



**SHIRE OF MT MARSHALL**

# **MINUTES**

**Notice is hereby given that an Ordinary Meeting of Council was held on Tuesday 11 February 2020, in Council Chambers, 71 Monger St, Bencubbin, commencing at 3:00pm.**

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Cr ARC Sachse

President

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# 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

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The President represented the Shire at the following meetings and training opportunities from 18 December 2019 to 11 February 2020.

26/01/2020 Australia Day Breakfast and 2020 Mt Marshall Citizen of the Year Award, Bencubbin Multi-Purpose Complex, with Deputy President Nick Gillett, Cr Tanya Gibson, Cr Leeanne Gobbart, Cr Stuart Putt, past Councillors, past recipients of the Mt Marshall Citizen of the Year and members of the public.

Australia Day BBQ and 2020 Mt Marshall Citizen of the Year Award, Beacon, Beacon Recreation Complex, with Cr Tanya Gibson, Cr Leeanne Gobbart, past Councillors, past recipients of the Mt Marshall Citizen of the Year and members of the public.

30/01/2020 Rural Water Council Special Meeting, Northam, with Cr Tanya Gibson, CEO John Nuttall, Minister for Water Hon Dave Kelly MLA, Hon Darren West MLC, Hon Laurie Graham MLC and other Government and Local Government representatives.

4/02/2020 Central East Aged Care Alliance Inc Management Committee Meeting, Kellerberrin, with CEO John Nuttall.

5/02/2020 CEO Annual Review Day 1, Council Chambers, with Deputy President Nick Gillett, Cr Brendan Geraghty, Cr Tanya Gibson, Cr Leeanne Gobbart, Cr Stuart Putt and Cr Ian Sanders.

6/02/2020 CEO Annual Review Day 2, Council Chambers with Deputy President Nick Gillett, Cr Brendan Geraghty, Cr Tanya Gibson, Cr Leeanne Gobbart, Cr Stuart Putt and Cr Ian Sanders.
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**13. Matters for Which Members of the Public are Excluded**

In accordance with the Local Government Act 1995 Section 5.23(2)(a), 5.23 (2)(c), 5.23(2)(e)(i), 5.23(2)(e)(ii) and 5.23(2)(e)(iii) it is appropriate for Council to resolve, by procedural motion, to exclude members of the public.

**13.1 CONFIDENTIAL – Tender MM03.19/20 Executive House Build**

**13.2 CONFIDENTIAL – Chief Executive Officer’s Annual Performance Review**

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

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

**16. Next Meeting – Tuesday 17 March 2020 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 11 February 2020**

**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 SR Putt	Councillor
Cr LN Gobbart	Councillor
Cr TM Gibson	Councillor
Cr IC Sanders	Councillor
Mr John Nuttall	Chief Executive Officer
Ms Tanika McLennan	Finance and Administration Manager
Miss Meg Wyatt	Customer Service Officer
Mr Len Cargeeg	Member of the Public

**Apologies**

Cr NR Gillett	Deputy President
Cr BC Geraghty	Councillor

**3.0 Standing Orders**

**2020/2-001 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 IC Sanders***

***Seconded Cr SR Putt***

***Carried 5/0***

**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:**

Why has the new concrete laid at the Bencubbin Recreation Ground not been broomed? Does the Shire believe the surface is acceptable as a non slip surface?

**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 Len Cargeeg that the surface was not broomed but had been textured and swirled to match in with the rest of the concrete at the Bencubbin Recreation Grounds. The textured swirls in the concrete ensure the surface is non-slip.

The Presiding Member declared public question time closed at 3:04pm

**5.0 Applications for Leave of Absence**

Nil

**6.0 Declarations of Interest**

Nil

**7.0 Confirmation of Minutes of Previous Meetings**

**7.1 Minutes of the Ordinary Meeting held on Tuesday 17 December 2019**

**2020/2-002 OFFICER RECOMMENDATION / COUNCIL DECISION:**

*That the Minutes of the Ordinary Meeting of Council held on Tuesday 17 December 2019 be confirmed as a true and correct record of proceedings.*

*Moved Cr LN Gobbart*

*Seconded Cr TM Gibson*

*Carried 5/0*

**7.2 Minutes of the Special Meeting held on Friday 31 January 2020**

**2020/2-003 OFFICER RECOMMENDATION / COUNCIL DECISION:**

*That the Minutes of the Special Meeting of Council held on Friday 31 January 2020 be confirmed as a true and correct record of proceedings.*

*Moved Cr TM Gibson*

*Seconded Cr SR Putt*

*Carried 5/0*

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**8.0 Announcements by Presiding Person Without Discussion**

Australia Day functions including the 2020 Mt Marshall Citizen of the Year Award were very well attended both at the breakfast held in Bencubbin, and the evening meal held in Beacon. The excellent attendance at both venues underlines the importance of holding these events, and the Shire of Mt Marshall thanks everyone for their support in this regard.

The Mt Marshall Citizen of the Year is an award to recognise and reward a Shire of Mt Marshall individual for their outstanding service to the community and to encourage and continue to foster community spirit. The Award was established in 1989. Congratulations to Mrs Megan Beagley on winning the 2020 Mt Marshall Citizen of the Year Award. Well done Megan and thank you for your very significant contribution over a long period of time.

In relation to these important functions, thank you to Shire of Mt Marshall Staff, especially Community Development Officer, Rebecca Watson, for their work in preparing for these events. Thanks to the Bencubbin Lions Club for cooking an excellent breakfast, and to the Beacon Progress Association for helping organise and cook a wonderful evening meal.

The Shire of Mt Marshall would like to extend our condolences to the family of Edward (Ted) Shipway, formally of Beacon, who passed away in December, 2019. Ted grew up in Beacon, with his family being one of the pioneer's in the area. He attended the Beacon Primary School, later marrying his wife Norma, farming and building their home in Beacon. In recognizing Ted and his families' contribution to the Beacon Community, we especially note his work with the establishment of the Beacon Country Club. Ted was excellent at playing many sports, and supported many sporting clubs, including the Beacon Football Club, of which he was a staunch supporter. Rest in Peace.

The Shire of Mt Marshall would like to extend our condolences to the family of Adrian Toovey, who passed away in Narembeen on Monday, 3rd February, 2020. Adrian first came to Mt Marshall cutting brushwood for fencing, and later worked and lived in Beacon for 15 years. Part of his employment involved road maintenance with the Shire of Mt Marshall. Adrian was very well liked by everyone and will be sadly missed. Rest in Peace.

The Shire of Mt Marshall would like to thank all those involved with Emergency Management, bushfires and volunteering during the summer holiday period, some of which was in neighbouring Shire Councils.

**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.



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Comment:

The President represented the Shire of Mt Marshall at the following meetings and training opportunities from 18 December 2019 to 11 February 2020:

- |                 |   |
|-----------------|---|
| 26 January 2020 | Australia Day Breakfast and 2020 Mt Marshall Citizen of the Year Award, Bencubbin Multi-Purpose Complex, with Deputy President Nick Gillett, Cr Tanya Gibson, Cr Leeanne Gobbart, Cr Stuart Putt, past Councillors, past recipients of the Mt Marshall Citizen of the Year award and members of the public.<br>Australia Day Breakfast and 2020 Mt Marshall Citizen of the Year Award, Beacon, Beacon Recreation Complex, with Cr Tanya Gibson, Cr Leeanne Gobbart, past Councillors, past recipients of the Mt Marshall Citizen of the Year and members of the public. |
| 30 January 2020 | Rural Water Council Special Meeting, Northam, with Cr Tanya Gibson, CEO John Nuttall, Minister for Water Hon Dave Kelly MLA, Hon Darren West MLC, Hon Laurie Graham MLC and other Government and Local Government representatives.  |
| 4 February 2020 | Central East Aged Care Alliance Inc Management Committee Meeting, Kellerberrin, with CEO John Nuttall.  |
| 5 February 2020 | CEO Annual Review Day 1, Council Chambers, with Deputy President Nick Gillett, Cr Brendan Geraghty, Cr Tanya Gibson, Cr Leeanne Gobbart, Cr Stuart Putt and Cr Ian Sanders.   |
| 6 February 2020 | CEO Annual Review Day 2, Council Chambers with Deputy President Nick Gillett, Cr Brendan Geraghty, Cr Tanya Gibson, Cr Leeanne Gobbart, Cr Stuart Putt and Cr Ian Sanders.  |

**9.2 Councillors**

Nil

**10.0 Petitions / Deputations / Presentations / Submissions**

Nil

**11.0 Reports of Committees**

Nil

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**12.0 Reports of Officers**

**12.1 Chief Executive Officer**

**12.1.1 WALGA Quarterly Report Qt 4 2019**

<b>File No:</b>	Nil
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author:</b>	John Nuttall – Chief Executive Officer
<b>Attachments:</b>	12.1.1 – WALGA Qt 4 2019 Report
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Background:**

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

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

Nil

**Risk Assessment:**

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

**Community & Strategic Objectives:**

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

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

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**Comment:**

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

**2020/2-004 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

***That Council receive the attached WALGA quarterly report, relating to quarter 4 2019***

***Moved Cr TM Gibson***

***Seconded Cr IC Sanders***

***Carried 5/0***

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**12.1.2 NEWROC Membership**

<b>File No:</b>	4.0139
<b>Location/Address:</b>	NEWROC Shires
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	Nil
<b>Author:</b>	Caroline Robinson, NEWROC Executive Officer
<b>Attachments:</b>	Nil
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Background:**

In late 2019, the Shire of Dowerin informally approached the NEWROC CEO and EO to consider moving from AROC to the NEWROC. This then followed with a meeting between the NEWROC Chair, CEO and EO and the Shire of Dowerin President, Vice President and CEO.

The discussions at the meeting of representatives was then shared at the December 2019 NEWROC Council meeting and members discussed the proposal. Key points of discussion included:

- Strategic direction of the NEWROC and the Shire of Dowerin's alignment with this
- Community sizes across the NEWROC and the 'fit' with the Shire of Dowerin
- Participation in NEWTravel and the Wheatbelt Way (they already contribute the same financial amount as NEWROC members to both groups)
- Joining fee (membership fee plus contribution to the NEWROC "investment fund" which currently is approximately Term Deposit \$151K, Operational Funds \$182K)
- Minimum time that the Shire of Dowerin must commit to the NEWROC
- Exit fees from AROC
- AROC response, risk and anticipated response

The Shire of Dowerin is exceptionally keen to join the NEWROC and to this end has officially communicated this to NEWROC and to AROC.

**Consultation:**

Within NEWROC and with the Shire of Dowerin

**Statutory Environment:**

Nil

**Relevant Plans and Policy:**

Nil

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**Financial Implications:**

Nil to the Shire of Mt Marshall immediately

**Risk Assessment:**

There seems to be little risk in allowing a similar Local Government join in the NEWROC collaboration.

**Community & Strategic Objectives:**

Nil

**Comment:**

Members are asked to consider the following options, as starting points for discussion at the next Executive meeting:

	<b>OPTION 1</b>	<b>OPTION 2</b>	<b>OPTION 3</b>
<i>Annual Membership Fee</i>	Pro rata if they participate in NEWROC meetings until the EOFY Voting rights	Participation in NEWROC meetings until the EOFY No fee No voting rights	Participation only in the strategic planning sessions, then official membership, attendance and voting in new FY
	Membership fee paid in one amount	Membership fee paid in instalments over the first year only	
<i>Contribution to the NEWROC Investment Fund</i>	Currently 6 members – equal amount \$55,500	AROC exit fee plus a % or \$amount	'Indicative' amount \$35K to \$40K
	Paid immediately upon membership	Paid over two years	Paid over three years
	Project specific contributions		
	Identification of existing projects that the Shire of Dowerin can and cannot participate in e.g. Telco project without a contribution to the data centre		

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	<b>OPTION 1</b>	<b>OPTION 2</b>	<b>OPTION 3</b>
<i>Possible amendments to the NEWROC MoU</i>	Minimum term of commitment five years	Minimum term of commitment three years	
	Stipulated exit fees	Exit fees appropriate to the length of membership	
	If NEWROC Council agrees, including the Shire of Dowerin as a member		
	MoU resigned July 2020 if the Shire of Dowerin joins		

Presented below are recommendations relating to the Chief Executive Officer's view of the best way of facilitating this change. It is of course open to Council to change to any of the other options or present an alternative option.

**2020/2-005 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

***That Council:***

- 1. Direct the Chief Executive Officer to confirm to the NEWROC Executive Officer that the Shire of Mt Marshall are in favour of the Shire of Dowerin joining the NEWROC organisation as of July 1 2020***
- 2. Direct the Chief Executive Officer to confirm to the NEWROC Executive Officer that the Shire of Mt Marshall are in favour of the NEWROC decision regarding the application for membership from the Shire of Dowerin being decided by absolute majority***
- 3. Direct the Chief Executive Officer to confirm to the NEWROC Executive Officer that the Shire of Mt Marshall are in favour of the following terms of membership:***
  - Annual Membership Fee – Option 2***
  - Contribution to Investment Fund – Option 1 (but with the ability to pay over 2 years)***
  - MOU amendments: Option 1***

***Moved Cr SR Putt***

***Seconded Cr LN Gobbart***

***Carried 5/0***

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**12.1.3 Use of Common Seal - Bencubbin Fuel Depot Lease**

<b>File No:</b>	4.0122
<b>Location/Address:</b>	Cnr Monger St and Welbungin Rd, Bencubbin
<b>Name of Applicant:</b>	Geraldton Fuel Company
<b>Name of Owner:</b>	Dept of Planning, Lands & Heritage
<b>Author:</b>	John Nuttall, Chief Executive Officer
<b>Attachments:</b>	12.1.3 – Proposed lease of Lot 3000 on Deposited Plan 64499, Bencubbin
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	October 2018

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**Background:**

In October 2018 Council resolved as follows:

*2018/9-006 OFFICER'S RECOMMENDATION/COUNCIL DECISION:*

*That Council authorise the Chief Executive Officer to enter negotiations with the Department of Lands regarding a new lease to enable the retention of the Caltex Fuel Depot in Bencubbin.*

*Moved Cr SE Faulkner*

*Seconded Cr IC Sanders*  
*Carried 7/0*

Correspondence was immediately sent to the Department relaying the Council resolution and inviting negotiations regarding a new lease. Under cover of correspondence received on 2 January 2020, the Department of Planning, Lands & Heritage have proposed a new Crown Lease and enclosed copies of said lease. That lease is attached for Council to consider.

This report requests Council accept the lease and grant use of the common seal to execute that lease.

**Consultation:**

Nil

**Statutory Environment:**

*Local Government Act 1995*

9.49A. Execution of documents

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

(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

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(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

(3) The common seal of the local government is to be affixed to a document in the presence of —

(a) the mayor or president; and

(b) the chief executive officer or a senior employee authorised by the chief executive officer,

each of whom is to sign the document to attest that the common seal was so affixed.

(4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

(5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.

(6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.

(7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

**Land Administration Act 1997**

**79. Minister's powers as to lease of Crown land**

(1) Subject to Part 7, the Minister may grant leases of Crown land for any purpose and may, without limiting the generality of that power —

(a) grant leases of Crown land by public auction, public tender or private treaty; and

(b) fix the duration of any such lease; and

(c) determine rentals, premiums, conditions and penalties in respect of any such lease; and

(d) require a performance bond in respect of any such lease.

(3) Without limiting the generality of conditions referred to in subsection (1)(c), those conditions include —

(a) options for renewal of leases granted; and

(b) options to purchase the fee simple of the Crown land leased, under subsection (1), and conditions for the variation of those conditions.

(4) The Minister may at any time extend the term of a lease, other than a pastoral lease, having effect under this Act or vary the provisions of such a lease.

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

The cost of the lease is \$1680 per year, plus the costs of execution. It is expected that the sub lease to Geraldton Fuels will achieve at least this amount to cover those costs.



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**Risk Assessment:**

There is a risk that failure to agree the lease would result in the loss of a fuel depot for Bencubbin.

**Community & Strategic Objectives:**

*Outcome 2.1            Actively support and develop local and new business*

2.1.5 Support processes that will enhance local business access to professional services/advice

2.1.6 Support opportunities for all businesses

**Comment:**

Given that Council, back in 2018, indicated that they were happy for the lease to be renewed it is hoped that now a new lease has finally been provided it will be accepted.

Council are also asked to authorise the sealing of this lease and any lease prepared between the Shire and Geraldton Fuels.

**2020/2-006 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

***That Council:***

- 1. Subject to section 79 Land Administration Act 1997 accept the attached proposed crown lease over Lot 3000 on Deposited Plan 64499, Bencubbin***
- 2. Subject to section 9.49 Local Government Act 1995 authorise that the common seal be attached to the proposed crown lease***
- 3. Authorise the Chief Executive Officer to arrange for the preparation and execution of a sub-lease of the crown land between the Shire of Mt Marshall and Geraldton Fuels***

***Moved Cr SR Putt***

***Seconded Cr IC Sanders***

***Carried 5/0***

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**12.2 Works Supervisor**

**12.2.1 Works Report February 2020**

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

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**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

Burakin-Wialki Rd - the two re-sealing projects set down for completion before the Christmas holidays have now been completed

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Webungin-Wialki Rd - the sealing works were very nearly put on hold because of over scheduling by the contractor which was making it near impossible for them to get here in time to do the works. After some negotiations by the CEO the contractor was able to get a different company to come in and do the first coat of seal. The second coat was applied after the Christmas break along with the two jobs on Burakin-Wialki Rd.

Bencubbin-Beacon Rd - the works out here have commenced and sealing works should be set for later in February.

Ingleton Rd- the second seal coat will be put down

**Beacon Complex**

Some minor works have been done here in readiness for sealing, new path works are currently under way and the staff will tie into those when completed and the sealing works are set down for late February.

Staff have redone all the fencing on the south and east side boundaries of the recreation grounds.

**Gardening**

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

The two new tractors have arrived and are being utilised quite well with the different attachments they have to offer the staff.

**Maintenance Works**

Maintenance staff have been replacing signs and road patching where required.

**Maintenance Grading**

They are currently working in the following locations:

Stretch- Out around the Bimbijy area.

Ralph- Ralph will be away for around 12 weeks. A stand in grader driver has been appointed and commenced on the 4th February. He will be on the Bencubbin-Kununoppin Road area.

Bill-has only just returned to work after the Christmas break and is working along the south western boundary area.

**2020/2-007 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That the February 2020 report of the Works Supervisor be received.***

***Moved Cr IC Sanders***

***Seconded Cr LN Gobbart***

***Carried 5/0***

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**12.3 Executive Assistant**

**12.3.1 Status Report – December 2019 / January 2020**

<b>File No:</b>	N/A
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Nadine Richmond – Executive Assistant
<b>Attachments:</b>	12.3.1 – Status Report December 2019 / January 2020
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Background:**

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

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

Nil

**Risk Assessment:**

Nil

**Community & Strategic Objectives:**

CIVIC LEADERSHIP - Provide efficient and effective management

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

**Comment:**

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

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**held on Tuesday 11 February 2020**

**2020/2-008 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

*The Status Report for December 2019/January 2020 be received.*

*Moved Cr TM Gibson*

*Seconded Cr SR Putt*

*Carried 5/0*

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**12.3.2 Minutes of NEWROC Council Meeting held 10 December 2019**

<b>File No:</b>	N/A
<b>Location/Address:</b>	NEWROC District
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Nadine Richmond – Executive Assistant
<b>Attachments:</b>	12.3.2 – Minutes of NEWROC Council Meeting held 10 December 2019
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**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 10 December 2019 are submitted (**Attachment 12.3.2**) in order to keep all members abreast of the activities of the NEWROC Council.

**Minutes of the Ordinary Meeting of Council**  
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The next meeting of the NEWROC Council is scheduled to be held on Tuesday 28 April 2020 at the Shire of Nungarin.

**2020/2-009 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

*The minutes of the NEWROC Council meeting held on 10 December 2019 be received.*

***Moved Cr SR Putt***

***Seconded Cr LN Gobbart***

***Carried 5/0***

**Minutes of the Ordinary Meeting of Council**  
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**12.4 Finance and Administration Manager**

**12.4.1 Accounts Paid to 31 December 2019**

**File No:** 4.0042  
**Location/Address:** N/A  
**Name of Applicant:** Nil  
**Name of Owner:** N/A  
**Author:** Sandy Wyatt – Finance 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 11 February 2020 for the Municipal Fund, Trust Fund and Mastercard. Councillor questions regarding any payments can be directed to Finance and Administration Manager, Tanika McLennan, prior to the meeting.

**1. Municipal Fund**

Chq/EFT	Date	Name	Description	Amount
43	31/12/2019	BANK FEES - BANK FEES	BANK FEES	364.63
166	10/12/2019	TELSTRA	UTILITY CHARGES-OCTOBER19	1747.61
167	10/12/2019	WATER CORPORATION	UTILITY CHARGES 23.10.19-20.11.19	63.52
168	18/12/2019	TELSTRA	UTILITY CHARGES-NOVEMBER19	2417.08
EFT15670	03/12/2019	SYNERGY	UTILITY CHARGES 9.10.19-12.11.19	408.55
EFT15671	04/12/2019	SYNERGY	UTILITY CHARGES 12.9.19-13.11.19	172.69
EFT15672	09/12/2019	EASISALARY	PAYROLL DEDUCTIONS	571.94
EFT15673	10/12/2019	SHIRE OF WYALKATCHEM	RENT-EHO 1.10.19-9.12.19	1800.00



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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT15675	10/12/2019	AVON WASTE	RUBBISH COLLECTION-NOVEMBER19	5089.04
EFT15674	10/12/2019	SHIRE OF MT MARSHALL	NEW HEALTH RECOUP 31.10.19	4114.46
EFT15676	10/12/2019	BOC GASES	GAS CYLINDERS	40.74
EFT15677	10/12/2019	WESFARMERS KLEENHEAT GAS P/L	FACILITY FEE-GAS CYLINDERS	158.40
EFT15678	10/12/2019	KTY ELECTRICAL SERVICES	NOVEMBER REPAIRS	10117.78
EFT15679	10/12/2019	JASON SIGNMAKERS	SIGN	302.50
EFT15680	10/12/2019	SHIRE OF TRAYNING	DOCTORS HOUSE RENT 3.11.19-30.11.19	768.00
EFT15681	10/12/2019	BENCUBBIN NEWS & POST	NEWSPAPERS-NOVEMBER19	157.92
EFT15682	10/12/2019	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	620.00
EFT15683	10/12/2019	MT MARSHALL & DISTRICTS AGRICULTURAL SOCIETY	ANNUAL CONTRIBUTION TO 2020 MT MARSHALL COMMUNITY SHOW	7500.00
EFT15684	10/12/2019	LGIS INSURANCE BROKING	MOTOR VEHICLE INSURANCE	1617.01
EFT15685	10/12/2019	BENCUBBIN HOCKEY CLUB	CLUB SUPPORT FUNDING	1804.70
EFT15686	10/12/2019	BEACON CENTRAL COMMUNITY RESOURCE CENTRE	NOVEMBER SUPPLIES	169.56
EFT15687	10/12/2019	BEACON CO-OPERATIVE LTD	SUPPLIES FOR SENIOR/YOUTH COOKING DAY	3.60
EFT15688	10/12/2019	MOORE STEPHENS (WA) PTY LTD	FINAL BILLING OF AUDIT YEAR END 30.6.19	12685.90
EFT15689	10/12/2019	WINC AUSTRALIA PTY LTD	NOVEMBER SUPPLIES	373.66
EFT15690	10/12/2019	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESLB 2ND QTR CONTRIBUTION	12574.80
EFT15691	10/12/2019	ICS CARPENTRY	NOVEMBER REPAIRS	35576.20
EFT15692	10/12/2019	ALL-WAYS FOODS	NOVEMBER SUPPLIES	223.46
EFT15693	10/12/2019	BENCUBBIN TRUCK N AUTO'S	NOVEMBER REPAIRS	502.80
EFT15694	10/12/2019	CIVIC LEGAL	PROJECT AWARE GOVERNANCE PROGRAM	1650.00
EFT15695	10/12/2019	HILLS FIRE EQUIPMENT SERVICE	SERVICE FIRE EQUIPMENT	1509.20
EFT15696	10/12/2019	LANDGATE	MINING TENEMENTS CHARGEABLE	39.80
EFT15697	10/12/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ELEARNING ENROLMENTS-CR GIBSON & CR GERAGHTY	1170.00
EFT15698	10/12/2019	BENCUBBIN AG SUPPLIES	NOVEMBER SUPPLIES	55.70
EFT15699	10/12/2019	REFUEL AUSTRALIA	FUEL-NOVEMBER19	225.81

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT15700	10/12/2019	KUNUNOPPIN MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL- A.LANCASTER	143.00
EFT15701	10/12/2019	NORTHAM CARPETS PTY LTD	NOVEMBER SUPPLIES	4856.60
EFT15702	10/12/2019	CR IC SANDERS	MEETING FEES & ALLOWANCES 23.10.19- 19.11.19	493.18
EFT15703	10/12/2019	GREAT SOUTHERN FUELS	FUEL-NOVEMBER19	5962.66
EFT15704	10/12/2019	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUTING SUPPORT	132.00
EFT15705	10/12/2019	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS-1043	1868.24
EFT15706	10/12/2019	DYLAN COPELAND	PROVISION OF NATURAL RESOURCE MANAGEMENT-NOVEMBER19	528.00
EFT15707	10/12/2019	SANDRA WYATT	REIMBURSEMENT FOR TRAVEL,ACCOMMODATION & PARKING NUTS & BOLTS COURSE 29.11.19	593.00
EFT15708	10/12/2019	MARKET CREATIONS	COMPUTER SERVICES	1089.00
EFT15709	10/12/2019	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.12.19- 10.1.20	686.19
EFT15710	10/12/2019	EASTERN WHEATBELT BIOSECURITY GROUP INC	EWBG MEMBERSHIP 2019/20	110.00
EFT15711	10/12/2019	MARKETFORCE PTY LTD	ADVERTISING-TENDER	444.49
EFT15712	10/12/2019	SARAH MARY MOUG	REIMBURSEMENT-UNIFORM ALLOWANCE	27.00
EFT15713	10/12/2019	SHARNEE BEARD	AQUATIC CENTRE REIMBURSEMENT SCHEME 2019/20	154.00
EFT15714	10/12/2019	JAMES BOYD	CLEANING & BOOKING AGENT FEE- NOVEMBER19	1399.70
EFT15715	10/12/2019	AUSTRALIA POST	NOVEMBER POSTAGE	8.95
EFT15716	10/12/2019	SIAN PLADDY	AQUATIC CENTRE REIMBURSEMENT SCHEME 2019/20	150.00
EFT15717	10/12/2019	PETCHELL MECHANICAL	NOVEMBER REPAIRS	356.76
EFT15718	10/12/2019	SPORTENG	TECHNICAL REPORT-BENCUBBIN BOWLING GREEN	1427.80
EFT15719	10/12/2019	SYNERGY	UTILITY CHARGES 9.10.19-12.11.19	731.86
EFT15720	11/12/2019	EASTERN HILLS SAWS & MOWERS PTY LTD	NOVEMBER SUPPLIES	111.10

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT15721	11/12/2019	NINGHAN SPRAYING & AG SERVICES	NOVEMBER SUPPLIES	9.35
EFT15722	11/12/2019	JASON SIGNSMAKERS	SIGNS	2307.14
EFT15723	11/12/2019	BENCUBBIN BULK HAULIERS	CARTAGE OF AGGREGATE	8932.83
EFT15724	11/12/2019	PORKY'S ENTERPRISES	HIRE OF WATER TRUCK	16533.00
EFT15725	11/12/2019	BORAL CONSTRUCTION MATERIALS	BITUMEN SEALING	183914.15
EFT15726	11/12/2019	BENCUBBIN TRUCK N AUTO'S	GRADER TYRES & SEAL RINGS	7496.00
EFT15727	11/12/2019	JR & A HERSEY PTY LTD	NOVEMBER SUPPLIES	637.06
EFT15728	11/12/2019	BENCUBBIN AG SUPPLIES	NOVEMBER SUPPLIES	2135.97
EFT15729	11/12/2019	MERREDIN PANEL AND PAINT	NOVEMBER REPAIRS	1204.50
EFT15730	11/12/2019	TUTT BRYANT EQUIPMENT	NOVEMBER SUPPLIES	768.67
EFT15731	11/12/2019	TM & AM GRANT	GRAVEL	10006.48
EFT15732	11/12/2019	WINCHESTER INDUSTRIES	AGGREGATE	14852.20
EFT15733	11/12/2019	KC SALES	NOVEMBER SUPPLIES	35.00
EFT15734	11/12/2019	ASPHALT IN A BAG	NOVEMBER SUPPLIES	1718.75
EFT15735	11/12/2019	TOLL TRANSPORT PTY LTD	FREIGHT-OCTOBER19	337.98
EFT15736	11/12/2019	AFGRI EQUIPMENT AUSTRALIA	NOVEMBER SUPPLIES	83.29
EFT15737	11/12/2019	MINERAL CRUSHING SERVICES (WA) PTY LTD	AGGREGATE	19882.72
EFT15738	11/12/2019	SYNERGY	UTILITY CHARGES 17.10.19-20.11.19	646.25
EFT15739	14/12/2019	BENDIGO BANK	NOVEMBER SUPPLIES	3196.09
EFT15740	18/12/2019	BENCUBBIN COMMUNITY RECREATION COUNCIL	CLUB SUPPORT FUND	1086.00
EFT15741	18/12/2019	SHIRE OF MT MARSHALL	BEACON BUS HIRE-SWIMMING LESSONS	2338.60
EFT15742	18/12/2019	SHIRE OF KOORDA	WHEATBELT SECONDARY FREIGHT NETWORK-STAGE 1	6600.00
EFT15743	18/12/2019	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT SERVICING	32.34
EFT15744	18/12/2019	NINGHAN SPRAYING & AG SERVICES	DECEMBER SUPPLIES	1766.40
EFT15745	18/12/2019	BEACON BOWLING CLUB	CLUB SUPPORT FUND	2237.85
EFT15746	18/12/2019	KTY ELECTRICAL SERVICES	DECEMBER REPAIRS	5646.36
EFT15747	18/12/2019	JASON SIGNSMAKERS	DECEMBER SUPPLIES	171.60
EFT15748	18/12/2019	BENCUBBIN NEWS & POST	POSTAGE 2.12.19-6.12.19	94.84

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT15749	18/12/2019	WESTERN AUSTRALIAN ELECTORAL COMMISSION	ELECTION EXPENSES	5231.03
EFT15750	18/12/2019	WINC AUSTRALIA PTY LTD	DECEMBER SUPPLIES	60.47
EFT15751	18/12/2019	ICS CARPENTRY	DECEMBER REPAIRS	19250.00
EFT15752	18/12/2019	ALL-WAYS FOODS	DECEMBER SUPPLIES	146.17
EFT15753	18/12/2019	DAVES TREE SERVICE	TREE PRUNING	1078.00
EFT15754	18/12/2019	BENCUBBIN TRUCK N AUTO'S	DECEMBER REPAIRS	478.40
EFT15755	18/12/2019	PLANWEST (WA) PTY LTD	PLANNING SERVICES	1331.00
EFT15756	18/12/2019	NAUGHTY BUGS PEST CONTROL	PEST CONTROL	5987.00
EFT15757	18/12/2019	JR & A HERSEY PTY LTD	DECEMBER SUPPLIES	998.80
EFT15758	18/12/2019	CUTTING EDGES EQUIPMENT PARTS	GRADER BLADES	5464.09
EFT15759	18/12/2019	DEPARTMENT OF PLANNING, LANDS & HERITAGE	LEASE FOR FUEL DEPOT 1.12.19-31.12.19	137.50
EFT15760	18/12/2019	CR IC SANDERS	MEETING FEES & ALLOWANCES 20.11.19-17.11.19	493.18
EFT15761	18/12/2019	GREAT SOUTHERN FUELS	FUEL-DECEMBER19	13378.27
EFT15762	18/12/2019	AWP GROUP	RETRACTABLE PULL TARP SYSTEM	1705.00
EFT15763	18/12/2019	WINCHESTER INDUSTRIES	AGGREGATE	29671.95
EFT15764	18/12/2019	KC SALES	UNIFORMS	1265.25
EFT15765	18/12/2019	KEVIN JOHN SMITH	DECEMBER REPAIRS	9680.00
EFT15766	18/12/2019	WESTERN STABILISERS	WET MIXING	24074.93
EFT15767	18/12/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 18.11.19 & 3.12.19	561.00
EFT15768	18/12/2019	ECOWATER SERVICES	MAINTENANCE-BIOMAX SYSTEM-229 MURRAY STREET	172.40
EFT15769	18/12/2019	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.1.20-10.2.20	686.19
EFT15770	18/12/2019	CR ARC SACHSE	MEETING FEES & ALLOWANCES 20.11.19-17.12.19	1622.64
EFT15771	18/12/2019	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	788.54
EFT15772	18/12/2019	JOHN NUTTALL	REIMBURSEMENT FOR TRANSPORT TO WALGA & RETURN	56.08

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT15773	18/12/2019	CR NICK GILLETT	MEETING FEES & ALLOWANCES 20.11.19-17.12.19	648.81
EFT15774	18/12/2019	CR STUART PUTT	MEETING FEES & ALLOWANCES 20.11.19-17.12.19	718.65
EFT15775	18/12/2019	LEEANNE NOLA GOBBART	MEETING FEES & ALLOWANCES 20.11.19-17.12.19	523.75
EFT15776	18/12/2019	KOMATSU AUSTRALIA PTY LTD	DECEMBER SUPPLIES	532.58
EFT15777	18/12/2019	TOLL TRANSPORT PTY LTD	FREIGHT-DECEMBER19	97.69
EFT15778	18/12/2019	THE BENCUBBIN SHOP	NOVEMBER SUPPLES	142.09
EFT15779	18/12/2019	MINERAL CRUSHING SERVICES (WA) PTY LTD	AGGREGATE	22790.24
EFT15780	18/12/2019	CR TM GIBSON	MEETING FEES & ALLOWANCES 20.11.19-17.12.19	693.81
EFT15781	18/12/2019	CR B C GERAGHTY	MEETING FEES & ALLOWANCES 20.11.19-17.12.19	493.18
EFT15782	18/12/2019	BOYA EQUIPMENT	TRACTORS	98494.00
EFT15783	18/12/2019	DELIGHTFUL BAKES & CATERING	CATERING-SHIRE CHRISTMAS FUNCTION	1840.00
EFT15784	18/12/2019	FUELFIX PTY LTD	4FF SELF BUNDED TANK WITH PUMP	12265.00
EFT15785	23/12/2019	SYNERGY	STREETLIGHTS 25.10.19-24.11.19	1888.17
EFT15786	27/12/2019	CRISP WIRELESS PTY LTD	BUSINESS LITE SUBSCRIPTION-INTERNET ACCESS	328.90
EFT15787	30/12/2019	CARDTRONICS AUSTRALASIA PTY LTD	ONGOING FEES FOR THE ATM-NOVEMBER19	85.59
DD9845.1	04/12/2019	WALGS PLAN	PAYROLL DEDUCTIONS	7670.52
DD9845.2	04/12/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	208.56
DD9845.3	04/12/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	770.55
DD9845.4	04/12/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	256.15
DD9845.5	04/12/2019	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	529.80
DD9845.6	04/12/2019	CHILD CARE SUPER	SUPERANNUATION CONTRIBUTIONS	131.43
DD9845.7	04/12/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	188.46
DD9866.1	18/12/2019	WALGS PLAN	PAYROLL DEDUCTIONS	7899.95
DD9866.2	18/12/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	209.35
DD9866.3	18/12/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	790.64

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Chq/EFT	Date	Name	Description	Amount
DD9866.4	18/12/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	256.15
DD9866.5	18/12/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	85.17
DD9866.6	18/12/2019	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	529.80
DD9866.7	18/12/2019	CHILD CARE SUPER	SUPERANNUATION CONTRIBUTIONS	131.43
DD9866.8	18/12/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	188.46
				<b>708,248.78</b>

**2. Trust**

Chq/EFT	Date	Name	Description	Amount
EFT15788	31/12/2019	DEPARTMENT OF TRANSPORT	MMSO20191223	16487.95
				<b>16,487.95</b>

**3. Mastercard**

Details	Amount
Airstrip opening	8.80
Airstrip opening	6.69
Airstrip opening	14.49
Ticket-Labour Party anniver.-T.Sachse	101.00
Council refreshments	31.50
Items for daycare(highchairs etc)	1732.72
Storage organiser	41.87
Bank fees	4.00
Renewals	293.50
Pockets for swipe cards-Benc.gym	168.03
Bank fees	4.00
Bank fees	4.00
Vehicle transfer	15.60
Change of plates	27.70
Renewals	22.75
Little hotelier fees	81.95

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Little hotelier fees	81.95
Accomm-J.Nuttall6-8/11	551.54
Bank fees	4.00
	<b>3196.09</b>

tyThis 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 **11 February 2020**. 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

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**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

**2020/2-010 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

***That the Accounts Listed***

<b><i>Municipal Fund</i></b>	<b><i>\$ 708,248.78</i></b>
<b><i>Trust Fund</i></b>	<b><i>\$ 16,487.95</i></b>
<b><i>Mastercard</i></b>	<b><i>\$ <u>3,196.09</u></i></b>
<b><i>Total</i></b>	<b><i>\$ <u>727,932.82</u></i></b>

***Be endorsed.***

***Moved Cr TM Gibson***

***Seconded Cr SR Putt***

***Carried 5/0***



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**12.4.2 Statement of Financial Activity to 30 November 2019**

<b>File No:</b>	4.0042
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Tanika McLennan – Finance & Admin Manager
<b>Attachments:</b>	12.4.2 – Statement of Financial Activity to 30 November 2019
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**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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**2020/2-011 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

*The Statement of Financial Activity for the month ending 30 November 2019 be endorsed.*

*Moved Cr SR Putt*

*Seconded Cr LN Gobbart*

*Carried 5/0*

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**12.4.3 Statement of Financial Activity to 31 December 2019**

<b>File No:</b>	4.0042
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Tanika McLennan – Finance & Admin Manager
<b>Attachments:</b>	12.4.3 – Statement of Financial Activity to 31 December 2019
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**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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**2020/2-012 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

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

***Moved Cr TM Gibson***

***Seconded Cr SR Putt***

***Carried 5/0***

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**12.4.4 Budget Review as at 31 December 2019**

<b>File No:</b>	4.0166
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Tanika McLennan – Finance Admin Manager
<b>Attachments:</b>	12.4.4 – Budget Review 2019/2020
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

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**Background:**

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

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

**Consultation:**

John Nuttall – Chief Executive Officer  
Aaron Wootton – Works Supervisor  
Rebecca Watson – Community Development Officer

**Statutory Environment:**

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

33A. Review of budget

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

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

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

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

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

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

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

\*Absolute majority required.

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

**Relevant Plans and Policy:**

N/A

**Financial Implications:**

Nil. Budget review shows expected variations but does not request any changes to the budget.

**Risk Assessment:**

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

**Community & Strategic Objectives:**

N/A

**Comment:**

Whilst the Financial Management Regulations allow for the Budget Review to be presented up until 31 March each year, it is considered that this information is starting to lose its relevance by this time and therefore, the six monthly budget review has been prepared and is attached at **12.4.4**. All projected variances which meet Council's reporting threshold of \$5,000 or 10% have been shown. The review shows a projected surplus of \$1,803. This amount is considered immaterial and as such, the Shire is on track to finish the year as per budget.

**2020/2-013 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

***That the Budget Review document for the period ending 31 December 2019 be accepted as presented.***

***Moved Cr SR Putt  
Absolute Majority***

***Seconded Cr IC Sanders***

***Carried 5/0***

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**12.5 Community Development Officer**

Nil

**12.6 Regulatory Officer**

Nil

**12.7 Development**

Nil

**12.8 Environmental Health Officer**

Nil

**13.0 Matters for Which Members of the Public are Excluded**

**2020/2-014 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

*That members of the public be excluded to discuss agenda item 13.1 and 13.2 as they are considered to be matters affecting an employee or employees and regarding a contract that may be entered into, information of commercial value and information about the business or financial affairs of any person.*

*Moved Cr TM Gibson*

*Seconded Cr LN Gobbart*

*Carried 5/0*

Mr Len Cargeeg and Ms Tanika McLennan left the meeting at 3.24pm.

**13.1 CONFIDENTIAL – Tender MM03.19/20 Executive House Build**

**2020/2-015 OFFICER'S RECOMMENDATION/COUNCIL DECISION:**

*That Council:*

- 1. Subject to section 3.57 Local Government Act 1995 and section 18 Local Government (Functions and General) Regulations 1996 select Modular WA as the chosen tenderer to undertake the construction of the executive house.*
- 2. Subject to section 3.57 Local Government Act 1995 and section 18 Local Government (Functions and General) Regulations 1996 accept the fixed price tender of \$397,807.28 for construction of the executive house*
- 3. Authorise the Chief Executive Officer to enter a contract with Modular WA to undertake the work listed above, including use of the common seal if necessary.*
- 4. Direct the Chief Executive Officer to inform the other tenderers that their tender has not been accepted.*

*Moved Cr TM Gibson*

*Seconded Cr SR Putt*

*Carried 5/0*

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**13.2 CONFIDENTIAL – Chief Executive Officer Annual Performance Appraisal**

**2020/2-016 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That Council:***

- 1. Subject to S5.38 Local Government Act 1995, receive the completed Chief Executive Officer Appraisal Form and adopt its conclusions and recommendations.***
  
- 2. Subject to S5.39 Local Government Act 1995, adopt any agreed and documented (upon the Chief Executive Officer Appraisal Form) alterations to the current contract and remuneration package, effective as of 13 February 2020.***

***Moved Cr TM Gibson***

***Seconded Cr IC Sanders***

***Carried 5/0***

**2020/2-0017 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That the meeting comes out from behind closed doors at 3.47pm.***

***Moved Cr LN Gobbart***

***Seconded Cr TM Gibson***

***Carried 5/0***

**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 17 March 2020 commencing at 3:00pm in Council Chambers, Monger St, Bencubbin**



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**17.0 Closure of Meeting**

The Presiding Member thanked everyone for attending and declared the meeting closed at 3.48pm.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cr ARC Sachse      President