



# **SHIRE OF MT MARSHALL**

**Minutes of Meeting held on  
Wednesday 19 December 2012,  
in Council Chambers,  
Bencubbin commencing at  
4:06pm.**

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# **SHIRE OF MT MARSHALL**

**These Minutes were confirmed  
by Council at the Ordinary  
Meeting of Council held on  
13 February 2013**

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Cr PA Gillett

President

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# **DISCLAIMER**

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

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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.

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**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

**10.2 Community & Recreation Development Officer**

**CONFIDENTIAL ITEM**

**10.2.13 Citizenship Award Nominations**

**Next Meeting – Wednesday 13 February 2013 in Council Chambers,  
80 Monger Street, Bencubbin**

- **Audit Committee Meeting commencing at 3:00pm**
- **Electors' General Meeting commencing at 3:15pm**
- **Ordinary meeting of Council commencing at 3:30pm**

**14. Closure of Meeting**

## **Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

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

The Presiding Member declared the meeting open at 4:06pm and welcomed all those present.

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

#### **In Attendance**

Cr PA Gillett	President / Presiding Member
Cr MP Hogan	Councillor
Cr DA Miguel	Councillor
Cr WJ Beagley	Councillor
Cr IC Sanders	Councillor

Mr Matthew Gilfellow	Chief Executive Officer
Mrs Lauren Grylls	Executive Administrator

#### **Apologies**

Cr RN Breakell	Deputy President
Cr CJ Kirby	Councillor

### **3.0 Standing Orders**

#### **2012/166 COUNCIL DECISION:**

**That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items in the agenda.**

**Moved Cr MP Hogan                      Seconded Cr DA Miguel                      Carried 5/0**

### **4.0 Public Questions**

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

Nil

#### **4.2 Public Question Time**

Nil

### **5.0 Applications for Leave Of Absence**

Nil



**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

**6.0 Confirmation of Minutes of Previous Meetings**

**6.1 Minutes of the Ordinary Meeting held on Friday 23 November 2012**

**2012/167 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That the Minutes of the Ordinary Meeting of Council held on Friday 23 November 2012 be confirmed as a true and correct record of proceedings.**

**Moved Cr WJ Beagley**

**Seconded Cr IC Sanders**

**Carried 5/0**

**7.0 Announcements by Presiding Person Without Discussion**

Nil

**8.0 Petitions / Deputations / Presentations / Submissions**

Nil

**9.0 Reports of Committees**

Nil

**10.0 Reports of Officers**

**10.1 Environmental Health Officer / Building Surveyor**

Nil

**10.2 Community and Recreation Development Officer**

**10.2.13 2013 Mt Marshall Citizenship Award**

The matter regarding the 2013 Mt Marshall Citizenship Award was deferred until later in the meeting.

**10.3 Natural Resource Management Officer**

Nil

**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

**10.4 Senior Finance Officer**

**10.4.33 Statement of Financial Activity**

<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	F1/4
<b>AUTHOR:</b>	Nancy Collins – Senior Finance Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	10 December 2012
<b>ATTACHMENT NUMBER:</b>	10.4.33a – Statement of Financial Activity (green paper) 10.4.33b – Municipal Fund Statement 10.4.33c – Trust Fund Statement 10.4.33d – Municipal Term Deposit Statement 10.4.33e – Reserve Term Deposit Statement
<b>CONSULTATION:</b>	Matthew Gilfellon – Chief Executive Officer
<b>STATUTORY ENVIRONMENT:</b>	Local Government Act 1995 and Local Government (Financial Management) Regulations 1996
<b>POLICY IMPLICATIONS:</b>	Nil
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**2012/168 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That Council endorse the Statement of Financial Activity for the month ending 30 November 2012.**

**Moved Cr MP Hogan**

**Seconded Cr IC Sanders**

**Carried 5/0**

**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 Wednesday 19 December 2012**

**10.4.34 Accounts Paid**

**LOCATION/ADDRESS:** N/A  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** F1/4  
**AUTHOR:** Nancy Collins – Acting Senior Finance Officer  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 5 December 2012  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Financial Management Regulations and the Local Government Act 1995  
**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** Nil  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**2012/169 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That the Accounts Listed**

<b>Municipal Fund</b>	<b>\$ 266878.22</b>
<b>Trust Fund</b>	<b>\$ 20405.40</b>
<b>Mastercard</b>	<b>\$ 618.13</b>

**Be endorsed.**

**Moved Cr MP Hogan**

**Seconded Cr DA Miguel**

**Carried 5/0**

**BACKGROUND:**

Following is a List of Accounts submitted to Council on Wednesday 19 December 2012 for the Municipal Fund, Trust Fund and Mastercard.

**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

**1. MUNICIPAL FUND**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT6703	06/11/2012	TWO DOGS HOME HARDWARE	CUT KEYS, KEY TAGS	9.81
EFT6704	06/11/2012	CJD EQUIPMENT PTY LTD	BEARINGS	925.44
EFT6705	06/11/2012	COURIER AUSTRALIA	FREIGHT	28.55
EFT6706	06/11/2012	STEWART & HEATON CLOTHING CO PTY LTD	VOLUNTEER BUSH FIRE BRIGADE PPE	692.47
EFT6707	06/11/2012	NINGHAN SPRAYING SERVICE	GYPROCK, CORNICE AND SUNDRY MATERIALS - BEACON CO-OP	2982.38
EFT6708	06/11/2012	KTY ELECTRICAL SERVICES	REPLACE OVEN AT BEACON SILVER CHAIN HOUSE \$1308, REPAIRS TO PUMP AT DAM \$451, REPLACE AIRCON PADS 87 DUNNE & 30 ROWLANDS, REPLACE DRAIN/VALVE 19 ROWLANDS ST	2357.39
EFT6709	06/11/2012	EDGECOMBE'S JEWELLERS	CUT 100 KEYS FOR BEACON GYM	400.00
EFT6710	06/11/2012	BENCUBBIN NEWS & POST	STATIONERY - OCTOBER 2012	382.17
EFT6711	06/11/2012	WA HINO SALES & SERVICE	AIR CLEANER ELEMENTS	224.22
EFT6712	06/11/2012	NEWTRAVEL INC	2012/13 COUNCIL CONTRIBUTIONS	2000.00
EFT6713	06/11/2012	BEACON CO-OPERATIVE LTD	BATTERIES	5.71
EFT6714	06/11/2012	STAPLES AUSTRALIA	STATIONERY	278.53
EFT6715	06/11/2012	ICS CARPENTRY	REMOVE FENCE AND REPLACE WITH COLOURBOND FENCE - SDA CHURCH \$8140, C/BOND FENCE AT LOT 224 ROWLANDS ST \$3936, VARIOUS SMALL REPAIRS	13009.70
EFT6716	06/11/2012	NEWROC	NEWROC SUBSCRIPTIONS \$12100, CLGF STUDIES \$3300, WASTE MANAGEMENT \$4400, CENTRAL W/BELT VISITORS CENTRE \$2750, WHEATBELT WAY \$2200, WDC STUDY \$4400	29150.00
EFT6717	06/11/2012	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPIER SUPPORT SERVICE AGREEMENT - NOVEMBER 2012	248.11
EFT6718	06/11/2012	BENCUBBIN SMASH REPAIRS	PPMV - D PIERPOINT	100.00

**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT6719	06/11/2012	LANDMARK ENGINEERING & DESIGN	DRIFTWOOD TABLE, BENCHES AND BIN - BENCUBBIN CARAVAN PARK UPGRADE	4498.68
EFT6720	06/11/2012	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	LICENCE TO COMMUNICATE COPYRIGHT MUSIC AT MT MARSHALL SWIMMING POOL	128.91
EFT6721	06/11/2012	LAWN DOCTOR	VERTIDRAINING OVALS IN BENCUBBIN AND BEACON	3960.00
EFT6722	06/11/2012	BENCUBBIN AG SUPPLIES	FERTILISER \$7029, VARIOUS SUNDRY ITEMS	8883.55
EFT6723	06/11/2012	5RIVERS PLUMBING AND GAS	REPAIR FAULTS IN VARIOUS LOCATIONS, SOLDER COPPER TEE AT STANDPIPE	789.80
EFT6724	06/11/2012	BENNY MART	PPMV - D PIERPOINT	100.00
EFT6725	06/11/2012	GL & JM POOLE	PURCHASE OF GRAVEL	462.00
EFT6726	06/11/2012	PETRINA POOLE	PAYMENT OF ACCOMMODATION INCENTIVE - AMLIB TRAINING	100.00
EFT6727	06/11/2012	MERREDIN MOWER & CHAINSAW CENTRE	REPAIRS TO HUSQVARNA BRUSH CUTTER	543.20
EFT6728	06/11/2012	DORMA	BALANCE OF PAYMENT FOR AUTOMATIC DOOR - BEACON CO-OP	3935.25
EFT6729	06/11/2012	JOYCE KITCHENS	BALANCE OF PAYMENT FOR KITCHEN - BEACON CO-OP	319.00
EFT6730	06/11/2012	BOB WADDELL CONSULTANT	ASSISTANCE WITH PREPARATION OF ANNUALS, AUDIT FILE AND GENERAL ACCOUNTING ASSISTANCE	6798.55
EFT6731	16/11/2012	PREMIUM SOLID SURFACES	SUPPLY AND INSTALL BENCHTOPS FOR CAFE AT BEACON CO-OP	4548.00
EFT6732	21/11/2012	BOC GASES	CYLINDER HIRE - OCTOBER 2012	64.10
EFT6733	21/11/2012	NINGHAN SPRAYING SERVICE	PAYMENT OF INVOICE FOR MATERIALS FOR BEACON CO-OP BUILDING	118.24
EFT6734	21/11/2012	KTY ELECTRICAL SERVICES	SUPPLY AND INSTALL DIGITAL TV TO BEACON AND BENCUBBIN CARAVAN PARK CABINS	3580.50
EFT6735	21/11/2012	BENCUBBIN NEWS & POST	POSTAGE 29.10 - 2.11.12	57.75

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EFT6736	21/11/2012	AUSTRALIAN TAXATION OFFICE	OCTOBER 2012 BAS	28724.00
EFT6737	21/11/2012	UHY HAINES NORTON (WA) PTY LTD	NUTS AND BOLTS ACCOUNTING WORKSHOP - W MILLAR	1446.50
EFT6738	21/11/2012	ICS CARPENTRY	CONSTRUCT CONCRETE PADS AND ERECT GARDEN SHEDS	5901.50
EFT6739	21/11/2012	RELIANCE PETROLEUM	FUEL CARD PURCHASES - OCTOBER 2012	540.17
EFT6740	21/11/2012	ESPLANADE HOTEL FREMANTLE	ACCOMMODATION - LGMA CONFERENCE - M GILFELLON	627.00
EFT6741	21/11/2012	PERFECT COMPUTER SOLUTIONS PTY LTD	LABOUR TO SET UP CONSULTANT AND ALLOW ACCESS; REPLACE POWER SUPPLY IN LIBRARY PC	290.00
EFT6742	21/11/2012	LANDGATE	MINING TENEMENTS - MINIMUM CHARGE	34.95
EFT6743	21/11/2012	BENCUBBIN AG SUPPLIES	DOG LEASH AND COLLAR, STORAGE CONTAINERS	102.15
EFT6744	21/11/2012	5RIVERS PLUMBING AND GAS	REPLACE FITTING TO VALVE ASSEMBLY	161.29
EFT6745	21/11/2012	OCLC (UK) LTD	AMLIB TRAINING - STOCKTAKE - P POOLE	137.50
EFT6746	21/11/2012	GREAT SOUTHERN FUELS	FUEL CARD PURCHASES - OCTOBER 2012	3172.58
EFT6747	21/11/2012	RACHEL KIRBY	REIMBURSEMENT OF EXPENSES ON BEHALF OF BEACON CO-OP BUILDING	911.74
EFT6748	21/11/2012	BOB WADDELL CONSULTANT	ASSISTANCE WITH SETUP OF NEW MONTHLY FINANCIAL REPORTING FORMAT AND GENERAL ACCOUNTING ASSISTANCE	6042.30
EFT6749	21/11/2012	SHIRE OF WESTONIA	REIMBURSEMENT OF MEAL AND BEVERAGES - CEO AT LGMA CONFERENCE	49.85
EFT6750	23/11/2012	CJD EQUIPMENT PTY LTD	ALTERNATOR, FILTER KIT, V BELT, STARTER SWITCH	2297.26
EFT6751	23/11/2012	MUKA TYRE MART	SUPPLY AND FIT 6 GRADER TYRES, REPAIR GRADER TYRES	5567.00

**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT6752	23/11/2012	KTY ELECTRICAL SERVICES	INSTALL 15AMP POWER TO SHOP 4 SANDALWOOD SHOPS	575.76
EFT6753	23/11/2012	JASON SIGNMAKERS	SHIRE LOGO FOR ENTRY STATEMENT	506.00
EFT6754	23/11/2012	BUNNINGS BUILDING SUPPLIES	TEK SCREWS	22.74
EFT6755	23/11/2012	WA HINO SALES & SERVICE	OIL FILTERS	140.95
EFT6756	23/11/2012	WA TREASURY CORPORATION	LOAN NO. 119 FIXED COMPONENT - LOAN TO BENNYMART - REPAID IN LEASE PAYMENT	979.96
EFT6757	23/11/2012	BEACON CO-OPERATIVE LTD	POSTAGE - BEACON LIBRARY	50.69
EFT6758	23/11/2012	BENCUBBIN BULK HAULIERS	HIRE OF ROAD TRAIN	9769.38
EFT6759	23/11/2012	ICS CARPENTRY	RELOCATE POWER CABLES FOR GENSET	511.50
EFT6760	23/11/2012	STAR TRACK EXPRESS	FREIGHT	435.89
EFT6761	23/11/2012	BENCUBBIN TRUCK N AUTO'S	CLAMPS; OIL FILTER; TWO STROKE OIL	211.60
EFT6762	23/11/2012	D & D TRANSPORT	FREIGHT	283.16
EFT6763	23/11/2012	JR & A HERSEY	FLURO SHIRTS, WORK PANTS, FLEECE, HI VIS JACKET	248.07
EFT6764	23/11/2012	GERALDTON FUEL	BULK FUEL PURCHASES - OCTOBER 2012	11062.50
EFT6765	23/11/2012	TRACE'S PLACE	LUNCH - GRANTS COMMISSION VISIT	181.50
EFT6766	23/11/2012	WHEATBELT GP NETWORK KUNUNOPPIN	HEP A & B IMMUNISATIONS - STAFF MEMBERS, PRE-EMPOLYMENT MEDICAL	437.00
EFT6767	23/11/2012	ASTRO ALLOYS	ASTRO 223 2.5MM	237.92
EFT6768	23/11/2012	MW GRANT	HIRE OF BULLDOZER TO PUSH UP GRAVEL	5885.00
EFT6769	27/11/2012	COVS	LEAK DETECTOR SPRAY, LOBE & TUNE BOOK, OIL DRUM PUMP	238.70
EFT6770	27/11/2012	BENCUBBIN COMMUNITY RECREATION COUNCIL	HIRE OF ACTIVITIES ROOM - SENIORS COOKING DAY	45.00
EFT6771	27/11/2012	AVON WASTE	RUBBISH COLLECTION - OCTOBER 2012	5128.83
EFT6772	27/11/2012	COURIER AUSTRALIA	FREIGHT	100.00
EFT6773	27/11/2012	STATE LIBRARY OF WA	BETTER BEGINNINGS GIFT BOOKS	27.50
EFT6774	27/11/2012	WESFARMERS KLEENHEAT GAS P/L	ANNUAL CYLINDER HIRE	112.00

**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT6775	27/11/2012	NINGHAN SPRAYING SERVICE	SPRAY GUN, RATCHET TIES, SUNDRY ITEMS	90.01
EFT6776	27/11/2012	SHIRE OF TRAYNING	ADVERTISING IN NINGHAN NEWS - BEACON LIFESTYLE RETIREMENT UNIT	8.15
EFT6777	27/11/2012	BENCUBBIN NEWS & POST	POSTAGE 19.11 - 23.11.12	51.96
EFT6778	27/11/2012	BEACON PROGRESS ASSOCIATION INC.	PAYMENT OF BEACON SPECIFIED AREA RATE 2012/13	8455.70
EFT6779	27/11/2012	SIGMA CHEMICALS	REPAIRS TO DOLPHIN WAVE ROBOTIC POOL VACUUM	5015.35
EFT6780	27/11/2012	BEACON CO-OPERATIVE LTD	POSTAGE - BEACON LIBRARY	6.60
EFT6781	27/11/2012	STAPLES AUSTRALIA	STATIONERY	228.12
EFT6782	27/11/2012	ICS CARPENTRY	INSTALL SHELVING FOR DIGITAL TV EQUIPMENT	334.70
EFT6783	27/11/2012	ALL-WAYS FOODS	CLEANING PRODUCTS	734.55
EFT6784	27/11/2012	BENCUBBIN COMMUNITY RESOURCE CENTRE	PHOTOCOPYING	51.00
EFT6785	27/11/2012	HITACHI CONSTRUCTION MACHINERY (AUST) P/L	FUEL FILTERS	154.71
EFT6786	27/11/2012	AUSTRALIA'S GOLDEN OUTBACK	SHIRE EDITORIAL AND ADVERT IN 2013 GOLDEN OUTBACK HOLIDAY PLANNER	2374.00
EFT6787	27/11/2012	BENCUBBIN AG SUPPLIES	POOL CHEMICALS \$4456; 80CM LCD TV AND HI-FI SYSTEM FOR BEACON GYM \$1162, SUNDRY ITEMS	6209.93
EFT6788	27/11/2012	JENNI BUNCE - CLEANING	BEACON CONTRACT CLEANING 25.10 - 7.11.12	1455.00
EFT6789	27/11/2012	CENTRAL WHEATBELT FOOTBALL LEAGUE	2012 CONTRIBUTION TO CWWS EXECUTIVE OFFICER POSITION	2000.00
EFT6790	27/11/2012	MATTHEW GILFELLON	REIMBURSEMENT OF PARKING - LGMA CONFERENCE	81.00
EFT6791	27/11/2012	NEWTONS HOME FURNISHINGS	SOMERVILLE DINING CHAIRS - BEACON BARRACKS	700.00



**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT6792	27/11/2012	BOB WADDELL CONSULTANT	ASSISTANCE WITH SETUP OF NEW MONTHLY REPORTING FORMAT AND GENERAL ACCOUNTING ASSISTANCE	4166.80
EFT6793	27/11/2012	WHITESTONE QUARRIES WA PTY LTD	WHITE PAVING SAND	264.00
EFT6794	30/11/2012	KTY ELECTRICAL SERVICES	FINAL PAYMENT - ELECTRICAL WORK ON BEACON CO-OP BUILDING	3771.84
EFT6795	30/11/2012	MOBILE MASTERS	24 - 12V CONVERTORS	187.00
EFT6796	30/11/2012	MERREDIN TELEPHONE SERVICES	10M PHONE LEAD	14.50
EFT6797	30/11/2012	BURGESS RAWSON (WA) PTY LTD	WATER CONSUMPTION 16.7 - 20.11.12	253.66
EFT6798	30/11/2012	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	68.70
EFT6799	30/11/2012	LGRCEU	PAYROLL DEDUCTIONS	58.20
EFT6800	30/11/2012	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	17472.13
EFT6801	30/11/2012	CR PA GILLETT	MEETING FEES AND ALLOWANCES - NOVEMBER 2012	1490.98
EFT6802	30/11/2012	ESRI AUSTRALIA PTY TLD	ANNUAL ARCGIS SOFTWARE MAINTENANCE	1199.00
EFT6803	30/11/2012	BENCUBBIN SMASH REPAIRS	R/H SEATBELT	772.94
EFT6804	30/11/2012	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	58.36
EFT6805	30/11/2012	CR RN BREAKELL	MEETING FEES AND ALLOWANCES - NOVEMBER 2012	429.56
EFT6806	30/11/2012	CR DA MIGUEL	MEETING FEES AND ALLOWANCES - NOVEMBER 2012	418.31
EFT6807	30/11/2012	BENCUBBIN AG SUPPLIES	CAMLOCK FITTINGS FOR SPRAY UNIT	18.38
EFT6808	30/11/2012	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	431.37
EFT6809	30/11/2012	5RIVERS PLUMBING AND GAS	REPAIRS TO URINAL IN BENCUBBIN CARAVAN PARK	167.20
EFT6810	30/11/2012	JENNI BUNCE - CLEANING	BEACON CONTRACT CLEANING 8/11 - 21/11/12	1020.00
EFT6811	30/11/2012	CR CJ KIRBY	MEETING FEES AND ALLOWANCES - NOVEMBER 2012	332.77
EFT6812	30/11/2012	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	227.04
EFT6813	30/11/2012	LISA CLARK	ACCOMMODATION INCENTIVE - 9/11/12	100.00

**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT6814	30/11/2012	CR WJ BEAGLEY	MEETING FEES AND ALLOWANCES - NOVEMBER 2012	392.83
EFT6815	30/11/2012	CR IC SANDERS	MEETING FEES AND ALLOWANCES - NOVEMBER 2012	290.91
EFT6816	30/11/2012	THE NICK & TRYPHENA SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	146.54
EFT6817	30/11/2012	BOB WADDELL CONSULTANT	ASSISTANCE WITH AUDIT QUERIES/CHANGES IN THE FINANCIAL REPORT	242.00
EFT6818	30/11/2012	WINCHESTER INDUSTRIES	5MM AND 20MM STONE	3696.28
20148	01/11/2012	SHIRE OF MT MARSHALL	CASH PAYMENTS 31.10.2012	2450.00
20149	06/11/2012	SHIRE OF MT MARSHALL	PETTY CASH RECOUP - OCTOBER 2012	122.30
20150	06/11/2012	PLANWEST (WA) PTY LTD	SCHEME AND STRATEGY MODIFICATIONS	440.00
20151	15/11/2012	SHIRE OF MT MARSHALL	CASH PAYMENTS 14.11.2012	2450.00
20152	21/11/2012	SHIRE OF MT MARSHALL	REIMBURSEMENT OF ACCOMMODATION - DORMA - BEACON CO-OP BUILDING	88.00
20153	21/11/2012	SYNERGY	STREETLIGHTS - 25.8 - 24.9.12	1971.69
20154	23/11/2012	SYNERGY	STREETLIGHTS 25.9 - 24.10.2012	2055.29
20155	27/11/2012	TELSTRA	TELEPHONE - NOVEMBER 2012	1916.99
20156	27/11/2012	BENCUBBIN CWA	DONATION 2012 SENIORS CHRISTMAS LUNCH	200.00
20157	27/11/2012	WHEATBELT AGCARE COMMUNITY SUPPORT SERVICES INC	CONTRIBUTION TO RURAL FAMILY COUNSELLING SERVICE FOR 2012/13	990.00
20158	27/11/2012	BENCUBBIN PRIMARY SCHOOL	SUPPLIES FOR SENIORS COOKING DAY	220.06
20159	27/11/2012	EASTERN DISTRICTS DISPLAY COMMITTEE	ANNUAL CONTRIBUTION TO EASTERN DISTRICTS DISPLAY	350.00
20160	27/11/2012	SHIRE OF MT MARSHALL	CASH PAYMENTS 28.11.2012	2450.00
20161	30/11/2012	SYNERGY	ELECTRICITY 11.7 - 2.10.12	142.45
20162	30/11/2012	WESTNET PTY LTD	BUSINESS 5; HOSTING EMAIL PROTECTION	219.00
20163	30/11/2012	CR MP HOGAN	MEETING FEES AND ALLOWANCES – NOV. 2012	290.91
				<b>266878.22</b>

**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

**2. TRUST**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT6702	01/11/2012	DEPARTMENT OF PLANNING & INFRASTRUCTURE	RECOUP LICENSING OCTOBER 2012	20405.40
				20405.40

**3. MASTERCARD**

<b>DETAILS</b>	<b>AMOUNT</b>
FLAG AND TIMBER FLAG POLE	379.50
EPSON STYLUS PRINTER	93.63
5 S/S WATER JUGS	50.00
FLOWERS FOR A STANSBIE	95.00
	618.13

This List of Accounts Paid under Delegation 14 and covering vouchers and direct debits as above was submitted to each Member of the Council for the Ordinary Meeting of **19 December 2012**. 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).

\_\_\_\_\_  
Matthew Gilfellow  
Chief Executive Officer

**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

**10.5 Engineering Administration Officer**

Nil

**10.6 Chief Executive Officer**

**10.6.53 Policy Manual Review**

<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	A2/24
<b>AUTHOR:</b>	Matthew Gilfellon – Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	12 December 2012
<b>ATTACHMENT NUMBER:</b>	10.6.53a – Section of Policy & Procedures Manual 10.6.53b – Proposed Section of Policy & Procedures Manual 10.6.53c – Proposed New Policy E&E.2.8
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Local Government Act 1995
<b>POLICY IMPLICATIONS:</b>	Potential change of council policies
<b>FINANCIAL IMPLICATIONS:</b>	Potential increase in Staff Salaries & Benefits
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Absolute Majority

**2012/170 COUNCIL DECISION / OFFICER RECOMMENDATION:**

That the:

- 1. Proposed changes to ‘Part 4 – Employees and Employment’ of the Shire of Mt Marshall Policy Manual be endorsed; and**
- 2. New policy E&E 2.8 Employee Superannuation be endorsed.**

**Moved Cr MP Hogan  
Absolute Majority**

**Seconded Cr WJ Beagley**

**Carried 5/0**

**BACKGROUND:**

A Policy & Procedures Manual is a way in which Council are able guide the decision making of local government officers. It directs officers to know what decision Council would make if they were faced with the same decision.

The Policy Statement at the front of the Policy & Procedures Manual gives the objectives of the Policy & Procedures Manual. It also requires Council to conduct a review of polices each even year.

**COMMENT:**

The Policies & Procedures Manual is due to be reviewed this year. The policy and procedures manual is now over 204 pages long. It may be unreasonable for Council to expect Local Government Officers to remember and apply all of the policies especially for decisions that are not made on a regular basis. For this reason I have reviewed the manual with a view to reducing the size of the manual. In order to do

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this, I have concentrated on removing policies that are covered in other documents, policies that no longer apply and policies that are of little benefit due to the irregularity of use. The Policy Statement does state that "Policies shall relate to issues of an on-going nature".

As I am proposing a thorough review of the policy manual I will be putting one or two sections to Council each month so that Council can more easily consider the proposed changes and review each section of the manual.

**10.6.54 Bituminous Surfacing Contractor**

<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	W1/16
<b>AUTHOR:</b>	Matthew Gilfellon – Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	10 December 2012
<b>ATTACHMENT NUMBER:</b>	10.6.54a – Quote from RnR Contracting 10.6.54b – Quote from Boral Asphalt
<b>CONSULTATION:</b>	Jon Tranter – Works Supervisor
<b>STATUTORY ENVIRONMENT:</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
<b>POLICY IMPLICATIONS:</b>	R&V 1.5
<b>FINANCIAL IMPLICATIONS:</b>	Contractor rates affect road construction costs
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Absolute Majority

**2012/171 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That RnR Contracting Pty Ltd be appointed as the bituminous surfacing contractor for the Shire of Mt Marshall for the 2012/13 financial year.**

**Moved Cr DA Miguel  
Absolute Majority**

**Seconded Cr IC Sanders**

**Carried 5/0**

**BACKGROUND:**

This year the WALGA preferred suppliers list was used to find a bituminous surfacing contractor. This meant that a tender was not required but as the purchase is over \$100,000 a Council decision is still required.

Two companies submitted a price schedule for the bituminous surfacing contract, RNR Contracting Pty Ltd and Boral Asphalt. The price schedules are attached.

**COMMENT:**

RNR Contracting Pty Ltd has submitted the lowest price schedule of the two companies. RnR was the bituminous surfacing contractor for the 2011/2012 year and their standard of work was of a high quality. They also have a local government representative who is employed to provide advice to shires, a service that was found useful to the Shire of Mt Marshall in the past year. There is no apparent reason to move away from RNR Contracting Pty Ltd as the shires bituminous surfacing contractor.

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Councillors Gillett and Hogan declared that they held an impartiality interest in the matter regarding Mt Marshall Sandalwood Inc, being members of the committee. Under section 5.63(1)(f) of the Local Government Act 1995 their interests need not be disclosed, enabling them to continue to preside at and participate in the meeting.

### **10.6.55 Mt Marshall Sandalwood Inc.**

<b>LOCATION/ADDRESS:</b>	Shire of Mt Marshall
<b>NAME OF APPLICANT:</b>	Mt Marshall Sandalwood Inc.
<b>FILE REFERENCE:</b>	A3/2
<b>AUTHOR:</b>	Matthew Gilfellon – Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	10 December 2012
<b>ATTACHMENT NUMBER:</b>	10.6.55 – Mt Marshall Sandalwood Proposal
<b>CONSULTATION:</b>	Paul Gillett – President, Shire of Mt Marshall
<b>STATUTORY ENVIRONMENT:</b>	Sandalwood Act 1929 Wildlife Conservation Act 1950 Conservation and Land Management Act 1984
<b>POLICY IMPLICATIONS:</b>	Nil
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### **OFFICER RECOMMENDATION:**

That in-principle support is given for the proposal to selectively harvest remanent sandalwood on shire reserves, to Mt Marshall Sandalwood Inc.

#### **2012/172 COUNCIL DECISION:**

**That in-principle support is given to Mt Marshall Sandalwood Inc to selectively harvest remanent sandalwood on shire reserves, provided that an application stating the location and number of trees to be harvested is approved by an absolute majority decision of council prior to any harvesting being undertaken.**

**Moved Cr MP Hogan**

**Seconded Cr WJ Beagley**

**Carried 4/1**

Note: The officer recommendation was amended slightly to include a requirement that prior to any harvesting of Sandalwood taking place, an application stating the location and number of trees to be harvested must be submitted by Mt Marshall Sandalwood Inc. and approved by a majority decision of the council.

#### **BACKGROUND:**

A proposal was received from Mt Marshall Sandalwood Inc. to remove sandalwood trees from shire managed reserves for the purpose of raising funds to establish a sandalwood plantation industry in Mt Marshall. The full proposal is an attachment to this item.

## **Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

### **COMMENT:**

Permission from the shire is just the first of the steps that Mt Marshall Sandalwood Inc. must undertake in order to be able to remove sandalwood.

The Department of Environment and Conservation gives sustainability advice with their licences. Part of the advice is “20%, or a minimum of fifty (50) whole intact seeds (whichever is the greater), should be left under the former canopy of any sandalwood tree that has been removed. To increase the chance of seed germination and host attachment, twenty (20) of the remaining seed should be scattered in the adjacent bush near prospective host plants, and heeled in.



**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

**10.7 Administration Officer**

Nil

**10.8 Executive Administrator**

**10.8.13 2011/2012 Annual Report**

**LOCATION/ADDRESS:** N/A  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** F1/1  
**AUTHOR:** Lauren Grylls – Executive Administrator  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 11 December 2012  
**ATTACHMENT NUMBER:** 10.8.13 – 2011/12 Annual Report (Under Separate Cover)  
**CONSULTATION:** Matthew Gilfellon – Chief Executive Officer  
**STATUTORY ENVIRONMENT:** Local Government Act 1995  
**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** Nil  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Absolute Majority

**2012/173 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That the Annual Report for the year 2011/2012 be accepted.**

**Moved Cr WJ Beagley  
Absolute Majority**

**Seconded Cr MP Hogan**

**Carried 5/0**

**BACKGROUND:**

The Local Government Act 1995 dictates that a local government is to prepare an Annual Report for each financial year.

**COMMENT:**

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

**10.8.14 Nominations for Appointment to Mt Marshall Land Conservation District Committee**

**LOCATION/ADDRESS:** Mt Marshall District  
**NAME OF APPLICANT:** Department of Agriculture and Food  
**FILE REFERENCE:** A4/4  
**AUTHOR:** Lauren Grylls – Executive Administrator  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 12 December 2012  
**ATTACHMENT NUMBER:** 10.8.14 – LCDC Nomination Information Form  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Soil and Land Conservation Act 1945  
**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** Travel fees accounted for within current budget  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**OFFICER RECOMMENDATION:**

For Council consideration.

**2012/174 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That Cr Des Miguel be nominated to represent the Shire of Mt Marshall on the Mt Marshall Land Conservation District Committee.**

**Moved Cr MP Hogan**

**Seconded Cr PA Gillett**

**Carried 5/0**

**BACKGROUND:**

Correspondence has been received from the Department of Agriculture and Food notifying the shire that the term of appointment of our representative to the Mt Marshall Land Conservation District Committee (MMLCDC) will expire on 31 January 2013.

Cr Des Miguel is the shire's existing representative, and is eligible for re-appointment.

**COMMENT:**

Nominations are sought for one representative from the Shire of Mt Marshall for a 3 year term expiring 31 January 2016. Council has the option to request a change to the appointment following local government elections, the next election being in October 2013.

New nominees who have not previously served on the committee should complete a nomination information sheet (attachment 10.8.14).

## Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012

### 11.0 Reports of Elected Members

**Cr IC Sanders attended the following meetings / functions:**

11 December 2012	Bencubbin School Concert	Bencubbin
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**Cr DA Miguel attended the following meetings / functions:**

14 December 2012	Beacon Primary School Concert	Beacon
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**Cr MP Hogan attended the following meetings / functions:**

Nil

**Cr CJ Kirby attended the following meetings / functions:**

Not present

**Cr WJ Beagley attended the following meetings / functions:**

**Cr RN Breakell attended the following meetings / functions:**

11 December 2012	Bencubbin School Concert	Bencubbin
29 November 2012	WALGA GECZ Meeting	Dowerin

**Cr PA Gillett attended the following meetings / functions:**

29 November 2012	WALGA GECZ Meeting	Dowerin
7 December 2012	Senior's Luncheon	Bencubbin
11 December 2012	Bencubbin School Concert	Bencubbin
14 December 2012	Beacon Primary School Concert	Beacon

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**12.0 Elected Members Motions of Which Previous Notice Has Been Given**

Nil

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

Nil

**2012/175 COUNCIL DECISION:**

**That the meeting adjourn for a short break at 5:01pm.**

**Moved Cr WJ Beagley**

**Seconded Cr PA Gillett**

**Carried 5/0**

**2012/176 COUNCIL DECISION:**

**That the meeting resume at 5:04pm.**

**Moved Cr IC Sanders**

**Seconded Cr DA Miguel**

**Carried 5/0**

Note: all those present when the meeting adjourned were present when the meeting resumed.

The matter regarding the 2013 Mt Marshall Citizenship Award deferred earlier in the meeting was considered as follows:

**10.2 Community and Recreation Development Officer**

**10.2.13 2013 Mt Marshall Citizenship Award**

<b>LOCATION/ADDRESS:</b>	Mt Marshall District
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	C1/1
<b>AUTHOR:</b>	Rebecca Watson – Community and Recreation Development Officer
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	13 December 2012
<b>ATTACHMENT NUMBER:</b>	10.2.13a – Nomination Form for <name withheld> 10.2.13b – Nomination Form for <name withheld>
<b>CONSULTATION:</b>	Matthew Gilfellon – Chief Executive Officer
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>POLICY IMPLICATIONS:</b>	Nil
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

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**2012/177 COUNCIL DECISION:**

**That the meeting be closed to the public at 5:07pm to consider the 2013 Mt Marshall Citizenship Award.**

**Moved Cr PA Gillett**

**Seconded Cr WJ Beagley**

**Carried 5/0**

Mrs Lauren Grylls left the meeting at 5:07pm.

**OFFICER RECOMMENDATION:**

For Council consideration.

**2012/178 COUNCIL DECISION:**

**That the Shire Citizenship Award for 2013 be awarded to (name withheld).**

**Moved Cr Miguel**

**Seconded Cr Hogan**

**Carried 5/0**

**BACKGROUND:**

In 2006 the Shire Citizenship Award was reinstated and has been awarded to Jack Walker in 2007, Jenni Bunce in 2008, Kary Sachse in 2009, Irwin Andrews in 2010, Raymond Cooper in 2011 and Audrey and Vin Millar in 2012. Nominations for the 2013 award have been open throughout November and December. The closing date for the nominations was Wednesday 12 December 2012.

**COMMENT:**

Two (2) nominations have been received for the 2013 award. All nomination forms are attached for Council to consider. The recipient of the 2013 award will be presented at the Australia Day Breakfast in Bencubbin or the Australia Day Barbeque in Beacon, depending on Council's selection. Council need to determine the merit of the nominations and resolve who will be awarded with the 2013 citizenship trophy.

Being that the award is not presented until 26 January 2013, I also recommend that Council's resolution regarding the recipient remain confidential until that time.

**Minutes of the Ordinary Meeting of Council held on Wednesday 19 December 2012**

- |             |   |
|-------------|---|
| <b>14.0</b> | <b>Next Meeting – Wednesday 13 February 2013 in Council Chambers, 80 Monger Street, Bencubbin</b> |
| •           | <b>Audit Committee Meeting commencing at 3:00pm</b>   |
| •           | <b>Electors' General Meeting commencing at 3:15pm</b>   |
| •           | <b>Ordinary meeting of Council commencing at 3:30pm</b>   |

<b>15.0</b>	<b>Closure of Meeting</b>
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The Presiding Member declared the meeting closed at 5:16pm, thanking all those for their attendance and wishing everyone a merry Christmas and a safe and prosperous 2013.

These Minutes were confirmed by the Council at the Ordinary Meeting of Council held on 13 February 2013.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cr PA Gillett

\_\_\_\_\_  
President