



**SHIRE OF MT MARSHALL**

# **MINUTES**

**Notice is hereby given that an Ordinary Meeting of Council was held on Tuesday 18 October 2016, in Council Chambers, 80 Monger Street, Bencubbin commencing at 3:00pm.**

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Cr RM Kirby

President

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intentionally**

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# DISCLAIMER

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Stephen Tindale  
Acting Chief Executive Officer

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Chairman Initial

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**TABLE OF CONTENTS**

1. Declaration of Opening / Announcement of Visitors
2. Record of Attendance / Apologies / Approved Leave of Absence
3. Standing Orders
4. Public Questions
  - 4.1 Response to Previous Public Questions Taken On Notice
  - 4.2 Public Question Time
5. Applications for Leave of Absence
6. Declarations of Interest
7. Confirmation of Minutes of Previous Meetings
  - 7.1 Minutes of the Ordinary Meeting held on Tuesday 20 September 2016
8. Announcements by Presiding Person Without Discussion
9. Presidents Report
10. Petitions / Deputations / Presentations / Submissions
11. Reports of Committees
  - 11.1 Mt Marshall Bush Fire Advisory Committee
    - 11.1.1 Minutes of Meeting held 30 September 2016
12. Reports of Officers
  - 12.1 Environmental Health Officer/Building Surveyor
  - 12.2 Works Supervisor
    - 12.2.2 Works Report October 2016
  - 12.3 Community Development Officer
  - 12.4 Finance and Administration Manager
    - 12.4.29 Write off Outstanding Debts
    - 12.4.30 Statement of Financial Activity to 30 September 2016
    - 12.4.31 Accounts Paid
    - 12.4.32 Derek Clauson - Request to Write Off Rates
  - 12.5 Chief Executive Officer
    - 12.5.22 Corporate Business Plan Status Report
    - 12.5.23 Application for Development Approval
    - 12.5.24 Policy Manual Review
  - 12.6 Executive Assistant
    - 12.6.14 Status Report September 2016
  - 12.7 Regulatory Officer
13. Elected Members' Motions of Which Previous Notice Has Been Given
14. New Business of an Urgent Nature Introduced by Decision of the Meeting
15. Next Meeting – Tuesday 15 November 2016 commencing at 6:45pm in Beacon CWA House, Beacon

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**16. Closure of Meeting**

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**1.0 Declaration of Opening / Announcement of Visitors**

The Presiding Member declared the meeting open at 3:00pm and welcomed the members of the public present in the gallery.

**2.0 Record of Attendance / Apologies / Approved Leave of Absence**

**In Attendance**

Cr RM Kirby	President / Presiding Member	
Cr SE Faulkner	Deputy President	
Cr ARC Sachse	Councillor	
Cr WJ Beagley	Councillor	
Cr HJ Shemeld	Councillor	
Cr CT Lumsden	Councillor	
Mr Stephen Tindale	Acting Chief Executive Officer	
Ms Nadine Richmond	Executive Assistant	
Ms Tanika McLennan	Finance and Administration Manager	
Mr Andrew Johnson	Works Supervisor	3:00 – 3:27pm
Mr Jack Walker	Regulatory Officer	3:00 – 3:18pm
Mrs Tracy Tranter	Member of the public	
Mrs Tanya Gibson	Member of the public	
Mr Paul Gillett	Member of the public	3:47 – 4:42pm
Mr Brad Hickman	Member of the public	3:47 – 4:42pm

**Apologies**

Nil

**3.0 Standing Orders**

**2016/153 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 CT Lumsden**

**Seconded Cr WJ Beagley**

**Carried 6/0**

**4.0 Public Questions**

**4.1 Response to Public Questions Taken on Notice**

Nil

**4.2 Public Question Time**

Public Question Time opened at 3:00pm

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**Summary of question from Mrs Tracy Tranter:**

Will Council reconsider closing the Mt Marshall Pool completely and open for the months of December, February and possibly March?

Does Council intend to subsidise pool entry for Mt Marshall residents to use a pool in another town?

**Summary of response from the Presiding Member:**

The Presiding Member informed Mrs Tranter that there has been no official decision made on the 2016/2017 pool season. The Presiding Member invited Acting CEO, Stephen Tindale to respond. Mr Tindale reiterated the Presiding Members response and pointed out that a community letter distributed last year signalled the possibility of the pool being closed for the 2016/2017 season. Correspondence has recently been received from community members on the same subject and the matter will most likely be addressed at the November meeting of Council.

**Summary of question from Mrs Tanya Gibson:**

In regards to the Shire's Social Media Policy, could changes be made to the Shire's Facebook page settings to disallow comments from the public and staff on Shire posts?

**Summary of response from the Presiding Member:**

The Presiding Member explained to Mrs Gibson that due to the fact that the Shire's Facebook account is a 'Page' rather than a person as such, the settings rules are different to what most people are familiar with. The Presiding Member assured Mrs Gibson that she and staff members have thoroughly looked into restrictive options. Agenda item 12.5.24 where the Shire's Social Media Policy will be reviewed and includes mention of staff personal pages was then brought to Mrs Gibson's attention.

Public Question time closed at 3:05pm

<b>5.0 Applications for Leave Of Absence</b>
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Nil

<b>6.0 Declarations of Interest</b>
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Nil

<b>7.0 Confirmation of Minutes of Previous Meetings</b>
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<b>7.1 Minutes of the Ordinary Meeting held on Tuesday 20 September 2016</b>
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<b>2016/154 COUNCIL DECISION / OFFICER RECOMMENDATION:</b>
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<b>That the Minutes of the Ordinary Meeting of Council held on Tuesday 20 September 2016 be confirmed as a true and correct record of proceedings.</b>
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<b>Moved Cr HJ Shemeld</b>
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<b>Seconded Cr ARC Sachse</b>
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<b>Carried 6/0</b>
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**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**8.0 Announcements by Presiding Person Without Discussion**

On behalf of the Shire I would like to extend condolences to the family of Noel Beckingham who passed away in mid-September. Noel lived in Wialki for many years and made a significant contribution to the Wialki community, including serving as the President of the Wialki Progress Association. He also served as the Secretary of the Bencubbin Sub Branch of the RSL for many years.

I would also like to extend condolences to the Fitzpatrick family on the recent passing of Pat Fitzpatrick. Pat was formerly from Warralakin and married local farmer and former Mt Marshall Councillor, John Fitzpatrick. They have four children being David, Mark, Jacinta and John. Mark and his wife Michelle currently farm in the Bencubbin area.

**9.0 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 at the following meetings and training opportunities from September 21st to October 18th:

22nd September - BMC Steering Committee Meeting with Site Architecture, Perth with Cr Sachse and ACEO Stephen Tindale

27th September - CEACA phone conference

12th October - BMC Steering Committee with Cr Sachse

14th October - BMC Steering Committee Meeting with Site Architecture, Bencubbin with Cr Sachse and ACEO Stephen Tindale

17th October - CEACA Executive Committee Meeting, Wyalkatchem

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

Nil



**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**11.0 Reports of Committees**

**11.1.1 Minutes of Mt Marshall Bush Fire Advisory Committee Meeting held 30 September 2016**

**LOCATION/ADDRESS:** Mt Marshall District  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** A6/6  
**AUTHOR:** Jack Walker – Regulatory Officer  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 13 October 2016  
**ATTACHMENT NUMBER:** 11.1.1 Minutes of Mt Marshall Bush Fire Advisory Committee Meeting held 30 September 2016  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Nil  
**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** Nil  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**OFFICER RECOMMENDATION:**

That Council note the minutes and adopt the recommendations of the Mt Marshall Bush Fire Advisory Committee meeting held on Friday 30 September 2016.

Moved Cr

Seconded Cr

Carried

**2016/155 AMENDMENT/COUNCIL DECISION:**

**That Council:**

- 1. note the minutes of the Mt Marshall Bush Fire Advisory Committee meeting held Friday 30 September 2016; and**
- 2. endorse the following recommendations of the Mt Marshall Bush Fire Advisory Committee as follows:**
  - a) Mr Allan Gracie's resignation be accepted with regret and a letter of appreciation be written to Mr Gracie thanking him for his dedicated service to the community in his role as a Bush Fire Control Officer over a long period of time (1984 – 2016).**
  - b) the following people be appointed Bush Fire Control Officers / Fire Weather Officers for the Shire of Mt Marshall and all previous appointments be cancelled:**

**Chief Bush Fire Control Officer**

**Damian Tomas**

**Deputy Chief Bush Fire Control Officer**

**Garry Huckstep**

**Bush Fire Control Officers:**

**Terry Gobbart**

**Gabbin**

**Brett Clark**

**Wialki**

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

John Dunne	Beacon
Tim Cashmore	Cleary
Jack Walker	Shire of Mt Marshall
Fire Weather Officers	
Damian Tomas	Shire
Garry Huckstep	Shire
Jack Walker	Shire

Dual Registered Bush Fire Control Officers	
Geoff Waters	Kununoppin
George Storer	Koorda
Greg Westlund	Koorda

- c) In recognition of Mr Allan Gracie's long and loyal service to the community and the shire in his role as a Bush Fire Control Officer he be nominated for the Shire of Mt Marshall Citizen of the Year award for 2016/2017.
- d) The following Bush Fire Control Officers be dual registered with the adjoining local authorities.
- Garry Huckstep – Shire of Koorda  
Brett Clark – Shire of Mukinbudin  
Terry Gobbart – Shire of Koorda and Trayning  
Tim Cashmore – Shire of Koorda.
- e) Reciprocal arrangement be extended to Bush Fire Control Officers from adjoining local authorities.
- f) All previous dual registrations be cancelled.
- g) Concerns regarding the water carrying capacity of the Wialki replacement fire appliance be raised with the Department of Fire and Emergency Services.
- h) Consent is given to the Department of Fire and Emergency Services to issue identity cards to Mt Marshall Fire Brigade members.

**Moved Cr HJ Shemeld**

**Seconded Cr ARC Sachse**

**Carried 6/0**

**Reason Council decision is different to officer recommendation:** To ensure the specific items requiring Council endorsement are reflected in the resolution.

**BACKGROUND:**

Nil

**COMMENT:**

The minutes of the Mt Marshall Bush Fire Advisory Committee meeting held on Friday 30 September 2016 are submitted for Council adoption.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.0 Reports of Officers**

**12.1 Environmental Health Officer / Building Surveyor**

Nil

**12.2 Works Supervisor**

**12.2.2 Works Report October 2016**

<b>LOCATION/ADDRESS:</b>	Mt Marshall District
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	N/A
<b>AUTHOR:</b>	Andrew Johnson – Works Supervisor
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	12 October 2016
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	N/A
<b>POLICY IMPLICATIONS:</b>	Nil
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**2016/156 OFFICER RECOMMENDATION/COUNCIL DECISION:**

**That the October 2016 report of Works Supervisor be noted.**

**Moved Cr SE Faulkner**

**Seconded Cr ARC Sachse**

**Carried 6/0**

**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.

**COMMENT:**

**ROADS**

- Burakin/Wialki Road shoulder widening. Construction completed. Primer sealing and sealing of shoulders booked for 26/10/2016. RRG funding.
- Extra hit and miss sheeting conducted Beacon Rock, Gardiner and Barney Bore Roads while in the area. General maintenance funding.
- Wialki/Welbungin Road resheeting commenced 12/10/2016. R2R maintenance funding.
- Whyte East hit and miss sheeting completed. General maintenance funding
- Luckman Road east hit and miss sheeting completed. General maintenance funding.
- Mouroubra Road maintenance grading completed.

All other maintenance works are on schedule and on budget.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

Bitumen reseal program has been booked for November where we will be able to utilise the heat in the roads for optimum effect and the increase in transport movements will help with the rolling in of the stone.

I'm meeting with Lindsay Huges from Colas 20/10/2016 to look at the areas for resealing and to discuss a trial section of road utilising stone from the Doodlakine quarry, which at the present rate of stone used every year will save the Shire in excess of \$60,000 per annum and allow for private local companies and ourselves to cart the materials.

**WASTE**

The only issue with the waste sites at present is that we will need to address in the near future the replacement and upgrade of the main barrier fence that surrounds the Bencubbin site to make it more effective in containing loose items.

**TOWN MAINTENANCE**

- Beacon and Bencubbin have both had all the grassed areas fertilised.
- The ovals have been treated after an outbreak of black beetle.
- All recognisable fire breaks have been cleared.

Everything is running to schedule within all our general maintenance programs.

**OTHER ITEMS OF INTEREST**

- Side tipping trailer has been purchased.
- The replacement of a ute will be advertised in the local paper and then put out to a wider audience if we have no responses.
- Finalisation of the tenders for the purchase of the replacement grader and drum roller should be completed for November's Council meeting.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.3 Community Development Officer**

Nil

**12.4 Finance and Administration Manager**

**12.4.29 Write off Outstanding Debts**

**LOCATION/ADDRESS:** N/A  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** F1/20  
**AUTHOR:** Tanika McLennan – Finance and Administration Manager  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 29 September 2016  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Local Government Act 1995

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

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

*\* Absolute majority required.*

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

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** Loss of Income - \$328.29, accounted for in provision for doubtful debts  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**2016/157 OFFICER RECOMMENDATION/COUNCIL DECISION:**

**That the following outstanding debts be written off:**

<b>Amount</b>	<b>Debtor Number</b>	<b>Debtor Name</b>
a) \$138.10	81459	Wayne Pengilly & Cheryl Koch
b) \$190.19	81496	Brick Mart Northam

**Moved Cr ARC Sachse**

**Seconded Cr HJ Shemeld**

**Carried 6/0**

**BACKGROUND:**

The Finance Administration Manager routinely checks the outstanding debtors and pursues overdue debts. Debts which staff have been unable to successfully recover are handed over to a debt collection agency.

One such debtor was Wayne Pengilly. AMPAC Debt Recovery advised that mail was returned, land line and mobile telephone numbers were disconnected and there is no listing in the white pages. The next step in locating him would be to perform a skip trace at a cost of \$180. As the outstanding debt is only \$138.10 it is deemed uneconomical to pursue.

Advice has been received that Brick Mart Northam has declared bankruptcy and as such it is not feasible to collect their outstanding debt of \$190.19.

**COMMENT:**

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

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.4.30 Statement of Financial Activity to 30 September 2016**

**LOCATION/ADDRESS:** N/A  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** F1/4  
**AUTHOR:** Tanika McLennan - Finance and Administration  
Manager  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 13 October 2016  
**ATTACHMENT NUMBER:** 12.4.30 – Statement of Financial Activity to 30  
September 2016  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Local Government Act 1995 and Local Government  
(Financial Management) Regulations 1996  
**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** The statement presented to Council is the most up to  
date information on its current financial position.  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**2016/158 OFFICER RECOMMENDATION/COUNCIL DECISION:**

**That Council endorse the Statement of Financial Activity for the month ending 30  
September 2016.**

**Moved Cr CT Lumsden**

**Seconded Cr WJ Beagley**

**Carried 6/0**

**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.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.4.31 Accounts Paid**

**LOCATION/ADDRESS:** N/A  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** F1/4  
**AUTHOR:** Sandy Wyatt – Administration Officer  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 10 October 2016  
**CONSULTATION:** Tanika McLennan – Finance and Administration Manager  
**STATUTORY ENVIRONMENT:** Financial Management Regulations and the Local Government Act 1995  
**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** An appropriate allowance has been made in the current year’s budget to fund and authorise expenditure.  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**2016/159 OFFICER RECOMMENDATION/COUNCIL DECISION:**

That the Accounts Listed

	<b>Municipal Fund</b>	<b>\$ 314,696.87</b>	
	<b>Trust Fund</b>	<b>\$ 10,732.66</b>	
	<b>Mastercard</b>	<b>\$ 2,739.89</b>	<b>Detailed statement provided in Councillor Information.</b>
	<b>Total</b>	<b>\$ 328,169.42</b>	

Be endorsed.

Moved Cr SE Faulkner

Seconded Cr ARC Sachse

Carried 6/0

**BACKGROUND:**

Following is a List of Accounts submitted to Council on Tuesday 18 October 2016 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.



**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**1. Municipal Fund**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
12	13/09/2016	BCITF	ADJUSTMENT-LEVY	84.44
13	27/09/2016	TELSTRA	UTILITY CHARGES-SEPTEMBER16	2076.31
14	27/09/2016	WATER CORPORATION	UTILITY CHARGES 4.7.16 - 8.9.16	7263.12
4	01/09/2016	BANK FEES - BANK FEES	BANK FEES	10.00
4	28/09/2016	BANK FEES - BANK FEES	BANK FEES	7.20
4	01/09/2016	BANK FEES - BANK FEES	BANK FEES	3.50
4	01/09/2016	BANK FEES - BANK FEES	BANK FEES	4.50
4	02/09/2016	BANK FEES - BANK FEES	BANK FEES	13.20
4	30/09/2016	BANK FEES - BANK FEES	BANK FEES	2.61
4	29/09/2016	BANK FEES - BANK FEES	BANK FEES	4.80
4	15/09/2016	BANK FEES - BANK FEES	BANK FEES	4.65
4	13/09/2016	BANK FEES - BANK FEES	BANK FEES	4.95
15	27/09/2016	SYNERGY	STREETLIGHTS 25.7.16-24.8.16	3316.50
EFT11538	13/09/2016	COVS	AUGUST SUPPLIES	72.27
EFT11539	13/09/2016	AVON WASTE	RUBBISH COLLECTION-AUGUST16	5662.18
EFT11540	13/09/2016	BOC GASES	GAS CYCLINDERS-AUGUST16	86.35
EFT11541	13/09/2016	SHIRE OF KOORDA	EHO EXPENSES-JUNE16	1869.79
EFT11542	13/09/2016	CJD EQUIPMENT PTY LTD	AUGUST SUPPLIES	1399.35
EFT11543	13/09/2016	NINGHAN SPRAYING & AG SERVICES	AUGUST SUPPLIES	477.36
EFT11544	13/09/2016	KTY ELECTRICAL SERVICES	AUGUST REPAIRS	2254.80
EFT11545	13/09/2016	BENCUBBIN SPORTS CLUB INC.	REFRESHMENTS	379.00
EFT11546	13/09/2016	SHIRE OF TRAYNING	DOCTORS VEHICLE & MEDICAL EXPENSES- JULY16 25% PLUS DOCTORS RENT 30.6.16- 27.7.16	11775.08
EFT11547	13/09/2016	BENCUBBIN NEWS & POST	NEWSPAPERS-JULY16	114.60
EFT11548	13/09/2016	BEACON CENTRAL COMMUNITY RESOURCE CENTRE	CARAVAN PARK VOUCHERS	80.00
EFT11549	13/09/2016	BEACON PROGRESS ASSOCIATION INC.	HIRE OF BEACON HALL/BEACON COMMUNITY CENTRE-SENIORS LUNCHEON	33.00
EFT11550	13/09/2016	BEACON CO-OPERATIVE LTD	CARAVAN PARK VOUCHERS	488.14

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT11551	13/09/2016	BENCUBBIN BULK HAULIERS	HIRE OF DOUBLE SIDETIPPER,PRIMEMOVER AND OPERATOR	18620.80
EFT11552	13/09/2016	STAPLES AUSTRALIA	AUGUST STATIONERY	72.90
EFT11553	13/09/2016	STAR TRACK EXPRESS	FREIGHT-AUGUST16	528.50
EFT11554	13/09/2016	PORKY'S ENTERPRISES	VARIOUS CLEANING BEACON 11.8.16-24.8.16	4504.50
EFT11555	13/09/2016	BENCUBBIN TRUCK N AUTO'S	AUGUST SUPPLIES	1478.89
EFT11556	13/09/2016	D & D TRANSPORT	FREIGHT-AUGUST16	111.65
EFT11557	13/09/2016	IT VISION	UPLOAD GRV & UV AREA RATE CODE TO SPECIFIED AREA	242.00
EFT11558	13/09/2016	LANDGATE	RURAL UV INTERIM VALUATION SHARED	239.70
EFT11559	13/09/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ADVERTISING-CEO POSITION	5763.75
EFT11560	13/09/2016	BENCUBBIN AG SUPPLIES	AUGUST SUPPLIES	1794.74
EFT11561	13/09/2016	REFUEL AUSTRALIA	FUEL-AUGUST16	511.63
EFT11562	13/09/2016	BENNY MART	AUGUST SUPPLIES	239.15
EFT11563	13/09/2016	OCLC (UK) LTD	ANNUAL AMLIB MAINTENANCE & SUPPORT	1871.00
EFT11564	13/09/2016	GREAT SOUTHERN FUELS	FUEL-AUGUST	23173.47
EFT11565	13/09/2016	WALLIS COMPUTER SOLUTIONS	SUPPLY 2 UPS	1886.08
EFT11566	13/09/2016	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS	17386.31
EFT11567	13/09/2016	DYLAN COPELAND	PROVISION OF NATURAL RESOURCE MANAGEMENT-JULY/AUG16	2409.00
EFT11568	13/09/2016	MARKETFORCE PTY LTD	ADVERTISING	283.84
EFT11569	13/09/2016	ASPHALT IN A BAG	ASPHALT	1718.75
EFT11570	13/09/2016	MALCOLM TABNER	AUGUST SUPPLIES	102.05
EFT11620	27/09/2016	COVS	SEPTEMBER SUPPLIES	22.64
EFT11621	27/09/2016	SHIRE OF MT MARSHALL	RATES & RUBBISH-SHIRE PROPERTIES	38882.68
EFT11622	27/09/2016	CJD EQUIPMENT PTY LTD	AUGUST SUPPLIES	1378.01
EFT11623	27/09/2016	COURIER AUSTRALIA	FREIGHT-SEPTEMBER16	30.28
EFT11624	27/09/2016	MUKA TYRE MART	REPAIRS TO GRADER TYRE	142.00
EFT11625	27/09/2016	BEACON BULLETIN	ANNUAL ADVERTISING SUBSCRIPTION 2016/17	1700.00

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT11626	27/09/2016	SHIRE OF MERREDIN	MEMBERSHIP-CENTRAL WHEATBELT VISITOR CENTRE 2016/17	187.00
EFT11627	27/09/2016	KTY ELECTRICAL SERVICES	AIR CONDITIONER	2557.50
EFT11628	27/09/2016	SHIRE OF TRAYNING	DOCTORS VEHICLE & MEDICAL EXPENSES-AUGUST16 25% PLUS DOCTORS RENT	1590.20
EFT11629	27/09/2016	THE GIMLET NEWSPAPER INC	ANNUAL ADVERTISING SUBSCRIPTION FOR 2016/17	1700.00
EFT11630	27/09/2016	BENCUBBIN NEWS & POST	POSTAGE 12.9.16-16.9.16	317.05
EFT11631	27/09/2016	AUSTRALIAN TAXATION OFFICE	BAS-JULY16	26235.00
EFT11632	27/09/2016	BURGESS RAWSON (WA) PTY LTD	UTILITY CHARGES 8.7.16-8.9.16	59.55
EFT11633	27/09/2016	ICS CARPENTRY	SEPTEMBER REPAIRS	30873.70
EFT11634	27/09/2016	STAR TRACK EXPRESS	FREIGHT-SEPTEMBER16	33.28
EFT11635	27/09/2016	ALL-WAYS FOODS	SEPTEMBER SUPPLIES	410.92
EFT11636	27/09/2016	PORKY'S ENTERPRISES	VARIOUS CLEANING BEACON 25.8.16-7.9.16	4138.75
EFT11637	27/09/2016	LGIS PROPERTY	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30.6.15-30.6.16	5446.91
EFT11638	27/09/2016	CR PA GILLETT	MEETING FEES & ALLOWANCES 23.8.16-20.9.16	573.18
EFT11639	27/09/2016	NEWROC	LOCAL GOVERNMENT WEEK DINNER	360.00
EFT11640	27/09/2016	BENCUBBIN TRUCK N AUTO'S	AUGUST SUPPLIES	99.00
EFT11641	27/09/2016	CIVIC LEGAL	LEGAL ADVICE-POTTS RD & EXTRACTIVE LICENCE	2758.80
EFT11642	27/09/2016	PLANWEST (WA) PTY LTD	PLANNING SERVICES 2ND HOUSES ON RURAL LOTS-SEPTEMBER16	363.00
EFT11643	27/09/2016	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	LICENCE FEES 1.10.16-30.9.17	69.56
EFT11644	27/09/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT SERVICES	6775.56
EFT11645	27/09/2016	5RIVERS PLUMBING AND GAS	SEPTEMBER REPAIRS	1186.78
EFT11646	27/09/2016	BENNY MART	CARAVAN PARK VOUCHERS	70.00
EFT11647	27/09/2016	KUNUNOPPIN MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL-J.EYRE	143.00
EFT11648	27/09/2016	TM & AM GRANT	GRAVEL	4194.96

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT11649	27/09/2016	CR WJ BEAGLEY	MEETING FEES & ALLOWANCES 23.8.16-20.9.16	537.18
EFT11650	27/09/2016	KOORDA COMMUNITY RESOURCE CENTRE	ADVERTISING	50.00
EFT11651	27/09/2016	ASTRO ALLOYS	SEPTEMBER SUPPLIES	899.30
EFT11652	27/09/2016	WALLIS COMPUTER SOLUTIONS	SERVICE AGREEMENT 2016/17	29461.48
EFT11653	27/09/2016	FOLEY ADMIN SERVICES	PLANT & PROPERTY MAINTENANCE VOUCHER	100.00
EFT11654	27/09/2016	KC SALES	CATERING-TRAFFIC MANAGEMENT COURSE	411.50
EFT11655	27/09/2016	SALLY MORGAN	REIMBURSEMENT-TRAVEL FOR MEETING WITH SITE ARCHITECTS	482.27
EFT11656	27/09/2016	SANDRA WYATT	REIMBURSEMENT-TRAVEL-WALGA COURSES	564.53
EFT11657	27/09/2016	INITIAL HYGIENE	SANITARY DISPOSAL 11.9.16-10.10.16	596.30
EFT11658	27/09/2016	CR ARC SACHSE	MEETING FEES & ALLOWANCES 23.8.16-20.9.16	597.18
EFT11659	27/09/2016	CR RM KIRBY	MEETING FEES & ALLOWANCES 23.8.16-20.9.16	1920.90
EFT11660	27/09/2016	CR SE FAULKNER	MEETING FEES & ALLOWANCES 23.8.16-20.9.16	882.50
EFT11661	27/09/2016	CR HJ SHEMELD	MEETING FEES & ALLOWANCES 26.8.16-20.9.16	589.18
EFT11662	27/09/2016	CALLUM THOMAS LUMSDEN	MEETING FEES & ALLOWANCES 17.8.16-20.9.16	673.18
EFT11663	27/09/2016	HEAVY METAL WELDING & CUSTOM FABRICATION	REPAIRS TO SIDE TIPPER	536.75
EFT11664	27/09/2016	PUMP SOLUTIONS AUSTRALASIA	FREIGHT ON PARTS	77.00
EFT11665	27/09/2016	AUSQ TRAINING	WORKSITE TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER COURSE	3500.00
EFT11666	27/09/2016	GEOFF NINNES FONG AND PARTNERS PTY LTD	REPORT ON SWIMMING POOL	2750.00
EFT11667	27/09/2016	AVON VALLEY MITSUBISHI	VEHICLE REPAIRS	104.87
EFT11672	27/09/2016	WA TREASURY CORPORATION	LOAN 119	975.84
EFT11673	28/09/2016	DC PAYMENTS AUSTRALASIA	ONGOING FEES FOR ATM-AUGUST16	113.92

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD8481.1	14/09/2016	WALGS PLAN	PAYROLL DEDUCTIONS	6275.07
DD8481.2	14/09/2016	PROVENCE DREAMING SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1037.40
DD8481.3	14/09/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	167.15
DD8481.4	14/09/2016	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	73.34
DD8481.5	14/09/2016	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	183.69
DD8481.6	14/09/2016	COLONIAL FIRST STATE INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	156.78
DD8499.1	28/09/2016	WALGS PLAN	PAYROLL DEDUCTIONS	6310.14
DD8499.2	28/09/2016	PROVENCE DREAMING SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1037.40
DD8499.3	28/09/2016	WATER CORPORATION SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	199.07
DD8499.4	28/09/2016	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	183.69
DD8499.5	28/09/2016	COLONIAL FIRST STATE INVESTMENTS	SUPERANNUATION CONTRIBUTIONS	156.78
DD8499.6	28/09/2016	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	172.86
DD8499.7	28/09/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	193.90
				<b>314,696.87</b>

**2. Trust**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT11668	28/09/2016	BENCUBBIN SPORTS CLUB INC.	INVOICE370-SOCIAL CLUB	209.00
EFT11669	28/09/2016	NADINE RICHMOND	REIMBURSEMENT FOR SOCIAL CLUB PURCHASES	276.51
EFT11674	30/09/2016	DEPARTMENT OF TRANSPORT	MMSO20160921	10247.15
				<b>10,732.66</b>

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**3. Mastercard**

<b>Details</b>	<b>Amount</b>
Membership renewal - local.gov.man.	513.00
Ashtrays for Beacon Complex	450.80
Accomm.S.Morgan -Tourism Conf.	238.00
Subs-Age friendly/safety	13.20
Towels-Little Bees Beacon	12.00
Changemats,mattress.etc.Lit.B'sBea	545.55
Safety gate-Little Bees Beacon	76.00
Wipes for gym - Bencubbin	49.17
Wipes for gym - Beacon	49.17
Accomm.S.Morgan - Eng.Ess.Course	238.00
Foxtel	155.00
Foxtel	200.00
Foxtel	200.00
	<b>2,739.89</b>

This List of Accounts Paid under Delegation 14 and covering vouchers and direct debits as above was submitted to each Member of the Council for the Ordinary Meeting of **18 October 2016**. 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).

\_\_\_\_\_  
Stephen Tindale  
Acting Chief Executive Officer

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.4.32 Derek Clauson - Request to Write Off Rates**

**LOCATION/ADDRESS:** N/A  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** F2/1  
**AUTHOR:** Tanika McLennan – Finance and Administration Manager  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 12 October 2016  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:**

**Local Government Act 1995**

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

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

*\* Absolute majority required.*

**6.46. Discounts**

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may, when imposing a rate or service charge, resolve\* to grant a discount or other incentive for the early payment of any rate or service charge.

*\* Absolute majority required.*

**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** Nil  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**2016/160 OFFICER RECOMMENDATION/COUNCIL DECISION:**

**That Mr Derek Clauson be advised that a write off of \$176.35, equivalent to the discount amount applicable to his rates if paid by 7 October 2016, has not been approved.**

**Moved Cr HJ Shemeld**

**Seconded Cr WJ Beagley**

**Carried 4/2**




**BACKGROUND:**

Emailed correspondence was received from Derek Clauson 13 October 2016. Mr Clauson writes:

*"I set up an a bank transfer in order to take advantage of the discount for early rate payment. This payment was based on my saved bank details for the Shire of Mt Marshall. There was no statement on the rate invoice advising that the shire had changed its bank warning debtors to check their records. As soon I received notification of the rate payment being re credited to my account I again paid the discounted amount by EFT. It would be appreciated if council can see their way clear to agree that this was an inadvertent mistake and agree to accept the discounted payment."*

**COMMENT:**

The Shire's new Municipal Bank Account with the Bendigo Bank Mukinbudin Branch, was opened on 1 June 2016. The payment methods section of the rates notice template was updated with the new bank details accordingly, as shown below:

 <p><b>In Person</b> Payment by cash or cheque can be made at the Shire office between 9.00am and 4.00pm Monday to Friday</p>	 <p><b>By Mail</b> Detach this slip and make your cheque payable to: Shire of Mt Marshall PO Box 20, Bencubbin WA 6477</p>	 <p><b>By Direct Deposit</b> Payment can be made directly into the following bank account online:</p> <p>BSB: 633-000 Account: 157625575 Your Reference: A6775</p>
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In addition, the front page of the 2016/17 Rates Information pamphlet included a reminder of the Shire's new bank account details, as shown below.



**Minutes of the Ordinary Meeting of Council  
held on Tuesday 18 October 2016**



# Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

## 2016/17 Rates Information

### DISCOUNT FOR EARLY PAYMENT

Council has resolved that a discount of 5% will be given on current rates paid by 4.00pm on Friday 7 October 2016.

### PRIZE FOR PROMPT PAYMENT

Payments that are received in full by the due date, Friday 14 October will be eligible to go in the draw to win a \$500 Bank Account kindly donated by Bendigo Bank Mukinbudin.



### INSTALLMENT OPTIONS AND DUE DATES

Council has resolved to offer ratepayers the opportunity to pay by one of the following methods.

1. Prompt payment with 5% discount if paid by 4.00pm on Friday 7 October 2016.
2. Payment in full, no discount and no interest if paid by Friday 14 October 2016.
3. Payment by four (4) instalments. For 2016/2017 Council has resolved to charge 5% interest to ratepayers who choose the instalment option. The instalment option is not available if rates are in arrears, unless all arrears are paid in the first payment.

#### 4. Instalment Options:

First Installment	14 October 2016
Second Installment	16 December 2016
Third Installment	17 February 2017
Fourth Installment	21 April 2017

### INTEREST ON OVERDUE RATES AND CHARGES

Council has resolved that interest of 11% per annum calculated daily be applied to all overdue rates and

charges. Interest will start accruing after 35 days from the date of issue of the rate notice.

### ANNUAL REFUSE SERVICES

Domestic Refuse	\$300 per bin
Domestic Recycling	\$170 per bin
Commercial Refuse	\$300 per bin + GST
Commercial Recycling	\$170 per bin + GST

### PAYMENT METHODS

All cheques are to be made payable to Shire of Mt Marshall.

1. Payment may be made by mail to:

Shire of Mt Marshall  
PO Box 20  
BENCUBBIN WA 6477

2. Personal payments can be made at:

Shire of Mt Marshall  
80 Monger Street  
BENCUBBIN WA 6477

Monday to Friday 9.00am – 4.00pm

3. Payments will also be accepted by electronic transfer. A printout of payment confirmation will be accepted as being paid on the transfer date. Please note the Shire's new bank account details:

BSB	633-000
A/c No.	157625575
A/c Name	Shire of Mt Marshall
Your Ref	(Assessment No.)

4. To pay by credit card, please call our office on 9685 1202. Payment by this method will incur a 2% administration fee.

### ALTERNATIVE ARRANGEMENTS

Ratepayers experiencing difficulty in paying rates and charges should contact the Shire's Finance & Administration Manager, Ms Tanika McLennan, as soon as possible to discuss alternative arrangements.

80 Monger Street | PO Box 20, Bencubbin WA 6477

Phone: 08 9685 1202 | Fax: 08 9685 1299 | Email: [admin@mtmarshall.wa.gov.au](mailto:admin@mtmarshall.wa.gov.au)

[www.mtmarshall.wa.gov.au](http://www.mtmarshall.wa.gov.au)

To be eligible to receive the discount, payment must have been received by Friday 7 October 2016. Mr Clauson's payment was received 12 October 2016 and was \$176.35 short, being the discount amount that would have been applicable if the payment was

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

received on time. Mr Clauson is now requesting that this amount be written off. As it is not an administrative error, staff have no authority to write it off and Council must decide if it is appropriate.

The author recommends that Council does not approve this write off as the terms for receiving the discount are clear and Mr Clauson did not meet them, the correct banking information was provided and any write off would create an undesirable precedent.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.5 Chief Executive Officer**

**12.5.22 Corporate Business Plan and Sport and Recreation Master Plan Status Reports**

**LOCATION/ADDRESS:** N/A  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** A2/18  
**AUTHOR:** Stephen Tindale – Acting CEO  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 7 October 2016  
**ATTACHMENT NUMBER:** 12.5.22a – Corporate Business Plan Status Report  
12.5.22b – Sport and Recreation Master Plan Status Report  
**CONSULTATION:** Shire staff  
**STATUTORY ENVIRONMENT:** *Local Government (Administration) Regulations 1996*

**Reg. 19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

**POLICY IMPLICATIONS:**  
**FINANCIAL IMPLICATIONS:**  
**STRATEGIC IMPLICATIONS:**

Nil  
Nil  
One of the Civic Leadership objectives of the Shire's *2013 Strategic Community Plan* is to *Improve the Shire's capability and capacity*. Two associated strategies to achieve this objective are to *Increase capacity through the application of the integrated strategic planning processes* and to *Promote a culture of continuous improvement processes*.

**VOTING REQUIREMENT:** Simple Majority

**2016/161 OFFICER RECOMMENDATION/COUNCIL DECISION:**

**That Council note the Corporate Business Plan and Sport and Recreation Master Plan status reports for September 2016.**

**Moved Cr CT Lumsden**

**Seconded Cr ARC Sachse**

**Carried 6/0**

**BACKGROUND:**

All local governments are currently required to produce a plan for the future under Sec. 5.56 (1) of the *Local Government Act 1995*. Regulations made under the Act outline the minimum requirements of a plan for the future namely:-

- A **Strategic Community Plan** to cover a period of at least 10 financial years.
- A **Corporate Business Plan** to cover a period of at least 4 financial years.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

At the present time the Shire of Mt Marshall is undertaking a comprehensive review of its Strategic Community Plan. The Corporate Business Plan should spill out of the Strategic Community Plan if the Strategic Community Plan is to have any effect.

In other words, it is the Corporate Business Plan that **activates** the Strategic Community Plan by responding to Council's distillation and prioritisation of the community's short, medium and long term aspirations.

The process through which the Corporate Business Plan is developed incorporates:

- Activating the Strategic Community Plan.
- Operations Planning
- Annual reviews and reprioritisation of the Corporate Business Plan

A critical accountability and transparency element is the **Reporting Process** that allows the local government to inform the community and statutory bodies on its progress in delivering services, projects and other operations to meet the community's short term, medium term and long term aspirations.

**COMMENT:**

At last month's Council meeting, it was resolved to adopt the attached Corporate Business Plan spreadsheet and reporting format for quarterly reporting to the ordinary meetings of Council held in the months of September, December, March and June of each financial year.

The fields in the spreadsheet have now been populated with commentary and together with a similar spreadsheet for the Sport and Recreation Master Plan is now presented for noting by Council.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.5.23 Shire of Mt Marshall - Application for Development Approval**

**LOCATION/ADDRESS:** 87 Monger St  
**NAME OF APPLICANT:** Stephen Tindale – Acting CEO  
**FILE REFERENCE:** TP1/2  
**AUTHOR:** Jack Walker – Regulatory Officer  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 7 October 2016  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Paul Bashall, Planwest (WA) Pty Ltd  
**STATUTORY ENVIRONMENT:** Local Planning Scheme No. 3  
**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** Nil  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple

**2016/162 OFFICER RECOMMENDATION/COUNCIL DECISION:**

**That Council grant Development Approval for the use of the premises situated at 87 Monger St, Bencubbin as a gymnasium for a period not exceeding 18 months.**

**Moved Cr WJ Beagley**

**Seconded Cr ARC Sachse**

**Carried 6/0**

**BACKGROUND:**

The building currently located at the Bencubbin Recreation Complex which houses the Shire's existing gymnasium facilities in Bencubbin is to be demolished in the very near future by the Bencubbin Recreation Council ahead of the redevelopment of the complex in early 2017.

On behalf of the Shire of Mt Marshall, the Acting CEO intends entering into a residential tenancy agreement for the occupation of one of the residential units situated at 87 Monger Street, Bencubbin (old Seventh Day Adventist Church). The residential unit is intended to be used as a temporary location for the existing gymnasium facilities.

The land at 87 Monger St, Bencubbin is currently zoned Residential. Under the Zoning Table of Local Planning Scheme No.3 the intended use of the premises as a gymnasium "...is not permitted unless the local government has exercised its discretion by granting planning approval."

The applicant is now seeking that approval.

**COMMENT:**

The applicant advises that a small window of opportunity exists for volunteer labour to undertake the demolition of the existing gymnasium building before harvest commences in earnest. The demolition of the building by volunteer labour is intended to form part of the Bencubbin Recreation Council's contribution towards the redevelopment of the Bencubbin Recreation Complex.

The Shire's town planning consultant has advised that under the Zoning Table the use of the land at 87 Monger St, Bencubbin can be considered as a "Recreation – private" use or

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

a “Civic” use. Irrespective of which particular use is assigned to the land, the use of the land for a gymnasium is not permitted unless the local government has exercised its discretion by granting planning approval.

Given the community benefit to be obtained from the use of 87 Monger St, Bencubbin as a temporary gymnasium facility and the availability of sufficient on-street parking in close proximity, the grant of Development approval for the use of the premises situated at 87 Monger St, Bencubbin as a gymnasium for a period not exceeding 18 months is recommended to Council.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.5.24 Policy Manual Review**

**LOCATION/ADDRESS:** N/A  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** A2/24  
**AUTHOR:** Stephen Tindale - Acting CEO  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 13 October 2016  
**ATTACHMENT NUMBER:** 12.5.24 – Draft Policy & Procedures Manual 2016  
**CONSULTATION:** Finance & Admin Manager – Tanika McLennan  
Regulatory Officer – Jack Walker  
Works Supervisor – Andrew Johnson  
**STATUTORY ENVIRONMENT:** Nil  
**POLICY IMPLICATIONS:** Several proposed changes to Council policy  
**FINANCIAL IMPLICATIONS:** Nil  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Absolute Majority

**OFFICER RECOMMENDATION:**

That the Draft Policy Manual 2016 (as attached) be adopted.

Moved Cr HJ Shemeld

Seconded Cr CT Lumsden

**2016/163 AMENDMENT/COUNCIL DECISION:**

**That the Draft Policy Manual 2016 (as attached) be adopted excluding E&L.1.3 Reserve Use Licence which is to be presented at the November meeting of Council.**

**Moved Cr ARC Sachse**

**Seconded Cr WJ Beagley**

**Carried 6/0**

**Reason Council's decision is different to officer's recommendation:** To allow some further review and amendments to policy E&L.1.3 Reserve Use Licence.

**BACKGROUND:**

At the June 2016 meeting of the Council the 2016 review of the Shire's *Policy and Procedures Manual* was deferred to a later meeting in order that Councillors could provide further input on policies and to allow staff sufficient time to make amendments.

Several Councillors and one member of the public have made suggestions for improvement and they have been considered by the Acting CEO. In most instances they have been incorporated into the attached *Draft Policy & Procedures Manual 2016* which has been amended with 'Track Changes' on to allow easier identification of the proposed changes over and above those that were presented to the June 2016 meeting of Council.

**COMMENT:**

As advised at the June meeting of Council by the Executive Assistant, Nadine Richmond:

*There are additions to some policies, in particular **E&E.1.7 - Retirement/Resignation of Employees – Council Gift/Functions** where a section was included to cover farewell*



**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

functions. The 2014 manual only addressed farewell gifts. The guide for pricing of farewell gifts has also had an adjustment to allow for inflation as recommended in previous policy manuals.

The second policy to undergo some changes is **E&E.3.2 – Equal Employment Opportunity**. This policy had previously only addressed harassment in the workplace. The new policy now addresses a range of issues including, bullying and discrimination.

Comment must be made in relation to the policy **Admin.1.4. Social Media**. Council had asked for this to be reviewed to include the restriction of public comments on the Shire's Facebook page. Both the Community Development Officer and the author of this item have looked into applying such restrictions to the Shire's Facebook page and all the information we have received has confirmed that such restrictions cannot be enacted on the Facebook site. It should be noted that a 'post' and a 'comment' are different actions on Facebook. The only restrictions possible are to restrict people 'posting' to the Shire's page. Restricting 'comments' is only possible when negative or defamatory comments are made by a particular person on a Shire post and this person in particular is blocked from commenting further on the Shire's page.

Council's policy in relation to employees above award allowances and works staff vouchers – **E&E.2.1 Mt Marshall Over Award Allowances** has been replaced with a new policy which will see all staff receive a bonus paid immediately prior to the Christmas period.

Over award allowances have not been in use for over 12 months. Employees are now all on specific levels of the Local Government Industry Award 2010 respective of their hourly rate.

The Plant and Property Maintenance Vouchers the previous policy refers to were introduced when there were two awards in effect for local government employees – one for administration staff and one for works staff. All Shire staff are now paid in accordance with the Local Government Industry Award 2010. To bring all staff in to line with a uniformed award system this bonus will apply to both administration and works staff. The author in consultation with the CEO and FAM suggests bonuses to be up to a value of \$500.00 and payable as of July 1 2016. As stated in the policy, staff will be assessed annually to determine the proportion of the bonus they receive and will be paid pro-rata according to length of service. The assessment criteria is attached to this item (12.5.6b). Employees on contracts will not be entitled to this bonus.

The Shire has received some funding from the Department of Local Government and Communities (DLGC) to participate in a mentoring and improvement plan in relation to the Shire's assets. Consultants who were contracted by the DLGC attended the Shire recently to consult on how the Shire was implementing and managing its Asset Management Plan. Various things were recommended during their visit, one being the inclusion of **an Asset Management Policy** that aligns with other Shire strategic plans. The new policy has been included in the financial management section.

A summary of amendments are over the page:

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**Summary of Amendments - Policy Manual 2016**

**Part 2 – COMMUNITY SUPPORT**

**CS.1 – Community Support**

**CS.1.1 – Requests for Assistance and/or Donations**

- *Removed the requirement to have all requests for donations submitted to Council by 30 April of each year.*
- *Inclusion of the CEO having delegated authority to include up to \$3,000 in the Budget (Public relations and Donations – 0411161) for donations or requests for assistance throughout the year as per Council resolution 2014/034.*

**CS.1.2 – Strategic Partnerships**

- *Addition of the Australia Day Barbeque - Beacon and the assistance being that the Shire contributes to the cost of consumables for the event.*
- *Addition of West Australian Off Road Rally Association (WAORRA) and the assistance being that the Shire contributes in kind support by way of staff time.*

**C.S.2.2 – Honorary Freeman of the Shire of Mt Marshall**

- *New Policy after the addition of this policy was suggested at the March ordinary meeting of Council when considering bestowing this award on a nominated community member.*

**Part 4 – EMPLOYEES AND EMPLOYMENT**

**E&E.2 – Salary and Conditions**

**E&E.2.1 – Annual Bonus Incentive Scheme**

- *New Policy replacing E&E.2.1 – Mt Marshall Over Award Allowances.*

**E&E.2.5 – Private Motor Vehicle Usage**

- *Removal of reference to the Natural Resource Management Officer and Building Maintenance.*
- *Inclusion of Community Development Officer.*

**E&E.2.6 – Employee Superannuation**

- *Re-wording of the first paragraph from:  
That employees will be provided an additional matching superannuation payment to for those making a voluntary contribution above the government mandated Superannuation Guarantee.  
To:  
Those employees making a voluntary contribution above the government mandated Superannuation Guarantee will be provided with an additional matching superannuation contribution from the Shire.*

**Part 6 – FINANCE AND RATING**

**F&R.2 – Financial Management**

**F&R.2.1 – Purchasing Policy**

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

- *Section 1.5 – Purchasing Thresholds – Regulation 11 of the Local Government (Functions and General) Regulations 1996 were amended in September 2015 raising the threshold of purchases that can be made before a Request for Tender is required. The threshold has been raised from \$100,000 to \$150,000.*

**F&R.2.7 – Asset Management Policy**

- *Additional policy as recommended by DLGC consultants*

**Part 7 – FIRE CONTROL**

**FC.2.14 – Fire Fighting Equipment and Maintenance Strategy**

- *Removal of table containing no information and considered not necessary for the intent of the policy.*

**Summary of Subsequent Amendments - October 2016**

Aside from minor typographical changes additional changes made in response to submissions received since June 2016 are as follows:

**Part 1 – ADMINISTRATION**

**Admin.1.3 - Community Consultation**

- The policy has been expanded in order to give meaning to an existing reference to “...four levels of activity designed to suit all consultation requirements...”

**Admin.1.4 – Social Media**

- Two submissions proposed that the making of comments on the Shire’s Facebook page be prevented in order to allay concerns about the tone and nature of some of the comments being made. While it is possible to do this with a technical “workaround”, it is not supported given that the specific Council Policy currently reads *The Shire of Mt Marshall recognises the importance of the internet and social media as a modern and widely popular tool for community engagement.*

Recognising that some abuse of the Comments section of Facebook will occur from time to time, the policy has been significantly reworked to include social media rules that are designed to discourage commentary that would descend to the “lowest common denominator” level.

**Part 2 – COMMUNITY SUPPORT**

**CS.1 – Community Support**

**CS.1.1 – Requests for Assistance and/or Donations**

- This policy has been reworded to make it clear that applications from non-profit associations will also be considered by the Council.
- Two additional operational guidelines have also been included to make it clearer as to the priority that certain applications will receive.

**Part 6 – FINANCE AND RATING**

**F&R.2 – Financial Management**

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**F&R.2.3 – Endorsement of Council Applications for Grants/Funding**

- This policy has been amended to make it clearer as to when and how staff may make and accept grant funding from other agencies.

**Part 7 – FIRE CONTROL**

**FC.2.12 – Safety and Health in Relation to Volunteer Bush Fire Fighters**

- Paragraphs at the end of the policy that refer to the insurance of fire fighters have been removed as they cannot properly be described as policy. However they do raise an issue that requires referral to the Shire’s insurers.

**FC.2.14 – Fire Fighting Equipment and Maintenance Strategy**

- This ‘policy’ has been deleted as it is more in the nature of a strategy rather than a policy. If the thrust of the strategy is seen as having merit then it should be considered within the context of Council’s Strategic Community Plan which is under development.

**Part 8 – ROADS AND VEHICLE USAGE**

**R&V.1.6 - Extraction of Gravel and Sand**

- It appears that amounts paid for the extraction of gravel and sand have not been reviewed annually as required by the policy. A simple edit has been made to encourage a review at the time of considering the Annual Budget.

**R&V.2.5 – Road Reserves – Management Outside Town Sites**

- This policy has been significantly reworked so as to recognise the practice of weed control on road reserves within an environmental context.

**R&V.2.7 – Hoon Damage to Council Roads and Furniture**

- Simple edits have been made to allow the recovery of costs for not just hoon damage but other damage as well.

**R&V.2.8 – Heavy Vehicle Access**

- This policy has been deleted as it attempts to impose conditions on Restricted Access Vehicles (RAVs) up to 2.5m wide and 4.3m high. However by definition RAVs are vehicles that exceed any of the following:
  - a width of 2.5 metres;
  - a height of 4.3 metres;
  - a length of 19 metres for a vehicle combination;
  - a length of 12.5 metres for a rigid vehicle;
  - a gross mass of 42.5 tonnes;
  - any other mass or dimension limit prescribed in the Road Traffic (Vehicles) Regulations 2014.

**PART 9 – SHIRE PROPERTY**

**Prop.1.2 – Staff Housing – Tenancy Agreement**

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

- This policy is primarily intended to control the occupation of shire owned housing by shire employees, water allowances and house inspections however the *Residential Tenancies Act 1987* takes precedence and determines a number of related matters including the form of the Residential Tenancy Agreement and notice periods. The policy has been amended to reflect the fact.

**PART 12 – THE ENVIRONMENT AND LAND CONSERVATION**

**E&L.1.3 Reserve Use Licence**

- This policy is intended to control the use of reserves that have been placed under the care, control and management of the Shire and deals with the collection of sandalwood and sandalwood seeds amongst other things. There are reasons to doubt the efficacy of this policy for reasons that will be explained at the Council meeting and where Council's guidance will be sought.

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.6 Executive Assistant**

**12.6.14 Status Report September 2016**

**LOCATION/ADDRESS:** N/A  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** N/A  
**AUTHOR:** Nadine Richmond – Executive Assistant  
**DISCLOSURE OF INTEREST:** No Interest to Disclose  
**DATE:** 14 October 2016  
**ATTACHMENT NUMBER:** 12.6.14 – Status Report September 2016  
**CONSULTATION:** Stephen Tindale - Acting Chief Executive Officer  
Sally Morgan – Community Development Officer  
Tanika McLennan - Finance and Administration Officer  
Jack Walker – Regulatory Officer  
Bill Hardy – Environmental Health Officer  
**STATUTORY ENVIRONMENT:** Nil  
**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** Nil  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**2016/164 OFFICER RECOMMENDATION/COUNCIL DECISION:**

**That the Status Report for September 2016 be noted.**

**Moved Cr HJ Shemeld**

**Seconded Cr SE Faulkner**

**Carried 6/0**

**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.

**COMMENT:**

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

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

**12.7 Regulatory 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 15 November 2016 commencing at 6:45pm in the Beacon CWA House, 14 Rowlands Street, Beacon.**

**16.0 Closure of Meeting**

The Presiding Member welcomed former Councillor Paul Gillett to the meeting and invited him to address Council on his time as Councillor and future plans.

The Presiding Member responded:

On behalf of the Shire I would like to take the opportunity to thank Paul Gillett for his service as a Councillor for the past 13 years. Paul was elected in 2003 at an extraordinary election and is coincidentally departing in the same manner. He served as President from 2007 to 2013, following in the footsteps of his grandfather Merrit Gillett who was President from 1956-1977. Paul has worked hard in his representation of the Shire. He has made valuable political allies, forming a good relationship with local State member Mia Davies and has always represented the Shire well at Local Government Week.

During his time as President, he provided fair and balanced leadership for the Shire. He responded to the challenge of impending amalgamations by committing considerable time, attending meetings to achieve a good outcome for the Shire and worked hard on a large number of infrastructure projects that occurred or were planned during his Presidency including:

Construction of cabins at Bencubbin & Beacon Caravan Parks  
Completion of Aged Units in Bencubbin and purchase of land for same in Beacon Heritage Trail  
Sandalwood Dray Sheds, Gyms and Bowling Greens in both Beacon & Bencubbin  
Lighting at Beacon Football Oval, Basketball and Tennis Courts  
Bencubbin Industrial Shed  
Extension of court area – Bencubbin Complex  
Beacon Men's Shed  
Administration Office Upgrade  
Verandah upgrade and construction of disabled toilet at Beacon Complex  
Bencubbin CRC building

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 18 October 2016**

Beacon Co op building  
Electronic Targets at Bencubbin Rifle Range  
Beacon Netball Court resurfacing  
Water main extension – Rowlands Street Beacon  
Shemeld & Lindsay St Footpaths

Paul has gained a wealth of experience in his time as a Councillor and has shared that experience with new Councillors, Presidents and CEOs along the way. With many new representatives on Council, his experience will be sorely missed. We wish Paul all the best as he embarks on the challenge of State politics.

The Presiding Member declared the meeting closed at 4.42pm

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cr RM Kirby                      President