes
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With consideration given to the Club Support Funding objectives outlined above the Community Development Officer has recommended that all three applicants be successful in receiving their requested amounts.

If the three applications received are awarded by Council, there will be remaining funds of \$11,371.45 in the Club Support Funding Account (1191100). Shire staff will explore options of running a second round of Club Support Funding in March/April 2020.

On Council's approval of successful applicants, the Community Development Officer will notify each of the clubs of the outcome and work with them to complete and acquit their projects prior to 31 May 2020.

2019/10-014 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the following 2019/20 Club Support Fund Applications be approved for funding;

<i>Beacon Bowling Club</i>	<i>\$2,237.85 (gst inclusive)</i>
<i>Bencubbin Hockey Club</i>	<i>\$1,804.70 (gst inclusive)</i>
<i>Bencubbin Community Recreation Council</i>	<i>\$1,086.00 (gst inclusive)</i>

Moved Cr TM Gibson

Seconded Cr LN Gobbart

Carried 6/0

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Cr TM Gibson declared an impartiality interest in item 12.5.4 being that she is a member of the Beacon Progress Association.

12.5.4 Beacon Community Hall - Memorandum of Understanding

File No:	4.0120
Location/Address:	Lot 91 Rowlands Street, Beacon
Name of Applicant:	N/A
Name of Owner:	Shire of Mt Marshall
Author:	Rebecca Watson-Community Development Officer
Attachments:	12.5.4a - DRAFT Memorandum of Understanding - November 2019 12.5.4b - Fees and Charges-Beacon Community Hall
Declaration of Interest:	Nil
Voting Requirements:	Recommendation 1,3 and 4 - Simple Majority Recommendation 2 – Absolute Majority
Previously Considered:	Nil

Background:

The Beacon Progress Association (BPA) is currently managing the Beacon Community Hall Facility for the Shire through a memorandum of understanding agreement. This arrangement has worked well in the past however when reviewing the current memorandum of understanding it was discussed that the agreement be changed so that the Shire take on the electricity costs, and therefore take any income generated from users hiring the facility. This change was suggested mainly due to the extra work that the invoicing creates for the volunteers that perform the treasurer position for the Beacon Progress Association as well as the Shire of Mt Marshall being the main hirer of the facility.

Recently, community groups who are managing Shire facilities have expressed concerns about the work load of their volunteer committee members. As the population of the Shire declines and individuals are taking on multiple volunteer roles on multiple committees the Shire need to be proactive in providing support where possible to reduce the stress and impact on its volunteers.

The concern for volunteers was identified by the community during consultation in preparation of the Shire's Strategic Community Plan and Corporate Business Plan. The Shire has recognised these concerns and listed within the Corporate Business Plan an action to explore opportunities to increase Shire support for volunteers (Action 1.3.1.4(E)).

During the review of the Memorandum of Understanding between the Shire and the BPA, this proved a good opportunity to consult with the group about how volunteers can be better supported.

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The Shire are currently being charged \$30.00 per day hire for the use of the playgroup rooms and toilets for the Little Bees Day Care Service. When the services was operating one day a week it was costing Council a total of \$1440 per annum. The service has currently been extended to three days a week which would amount to \$90.00 a week (approximately \$4320.00 per year).

Consultation:

Mr John Nuttall (Chief Executive Officer) and Miss Rebecca Watson (Community Development Officer) met with executive Members of the Beacon Progress Association- Noel Miguel (President), Megan Beagley (Secretary), Krista Lancaster (Treasurer) and Jenni Bunce (Committee Member) to discuss the review of the memorandum of understanding on Tuesday 10 September 2019 at the Beacon Central Community Resource Centre.

Discussions with staff at the Beacon Central Community Resource Centre

Statutory Environment:

N/A

Relevant Plans and Policy:

Nil

Financial Implications:

Although there will be an increase in the Beacon Hall account for the cost of power per annum (estimated between \$2500-\$3500 per year) there will be a decrease in the Little Bees Day Care expenses for the hire of the building of over \$4000. The proposed new memorandum of understanding will have little effect on the overall finances of the Shire of Mt Marshall.

Risk Assessment:

There is the risk that volunteers will not want to continue if their work load is too great.

Community & Strategic Objectives:

Objective 1 - A social environment that provides for an active, healthy and safe environment which honours our values, environment and culture

Action 1.3.1.4(E) – Explore opportunities to increase support for Shire volunteers.

Comment:

The annual power bill charges received by the Beacon Progress Association for the Beacon Community Hall were \$973.86 in 17/18 and \$1396.19 in the 18/19 financial year. This cost is expected to go up with the increase of the Little Bee's Day Care service in Beacon from one day a week to three days a week. Increased power usage however is not expected to be more than what the Shire would be paying in rental for the three days a week of the Little Bee's Family Day Care service which is estimated to be approximately \$4320.00 per year. The Shire will also receive any further income generated from hiring the facility.

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The new memorandum of understanding has been developed to reflect the change in the power costs and the change in any income from hire of the building being paid to the Shire of Mt Marshall instead of the Beacon Progress Association.

The Beacon Central Community Resource Centre has been approached and have indicated that they would continue to take all bookings and issue keys for users of the Beacon Hall. It is recommended that Council consider a small administration fee for the Beacon Central to deliver this service on their behalf. This fee has been considered looking at the number of average bookings the hall has taken over a twelve month period. The hirer details will simply be forwarded to the Shire of Mt Marshall for an invoice to be generated.

The BPA expressed concerns that the current fees for users such as the School, Theatre Arts and Playgroup would change making it unaffordable for these groups to utilise the facility. The Beacon School are currently charged \$110 for use of the facility for their end of year concert which includes several rehearsals and the concert night. The Beacon Theatre Arts are currently charged \$220 which includes their rehearsals and performance night.

The Beacon Playgroup are currently using the facility free of charge to hold the weekly playgroup sessions at the facility. This was due to a request to the BPA from the Beacon Playgroup who were struggling to raise the funds to cover their annual rent of \$400.00. The Shire currently provide the Sturt Pea House to the Bencubbin Playgroup at no charge so feel that it is fair that the same arrangement be considered for the Beacon Playgroup.

It has been recommended that the current fees and charges set by the Beacon Progress Association for the Hire of the Beacon Community Hall be set by Council for the remainder of the financial year.

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2019/10-015 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That :

- 1. the attached memorandum of understanding between the Beacon Progress Association and Shire of Mt Marshall for the Beacon Community Hall be endorsed;**
- 2. the Fees and Charges Schedule be amended to include the following fees:**
Beacon Community Hall

School-Concert or Day Hire	\$110
Beacon Theatre Arts	\$220
Private Hire/Other Functions Events	\$110/day
Beacon Playgroup	\$0.00
Beacon Central Community Resource Centre	\$0.00;
- 3. the above fees be advertised as effective from 1 December 2019; and**
- 4. An annual administration fee of \$150.00 be paid to the Beacon Central Community Resource Centre to manage keys and bookings for the Beacon Community Hall Facility.**

Moved Cr TM Gibson
Absolute Majority

Seconded Cr NR Gillett

Carried 6/0

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12.5.5 Bencubbin Recreation Grounds-Memorandum of Understanding

File No:	4.0119
Location/Address:	Lot 153 Dampier Street, Bencubbin Reserve 21535
Name of Applicant:	N/A
Name of Owner:	Shire of Mt Marshall
Author:	Rebecca Watson-Community Development Officer
Attachments:	12.5.5a – DRAFT Memorandum of Understanding- November 2019 12.5.5b – Fees and Charges-Bencubbin Recreation Grounds 12.5.5c – Itemised Hire Charges 2018-2019 Bencubbin Community Recreation Council for Bencubbin Multipurpose Facility
Declaration of Interest:	Rebecca Watson-Financial member of several clubs that make up Bencubbin Community Recreation Council. -President of the Bencubbin Hockey Club and Vice President of the Mt Marshall and District Agricultural Society who pay an annual hire charge to the Bencubbin Community Recreation Council -Shire representative on the Bencubbin Community Recreation Council
Voting Requirements:	Recommendation 1, 3 and 4 - Simple Majority Recommendation 2 – Absolute Majority
Previously Considered:	Nil

Background:

The Bencubbin Community Recreation Council (BCRC) is currently managing the Bencubbin Multipurpose Complex for the Shire through a memorandum of understanding agreement. This arrangement has worked well in the past however when reviewing the current memorandum of understanding it was clear that the agreement was no longer relevant to the facility. The current agreement was endorsed in 2015 prior to the development of the Multipurpose Complex.

Recently, community groups who are managing Shire facilities have expressed concerns about the work load of their volunteer committee members. As the population of the Shire declines and individuals are taking on multiple volunteer roles on multiple committees the Shire need to be proactive in providing support where possible to reduce the stress and impact on its volunteers.

The concern for volunteers was identified by the community during consultation in preparation of the Shire's Strategic Community Plan and Corporate Business Plan. The

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Shire has recognised these concerns and listed within the Corporate Business Plan an action to explore opportunities to increase Shire support for volunteers (Action 1.3.1.4(E)). During the review of the Memorandum of Understanding between the Shire and the BCRC, this proved a good opportunity to consult with the group about how volunteers can be better supported.

Consultation:

Miss Rebecca Watson (Community Development Officer) met with executive Members of the Bencubbin Community Recreation Council-Deanne Breakell (President) and Sharon Kett (Treasurer) on 14 October 2019 at the Bencubbin Community Resource Centre. Rebecca also attended several Committee Meetings of the Bencubbin Community Recreation Council to discuss agreement.

A meeting was also held to develop schedule A-Equipment Register with the Shire and representatives of the Bencubbin Community Recreation Council.

Statutory Environment:

N/A

Relevant Plans and Policy:

Nil

Financial Implications:

Although there will be an increase in the Bencubbin Recreation Grounds account for the cost of power per annum (estimated between \$9000-\$9500 per year) there will be an increase in the income generated from the hire of the facility. The proposed new memorandum of understanding will have little effect on the overall finances of the Shire of Mt Marshall or on the Bencubbin Community Recreation Council, however there will be a reduction in workload on their current volunteers.

Risk Assessment:

There is the risk that volunteers will not want to continue if their work load is too great

Community & Strategic Objectives:

Objective 1 - A social environment that provides for an active, healthy and safe environment which honours our values, environment and culture

Strategy 1.3.1 Develop, maintain and support appropriate recreation facilities throughout the Shire in line with the Sporting & Recreation Masterplan.

Action 1.3.1.4(E) - explore opportunities to increase Shire support for volunteers

Comment:

Through consultation with the BCRC, a new memorandum of understanding has been developed to present to Council for adoption. The only major change to the agreement is that the Shire take over the power and gas costs associated with the facility, and that all hire charges/fees now be paid to the Shire of Mt Marshall instead of the BCRC.

Looking at the BCRC financial statement 2018-2019 it indicates that the electricity costs for the financial year were \$9050.51. This will mean that the Shire will have an increase of this amount in the expense account for the facility.

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The financial statement also indicates that the hire fees for the facility for the same period were \$9214.00 which means that this will be the approximate income generated from the Multipurpose Complex for the Shire under the new agreement.

It is suggested that the Bencubbin Community Resource Centre be engaged to continue to take the bookings and manage keys of the facility for a small annual fee of \$300. This fee has been established by looking at the number of annual bookings the facility takes to be able to determine a fair administration fee. It is also suggested that part of this agreement allows the Bencubbin Community Resource Centre to utilise the facility at no cost throughout the year for any of their events, excluding the monthly Seniors Lunch.

In the 2018-19 financial year, the Shire of Mt Marshall paid \$1,400.00 in hire fees and power contributions and the Bencubbin Community Resource Centre paid approximately \$155.00. This means there will be a reduction in possible income by \$1,600.00. The Shire will however save fees paid from other accounts to the value of approximately \$1,400.00.

The only other additional cost to the Shire is the gas, which is estimated to cost under \$300.00 year. The facility has used 10% of the tanks capacity over a 12 month period. This equates to approximately 240ltrs per year and at the current rate of \$0.98130/unit this would amount to \$236.53 per year.

Depending on when the 2200 litre bottle is re-filled, there will be a large outlay, although the possible 2-3 years when re-fill was not required will compensate for this. Origin recommends filling the bottle once it gets down to 30% and the tank is currently sitting at 65%. When the tank is re-filled, however, it will be from 30-80% which is approximately 1100 litres which will cost approximately \$1100 (dependant on current gas rate charges).

2019/10-016 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That

- 1. the attached memorandum of understanding between the Bencubbin Community Recreation Council and Shire of Mt Marshall for the Bencubbin Community Recreation Grounds be endorsed;***
- 2. the Fees and Charges Schedule be amended to include the following fees:***

Bencubbin Multipurpose Complex

CHARGE FOR COMMUNITY GROUPS (LOCAL)

FUNCTION ROOM

<i>Function Room Only (half day)</i>	<i>\$30.00 (Max 5 hours)</i>
<i>Function Room Only (full day)</i>	<i>\$60.00</i>
<i>Function Room with Kitchen (half day)</i>	<i>\$45.00 (Max 5 hours)</i>
<i>Function Room with Kitchen (full day)</i>	<i>\$90.00</i>
<i>Kitchen Only (half day)</i>	<i>\$30.00 (Max 5 hours)</i>
<i>Kitchen Only (full day)</i>	<i>\$60.00</i>
<i>Function room with bar (half day)</i>	<i>\$50.00 (Max 5 hours)</i>
<i>Function room with Bar (full day)</i>	<i>\$90.00</i>
<i>Function room with Bar & Kitchen (half day)</i>	<i>\$60.00 (Max 5 hours)</i>
<i>Function room with Bar & Kitchen (full day)</i>	<i>\$120.00 or \$25.00 p/hour</i>

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SENIORS LUNCH	\$10.00
Toilets only (full day)	\$50.00
Change rooms & Toilets only (full day)	\$100.00
<u>HALL (Court Area)</u>	
Function or Seminar (full day) (includes toilets and change rooms)	\$110.00 or \$20.00 per hr

BENCUBBIN COMMUNITY RESOURCE CENTRE

In exchange for the Bencubbin Community Resource Centre managing booking and keys for the facility, they will not be charged hire fees for events they hold at the facility.

CHARGES FOR NON LOCAL & CORPORATE

FUNCTION ROOM

Function Room Only (half day)	\$50.00 (Max 5 hours)
Function Room Only (full day)	\$100.00
Function Room with Kitchen (half day)	\$40.00
Function Room with Kitchen (full day)	\$75.00
Function room with Bar (half day)	\$75.00 (max 3 hours)
Function room with Bar (full day)	\$140.00
Function room with Bar & Kitchen (half day)	\$80.00
Function room with Bar & Kitchen (full day)	\$160.00
Toilets only (full day)	\$70.00
Change rooms & Toilets only (full day)	\$120.00

HALL (Court Area)

Function or Seminar (full day) (Includes toilets and change rooms)	\$150.00 or \$30.00 per hr
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ANNUAL RENTAL FEES

Bencubbin Football Club	\$1,700.00
Bencubbin Bowling Club	\$1,100.00
Mt Marshall & District Agricultural Society	\$1,000.00
Bencubbin Hockey Club	\$850.00
Bencubbin Netball Club	\$850.00

- 3. the above fees be advertised as effective from 1 December 2019.**
- 4. an annual administration fee of \$300.00 be paid to the Bencubbin Community Resource Centre to manage keys and bookings for the Bencubbin Multipurpose Complex.**

Moved Cr SR Putt

Seconded Cr BC Geraghty

Carried 6/0

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12.6 Regulatory Officer

Nil

12.7 Development

Nil

12.8 Environmental Health Officer

Nil

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

Nil

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

Nil

15.0 Next Meeting – Tuesday 17 December 2019 commencing at 3.00pm in Council Chambers, Monger St, Bencubbin

16.0 Closure of Meeting

The Presiding Member thanked everyone for attending and declared the meeting closed at 4.23pm.

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

Date

Cr ARC Sachse President