



SHIRE OF MT MARSHALL

**Minutes of Meeting held on
Wednesday 16 May 2012, in
Council Chambers, Bencubbin
commencing at 6:45pm.**

This page has
been left blank intentionally



SHIRE OF MT MARSHALL

**These Minutes were confirmed
by Council at the Ordinary
Meeting of Council held on
20 June 2012**

Cr PA Gillett

President

This page has
been left blank intentionally

DISCLAIMER

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

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

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, 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.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

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. Confirmation of Minutes of Previous Meetings
 - 6.1 Minutes of the Ordinary Meeting held on Friday 27 April 2012
7. Announcements by Presiding Person Without Discussion
8. Petitions / Deputations / Presentations / Submissions
9. Reports of Committees
 - 9.1 Beacon Bulletin Inc
 - 9.1.1 Beacon Bulletin Inc Minutes – 29 March 2012
 - 9.2 Local Emergency Management Committee
 - 9.2.1 Local Emergency Management Committee Minutes – 4 February 2012
 - 9.3 NEWROC Council
 - 9.3.1 Agenda for the NEWROC Council Meeting held 8 May 2012
10. Reports of Officers
 - 10.1 Environmental Health Officer/Building Surveyor
Nil
 - 10.2 Community & Recreation Development Officer
 - 10.2.4 Junior Theatre Arts
 - 10.2.5 Bencubbin Caravan Park Relocation
 - 10.3 Natural Resource Management Officer
Nil
 - 10.4 Senior Finance Officer
 - 10.4.13 Abbreviated Statement of Financial Position
 - 10.4.14 Statement of Financial Activity
 - 10.4.15 Accounts Paid
 - 10.5 Engineering Administration Officer
Nil
 - 10.6 Chief Executive Officer
 - 10.6.23 Financial Management Review
 - 10.6.24 Policy Manual Review
 - 10.6.25 Sandalwood History Museum
 - 10.6.26 Arterial Drainage Network
 - 10.7 Administration Officer
Nil

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

- 10.8 Executive Administrator
 - 10.8.3 WA Local Government Association Annual General Meeting 2012
 - 10.8.4 Council and Committee Meetings 2012/13
 - 10.8.5 Policy Manual – Accommodation and Travel Incentive
- 11. Reports of Elected Members
- 12. Elected Members' Motions of Which Previous Notice Has Been Given
- 13. New Business of an Urgent Nature Introduced by Decision of the Meeting
- 14. Next Meeting – Wednesday 20 June 2012 commencing at 3:00pm in Council Chambers, 80 Monger Street, Bencubbin
- 15. Closure of Meeting

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member declared the meeting open at 6:45pm and welcomed everyone present.

2.0 Record of Attendance / Apologies / Approved Leave of Absence

In Attendance

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

Mr Matthew Gilfellon	Chief Executive Officer
Mrs Lauren Grylls	Executive Administrator

Apologies

Cr CJ Kirby	Councillor
-------------	------------

3.0 Standing Orders

2012/059 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 DA Miguel Seconded Cr RN Breakell Carried 6/0

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 16 May 2012

6.0 Confirmation of Minutes of Previous Meetings

6.1 Minutes of the Ordinary Meeting held on Friday 27 April 2012

2012/060 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Friday 27 April 2012 be confirmed as a true and correct record of proceedings.

Moved Cr IC Sanders

Seconded Cr WJ Beagley

Carried 6/0

7.0 Announcements by Presiding Person Without Discussion

Nil

8.0 Petitions / Deputations / Presentations / Submissions

Nil

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

9.0 Reports of Committees

9.1 Beacon Bulletin

9.1.1 Beacon Bulletin Inc Minutes – 29 March 2012

LOCATION/ADDRESS:	Mt Marshall District
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A6/38
AUTHOR:	Lauren Grylls – Executive Administrator
DISCLOSURE OF INTEREST:	Nil
DATE:	24 April 2012
ATTACHMENT NUMBER:	9.1.1a– Minutes of Beacon Bulletin Inc Annual General Meeting 9.1.1b – Minutes of Beacon Bulletin Inc General Meeting
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	s5.11, s5.20, s5.22, s5.25 Local Government Act 1995
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Absolute Majority

2012/061 COUNCIL DECISION / OFFICER RECOMMENDATION:

That:

- 1. The Minutes of the Beacon Bulletin Inc Committee Annual General Meeting and General Meeting held on 29 March 2012 be received and all resolutions adopted; and**
- 2. Mrs Marilyn Dunne and Mrs Jan Beagley be appointed to the Beacon Bulletin Committee.**

Moved Cr DA Miguel

Seconded Cr PA Gillett

Carried 6/0

BACKGROUND:

In June 2006 the Beacon Bulletin Committee was formed as a committee of Council.

COMMENT:

As a committee of Council, committee members are required to be appointed by Council, and fees and charges are required to be set by Council. It is recommended that Mrs Marilyn Dunne and Mrs Jan Beagley be appointed to the committee. There have been no changes to the fees and charges.

The minutes of the Annual General Meeting and General Meeting are submitted for Council information.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

9.2 Local Emergency Management Committee

9.2.1 Local Emergency Management Committee Minutes – 14 February 2012

LOCATION/ADDRESS: Mt Marshall District
NAME OF APPLICANT: N/A
FILE REFERENCE: A6/38
AUTHOR: Lauren Grylls – Executive Administrator
DISCLOSURE OF INTEREST: No Interest to Disclose
DATE: 26 April 2012
ATTACHMENT NUMBER: 9.2.1 Minutes of Local Emergency Management Committee Meeting
CONSULTATION: Nil
STATUTORY ENVIRONMENT: s5.22 Local Government Act 1995
POLICY IMPLICATIONS: Nil
FINANCIAL IMPLICATIONS: Nil
STRATEGIC IMPLICATIONS: Nil
VOTING REQUIREMENT: Simple Majority

2012/062 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the minutes of the Mt Marshall Local Emergency Management Committee meeting held on 14 February 2012 be received and all resolutions adopted.

Moved Cr MP Hogan

Seconded Cr WJ Beagley

Carried 6/0

BACKGROUND:

Nil

COMMENT:

The minutes of the Mt Marshall Local Emergency Management Committee meeting held on 14 February 2012 are submitted for council information.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

9.3 NEWROC Council

9.3.1 Agenda for the NEWROC Council Meeting held 8 May 2012

LOCATION/ADDRESS:	NEWROC District
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A5/16
AUTHOR:	Lauren Grylls – Executive Administrator
DISCLOSURE OF INTEREST:	No Interest to Disclose
DATE:	4 May 2012
ATTACHMENT NUMBER:	9.3.1 – Agenda for NEWROC Council Meeting 8 May 2012
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Simple Majority

2012/063 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the information be received.

Moved Cr DA Miguel

Seconded Cr MP Hogan

Carried 6/0

BACKGROUND:

The Shire of Mt Marshall is a member of the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC). NEWROC is not a formal organisation but was formed for the purpose of collaboration and joint initiatives between the Shires Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem, and is governed by a Memorandum of Understanding (MOU) between these Shires.

Under the MOU, each Council appoints a representative Member to the organisation and may appoint a first and second deputy to substitute for that Member. Currently, Cr PA Gillett is Mt Marshall's representative on the Council and Cr RN Breakell is the appointed Deputy.

To encourage discussion amongst Members and assist with awareness of issues to be considered by the NEWROC Council it has been recommended that the Agendas of meetings be presented to individual Councils for their consideration.

COMMENT:

The Agenda for the NEWROC Council meeting held on 8 May 2012 is submitted in order to keep all Members abreast of the activities of the NEWROC Council.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.0 Reports of Officers

10.1 Environmental Health Officer / Building Surveyor

Nil

10.2 Community and Recreation Development Officer

10.2.4 Junior Theatre Arts

LOCATION/ADDRESS: Mt Marshall District
NAME OF APPLICANT: Beacon Theatre Arts
FILE REFERENCE: F1/9
AUTHOR: Rebecca Watson – Community and Recreation
Development Officer
DISCLOSURE OF INTEREST: Nil
DATE: 8 May 2012
ATTACHMENT NUMBER: 10.2.4 – Correspondence from Sarah Munns –
Coordinator of Junior Theatre Arts
CONSULTATION: Matthew Gilfellon – Chief Executive Officer
STATUTORY ENVIRONMENT: Local Government Act 1995
POLICY IMPLICATIONS: Nil
FINANCIAL IMPLICATIONS: Nil
STRATEGIC IMPLICATIONS: Nil
VOTING REQUIREMENT: Simple Majority

2012/064 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the community bus fee be waived to transport Bencubbin children to Beacon to participate in the Junior Theatre Arts for nine weeks from May to July 2012 subject to there being at least 5 children on the bus and that a driver be organised by the Junior Theatre Arts.

Moved Cr IC Sanders

Seconded Cr WJ Beagley

Carried 7/0

BACKGROUND:

I received a phone call from Sarah Munns regarding use of the Mt Marshall Community Bus to transport children from Bencubbin to Beacon to allow them to participate in the Junior Theatre Arts production. The Junior Theatre Arts is looking at running for nine weeks from May through to July and it was felt that by taking the bus more Bencubbin children would be able to participate.

COMMENT:

Nil

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.2.5 Bencubbin Caravan Park Relocation

LOCATION/ADDRESS:	Mt Marshall District
NAME OF APPLICANT:	Nil
FILE REFERENCE:	B2/8
AUTHOR:	Rebecca Watson – Community and Recreation Development Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	8 May 2012
ATTACHMENT NUMBER:	10.2.5a – Budget Comparison of Relocation Verses Redevelopment 10.2.5b – Diagram of Relocated Caravan Park 10.2.5c – Diagram of Redeveloped Caravan Park
CONSULTATION:	Matthew Gilfellon – Chief Executive Officer Graeme Tarr – KTY Electrical Services
STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Simple Majority

OFFICER RECOMMENDATION:

That:

1. The budgeted Caravan Park Relocation Project be amended to a Caravan Park Upgrade Project; and
2. Correspondence is sent to the Shire of Trayning and the Wheatbelt Development Commission to amend the funding in the Wheatbelt Way project.

2012/065 COUNCIL DECISION:

That the matter be deferred to the June Meeting of Council to further investigate the power upgrades necessary to relocate the caravan park.

Moved Cr PA Gillett

Seconded Cr MP Hogan

Carried 6/0

BACKGROUND:

The relocation of the Bencubbin Caravan Park Project was included as part of the NEWROC Wheatbelt Way project which included \$120,000 of the Regional Country Local Government Fund total. Council also had \$25,000 cash allocated towards the project and a further \$42,000 was allocated at the budget review towards a new ablution block. The Caravan Park is planned to be relocated to the Bencubbin Recreation Complex. Plans and costing for the relocation and can be seen in the attachments.

The main issue with relocating the Caravan Park is the cost of getting power, water and septic services in place for the facility. One of the costs which is not included in the relocation budget is the power upgrade which will be needed at the Bencubbin

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

Complex to cater for the Caravan Park facility. Graeme Tarr of KTY Electrical Services spoke with Western Power regarding the cost of a power upgrade. It was put in the vicinity of \$200,000 to \$300,000.

A costing has also been done up to redevelop the Caravan Park in its current location. This option is more affordable as the majority of the money will be spent on beautification and making the caravan park more inviting and welcoming to travellers rather than the relocation expenses. The costing of this is included in the attached budget. I have also done a basic drawing of the relocated caravan park and of the developments to the existing caravan park for Council's interest.

COMMENT:

Given the current budget it would be much more beneficial to keep the Caravan Park at its current location and develop the site. I need Council to consider this as an option as I need to spend the funding by September 2012. By relocating it we would need to incorporate more funds in the 2012-2013 financial year budget to complete the relocation and to install power upgrades to the complex. Another alternative would be to cut costs on the relocation by taking out the components of the project such as gazebos and lawn areas which will make the new area aesthetically pleasing to make the relocation cheaper.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.3 Natural Resource Management Officer

Nil

10.4 Senior Finance Officer

10.4.13 Abbreviated Statement of Financial Position

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: 2 May 2012
ATTACHMENT NUMBER: 10.4.13a – Municipal Fund Statement
 10.4.13b – Trust Fund Statement
 10.4.13c – Municipal Term Deposit Statement
 10.4.13d – Reserve Term Deposit Statement
CONSULTATION: Nil
STATUTORY ENVIRONMENT: Financial Management Regulations 1996 and the
 Local Government Act 1995
POLICY IMPLICATIONS: Nil
FINANCIAL IMPLICATIONS: Nil
STRATEGIC IMPLICATIONS: Nil
VOTING REQUIREMENT: Simple Majority

2012/066 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the Abbreviated Statement of Financial Position as at 30 April 2012 be accepted.

Moved Cr MP Hogan

Seconded Cr PA Gillett

Carried 6/0

BACKGROUND:

Nil

COMMENT:

ABBREVIATED STATEMENT OF FINANCIAL POSITION AS AT 30 APRIL 2012

	MUNICIPAL (\$)	TRUST (\$)	RESERVE (\$)
Synergy Balance as at 01/04/2012	1,453,490.33	31,429.79	1,220,575.06
Plus Receipts 01/04/2012 to 30/04/2012	42,184.29	24,594.75	-
Plus Adjustment	-	-	-
Plus Outstanding Journals (interest)	-	-	2,662.73
	<hr/> 1,495,674.62	<hr/> 56,024.54	<hr/> 1,223,237.79

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

Less Payments 01/04/2012 to 30/04/2012	-	558,143.78	-	26,722.15	-
Less Outstanding Journals	-	4,487.01	-	155.00	-
Synergy Balance as at 30/04/2012		<u>933,043.83</u>		<u>29,147.39</u>	<u>1,223,237.79</u>

This is represented by:

Cash at Bank	217,810.51	25,467.39	-
Investments	733,533.16	-	1,223,237.79
Housing Bonds Held by Bankwest	-	1,700.00	-
Balance as per Bank Reconciliation	<u>951,343.67</u>	<u>27,167.39</u>	<u>1,223,237.79</u>

RECONCILIATION AS AT 30 APRIL 2012

	MUNICIPAL (\$)	TRUST (\$)	RESERVE (\$)
Balance as per Bank Statement	217,810.51	25,467.39	-
Balance of Term Deposits	733,533.16	-	1,223,237.79
Balance of Housing Bonds (Bank)	-	1,700.00	-
	<u>951,343.67</u>	<u>27,167.39</u>	<u>1,223,237.79</u>
Plus Outstanding Deposits	719.10	2,518.60	-
	<u>952,062.77</u>	<u>29,685.99</u>	<u>1,223,237.79</u>
Less Outstanding Cheques	-	538.60	-
	<u>933,043.83</u>	<u>29,147.39</u>	<u>1,223,237.79</u>

BALANCE OF RESERVE FUNDS AS AT 30 APRIL 2012

	\$
Plant Replacement	355,099.77
Aged Care Units	56,831.36
Community Housing	32,659.02
Council Staff Housing	121,273.13
Employee Entitlements	100,701.28
Caravan Park Upgrades	21,357.03
Public Amenities and Buildings	269,580.08
Land & Road Development	21,150.56
Television & Radio Broadcasting	26,038.83
Bencubbin Aquatic Centre Development	129,073.40
Community Bus	50,290.66
Refuse Site Development	-
Bencubbin Recreation Complex	23,204.01
Office Equipment	13,315.93
Industrial Shed	-
Country Local Government Fund Reserve	-
	<u>1,220,575.06</u>

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

INVESTMENTS AS AT THE 30 APRIL 2012

FUND	INSTITUTION	TERM	RATE	AMOUNT	EXPIRY	ACCOUNT NUMBER
Reserve	Bankwest	3 Months	5.50%	807,149.17	29/05/2012	028-035695-8
Reserve	Bankwest	2 Months	5.65%	282,949.71	4/06/2012	028-036484-4
Reserve	Bankwest	1 Month 12 Days	4.90%	133,138.91	24/04/2012	028-036280-0
Municipal	Bankwest	1 Month	5.09%	508,286.16	14/05/2012	028-038504-0
Municipal	Bankwest	2 months 30 days	5.65%	225,247.00	18/06/2012	028-037829-9

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.4.14 Statement of Financial Activity

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: 9 May 2012
ATTACHMENT NUMBER: Nil
CONSULTATION: Nil
STATUTORY ENVIRONMENT: Local Government (Financial Management)
Regulations 1996
POLICY IMPLICATIONS: Nil
FINANCIAL IMPLICATIONS: Nil
STRATEGIC IMPLICATIONS: Nil
VOTING REQUIREMENT: Simple Majority

2012/067 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the Statement of Financial Activity for the period ended 30 April 2012 be endorsed.

Moved Cr MP Hogan

Seconded Cr DA Miguel

Carried 6/0

BACKGROUND:

Council has resolved that material variances greater than ten percent be reported and these have been listed in the notes to the statement.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

COMMENT:

SHIRE OF MT MARSHALL
ABBREVIATED STATEMENT OF FINANCIAL ACTIVITY
for the period 1 July 2011 to 30 April 2012

OPERATING ACTIVITIES	Note	Budget	YTD Budget	YTD Actual	Variances Greater Than 10% of YTD Budget
Income		\$	\$	\$	
General Purpose Funding	3i	3,158,481	2,669,510	2,199,464	17.61%
Governance		4,900	4,070	46,595	-1044.84%
Law, Order and Public Safety	5i	86,055	71,690	46,220	35.53%
Health		-	-	7,111	0.00%
Education and Welfare		23,216	19,340	42,821	-121.41%
Housing		61,360	51,130	66,425	-29.91%
Community Amenities		74,995	62,460	104,949	-68.03%
Recreation and Culture		19,240	16,000	25,130	-57.06%
Transport	12i	1,612,200	1,343,470	1,199,301	10.73%
Economic Services		199,500	62,070	209,540	-237.59%
Other Property and Services	14i	40,600	33,810	(4,397)	113.01%
		5,280,547	4,333,550	3,943,159	
Expenditure					
General Purpose Funding		68,139	56,760	44,684	-21.28%
Governance		634,341	520,010	376,115	-27.67%
Law, Order and Public Safety		89,011	74,080	81,293	9.74%
Health	7e	104,198	86,770	106,111	22.29%
Education and Welfare		134,366	110,420	94,894	-14.06%
Housing		220,564	184,780	177,052	-4.18%
Community Amenities		304,210	253,340	217,093	-14.31%
Recreation and Culture		523,546	436,030	431,606	-1.01%
Transport		2,882,341	2,401,850	1,972,154	-17.89%

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

Economic Services	227,026	189,050	182,086	-3.68%
Other Property and Services	36,735	30,510	59,332	94.47%
	5,224,477	4,343,600	3,742,420	
Net Operating Profit/(Loss)	56,070	(10,050)	200,739	
ADD NON CASH ITEMS				
Depreciation	2,349,494	1,174,747	1,242,763	
Provisions/Other Accruals				
Loss/(Profit) on Sale of Assets	77,013	38,507	-	
	2,426,507	1,213,254	1,242,763	
Net Operating Surplus/(Deficit)	2,482,577	1,203,204	1,443,502	
LESS CAPITAL EXPENDITURE				
Land & Buildings	1,060,689	530,345	223,144	
Plant & Machinery	543,500	271,750	445,088	
Furniture, Fittings & Equipment	-	-	-	
Infrastructure - Roads	1,683,638	841,819	752,293	
Infrastructure - Other	370,889	185,445	1,926	
	(1,176,139)	(626,155)	21,051	
LESS OTHER NON OPERATING				
Loan Principal Repayments	121,690	60,845	100,866	
Transfer to Community Group	200,000	100,000	-	
Transfer to Reserves	585,372	292,686	41,062	
Funding Required	(2,083,201)	(979,686)	(120,877)	
FUNDED FROM				
Transfer from Reserves	279,620	139,810	-	
Capital Contribution			-	
Proceeds from New Loans		-		
Proceeds on Sale of Assets	213,500	106,750	-	
Self-Supporting Loan Income	7,861	3,931	7,861	
Opening Funds	1,582,220	1,225,614	1,258,004	
Closing Funds	-	496,419	1,059,649	

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

Notes

- 3i - This variance is due to not receiving Royalties for Regions funding for 11/12 yet. The contract needs to be varied. It is anticipated that once this is done and tourism funding is spent, income will fall within budgeted amounts.
- 5i - This variance is due to grant for Wialki Fire Shed not yet being acquitted. This will be done at the completion of the project.
- 12i - This variance is due to road expenditure not yet recouped from Main Roads. It is anticipated that when this is done, income will meet budget expectations
- 14i - This variance is due to plant hire and private works income being under what has been budgeted to be received at this time of the year. As it is unknown how much private works and plant hire will take place during the year it can't be said if this will meet budget expectations.
- 7e - This variance is due to medical practice expenses being higher than budgeted. The shire has being paying accounts on behalf of the medical practice and should be reimbursed after the other participating shires have paid their share.
- 14e - This variance is mainly due to private works being over budget. It is expected that these will be recouped.

Composition Of Net Current Asset Position

Current Assets

Cash - Unrestricted	937,931
Cash - Restricted	1,220,575
Receivables	321,046
Inventories	24,344

Less Current Liabilities

Payables & Provisions	(223,672)
Less: Cash Reserves - Restricted	(1,220,575)
	1,059,649
	1,059,649

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.4.15 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: 4 May 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

2012/068 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the Accounts Listed

Municipal Fund	\$ 488353.38
Trust Fund	\$ 19498.60
Mastercard	\$ 1994.04

Be endorsed.

Moved Cr WJ Beagley

Seconded Cr MP Hogan

Carried 6/0

BACKGROUND:

Following is a List of Accounts submitted to Council on Wednesday 16 May 2012 for the Municipal Fund, Trust Fund and Mastercard.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

1. Municipal Fund

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT5939	04/04/2012	COVS	GLOVES, FUEL TREATMENT	481.48
EFT5940	04/04/2012	BENCUBBIN AIRCONDITIONING SERVICE	REPLACE HYDRAULIC HOSES ON BACKHOE	373.16
EFT5941	04/04/2012	CJD EQUIPMENT PTY LTD	BEARINGS	960.86
EFT5942	04/04/2012	COURIER AUSTRALIA	FREIGHT	14.39
EFT5943	04/04/2012	MUKA TYRE MART	REPAIR TO GRADER TYRE	90.00
EFT5944	04/04/2012	BENCUBBIN NEWS & POST	POSTAGE 26.3 - 30.3.12	64.60
EFT5945	04/04/2012	BEACON COUNTRY CLUB INC.	REFRESHMENTS AT COUNCIL MEETING - MARCH 2012	259.00
EFT5946	04/04/2012	CORPORATE EXPRESS AUSTRALIA LTD	GREEN CARD FOR TIMECARDS	82.67
EFT5947	04/04/2012	WJ & J BEAGLEY	GRAVEL FROM GRAVEL PIT ON FARM	3075.60
EFT5948	04/04/2012	STAR TRACK EXPRESS	FREIGHT	486.28
EFT5949	04/04/2012	TRAVEL COOL	AIRCONDITIONING GAS	619.70
EFT5950	04/04/2012	BENCUBBIN SMASH REPAIRS	SUPPLY AND FIT CANOPY TO NISSAN NAVARA	2867.00
EFT5951	04/04/2012	KENYON & COMPANY PTY LTD	2 MAGNETIC BASE LAMPS	319.00
EFT5952	04/04/2012	VERNON CONTRACTING	VERGE CLEARING - BENCUBBIN-BEACON ROAD	2810.50
EFT5953	04/04/2012	JR & A HERSEY	JACKETS	178.80
EFT5954	04/04/2012	JOHN HUGHES	NEW MITSUBISHI MN TRITON 2.5L MANUAL UTILITY \$30205.80 LESS TRADE (TRITON) \$14200	16005.80
EFT5955	04/04/2012	NINDETHANA SEED SERVICE PTY LTD	NATIVE TREE SEED (VARIOUS)	123.75
EFT5956	04/04/2012	BENCUBBIN AG SUPPLIES	CHLORPYRIFOS, FENCE DROPPERS, SUNDRY HARDWARE ITEMS	2274.65
EFT5957	04/04/2012	CJ & KP BROWN	BRICKIES SAND	550.00
EFT5958	04/04/2012	TRUCK CENTRE (WA) PTY LTD	FILTER KIT, ELEMENT	488.25
EFT5959	04/04/2012	LISA CLARK	REIMBURSEMENT - PINE LOGS	42.90
EFT5960	04/04/2012	BENCUBBIN SUPERMARKET	SUPPER MATERIALS FOR BUSINESS OWNERS NETWORKING MEETING \$206, BAYGON OUTDOOR \$71, BATTERIES	285.74
EFT5961	04/04/2012	MERREDIN MOWER & CHAINSAW CENTRE	REPAIR LARGE STIHL CHAINSAW	866.30
EFT5962	04/04/2012	ECHELON AUSTRALIA PTY LTD	GREAT EASTERN REGIONAL RISK COORDINATION PROGRAMME 1.1 - 30.6.12	2738.10
EFT5963	11/04/2012	BENCUBBIN C.R.C.	HIRE OF ACTIVITIES ROOM AND KITCHEN FOR PLAYGROUP DAY	105.00

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT5964	11/04/2012	PURE AIR FILTERS	AIR FILTERS, CLEANED	662.20
EFT5965	11/04/2012	KTY ELECTRICAL SERVICES	COOLBREEZE EVAP AIRCON - 248 BROWN ST \$3080, COOLBREEZE EVAP AIRCON - 167 COLLINS ST \$1089, SOLAHART HWS - 229 MURRAY ST \$2208, RCDS ETC AT BENCUBBIN OVAL \$ 1628, OTHER MINOR WORKS	8278.57
EFT5966	11/04/2012	JASON SIGNMAKERS	BOLLARDS, BARRIER MESH, HANDRAILS	2717.88
EFT5967	11/04/2012	R N R CONTRACTING	BITUMEN SEALING - BENCUBBIN-GABBIN ROAD	72904.56
EFT5968	11/04/2012	JONATHAN TRANTER	TELEPHONE ALLOWANCE FOR QUARTER ENDED 31.3.2012	250.00
EFT5969	12/04/2012	CJD EQUIPMENT PTY LTD	6000 HR SERVICE ON BILL'S GRADER \$10391, 3000HR SERVICE ON RALPH'S GRADER \$7023, 3500 HR SERVICE ON TED'S GRADER \$3540, 3000HR SERVICE AND REPAIRS TO BACKHOE \$7224, FIT COUNTERWEIGHT TO FEL \$588	28766.35
EFT5970	12/04/2012	R N R CONTRACTING	EMULSION SEALING BENCUBBIN-KELLERBERRIN ROAD	53239.05
EFT5971	12/04/2012	T.A.G. TREE SERVICES PTY LTD	TREE PRUNING IN BENCUBBIN AND BEACON	13200.00
EFT5972	16/04/2012	WESTRAC PTY LTD	NUTS AND BOLTS FOR GRADER	198.00
EFT5973	16/04/2012	AVON WASTE	RUBBISH COLLECTION - MARCH 2012	3985.60
EFT5974	16/04/2012	BOC GASES	CYLINDER HIRE - MARCH 2012	61.04
EFT5975	16/04/2012	SHIRE OF KOORDA	PEHO EXPENSES - JAN-MAR 2012	5452.78
EFT5976	16/04/2012	CJD EQUIPMENT PTY LTD	WINDSCREEN	1089.48
EFT5977	16/04/2012	COURIER AUSTRALIA	FREIGHT	78.35
EFT5978	16/04/2012	BEACON BULLETIN	ANNUAL ADVERTISING DONATION/SUBSCRIPTION	1100.00
EFT5979	16/04/2012	BENCUBBIN NEWS & POST	STATIONERY ACCOUNT - MARCH 2012	320.62
EFT5980	16/04/2012	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	LICENCE RENEWAL FEES	205.00
EFT5981	16/04/2012	WA TREASURY CORPORATION	Loan No. 116 Fixed Component - John Deere Grader	11575.80
EFT5982	16/04/2012	BENCUBBIN BULK HAULIERS	HIRE OF ROAD TRAIN AND SINGLE SIDE TIPPER	13964.50
EFT5983	16/04/2012	UHY HAINES NORTON (WA) PTY LTD	PREPARATION FOR AND ATTENDANCE AT AUDIT COMMITTEE MEETING	330.00
EFT5984	16/04/2012	STAR TRACK EXPRESS	FREIGHT	574.97

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT5985	16/04/2012	RELIANCE PETROLEUM	FUEL CARD PURCHASES - MARCH 2012	1330.18
EFT5986	16/04/2012	BENCUBBIN COMMUNITY RESOURCE CENTRE	HIRE OF PROJECTOR AND SCREEN - GECZ AND BUSINESS AFTER HOURS MEETINGS	51.00
EFT5987	16/04/2012	MERREDIN AUTO ELECTRICS & AIRCONDITIONING	CHECK AIRCONDITIONING AND REPAIR - HOLDEN ASTRA	1674.20
EFT5988	16/04/2012	CR PA GILLETT	MEETING FEES AND ALLOWANCES - MARCH 2012	1563.78
EFT5989	16/04/2012	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPIER SUPPORT SERVICE AGREEMENT - MARCH AND APRIL 2012	608.98
EFT5990	16/04/2012	METROCOUNT	6V WELDED BATTERY PACK	178.20
EFT5991	16/04/2012	BENCUBBIN SMASH REPAIRS	FULL DETAIL - HOLDEN ASTRA	242.00
EFT5992	16/04/2012	C Y O'CONNOR COLLEGE OF TAFE	PROCESS BUILDING PERMITS COURSE FEE - L GRYLLS	74.20
EFT5993	16/04/2012	BENCUBBIN TRUCK N AUTO'S	SERVICE HOIST IN WORKSHOP, FILTERS ETC	831.30
EFT5994	16/04/2012	PERFECT COMPUTER SOLUTIONS PTY LTD	SUPPLY AND SET UP WIRELESS ANTENNA, SET UP AMLIB BACKUP AT BEACON LIBRARY	865.00
EFT5995	16/04/2012	BENDIGA	SALADS FOR MALLEEFOWL SURVEY AT REMLAP STATION	150.00
EFT5996	16/04/2012	IT VISION	PAYROLL ESSENTIALS WORKSHOP - W MILLAR	968.00
EFT5997	16/04/2012	CR RN BREAKELL	MEETING FEES AND ALLOWANCES - MARCH 2012	444.36
EFT5998	16/04/2012	CR DA MIGUEL	MEETING FEES AND ALLOWANCES - MARCH 2012	343.47
EFT5999	16/04/2012	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	AWARD INTERPRETATION COURSE - W MILLAR	434.50
EFT6000	16/04/2012	CR MP HOGAN	MEETING FEES AND ALLOWANCES - MARCH 2012	316.17
EFT6001	16/04/2012	BENCUBBIN AG SUPPLIES	6KG TOP LOAD WASHING MACHINE	732.05
EFT6002	16/04/2012	JENNI BUNCE	BEACON CONTRACT CLEANING 1.3 - 14.3.12	2460.00
EFT6003	16/04/2012	CR CJ KIRBY	MEETING FEES AND ALLOWANCES - MARCH 2012	327.09
EFT6004	16/04/2012	BENCUBBIN SUPERMARKET	PPMVS - C MCEWAN, M ROWLING	539.83
EFT6005	16/04/2012	CR WJ BEAGLEY	MEETING FEES AND ALLOWANCES - MARCH 2012	305.25
EFT6006	16/04/2012	CR IC SANDERS	MEETING FEES AND ALLOWANCES - MARCH 2012	285.23
EFT6007	16/04/2012	KOORDA COMMUNITY RESOURCE CENTRE	FULL PAGE ADVERTISEMENT - NARKAL NOTES - CSO POSITION	20.00
EFT6008	16/04/2012	GREAT SOUTHERN FUELS	BULK FUEL, FUEL CARD PURCHASES	14756.52

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT6009	23/04/2012	COVS	HD BATTERY MASTER SWITCH, GREASE GUNS, D SHACKLES	412.83
EFT6010	23/04/2012	BENCUBBIN C.R.C.	HIRE OF KITCHEN AND COURT AREA FOR CINEMA NIGHT	75.00
EFT6011	23/04/2012	STATE LIBRARY OF WA	LOST AND DAMAGED BOOKS	7.70
EFT6012	23/04/2012	MUKA TYRE MART	FIT GRADER TYRES	534.00
EFT6013	23/04/2012	NINGHAN SPRAYING SERVICE	FUEL, RAKE AND ROPE	626.55
EFT6014	23/04/2012	MUKA MATTERS	ADVERTISING - CSO VACANCY	16.00
EFT6015	23/04/2012	BENCUBBIN NEWS & POST	POSTAGE 10.4 - 13.4.12	15.60
EFT6016	23/04/2012	AUSTRALIAN TAXATION OFFICE	MARCH BAS	75802.00
EFT6017	23/04/2012	DIELECTRIC SECURITY SERVICES	CENTRAL STATION MONITORING FROM 1.5.12 TO 31.7.12	101.20
EFT6018	23/04/2012	BURGESS RAWSON (WA) PTY LTD	WATER CONSUMPTION 8.12.11 - 3.4.12	201.96
EFT6019	23/04/2012	STAR TRACK EXPRESS	FREIGHT	80.51
EFT6020	23/04/2012	NEWROC	REIMBURSEMENT FOR BOLLARDS - MARSHALL ROCK	953.50
EFT6021	23/04/2012	BENCUBBIN SMASH REPAIRS	FIT NEW WINDSCREEN TO VOLVO LOADER	297.00
EFT6022	23/04/2012	KENYON & COMPANY PTY LTD	MAGNETIC LAMPS	319.00
EFT6023	23/04/2012	BENCUBBIN TRUCK N AUTO'S	REPAIR TRAILER TYRE, REPAIR PUNCTURE	82.50
EFT6024	23/04/2012	GILFELLON CONSULTING	PROJECT OFFICER/EXECUTIVE OFFICER - RURAL TRANSITION GROUP	1604.00
EFT6025	23/04/2012	JR & A HERSEY	JACKET, WORK PANTS, FLURO SHIRTS	377.30
EFT6026	23/04/2012	BENCUBBIN AG SUPPLIES	CALCIUM HYPOCHLORITE, POOL ACID, POOL STABILISER, SUNDRY POOL SUPPLIES	2166.10
EFT6027	23/04/2012	5RIVERS PLUMBING AND GAS	CHECK WATER COOLER AT BEACON BARRACKS	311.30
EFT6028	23/04/2012	JENNI BUNCE	BEACON CONTRACT CLEANING 29.3 - 11.4.12	870.00
EFT6029	23/04/2012	KALANNIE COMMUNITY RESOURCE CENTRE	MOVIE SCREEN AND PROJECTIONISTS, FILM LICENCE - BENCUBBIN MOVIE NIGHT	850.00
EFT6030	23/04/2012	SURFSIDE OCEAN BEACH	ACCOMMODATION - SENIORS' TRIP TO DENMARK	1770.00
EFT6031	26/04/2012	CJD EQUIPMENT PTY LTD	REPLACE FAULTY STARTER MOTOR - VOLVO BACKHOE	1901.35
EFT6032	26/04/2012	TOTAL EDEN PTY LTD	ORBIT 9 STATION CONTROLLER	730.11

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT6033	26/04/2012	UHY HAINES NORTON (WA) PTY LTD	FEES FOR INTERIM AUDIT FOR YEAR ENDED 30.6.12	8492.00
EFT6034	26/04/2012	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	43.20
EFT6035	26/04/2012	LGRCEU	PAYROLL DEDUCTIONS	38.80
EFT6036	26/04/2012	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	10449.41
EFT6037	26/04/2012	THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	268.65
EFT6038	26/04/2012	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	279.48
EFT6039	26/04/2012	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	279.48
EFT6040	26/04/2012	RJ BACK	INTEGRATED PLANNING AND REPORTING, CORPORATE BUSINESS PLAN - RTG	40579.62
20056	04/04/2012	SHIRE OF MT MARSHALL	CASH PAYMENTS 04.04.2012	2400.00
20057	04/04/2012	SHIRE OF MT MARSHALL	REIMBURSEMENT OF AGENCY DEFICIENCY	30.00
20058	04/04/2012	WATER CORPORATION	WATER CONSUMPTION 15.11.11 - 8.3.12	16674.80
20059	04/04/2012	M HOGAN	GRAVEL TAKEN FROM GRAVEL PIT ON FARM	6072.00
20060	04/04/2012	NUKLEEN DRYCLEANERS	BAGS OF RAGS	616.00
20061	16/04/2012	WATER CORPORATION	WATER CONSUMPTION 8.12.11 - 4.4.12	4785.90
20062	16/04/2012	BENCUBBIN SPORTS CLUB INC.	REFRESHMENTS - BUSINESS AFTER HOURS MEETING	256.00
20063	16/04/2012	THE GIMLET NEWSPAPER INC	ANNUAL ADVERTISING DONATION/SUBSCRIPTION	1100.00
20064	16/04/2012	CANNING BRIDGE	ACCOMMODATION - EXCEL INTEGRATION COURSE - N COLLINS	100.00
20065	17/04/2012	JACQUELINE V CHAPMAN	RATES REFUND FOR ASSESSMENT A6061 MONGER ST BENCUBBIN WA 6477	41.14
20066	19/04/2012	SHIRE OF MT MARSHALL	CASH PAYMENTS 18.4.2012	2400.00
20067	23/04/2012	WATER CORPORATION	WATER CONSUMPTION 8.12.11 - 4.4.12	3932.80
20068	23/04/2012	SHIRE OF MERREDIN	HIRE OF STREET SWEEPER	2104.00
20069	23/04/2012	SYNERGY	ELECTRICITY 1.2 - 2.4.12	12685.00
				488353.38

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

2. Trust

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
3392	27/04/2012	DA GILLETT & CO	REFUND OF BOND	400.00
EFT5938	04/04/2012	DEPARTMENT OF PLANNING & INFRASTRUCTURE	RECOUP MARCH LICENSING	19098.60
				19498.60

3. Mastercard

ACCOUNT NO.	DETAILS	AMOUNT
1041041	ACCOMMODATION - L CLARK	402.95
0421131	ANNUAL FEE	39.00
0421231	FUEL - LGMA - L GRYLLES	97.56
0421231	ACCOMMODATION - L GRYLLES	310.00
0421231	FUEL - LGMA - L GRYLLES	98.53
1241021	ACCOMMODATION - LICENSING TRAINING - N RICHMOND	954.95
1431021	BATTERY FOR PHONE (LATER REFUNDED)	29.00
PMM390	DELETE CONCESSION	62.05
		1994.04

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 **16 May 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 Gilfellon
 Chief Executive Officer

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.5 Engineering Administration Officer
--

Nil

10.6 Chief Executive Officer

10.6.23 Financial Management Review
--

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	F1/2
AUTHOR:	Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	9 May 2012
ATTACHMENT NUMBER:	10.6.23 – Copy of Financial Management Review
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Local Government Act 1995 and Local Government (Financial Management) Regulations 1996
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Simple Majority

2012/069 COUNCIL DECISION / OFFICER RECOMMENDATION:
--

That Council accept the report on the review of the Shire of Mt Marshall's financial management systems and procedures.
--

Moved Cr RN Breakell

Seconded Cr IC Sanders

Carried 6/0

BACKGROUND:

Section 5(2)(c) of the Local Government (Financial Management) Regulations 1996 states that the CEO is to “undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

The Shire of Mt Marshall was due to have a financial management review undertaken. UHY Haines Norton was appointed to undertake this review. The review was conducted in conjunction with the interim audit in March 2012. The report was released in May 2012 and is now presented to Council.

COMMENT:

The report of the review was quite good. There have been some errors made and some procedures that need further tightening. The findings from the report will now be used to improve our financial processes.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.6.24 Policy Manual Review

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A2/24
AUTHOR:	Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	9 May 2012
ATTACHMENT NUMBER:	10.6.24a – Section of Policy & Procedures Manual Environmental Health 10.6.24b – Proposed Section of Policy & Procedures Manual 10.6.24c – Basic First Aid Training Information Sheet
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Local Government Act 1995
POLICY IMPLICATIONS:	Potential change of council policies
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Absolute Majority

2012/070 COUNCIL DECISION / OFFICER RECOMMENDATION:

That council endorse the proposed changes to the Shire of Mt Marshall Policy Manual.

Moved Cr DA Miguel

Seconded Cr IC Sanders

Carried 6/0

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 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.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.6.25 Sandalwood History Museum

LOCATION/ADDRESS:	Monger St, Bencubbin
NAME OF APPLICANT:	Better Bencubbin Progress Association
FILE REFERENCE:	A4/1, A6/37
AUTHOR:	Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	10 May 2012
ATTACHMENT NUMBER:	10.6.25 – Correspondence to and from Applicant
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	The shire already purchased the old police station with the intention of developing a museum.
VOTING REQUIREMENT:	Simple Majority

2012/071 COUNCIL DECISION / OFFICER RECOMMENDATION:

That Council support in-principle Better Bencubbin Progress Association's application to Lotterywest for funding to develop a business case for the Sandalwood History Museum.

Moved Cr PA Gillett

Seconded Cr MP Hogan

Carried 6/0

BACKGROUND:

The Better Bencubbin Progress Association wrote to the shire in August 2011 asking for the shire to grant them land for the purpose of building a museum. After some discussion Council informally approved the giving of land for the museum. Correspondence between the Better Bencubbin Progress Association and the Shire of Mt Marshall is an attachment to this item.

On Wednesday 9 May 2012 the Chief Executive Officer met with the Better Bencubbin Progress Association Museum Sub-committee and Don Newman and Mike Jefferson from Relix Community Revitalisation so that the sub-committee's plans for the Sandalwood History Museum could be discussed and the shire could be asked for support.

COMMENT:

The first step in the process for Better Bencubbin Progress Association is to seek a grant from Lotterywest in order to develop a business case for the Sandalwood History Museum Project. In order to do this they require in principle support from the shire.

It was made clear at the meeting that due to the priorities in the Forward Capital Works Plan a financial contribution would not be able to be made from the shire.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.6.26 Arterial Drainage Network

LOCATION/ADDRESS:	Mt Marshall Shire
NAME OF APPLICANT:	Wheatbelt Catchment Alliance of WA (Inc.)
FILE REFERENCE:	E1/9
AUTHOR:	Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
DATE:	10 May 2012
ATTACHMENT NUMBER:	10.6.26a – Letter from Wheatbelt Catchment Alliance 10.6.26b – Arterial Drainage Network Business Case 10.6.26c – Map of WCA Area of Interest 10.6.26d – Draft Support Letter 10.6.26e – Email from Lisa Clark – Natural Resource Management Officer
CONSULTATION:	Lisa Clark – Natural Resource Management Officer
STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Costs of Administrative Support if Successful
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Absolute Majority

OFFICER RECOMMENDATION:

That Council declines to give support to the Arterial Drainage Network project.

2012/072 COUNCIL DECISION:

That Council declines to support the Arterial Drainage Network project until support has been given by the community and landholders.

**Moved Cr PA Gillett
Absolute Majority**

Seconded Cr MP Hogan

Carried 6/0

BACKGROUND:

On 18 April 2012 an email was received from Max Hudson, Chairperson of the Wheatbelt Catchment Alliance of W.A. Inc, requesting support from the shire for the Arterial Drainage Network project.

COMMENT:

The Shire of Mt Marshall has experience with deep drainage projects. Without knowing in depth the results of this project I will back the advice provided by the shire's Natural Resource Management Officer. On the administrative side of the project it can cause some problems so if the shire does provide support it will need to remember to keep in mind how to exit from the project before starting it. Farmers involved in the current deep drainage project may have a better idea if the results produced by the deep drains are worth the work involved and expense.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.7 Administration Officer

Nil

10.8 Executive Administrator

10.8.3 WA Local Government Association Annual General Meeting 2012

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: A5/11
AUTHOR: Lauren Grylls – Executive Administrator
DISCLOSURE OF INTEREST: Nil
DATE: 7 May 2012
ATTACHMENT NUMBER: 10.8.3 Notice of WALGA Annual General Meeting
CONSULTATION: Nil
STATUTORY ENVIRONMENT: Nil
POLICY IMPLICATIONS: Nil
FINANCIAL IMPLICATIONS: Nil
STRATEGIC IMPLICATIONS: Nil
VOTING REQUIREMENT: Simple Majority

OFFICER RECOMMENDATION:

For Council consideration.

2012/073 COUNCIL DECISION:

That the information be received and that the President and Deputy President be the registered delegates.

Moved Cr DA Miguel

Seconded Cr RN Breakell

Carried 6/0

BACKGROUND:

Correspondence has been received advising that the WA Local Government Association (WALGA) Annual General Meeting for 2012 will be held on Wednesday 1 August as part of the Local Government Convention & Exhibition.

WALGA also requires voting delegates to be registered.

COMMENT:

The closing date for submission of motions is Monday 4 June 2012.

Two Members from each Council are entitled to vote at the AGM subject to registration. Council should nominate two Members for registration.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.8.4 Council and Committee Meetings 2012/13

LOCATION/ADDRESS:	Mt Marshall District
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A2/13
AUTHOR:	Lauren Grylls – Executive Administrator
DISCLOSURE OF INTEREST:	Nil
DATE:	4 May 2012
ATTACHMENT NUMBER:	10.8.4 – Notice of Meeting Dates 2012/13
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Local Government Act 1995 s1.7 (2)(a)(b) Local Government (Administration) Regulations 1996 r12 (1)(2)
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Meeting Attendance Fees
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Simple Majority

2012/074 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the attached notice of meeting dates for 2012/13 be approved for advertisement in the Gimlet Newspaper, the Beacon Bulletin and Council notice boards.

Moved Cr DA Miguel

Seconded Cr PA Gillett

Carried 6/0

BACKGROUND:

Ordinary Meetings of Council have historically been held on the third Wednesday of each month, commencing at 12:45pm, with the exception of the May and November meetings which are held at 6:45pm. In recent times, Council have trialled later commencement times which have proven to be acceptable.

The March Ordinary Meeting of Council is traditionally held in Beacon at the Beacon Country Club. I would propose that, with the permission of the Beacon Country Club, the March 2013 meeting is held there once again.

The Natural Resource Management Committee meetings are now held bi-annually, alternating in venue between Beacon and Bencubbin, in the first week of the given month. Dates and commencement times for the remainder of Council's committees are yet to be scheduled and public notice will be provided once dates are set.

COMMENT:

Council is required to provide local public notice, at least once each year, of its meetings and those of its committees in accordance with the Local Govt. Act 1995 S1.7 (2)(a)(b), and give local public notice of any change to the dates, time or place of a meeting.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

10.8.5 Policy Manual – Accommodation and Travel Incentive

LOCATION/ADDRESS:	Mt Marshall District
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A2/24
AUTHOR:	Lauren Grylls – Executive Administrator
DISCLOSURE OF INTEREST:	Nil
DATE:	8 May 2012
ATTACHMENT NUMBER:	10.8.5 – Proposed Policy – Accommodation and Travel Incentive
CONSULTATION:	Matthew Gilfellon – Chief Executive Officer Various County Local Governments
STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Potential Additional Council Policy E&E.1.5 – Training for Employees
FINANCIAL IMPLICATIONS:	Reduction in Related Expenditure for Staff Training
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Absolute Majority

2012/075 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the attached Training Accommodation Incentive policy be adopted.

**Moved Cr IC Sanders
Absolute Majority**

Seconded Cr DA Miguel

Carried 6/0

BACKGROUND:

Council has recognised that its workforce is its most important resource and that investment in the professional development of its employees is of benefit in retaining this valuable resource.

Where in-house or local training is available that is the chosen method, though staff are commonly required to travel to the metropolitan and other areas to participate in training and development requiring overnight stays, accommodation bookings and meal expenses.

It is not unusual to pay somewhere in the range \$180.00 to \$220 per night for accommodation of a fair standard (not opulent) located nearby to a training venue and it would be reasonable to say that a hotel dinner would cost in excess of \$20.00.

By offering an incentive to staff that may have their own accommodation or family or friends in the metropolitan area, council may reduce its outlay in training related expenditure. Without such an incentive staff have very little reason to arrange alternative accommodation when a hotel nearer to the training venue may be more convenient to them.

The policy in no way obliges the employee to arrange alternate accommodation, it only serves to act as an incentive.

COMMENT:

The policy reflects Councils recognition of the need for investment in staff training and its commitment to responsibility in spending.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

11.0 Reports of Elected Members
--

Cr IC Sanders attended the following meetings / functions:

Nil

Cr DA Miguel attended the following meetings / functions:

1 May 2012	Silver Chain Meeting	Beacon
------------	----------------------	--------

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:

Nil

Cr RN Breakell attended the following meetings / functions:

30 April 2012	Regional Transition Group Board Meeting	Trayning
---------------	--	----------

Cr PA Gillett attended the following meetings / functions:

30 April 2012	Regional Transition Group Board Meeting	Trayning
1 May 2012	Silver Chain Meeting	Bencubbin

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 May 2012

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

14.0	Next Meeting – Wednesday 20 June 2012 commencing at 3:00pm in Council Chambers, 80 Monger St, Bencubbin
-------------	--

15.0	Closure of Meeting
-------------	---------------------------

The Presiding Member declared the meeting closed at 8:01pm.

These Minutes were confirmed by the Council at the Ordinary Meeting of Council held on 20 June 2012.

Date

Cr PA Gillett

President