



SHIRE OF MT MARSHALL

**These Minutes were confirmed by
Council at the Ordinary Meeting
of Council held on
21 December 2011**



SHIRE OF MT MARSHALL

**Minutes of Meeting held on
Wednesday 16 November 2011,
in Council Chambers, Bencubbin
commencing at 6:46pm.**

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Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

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 Wednesday 19 October 2011
7. Announcements by Presiding Person Without Discussion
8. Petitions / Deputations / Presentations / Submissions
9. Reports of Committees
 - 9.1 Bush Fire Advisory Committee (Minutes of Meeting held 21 October 2011 will be presented to the December Ordinary Meeting of Council)
10. Reports of Officers
 - 10.7 Chief Executive Officer
 - 10.7.36 President's Fees & Allowance
 - 10.1 Environmental Health Officer/Building Surveyor
Nil
 - 10.2 Community & Recreation Development Officer
 - 10.2.9 Mt Marshall CCTV Camera
 - 10.3 Natural Resource Management Officer
Nil
 - 10.4 Senior Finance Officer
 - 10.4.17 Abbreviated Statement of Financial Position
 - 10.4.18 Statement of Financial Activity
 - 10.5 Shire Engineer
 - 10.5.3 Change to Councils 2011/12 & 2012/13 State Government to Local Roads Funding Program
 - 10.6 Engineering Administration Officer
Nil
 - 10.7 Chief Executive Officer
 - 10.7.33 Closure of Whittle Road
 - 10.7.34 Regional NRM Officer Program
 - 10.7.35 Forward Capital Works Plan Review
 - 10.7.37 Sale of Holden Astra and Toyota Aurion
 - 10.7.38 Christmas Closing Period
 - 10.8 Finance Administration / Rates Officer
 - 10.8.14 Accounts Paid
 - 10.9 Executive Administrator
 - 10.9.6 Bankwest Corporate Mastercard
 - 10.9.7 Central Wheatbelt Visitor Centre – NEWROC Delegate

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

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 21 December 2011 commencing at 12:45pm in Council Chambers, 80 Monger Street, Bencubbin**
15. **Closure of Meeting**

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

1.0 Declaration of Opening / Announcement of Visitors

As the Shire President was not present, the Deputy Presiding Member assumed the chair and declared the meeting open at 6:46pm.

2.0 Record of Attendance / Apologies / Approved Leave of Absence

In Attendance

Cr PA Gillett	President / Presiding Member	7:13pm – 8:29pm
Cr RN Breakell	Deputy President	
Cr MP Hogan	Councillor	
Cr DA Miguel	Councillor	
Cr RN Breakell	Councillor	
Cr CJ Kirby	Councillor	
Cr WJ Beagley	Councillor	
Cr IC Sanders	Councillor	

Mr Matthew Gilfellon	Chief Executive Officer
Mrs Lauren Grylls	Executive Administrator

Apologies

Nil

3.0 Standing Orders

2011/177 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 MP Hogan 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 November 2011

9.0 Reports of Committees

9.1 Bush Fire Advisory Committee

The Minutes of the Bush Fire Advisory Committee Meeting held 21 October 2011 will be presented to the December Ordinary Meeting of Council.

10.0 Reports of Officers

The Presiding Member declared a change in the order of business to address item 10.7.36 as follows:

The Presiding member, Cr RN Breakell declared a financial interest in the matter as there was potential for financial benefit to him as recipient of the Deputy President's meeting allowance. Cr RN Breakell left the meeting at 7:00pm.

2011/179 COUNCIL DECISION:

That Cr DA Miguel assume the chair at 7:00pm.

Moved Cr IC Sanders

Seconded Cr MP Hogan

Carried 5/0

10.7.36 President's Fees & Allowance

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A1/6
AUTHOR:	Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST:	No Interest to Disclose
DATE:	8 November 2011
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Council
STATUTORY ENVIRONMENT:	Local Government Act 1995 Local Government (Administration) Regulations 1996
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Change in Budgeted Governance Expense
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Absolute Majority

OFFICER RECOMMENDATION:

For Council consideration.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

2011/180 COUNCIL DECISION:

That the President's annual meeting fee be increased to \$10, 000.00 in recognition of his service to the Council and community.

**Moved Cr IC Sanders
Absolute Majority**

Seconded Cr WJ Beagley

Carried 4/1

BACKGROUND:

The Chief Executive Officer was asked by council to present an item concerning the fees and allowances received by the President.

Under Section 5.98 of the Local Government Act, Councillors are entitled to receive an annual fee at either the prescribed minimum or at a fee set by council. Under Section 5.99 a local government may decide to pay the meeting fee as an annual fee at the prescribed rate - the way in which Mt Marshall's fees are currently paid. The prescribed rate, as mentioned in section 5.99, is set out under Section 34 of the Local Government (Administration) Regulations 1996. For the President the minimum annual fee for meeting attendance is \$6,000. The maximum annual fee \$14,000. This annual meeting fee is different to the annual meeting fee prescribed for councillors.

Section 5.98 of the Local Government Act also sets out an entitlement for the President to a Presidents allowance to be paid at the prescribed rate. Section 33 of the Local Government (Administration) Regulations 1996 prescribes the minimum annual presidents allowance as \$600 and the maximum as \$12,000.

Section 5.98A of the Local Government Act 1995 allows the local government to decide to pay an annual fee for the Deputy President up to the prescribed amount. Council has previously decided to pay the Deputy President an annual fee. The annual fee is prescribed as 25% of the annual fee of the president.

COMMENT:

Nil

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

Cr WJ Beagley left the meeting at 7:12pm.
Cr.'s WJ Beagley and RN Breakell returned to the meeting at 7:13pm.
Cr PA Gillett entered the meeting at 7:13pm.
Cr PA Gillett assumed the chair.

10.1 Environmental Health Officer / Building Surveyor
--

Nil

10.2 Community and Recreation Development Officer
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10.2.9 Mt Marshall CCTV Camera

LOCATION/ADDRESS:	Mt Marshall District
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A4/27
AUTHOR:	Rebecca Watson – Community and Recreation Development Officer
DISCLOSURE OF INTEREST:	No Interest to Disclose
DATE:	3 November 2011
ATTACHMENT NUMBER:	10.2.9a Operating Procedures and Guidelines 10.2.9b Code of Conduct 10.2.9c Request for use of Surveillance 10.2.9d Code of Practice
CONSULTATION:	Matthew Gilfellon – Chief Executive Officer
STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Simple Majority

2011/181 COUNCIL DECISION / OFFICER RECOMMENDATION:
--

That the Operating Procedures and Guidelines, Code of Conduct, Request for use of Surveillance records and the Code of Practice for the Mt Marshall CCTV camera be adopted.
--

Moved Cr CJ Kirby

Seconded Cr MP Hogan

Carried 7/0

BACKGROUND:

In July 2010, I received information on funding available through the Office for Crime Prevention. The Community Partnership Fund supports local community safety and crime prevention initiatives that prevent and reduce crime, improve safety and security and reduce the fear of crime.

Strong support from your local Police is a must when applying for these funds. Sergeant Todd D'Souza mentioned to Chief Executive Officer at the time, Eva Haydon and myself about the Shire applying for funds to purchase portable closed circuit

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

television (CCTV) units to be able to use within the Shire. He felt the camera would provide the following benefits to the Mt Marshall Shire:

- Assist shire staff during road works to record information and to support their claims of vehicles travelling through the works inappropriately posing a safety risk to staff and machinery.
- Benefit the monitoring of local events i.e. show day and rally.
- Provide local police with the opportunity to utilise the camera/s during crime prevention investigations and intelligence gathering and further assist police to supply shared information to the Mt Marshall Shire on these matters.
- Allow shire staff to monitor hot spot locations where hoon activity occurs.

The following motion was made at the 2010 July Ordinary Meeting of Council:

2010/123 COUNCIL DECISION:

That Community Partnership Funding be applied for to purchase CCTV to improve safety and security.

Moved Cr MP Hogan

Seconded Cr MR Shemeld

**Carried 6/0
Absolute Majority**

COMMENT:

The Shire of Mt Marshall was successful in receiving funds to purchase a CCTV camera. The camera was purchased and arrived in late October 2011. The Chief Executive Officer, Matthew Gilfellow and I received training from the provider on how to operate the camera. The supplier recommended that council develop the following documents to ensure the camera is used appropriately:

- Operating Procedures and Guidelines
- Code of Conduct
- Request for use of Surveillance Records
- Code of Practice

Using templates from other Councils that already have CCTV cameras in operation, I have developed the attached documents to cater for the Shire of Mt Marshall. I ask that council endorse these documents to ensure the camera is used in the appropriate manner.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

10.3 Natural Resource Management Officer

Nil

10.4 Senior Finance Officer

10.4.17 Abbreviated Statement of Financial Position

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: F1/4
AUTHOR: Alisa Della Bosca – Senior Finance Officer
DISCLOSURE OF INTEREST: Nil
DATE: 4 November 2011
ATTACHMENT NUMBER: 10.4.17a Municipal Bank Statement
 10.4.17b Trust Bank Statement
 10.4.17c Municipal Term Deposit Statement
 10.4.17d Reserve Term Deposit Statements
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

2011/182 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the Abbreviated Statement of Financial Position as at 31 October 2011 be accepted.

Moved Cr CJ Kirby

Seconded Cr MP Hogan

Carried 7/0

BACKGROUND:

Nil

COMMENT:

Abbreviated Statement of Financial Position as at 31 October 2011

	MUNICIPAL (\$)	TRUST (\$)	RESERVE (\$)
Synergy Balance as at 01/10/2011	1,420,282.70	32,024.44	1,179,513.22
Plus Receipts 01/10/2011 to 31/10/2011	59,790.54	11,409.90	-
Plus Adjustment	-	-	-
Plus Outstanding Journals (interest)	-	-	4,665.76
	<u>1,480,073.24</u>	<u>43,434.34</u>	<u>1,184,178.98</u>
Less Payments 01/10/2011 to 31/10/2011	- 266,466.36	- 16,849.25	-
Less Outstanding Journals	- 17,325.84	649.60	-
Synergy Balance as at 31/10/2011	<u>1,196,281.04</u>	<u>27,234.69</u>	<u>1,184,178.98</u>

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

This is represented by:

Cash at Bank	978,925.72	25,534.69	-
Investments	218,878.55	-	1,184,178.98
Housing Bonds Held by Bankwest	-	1,700.00	-
Balance as per Bank Reconciliation	<u>1,197,804.27</u>	<u>27,234.69</u>	<u>1,184,178.98</u>

RECONCILIATION AS AT 31 OCTOBER 2011

Balance as per Bank Statement	978,925.72	25,534.69	-
Balance of Term Deposits	218,878.55	-	1,184,178.98
Balance of Housing Bonds (Bank)	-	1,700.00	-
	<u>1,197,804.27</u>	<u>27,234.69</u>	<u>1,184,178.98</u>
Plus Outstanding Deposits	1,207.38	-	-
	<u>1,199,011.65</u>	<u>27,234.69</u>	<u>1,184,178.98</u>
Less Outstanding Cheques	-	2,730.61	-
	<u>1,196,281.04</u>	<u>27,234.69</u>	<u>1,184,178.98</u>

Balance of Reserve Funds as at 31 October 2011	\$
Plant Replacement	343,154.89
Aged Care Units	54,917.88
Community Housing	31,558.56
Council Staff Housing	117,191.58
Employee Entitlements	97,313.68
Caravan Park Upgrades	20,638.44
Public Amenities and Buildings	260,509.53
Land & Road Development	20,440.19
Television & Radio Broadcasting	25,164.22
Bencubbin Aquatic Centre Development	124,733.17
Community Bus	48,598.91
Refuse Site Development	-
Bencubbin Recreation Complex	22,423.83
Office Equipment	12,868.34
Industrial Shed	-
Country Local Government Fund Reserve	-
	<u>1,179,513.22</u>

Investments as at the 31 October 2011

FUND	INSTITUTION	TERM	RATE	AMOUNT	EXPIRY	ACCOUNT No.
Reserve	Bankwest	4 Months 30 Days	5.50%	777,822.73	29/11/2011	028-035695-8
Reserve	Bankwest	1 Month 7 Days	5.01%	276,126.95	1/12/2011	028-036484-4
Reserve	Bankwest	1 Month 12 Days	4.88%	130,229.30	4/11/2011	028-036280-0
Municipal	Bankwest	3 Months	5.90%	218,878.55	19/12/2011	028-037829-9

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

10.4.18 Statement of Financial Activity

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: F1/4
AUTHOR: Alisa Della Bosca – Senior Finance Officer
DISCLOSURE OF INTEREST: No Interest to Disclose
DATE: 9 November 2011
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

2011/183 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the Statement of Financial Activity for the period ended 31 October 2011 be endorsed.

Moved Cr MP Hogan

Seconded Cr RN Breakell

Carried 7/0

BACKGROUND:

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

COMMENT:

See over.

**Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011**

**SHIRE OF MT MARSHALL
ABBREVIATED STATEMENT OF FINANCIAL ACTIVITY
for the period 1 July 2011 to 31 October 2011**

OPERATING ACTIVITIES	Note	Budget	YTD Budget	YTD Actual	Variances Greater Than 10% of YTD Budget
Income		\$	\$	\$	
General Purpose Funding		2,047,085	1,067,804	1,249,038	-16.97%
Governance		4,900	1,628	31,088	-1809.58%
Law, Order and Public Safety		48,855	28,676	36,606	-27.65%
Health		-	-	-	0.00%
Education and Welfare		23,216	7,736	13,963	-80.49%
Housing		61,360	20,452	21,270	-4.00%
Community Amenities		74,995	24,984	84,633	-238.75%
Recreation and Culture		19,240	6,400	8,563	-33.80%
Transport		635,586	537,388	549,465	-2.25%
Economic Services		74,500	24,828	32,649	-31.50%
Other Property and Services	14i	40,600	13,524	5,542	59.02%
		3,030,337	1,733,420	2,032,817	
Expenditure					
General Purpose Funding		68,139	22,704	16,356	-27.96%
Governance		634,341	208,004	189,898	-8.70%
Law, Order and Public Safety		89,011	29,632	22,720	-23.33%
Health	7e	104,198	34,708	38,271	10.27%
Education and Welfare		134,366	44,168	41,409	-6.25%
Housing		220,564	73,912	75,776	2.52%
Community Amenities		304,210	101,336	68,805	-32.10%
Recreation and Culture		523,546	174,412	133,885	-23.24%

**Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011**

Transport	2,882,341	960,740	404,139	-57.93%
Economic Services	227,026	75,620	51,639	-31.71%
Other Property and Services	36,735	12,204	(18,795)	-254.01%
	5,224,477	1,737,440	1,024,103	
Net Operating Profit/(Loss)	(2,194,140)	(4,020)	1,008,714	
ADD NON CASH ITEMS				
Depreciation	2,349,494	783,165	-	
Loss/(Profit) on Sale of Assets	77,013	25,671	-	
	2,426,507	808,836	-	
Net Operating Surplus/(Deficit)	232,367	804,816	1,008,714	
LESS CAPITAL EXPENDITURE				
Land & Buildings	1,060,689	353,563	80,724	
Plant & Machinery	543,500	181,167	364,512	
Furniture, Fittings & Equipment	-	-	-	
Infrastructure - Roads	1,683,638	561,213	120,489	
Infrastructure - Other	370,889	123,630	1,926	
	(3,426,349)	(414,756)	441,063	
LESS OTHER NON OPERATING				
Loan Principal Repayments	121,690	40,563	39,724	
Transfer to Community Group	200,000	66,667	-	
Transfer to Reserves	585,372	195,124	-	
Funding Required	(4,333,411)	(650,444)	401,339	
FUNDED FROM				
Transfer from Reserves	279,620	93,207	-	
Capital Contribution	2,250,210	750,070	-	
Proceeds on Sale of Assets	213,500	71,167	-	
Self-Supporting Loan Income	7,861	2,620	-	
Opening Funds	1,582,220	1,225,614	1,265,598	
Closing Funds	-	1,492,234	1,666,937	

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

Notes

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 the recoup for the NEWROC Bonded Medical Scholarship payments have not yet been performed.

Composition Of Net Current Asset Position

Current Assets

Cash - Unrestricted	1,214,027
Cash - Restricted	1,179,513
Receivables	603,425
Inventories	24,344

Less Current Liabilities

Payables & Provisions	(174,861)
Less: Cash Reserves - Restricted	(1,179,511)
	1,666,937

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

10.5 Shire Engineer

10.5.3 Change to Councils 2011/12 & 2012/13 State Government to Local Roads Funding Program

LOCATION/ADDRESS: Shire of Mt Marshall
NAME OF APPLICANT: N/A
FILE REFERENCE: A5/17a
AUTHOR: Rod Munns – Engineer
DISCLOSURE OF INTEREST: No Interest to Disclose
DATE: 8 November 2011
ATTACHMENT NUMBER: 10.5.3a Funding Submission Form 2011/2012
10.5.3b Funding Submission Form 2012/2013
CONSULTATION: Matthew Gilfellon – Chief Executive Officer
STATUTORY ENVIRONMENT: Nil
POLICY IMPLICATIONS: Nil
FINANCIAL IMPLICATIONS: Nil
STRATEGIC IMPLICATIONS: Nil
VOTING REQUIREMENT: Absolute Majority

2011/184 COUNCIL DECISION / OFFICER RECOMMENDATION:

That:

- 1. The shoulder widening and primersealing project on the Burakin/Wialki Rd from SLK 4.60 to 6.09 in the current financial year's State Government to Local Roads Funded Road Program be changed to a reconstruction and primersealing project from SLK 4.60 to 5.40, at the same project cost of \$79,500;**
- 2. The reconstruction and primersealing project on the Burakin/Wialki Rd from SLK 6.09 to 9.09 in the 2012/13 financial year's State Government to Local Roads Funded Road Program be changed in physical scope only from SLK 5.40 to 8.40; and**
- 3. These changes be forwarded to the WNE SRRG for further endorsement at the coming Late Jan / Early Feb 2012 meeting.**

**Moved Cr DA Miguel
Absolute Majority**

Seconded Cr PA Gillett

Carried 7/0

BACKGROUND:

At the September 2011 Ordinary Council meeting following a road inspection and as part of the agenda item to endorse Council's 2012/13 State Government to Local Roads Funding Road Program, it was resolved to change the project work scope on the Burakin/Wialki Rd from a shoulder widening & primersealing project from SLK 6.09 - 9.79 to a reconstruction and primersealing project from SLK 6.09 - 9.09.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

COMMENT:

The road inspection revealed that the pavement on this road from SLK 4.60 to around SLK 8.50 to 9.0 was severely rutted and we discussed whether 'tacking' a thin shoulder onto the existing rutted pavement to attain a designated type '5' standard 7.0m seal width was a cost effective measure in terms of the ongoing serviceability and preservation of this section of pavement. It was thought that despite the fact we had spent a reasonable amount of money sealing this section within the last 3-4 year period, that it would probably be more cost effective and serviceable in the long run to reconstruct and primerseal this section now. Subsequently, Council resolved to alter this particular project whilst deliberating on the endorsement of the 2012/13 State Government to Local Roads Funding Road Program at the September ordinary meeting.

At the September meeting we should have also considered altering the adjoining section of this road in our current financial year's State Government to Local Roads Funding Road Program, in the same way. This was not done and hence the reason for this recommendation. However, due to the costs of the varying work types, if we reduce the 2011/12 project scope from SLK 4.60 - 6.09 to 4.60 - 5.40 due to changing the project from shoulder widening & primersealing to the more expensive reconstruction & primersealing, to keep the project cost the same, then we also need to shift along the project scope for the adjoining 2012/13 project section from SLK 6.09 - 9.09 to 5.40 - 8.40. Since the road inspection I have checked the condition of this pavement along this section and the pavement rutting severity declines to an acceptable level around this new end SLK of around 8.40. Please note that the MCA Score for this revised project scope is still 100 and has not changed from previous.

The remainder of the pavement condition on this section of the Burakin / Wialki Rd between the Cleary CBH facility and the Beacon townsite is considered in better condition and the 'tacking' of a shoulder onto one side and primersealing to achieve a 7.0m seal width has been considered as the best course of action to widen this section to a Type '5' standard road – as has been requested by the Wheatbelt North Regional Road Group.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

10.6 Engineering Administration Officer

Nil

10.7 Chief Executive Officer

10.7.33 Closure of Whittle Road

LOCATION/ADDRESS: Shire of Mt Marshall
NAME OF APPLICANT: Whitestone Quarries W.A. Pty Ltd
FILE REFERENCE: A3/2
AUTHOR: Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST: No Interest to Disclose
DATE: 12 September 2011
ATTACHMENT NUMBER: 10.7.33a Map of Section of Road
10.7.33b Submission from Kinloch Resources
10.7.33c Section 58 of the Land Administration Act 1997

CONSULTATION: Department of Lands
Jack Walker – Engineering Administration Officer
Lauren Grylls – Executive Administrator

STATUTORY ENVIRONMENT: Land Administration Act 1997
POLICY IMPLICATIONS: Nil
FINANCIAL IMPLICATIONS: Nil
STRATEGIC IMPLICATIONS: Nil
VOTING REQUIREMENT: Simple Majority

2011/185 COUNCIL DECISION / OFFICER RECOMMENDATION:

That a request be sent to the Minister of Regional Development and Lands to permanently close the 571.04m section of Whittle Rd marked as the ‘Proposed Whittle Road Closure’ in the attached map.

Moved Cr MP Hogan

Seconded Cr WJ Beagley

Carried 7/0

BACKGROUND:

Whitestone Quarries Pty Ltd currently operates a quarry on a leased section of land in the Shire of Mukinbudin that sits adjacent to the Whittle Rd road reserve. Whittle Road is an unformed road that runs along the Mt Marshall/Mukinbudin Shire boundary.

The Shire was initially approached by Mr Terrence Chisolm, the Managing Director of Whitestone Quarries, regarding the closure and possible purchase of the road. Mr Jack Walker investigated the current state of Whittle road and found that it was an unformed road. He also investigated the procedure for closing the road and found that the Shires only option is to close the road reserve and it will then come under the ownership of the Crown.

The Shire was then approached by My Bill McSharer who presented the ‘Submission by Whitestone Quarries WA Pty Ltd to Shire of Mt Marshall for the Closure of Whittle

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

Road' to the shire. The quarry is planning an expansion which would involve constructing infrastructure on a property adjacent to Whittle Road and opposite the current quarry operations. If the road is closed they will then seek to purchase the land from the Crown.

The closure of a road is governed by Section 58 of the Land Administration Act 1997. The section is an attachment to this item. Under the legislation, before a local government can request the minister to close a road they must first advertise a notice of motion for 35 days and the local government must consider any objections made to it. This notice of motion has been advertised in 'The Gimlet' and 'Beacon Bulletin' newspapers starting on 29 September 2011. In addition to this minimum requirement, a letter was sent to neighbouring landholders advising them of the submission period. The submission period ended on 2 November 2011.

Section 58(6) sets out what happens in the event of a road closure. The section of road shall become unallocated crown land and any lease that has been granted over the section of road then the lease continues to exist as an interest in Crown land.

By the end of the submission period, two submissions were made. Phillip Aitken made a verbal submission advising that he had no objection to the closure. A second, written submission from Kinloch Resources Pty Ltd is an attachment to the item. The two reasons given for their objection are:

"We can see no reason why that end of Whittle Road should be either closed or de-gazetted at this stage. After discussions with Mr O'Neil and Mr Aitken I was informed that no road exists and there is no plan of re-requesting that a road be put in there. Therefore, it seems that there must be some ulterior motive for this request to either close or de-gazette the road by Whitestone Quarries."

"In the event that a mine may exist in our tenement area it is quite possible that Whittle Road, which is subject to closure or de-gazetting, maybe required. Therefore, we do object to any change to the status quo at this stage."

COMMENT:

Following talks with a representative of Whitestone Quarries Pty Ltd it is possible that the closure of Whittle Rd may allow the expansion of the business. It is not clear what effect this will have on the Shire of Mt Marshall however they have said that resources will continue to be carried on their current routes through the Mukinbudin Shire.

The most relevant point was made by Kinloch Resources. Currently the section of Whittle Road is unformed. Should a mine be created in the future then there may be pressure put on the shire to construct a road. By closing the road it prevents in future the shire possibly having to fund the construction of the road.

Many of the points made by Kinloch Resources Pty Ltd were not relevant to the road closure;

- Notification Received – A letter was not forwarded to Kinloch in error however the shire has met all statutory requirements, sending letters to landholders was going above the legal requirement.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

- Map Attached – The map was provided to show the proposed section of Whittle Rd to be closed. This location did not change with the surrender of a mining lease.
- Extractive Industry Licence – This does not relate to the Shire of Mt Marshall.
- Future Extraction – This will not be affected by the closure of Whittle Rd.

Not further correspondence has been received from Kinloch Resources.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

Mrs Lauren Grylls left the meeting at 7:37pm.
Mrs Lauren Grylls returned to the meeting at 7:39pm.

10.7.34 Regional NRM Officer Program

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	S1/14
AUTHOR:	Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST:	No Interest to Disclose
DATE:	1 November 2011
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Increase in NRM service from 3 to 5 days per week. Expenses of running a second NRM Office. Expenses of employing a second NRM Officer.
STRATEGIC IMPLICATIONS:	Increase in resource sharing
VOTING REQUIREMENT:	Absolute Majority

OFFICER RECOMMENDATION:

For Council consideration.

2011/186 COUNCIL DECISION:

That

- 1. Further investigation take place with regard to the needs of the NEWROC shires for NRM services; and**
- 2. Should there be the need amongst the NEWROC Shires for NRM services a contract be drawn up for further consideration by Council.**

Moved Cr PA Gillett

Seconded Cr IC Sanders

Carried 7/0

BACKGROUND:

NEWROC NRM has traditionally been a strong area of NEWROC resource sharing. This is due to Natural Resource Management being important across all NEWROC shires, NRM officers often being shared between shires and NRM funding often being provided over a large area, even over several 'ROC's'.

Wyalkatchem and Koorda have previously had a joint agreement with the Shire of Dowerin for the provision of an NRM officer. Wyalkatchem used one day per week, Koorda two days per week and Dowerin two days. This agreement ceased, leaving Wyalkatchem and Koorda needing an NRM officer for three days per week. Mt Marshall agreed to cover Koorda for their existing projects and this agreement was later increased to cover Koorda for two days per week. This agreement has not yet been formalised.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

Mukinbudin has previously had one full-time and one part-time NRM officer. The full-time NRM officer left some time last financial year and as Mukinbudin had only ever budgeted for a part-time NRM officer, with the full-time position being funded through contract work, they did not advertise for a full-time NRM officer. Recently their part-time NRM officer resigned. Mukinbudin has expressed an interest in sharing an NRM officer for their two funded days per week. Wyalkatchem expressed an interest for one day per week. Mt Marshall is unable to cover Mukinbudin as their NRM officer is fully committed and the only other NRM officer in the shire is shared by Nungarin and Trayning and also unable to offer any time. This would leave Mukinbudin having to advertise for a permanent part-time NRM officer which would be quite difficult to find.

There is room in the Beacon Central Community Resource Centre for a 'Landcare' office. The shire has previously been asked if an NRM officer could utilise the room. This request was declined as the NRM had all their equipment and work at the shire office and conducted most work via email or telephone.

COMMENT:

The Shire of Mt Marshall has historically employed a full-time NRM officer. This financial year we have trialled a reduction in hours however it would appear that three days per week would not be sufficient to provide adequate service. As Mt Marshall requires 3-5 days, Mukinbudin 2 days, Koorda 2 days and Wyalkatchem 1 day there is a need for 8-10 days which is two full time NRM officers.

One potential solution to the problem that could be of benefit to the shire of Mt Marshall would be for the shire to employ two full-time NRM officers with one based in the shire office for three days per week, servicing Mukinbudin on the other two days, and one based at the Beacon Community Resource Centre for two days per week, servicing Koorda and Wyalkatchem on the other three days.

Potential benefits for the Shire of Mt Marshall are:

- An increase in the level of NRM service to the community through both a return to five days per week and an additional 'shop front' for people wanting to meet in person.
- A greater service level through the co-operation of having two officers. Hopefully this will increase the number of ideas and the capacity to take on larger projects if needed.
- An extra position for the Shire of Mt Marshall which will hopefully add an extra person to the community.
- An increase in the amount of resource sharing undertaken by the Shire of Mt Marshall.
- Greater continuity of shire NRM services. If one officer resigns then they will be able to be covered by the second officer albeit at a lower standard.
- Greater utilisation of the Beacon Central Community Resource Centre.

Potential negatives of the proposal are:

- An increase in NRM expenses due to going back to five days per week, running a second office and administrative overheads.
- The cost of initial set-up expenses of the new officer.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

The additional expenses incurred in the plan are not wasted as they do go towards increasing the NRM service level in the Shire of Mt Marshall, though there will likely be some inefficiencies develop. There is also the opportunity of gaining contract work to use any additional hours that are not needed by the Mt Marshall NRM officers.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

10.7.35 Forward Capital Works Plan Review

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	A2/18
AUTHOR:	Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST:	No Interest to Disclose
DATE:	7 November 2011
ATTACHMENT NUMBER:	10.7.35a Adjusted Priority List 10.7.35b 2010-11 Priority List 10.7.35c Final Forward Capital Works Plan
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Effect future year budgets
STRATEGIC IMPLICATIONS:	Effect capital works to be performed in Shire of Mt Marshall
VOTING REQUIREMENT:	Simple Majority

OFFICER RECOMMENDATION:

That the revised Forward Capital Works Plan for the Shire of Mt Marshall be adopted.

2011/187 COUNCIL DECISION:

That for the revision of the Forward Capital Works Plan for the Shire of Mt Marshall, public consultation be conducted in February/March 2012 and a revised plan be presented to Council at the March 2012 Ordinary Meeting of Council.

Moved Cr PA Gillett

Seconded Cr CJ Kirby

Carried 7/0

Note: The officer recommendation was amended to allow for a public consultation period to take place allowing public input into the revision of the Forward Capital Works Plan.

BACKGROUND:

In 2010 each country local government was required to prepare a Forward Capital Works Plan in order to access future Royalties for Regions Country Local Government Fund grants. The plan was to address infrastructure only, cover five years commencing in 2010-11 and be approved by council. Following public consultation in December 2010, the Forward Capital Works Plan was approved by council at the December Ordinary Meeting. Some adjustments were made to the plan as requested by the Department of Regional Development and Lands though these changes did not alter the overall effect of the plan. The final Forward Capital Works Plan is shown as attachment 10.7.35c.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

A commitment was also made to review the plan each year. During the course of the year some of the community's priorities have changed so November is an ideal time for Council to review the plan. This review will allow for a re-prioritisation of projects and to correct some of the assumptions made in the original plan.

The original Forward Capital Works Plan was structured so that both Beacon and Bencubbin were allocated projects of the same total value based on the priorities given by each town at their public consultation forums though the sources of that funding was different. The outcomes of the community forums are set out below:

Beacon	Priority
Co-op Building	1
Residential Land (Bigger Land)	2
Complex Bathrooms	3
Staff Housing	4
Caravan Park (Unit, Campers Kitchen, Sullage Point)	5
Lifestyle Units + Land for Aged Care	6/7
Bowling Club (Synthetic Greens)	8
Building for Gym	9

Bencubbin	Priority
Resource Centre/Telecentre	1
Synthetic Bowling Green	2
Swimming Pool Upgrade	3
Industrial Land	4
Caravan Park (Relocate/Upgrade)	5
TV Rebroadcast	6
Museum	7
Mobile/Broadband	8

Following the public consultation, the consultant put together a priority list for the shire. This was passed at the December Ordinary Meeting of Council with some modifications as shown in attachment 10.7.35b.

COMMENT:

Attachment 10.7.35a shows what the Forward Capital Works Plan would look like today following adjustments to the plan, different funding sources being found, a change in how projects would need to be funded and with certain projects being included in the 2011-2012 budget.

It will be important to keep in mind the restriction on shire funds, restrictions on grant funds and employee time when deciding on what projects are to be given priority.

While there is a need to revise the Forward Capital Works Plan, there is no requirement that the plan be submitted to the public for comment.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

10.7.37 Sale of Holden Astra and Toyota Aurion

LOCATION/ADDRESS:	N/A
NAME OF APPLICANT:	N/A
FILE REFERENCE:	F1/3
AUTHOR:	Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST:	No Interest to Disclose
DATE:	10 November 2011
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
POLICY IMPLICATIONS:	Nil
FINANCIAL IMPLICATIONS:	Change in 2011-12 Budget
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Absolute Majority

2011/188 COUNCIL DECISION / OFFICER RECOMMENDATION:

That:

- 1. The budget be amended so that the Holden Astra pool vehicle is sold outright in place of the Toyota Aurion (ex-Deputy Chief Executive Officer) vehicle; and**
- 2. The Toyota Aurion (ex-Deputy Chief Executive Officer) vehicle be traded in for a new vehicle of similar type in place of the Holden Astra pool vehicle.**

**Moved Cr CJ Kirby
Absolute Majority**

Seconded Cr MP Hogan

Carried 7/0

BACKGROUND:

In the 2011-2012 budget adopted by council the Holden Astra pool vehicle was to be changed over for a vehicle of similar type and the Toyota Aurion ex-Deputy Chief Executive Officer vehicle. The Toyota Aurion was to be sold as due to a change in the administration structure it was surplus to requirement.

The Holden Astra pool car replaced the Toyota Camry pool car as the hatchback allowed library boxes to be put in and taken out of the car more easily. A hatchback is no longer required due to the employment of a specific Beacon Library Officer.

The main purpose of the pool car will now be for trips to Merredin, staff attending meetings, training and conferences most commonly held in Perth and Councillors attending events that the Chief Executive Officer is unable to attend.

The cost of changeover for the Holden Astra was budgeted to be \$12,000, with a purchase price of \$26,000 and a trade-in value of \$24,000. In 2010-11 financial year the Toyota Aurion was purchased for \$26,848 and was traded in for \$15,915.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

COMMENT:

The prices of the two vehicles are similar and it is likely that the change over expense of the Toyota Aurion will be less. Therefore the Shire of Mt Marshall should not financially be any worse off due to the budget change.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

10.7.38 Christmas Closing Period

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: S1/14
AUTHOR: Matthew Gilfellon – Chief Executive Officer
DISCLOSURE OF INTEREST: No Interest to Disclose
DATE: 11 November 2011
ATTACHMENT NUMBER: Nil
CONSULTATION: Nil
STATUTORY ENVIRONMENT: Nil
POLICY IMPLICATIONS: Nil
FINANCIAL IMPLICATIONS: Nil
STRATEGIC IMPLICATIONS: Nil
VOTING REQUIREMENT: Simple Majority

2011/189 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the office be closed to the public on the 28th, 29th and 30th December 2011.

Moved Cr MP Hogan

Seconded Cr DA Miguel

Carried 7/0

BACKGROUND:

In previous years the office has closed over the Christmas period. Last year it closed to the public with staff having the option to work over the period.

This year with Christmas falling on a Sunday, the public holiday will be pushed to the Tuesday and with New Years Day falling on a weekend the following Monday will also be a public holiday. This leaves three days over a long period where staff would be required to work.

COMMENT:

In the event that the office would be closed to the public, it would still be open to staff members wanting to work over the three day period.

Closing to the public though will alleviate the need to have the appropriately certified staff present to perform certain duties such as BankWest Agency, Department of Transport etc. Although some staff may be at the office, it would allow them to concentrate on their duties should a Customer Service Officer not be at work over those three days. If a Customer Service Officer is available then it will be a good opportunity to get some jobs out of the way such as records which require staff to be away from the counter/off-site.

Advertising will take place to inform the public of the 3 day closure.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

10.8 Finance Administration / Rates Officer

10.8.14 Accounts Paid

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: F1/4
AUTHOR: Nancy Collins – Finance Administration Officer
DISCLOSURE OF INTEREST: No Interest to Disclose
DATE: 8 November 2011
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

2011/190 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the Accounts Listed

Municipal Fund	\$ 192403.81
Trust Fund	\$ 18603.75

Be endorsed.

Moved Cr CJ Kirby

Seconded Cr RN Breakell

Carried 7/0

BACKGROUND:

Following is a List of Accounts submitted to Council on Wednesday 16 November 2011 for the Municipal Fund and Trust Fund.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

1. Municipal Fund

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT5381	07/10/2011	THE ROYAL LIFE SAVING SOCIETY	PROVISION OF ESSENTIAL FIRST AID COURSE	1536.72
EFT5382	07/10/2011	KTY ELECTRICAL SERVICES	INSTALL NEW FAN MOTOR TO LANDCARE OFFICE AIR CONDITIONER	120.34
EFT5383	07/10/2011	BENCUBBIN NEWS & POST	POSTAGE 26.9 - 30.9.11	46.55
EFT5384	07/10/2011	BENCUBBIN BULK HAULIERS	CART LIMESTONE BLOCKS	950.40
EFT5385	07/10/2011	ICS CARPENTRY	REPAIR SCREEN DOOR AT SANDALWOOD SHOP; REPAIRS UMPIRES ROOM	1320.00
EFT5386	07/10/2011	STAR TRACK EXPRESS	FREIGHT	71.22
EFT5387	07/10/2011	HITACHI CONSTRUCTION MACHINERY (AUST) P/L	8000HR SERVICE - JD GRADER	5867.15
EFT5388	07/10/2011	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPIER SUPPORT SERVICE AGREEMENT	339.53
EFT5389	07/10/2011	BENCUBBIN SMASH REPAIRS	REMOVE AND REFIT TWO WAY INTO LOADER	514.29
EFT5390	07/10/2011	BENCUBBIN TRUCK N AUTO'S	SERVICE MITSUBISHI TRITON MM25	691.37
EFT5391	07/10/2011	LEISURE INSTITUTE OF WA AQUATICS (INC)	LIWA AQUATICS MEMBERSHIP/ACCREDITATION - POOL OPERATORS	420.00
EFT5392	07/10/2011	RON BATEMAN & CO	CHAINSAW CHAIN, CIRCUIT BREAKERS, WHIPPER SNIPPER CORD ETC	297.16
EFT5393	07/10/2011	HILLS FIRE EQUIPMENT SERVICE	SERVICE FIRE EQUIPMENT	4984.10
EFT5394	07/10/2011	R.D & J.J LANE	ANNUAL INSPECTION - BACKFLOW DEVICE	417.45
EFT5395	07/10/2011	GERALDTON FUEL	BULK DIESEL - BENCUBBIN DEPOT	18972.13
EFT5396	07/10/2011	5RIVERS PLUMBING AND GAS	REPAIR LEAKING TOILET CISTERN	283.80
EFT5397	07/10/2011	JONATHAN TRANTER	TELEPHONE ALLOWANCE FOR QUARTER ENDED 30.9.2011	250.00
EFT5398	07/10/2011	JENNI BUNCE	BEACON CONTRACT CLEANING 15.9 - 28.9.11; REIMBURSEMENT FOR PILLOWS	2055.00
EFT5399	07/10/2011	BENCUBBIN SUPERMARKET	MILK AND CUPS - BOOK LAUNCH	12.71
EFT5400	07/10/2011	RHINO BUCKETS & ATTACHMENTS	H/D SCRUB GRAPPLE WITH QUICK HITCH	29623.00
EFT5401	07/10/2011	CHARISSE WALKER	REIMBURSEMENT FOR ACCOMMODATION AND MEALS FOR POOL SFA QUALIFICATIONS	269.70
EFT5402	12/10/2011	RELIANCE PETROLEUM	FUEL CARD PURCHASES - SEPTEMBER 2011	3517.51
EFT5403	18/10/2011	DANIELLE WADE	REFUND HOUSING BOND - LOT 30 ROWLANDS ST	400.00
EFT5404	20/10/2011	AVON WASTE	RUBBISH COLLECTION - SEPTEMBER 2011	3985.60

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT5405	20/10/2011	BOC GASES	CYLINDER RENT - SEPTEMBER AND MEDICAL OXYGEN	121.11
EFT5406	20/10/2011	SHIRE OF KOORDA	EHO EXPENSES - JULY TO SEPTEMBER 2011	8660.38
EFT5407	20/10/2011	CJD EQUIPMENT PTY LTD	REFLECTORS	53.48
EFT5408	20/10/2011	COURIER AUSTRALIA	FREIGHT - SCREENS FOR ELECTION	43.65
EFT5409	20/10/2011	MUKA TYRE MART	REPAIR GRADER TYRE, FIT TYRE	236.00
EFT5410	20/10/2011	NINGHAN SPRAYING SERVICE	COLORBOND GARDEN SHEDS	3745.48
EFT5411	20/10/2011	MUKA MATTERS	ADVERTISING - TRAINEE AND TRUCK DRIVER	16.00
EFT5412	20/10/2011	BENCUBBIN NEWS & POST	STATIONERY - SEPTEMBER 2011	345.42
EFT5413	20/10/2011	LGIS INSURANCE BROKING	ADDITIONAL INSURANCE - NEW FE LOADER	437.71
EFT5414	20/10/2011	MOBILE MASTERS	REPAIR TWO WAY RADIO	179.85
EFT5415	20/10/2011	TOTAL EDEN PTY LTD	RAINBIRD GEAR DRIVE SPRINKLERS AND NOZZLES	639.25
EFT5416	20/10/2011	SIGMA CHEMICALS	CHLORINE CALCIUM HYPOCHLORITE, POOL STABILISER, WATER POLISHER ETC	946.44
EFT5417	20/10/2011	HUTTON & NORTHEY MUKINBUDIN	SUPPLY AND MAKE UP AIR COND HOSE	75.70
EFT5418	20/10/2011	UHY HAINES NORTON (WA) PTY LTD	AUDIT CERTIFICATION FOR ROYALTIES FOR REGIONS FUNDING	1375.00
EFT5419	20/10/2011	CORPORATE EXPRESS AUSTRALIA LTD	STATIONERY	96.96
EFT5420	20/10/2011	ALL-WAYS FOODS	TOILET ROLLS, PAPER TOWELS, GARBAGE BAGS ETC	356.17
EFT5421	20/10/2011	HUDSON SEWAGE SERVICES	QUARTERLY BIOMAX SERVICE	111.00
EFT5422	20/10/2011	ROCKINGHAM HOLDEN	PURCHASE 2011 HOLDEN CAPRICE	15883.65
EFT5423	20/10/2011	REBECCA WATSON	REIMBURSEMENT - MEALS AND FUEL POOL TRAINING	330.99
EFT5424	20/10/2011	BENCUBBIN TRUCK N AUTO'S	SERVICE COMMUNITY BUS	438.20
EFT5425	20/10/2011	POOL CONTROLS	TUBING, DOSING PUMP HOSE, INJECTION POINTS	457.82
EFT5426	20/10/2011	VERNON CONTRACTING	SLASHING AND CLEARING VERGES BENCUBBIN - GABBIN	1988.25
EFT5427	20/10/2011	PERFECT COMPUTER SOLUTIONS PTY LTD	5 PORT NETGEAR SWITCH	125.00
EFT5428	20/10/2011	BENDIGA	CONCRETE FOOTINGS AT BEACON COMPLEX	3809.25
EFT5429	20/10/2011	RURAL WATER COUNCIL OF WA INC	MEMBERSHIP SUBSCRIPTION 2011/12	250.00
EFT5430	20/10/2011	LANDGATE	MINIMUM CHARGE - MINING TENEMENTS	34.00

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT5431	20/10/2011	TRACE'S PLACE	HAM/CHICKEN AND SALAD ROLLS - COUNCILLORS ROAD REVIEW	95.50
EFT5432	20/10/2011	WA TREASURY CORPORATION	LOAN NO. 116 FIXED COMPONENT - JOHN DEERE GRADER	11575.80
EFT5433	20/10/2011	STAR TRACK EXPRESS	FREIGHT	252.04
EFT5434	20/10/2011	RJ BACK	REGIONAL BUSINESS PLAN - BALANCE LESS 10% RETENTION	22295.90
EFT5435	31/10/2011	GREGORY J LYON	LAY LIMESTONE BLOCKS - BEACON SPORTS COMPLEX	6589.00
18465	04/10/2011	SHIRE OF MT MARSHALL	FLOAT FOR SALE OF HISTORY BOOKS AT PERRY LAKES	200.00
18466	06/10/2011	SHIRE OF MT MARSHALL	CASH PAYMETNS 05.10.2011	1800.00
18467	07/10/2011	SYNERGY	STREETLIGHTS 25.8 - 23.9.11	1381.50
18468	07/10/2011	TOLL IPEC PTY LTD	FREIGHT	9.42
18469	10/10/2011	AUSTRALIA POST	TO REPLACE CHQ 18443 TO WATER CORP LOST IN PROCESSING MINUS FEE	18300.85
18470	20/10/2011	SHIRE OF MT MARSHALL	CASH PAYMENTS 19.10.2011	3352.40
18471	20/10/2011	SYNERGY	ELECTRICITY 4.8 - 28.9.11	6128.30
18472	20/10/2011	BEACON CO-OPERATIVE LTD	PPMV - C BIRRELL	100.00
18473	20/10/2011	WESTNET PTY LTD	1.7.11 - 1.7.12 EMAIL ANTI-SPAM SYSTEM	49.95
18474	20/10/2011	CALVIN POTTER	ERECT SCAFFOLDING AT BENCUBBIN COMPLEX	120.00
18475	31/10/2011	TELSTRA	TELEPHONE - OCTOBER 2011	2225.66
18476	31/10/2011	SHIRE OF MT MARSHALL	FLOAT FOR SWIMMING POOL KIOSK	225.00
				192403.81

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

2. Trust

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
3385	19/10/2011	LEN CARGEEG	REFUND OF NOMINATION FEE	80.00
3386	19/10/2011	CR RN BREAKELL	REFUND OF NOMINATION FEE	80.00
3387	19/10/2011	CR DA MIGUEL	REFUND OF NOMINATION FEE	80.00
3388	19/10/2011	SUSAN MITCHELL	REFUND OF NOMINATION FEE	80.00
3389	19/10/2011	CR IC SANDERS	REFUND OF NOMINATION FEE	80.00
EFT5380	03/10/2011	DEPARTMENT OF PLANNING & INFRASTRUCTURE	RECOUP LICENSING - SEPTEMBER 2011	18203.75
				18603.75

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 November 2011**. 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 November 2011

10.9 Executive Administrator

10.9.6 Bankwest Corporate Mastercard

LOCATION/ADDRESS:	Shire of Mt Marshall
NAME OF APPLICANT:	N/A
FILE REFERENCE:	F1/14
AUTHOR:	Lauren Grylls – Executive Administrator
DISCLOSURE OF INTEREST:	Recipient of Corporate Credit Card
DATE:	10 November 2011
ATTACHMENT NUMBER:	10.9.6 Use of Credit Card Policy
CONSULTATION:	Matthew Gilfellon – Chief Executive Officer
STATUTORY ENVIRONMENT:	Local Government (Financial Management) Regulations 1996
POLICY IMPLICATIONS:	F&R.2.7
FINANCIAL IMPLICATIONS:	Nil
STRATEGIC IMPLICATIONS:	Nil
VOTING REQUIREMENT:	Absolute Majority

2011/191 COUNCIL DECISION / OFFICER RECOMMENDATION:

That authorisation be given to Lauren Grylls, Executive Administrator to be issued with a Bankwest Corporate Mastercard with a limit of \$5,000.00

**Moved Cr MP Hogan
Absolute Majority**

Seconded Cr DA Miguel

Carried 7/0

BACKGROUND:

A requirement of my job is to make purchases on behalf of Council. More and more often, suppliers' terms will not account for the supply of goods/services (or even the reservation of goods/services) without up-front payment.

During the past 6 months I have spent a little over \$1000.00 of my personal funds and been required to request and wait for reimbursement.

COMMENT:

The issuing of a credit card will mean I won't require other staff to do my purchasing for me and/or use my own funds.

I am familiar with Council's Corporate Credit Card policy.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

10.9.7 Central Wheatbelt Visitor Centre – NEWROC Delegate

LOCATION/ADDRESS: N/A
NAME OF APPLICANT: N/A
FILE REFERENCE: A5/16
AUTHOR: Lauren Grylls – Executive Administrator
DISCLOSURE OF INTEREST: No Interest to Disclose
DATE: 11 November 2011
ATTACHMENT NUMBER: Nil
CONSULTATION: Matthew Gilfellon – Chief Executive Officer
STATUTORY ENVIRONMENT: Nil
POLICY IMPLICATIONS: Nil
FINANCIAL IMPLICATIONS: Nil
STRATEGIC IMPLICATIONS: Nil
VOTING REQUIREMENT: Simple Majority

OFFICER RECOMMENDATION:

For Council consideration.

2011/192 COUNCIL DECISION / OFFICER RECOMMENDATION:

That the information be received.

Moved Cr DA Miguel

Seconded Cr IC Sanders

Carried 7/0

BACKGROUND:

Information has been received advising that Cr Lancaster from Mukinbudin has stepped down from the Central Wheatbelt Visitor Centre (CWVC) committee as the NEWROC Appointment.

This Centre is based in Merredin with the support of the Shires in the North East Regional Organisation of Councils (NEWROC), the Wheatbelt East Organisation of Councils (WEROC) and Roe Regional Organisation of Councils (ROEROC).

Meetings take place approximately twice a year in Merredin.

Council make an annual contribution of \$1000.00 for area promotion through the CWVC.

COMMENT:

Nominations are sought to fill the NEWROC representative vacancy on the Central Wheatbelt Visitor Centre committee.

Minutes of the Ordinary Meeting of Council
held on Wednesday 16 November 2011

11.0 Reports of Elected Members
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Cr IC Sanders attended the following meetings / functions:

26 October	Bencubbin Football Club AGM	Bencubbin
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Cr MP Hogan attended the following meetings / functions:

8 November 2011	Mt Marshall Sandalwood Meeting	Koorda
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Cr DA Miguel attended the following meetings / functions:

Nil

Cr CJ Kirby attended the following meetings / functions:

19 October 2011	Beacon Cooperative Meeting	Beacon
9 November 2011	Beacon Progress Assoc. Meeting	Beacon

Cr WJ Beagley attended the following meetings / functions:

21 October 2011	Local Health Advisory Group Meeting	Kununoppin
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Cr RN Breakell attended the following meetings / functions:

Nil

Cr PA Gillett attended the following meetings / functions:

25 October 2011	NEWROC Council Meeting	Nungarin
8 November 2011	Mt Marshall Sandalwood Meeting	Koorda

Minutes of the Ordinary Meeting of Council
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12.0	Elected Members Motions of Which Previous Notice Has Been Given
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Nil

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

14.0	Next Meeting – Wednesday 21 December 2011 commencing at 6:45pm in Council Chambers, Monger Street, Bencubbin
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15.0	Closure of Meeting
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The Presiding Member declared the meeting closed at 8:29pm.

These Minutes were confirmed by the Council at the Ordinary Meeting of Council held on 21 December 2011.

Date

Cr PA Gillett

President