



# **SHIRE OF MT MARSHALL**

**These Minutes were confirmed by  
Council at the Ordinary Meeting  
of Council held on  
16 November 2011**





# **SHIRE OF MT MARSHALL**

**Minutes of Meeting held on  
Wednesday 19 October 2011, in  
Council Chambers, Bencubbin  
commencing at 3:07pm.**

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# **DISCLAIMER**

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**Minutes of the Ordinary Meeting of Council**  
**held on Wednesday 19 October 2011**

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**Minutes of the Ordinary Meeting of Council**  
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<b>1.0 Declaration of Opening / Announcement of Visitors / Record of Attendance / Apologies / Approved Leave of Absence</b>
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As the Election of President was yet to take place Chief Executive Officer Mr Matthew Gilfellon declared the meeting open at 3:07pm and welcomed all those present.

**In Attendance**

Cr PA Gillett	Councillor
Cr MP Hogan	Councillor
Cr CJ Kirby	Councillor
Cr WJ Beagley	Councillor
Mr DA Miguel	Councillor Elect
Mr RN Breakell	Councillor Elect
Mr IC Sanders	Councillor Elect
Mr Matthew Gilfellon	Chief Executive Officer
Mrs Lauren Grylls	Executive Administrator
Miss Alisa Della Bosca	Senior Finance Officer

**Apologies**

Nil

**Approved Leave of Absence**

Nil

<b>2.0 Swearing of the Oath of Allegiance and Declaration of Office</b>
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The Chief Executive Officer invited Councillor Elect Des Miguel to make his Oath of Allegiance and Declaration of Office.

Councillor Elect Des Miguel made his oath and assumed his seat in the meeting.

The Chief Executive Officer invited Councillor Elect Robert Breakell to make his Oath of Allegiance and Declaration of Office.

Councillor Elect Robert Breakell made his oath and assumed his seat in the meeting.

The Chief Executive Officer invited Councillor Elect Ian Sanders to make his Oath of Allegiance and Declaration of Office.

Councillor Elect Ian Sanders made his oath and assumed his seat in the meeting.

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**3.0 Election of President and Deputy President**

**3.1 Election of President**

The Chief Executive Officer reported that a written nomination had been received for Cr Paul Gillett.

Cr Paul Gillett accepted the nomination.

There being no further nominations, Cr Gillett made his Declaration of Office and assumed the chair.

**3.2 Election of Deputy President**

Written nominations for Deputy President were received for Cr DA Miguel and Cr RN Breakell.

Cr DA Miguel declined the nomination.  
Cr RN Breakell accepted the nomination.

There being no further nominations, Cr RN Breakell was elected Deputy President and made his Declaration of Office.

**4.0 Standing Orders**

**2011/162 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 7/0**

**5.0 Public Questions**

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

Nil

**5.2 Public Question Time**

Nil

**6.0 Applications for Leave Of Absence**

Nil



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**7.0 Confirmation of Minutes of Previous Meetings**

**7.1 Minutes of the Ordinary Meeting held on Wednesday 21 September 2011**

**2011/163 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 21 September 2011 be confirmed as a true and correct record of proceedings.**

**Moved Cr CJ Kirby**

**Seconded Cr WJ Beagley**

**Carried 7/0**

**8.0 Announcements by Presiding Person Without Discussion**

The Presiding Member offered his congratulations to the Members winning the election on 15 October 2011, welcoming back to office Cr.'s DA Miguel and RN Breakell, and for the first time, newly elected member Cr Ian Sanders.

**Minutes of the Ordinary Meeting of Council**  
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<b>9.0 Reports of Committees</b>
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<b>9.1 NEWROC Council</b>
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<b>9.1.1 Agenda for the NEWROC Council Meeting to be held 25 October 2011</b>
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<b>LOCATION/ADDRESS:</b>	NEWROC District
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	A5/16
<b>AUTHOR:</b>	Lauren Grylls – Executive Administrator
<b>DISCLOSURE OF INTEREST:</b>	No Interest to Disclose
<b>DATE:</b>	13 October 2011
<b>ATTACHMENT NUMBER:</b>	9.1.1 Agenda for the NEWROC Council Meeting
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>POLICY IMPLICATIONS:</b>	Nil
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

<b>2011/164 COUNCIL DECISION / OFFICER RECOMMENDATION:</b>
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**That the information be received.**

**Moved Cr MP Hogan**

**Seconded Cr IC Sanders**

**Carried 7/0**

**BACKGROUND:**

NEWROC Council meetings are held on a bi-monthly basis alternating with NEWROC Executive meetings.

To invoke discussion amongst Members regarding 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 to be held on 25 October 2011 is attached for council information.

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**10.0 Reports of Officers**

**10.1 Environmental Health Officer / Building Surveyor**

Nil

**10.2 Community and Recreation Development Officer**

Nil

**10.3 Natural Resource Management Officer**

Nil

**10.4 Senior Finance Officer**

**10.4.15 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:** No Interest to Disclose  
**DATE:** 5 October 2011  
**ATTACHMENT NUMBER:** 10.4.15a Municipal Bank Statement  
10.4.15b Trust Bank Statement  
10.4.15c Municipal Term Deposit Statement  
10.4.15d 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

**2011/165 COUNCIL DECISION / OFFICER RECOMMENDATION:**

That the Abbreviated Statement of Financial Position as at 30 September 2011 be accepted.

Moved Cr MP Hogan

Seconded Cr CJ Kirby

Carried 7/0

**BACKGROUND:**

Nil

**COMMENT:**

**Minutes of the Ordinary Meeting of Council**  
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**Abbreviated Statement Of Financial Position As At 30 September 2011**

	<b>MUNICIPAL (\$)</b>	<b>TRUST (\$)</b>	<b>RESERVE (\$)</b>
Synergy Balance as at 01/09/2011	1,766,358.41	30,316.24	1,179,513.22
Plus Receipts 01/09/2011 to 30/09/2011	136,222.68	20,344.45	-
Plus Adjustment	-	-	-
Plus Outstanding Journals	-	-	-
	<hr/> 1,902,581.09	<hr/> 50,660.69	<hr/> 1,179,513.22
Less Payments 01/09/2011 to 30/09/2011	- 484,235.63	- 18,636.25	-
Less Outstanding Journals	82,035.62	313.20	-
Synergy Balance as at 30/09/2011	<hr/> <hr/> 1,500,381.08	<hr/> <hr/> 32,337.64	<hr/> <hr/> 1,179,513.22
This is represented by:			
Cash at Bank	1,300,472.01	25,306.94	-
Investments	215,244.57	-	1,102,201.77
Housing Bonds Held by Bankwest	-	1,700.00	-
Balance as per Bank Reconciliation	<hr/> <hr/> 1,515,716.58	<hr/> <hr/> 27,006.94	<hr/> <hr/> 1,102,201.77
<b>RECONCILIATION AS AT 30 SEPTEMBER 2011</b>			
Balance as per Bank Statement	1,300,472.01	25,306.94	-
Balance of Term Deposits	215,244.57	-	1,102,201.77
Balance of Housing Bonds (Bank)	-	1,700.00	-
	<hr/> 1,515,716.58	<hr/> 27,006.94	<hr/> 1,102,201.77
Plus Outstanding Deposits	8,200.38	5,330.70	77,311.45
	<hr/> 1,523,916.96	<hr/> 32,337.64	<hr/> 1,179,513.22
Less Outstanding Cheques	- 23,535.88	-	-
	<hr/> <hr/> 1,500,381.08	<hr/> <hr/> 32,337.64	<hr/> <hr/> 1,179,513.22

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**BALANCE OF RESERVE FUNDS AS AT 30  
 SEPTEMBER 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 30 SEPTEMBER 2011**

<b>Fund</b>	<b>Institution</b>	<b>Term</b>	<b>Rate</b>	<b>Amount</b>	<b>Expiry</b>	<b>Account No.</b>
Reserve	Bankwest	4 Months 30 Days	5.50%	777,822.73	29/11/2011	028-035695-8
Reserve	Bankwest	1 Month 7 Days	5.92%	194,894.15	24/10/2011	028-036484-4
Reserve	Bankwest	1 Month 12 Days	4.88%	129,484.89	23/09/2011	028-036280-0
Municipal	Bankwest	3 Months	5.90%	218,878.55	19/09/2011	028-037829-9

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**10.4.16 Statement of Financial Activity**

<b>LOCATION/ADDRESS:</b>	N/A
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	F1/4
<b>AUTHOR:</b>	Alisa Della Bosca – Senior Finance Officer
<b>DISCLOSURE OF INTEREST:</b>	No Interest to Disclose
<b>DATE:</b>	10 October 2011
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Local Government (Financial Management) Regulations 1996
<b>POLICY IMPLICATIONS:</b>	Nil
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**2011/166 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That the Statement of Financial Activity for the period ended 30 September 2011 be endorsed.**

**Moved Cr MP Hogan**

**Seconded Cr CJ Kirby**

**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.

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**COMMENT:**

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

<b>OPERATING ACTIVITIES</b>	<b>Note</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variances Greater Than 10% of YTD Budget</b>
<b>Income</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	
General Purpose Funding		2,047,085	800,853	1,315,258	-64.23%
Governance	4i	4,900	1,221	667	45.37%
Law, Order and Public Safety		48,855	21,507	31,543	-46.66%
Health		-	-	-	0.00%
Education and Welfare		23,216	5,802	13,363	-130.32%
Housing		61,360	15,339	17,584	-14.64%
Community Amenities		74,995	18,738	83,749	-346.95%
Recreation and Culture		19,240	4,800	7,975	-66.15%
Transport	12i	635,586	403,041	250,734	37.79%
Economic Services		74,500	18,621	27,197	-46.06%
Other Property and Services	14i	40,600	10,143	6,095	39.91%
		<b>3,030,337</b>	<b>1,300,065</b>	<b>1,754,165</b>	
<b>Expenditure</b>					
General Purpose Funding	3e	68,139	17,028	77,859	357.24%
Governance	4e	634,341	156,003	202,022	29.50%
Law, Order and Public Safety		89,011	22,224	17,844	-19.71%
Health		104,198	26,031	25,574	-1.76%
Education and Welfare		134,366	33,126	28,817	-13.01%
Housing	9e	220,564	55,434	70,652	27.45%
Community Amenities		304,210	76,002	47,643	-37.31%
Recreation and Culture		523,546	130,809	100,525	-23.15%
Transport		2,882,341	720,555	239,913	-66.70%
Economic Services		227,026	56,715	39,140	-30.99%

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Other Property and Services	36,735	9,153	7,858	-14.15%
	<b>5,224,477</b>	<b>1,303,080</b>	<b>857,847</b>	
Net Operating Profit/(Loss)	<b>(2,194,140)</b>	<b>(3,015)</b>	<b>896,318</b>	
<b>ADD NON CASH ITEMS</b>				
Depreciation	2,349,494	195,791	-	
Loss/(Profit) on Sale of Assets	77,013	6,418	-	
	<b>2,426,507</b>	<b>202,209</b>	<b>-</b>	
Net Operating Surplus/(Deficit)	<b>232,367</b>	<b>199,194</b>	<b>896,318</b>	
<b>LESS CAPITAL EXPENDITURE</b>				
Land & Buildings	1,060,689	88,391	65,375	
Plant & Machinery	543,500	45,292	297,910	
Furniture, Fittings & Equipment	-	-	-	
Infrastructure - Roads	1,683,638	140,303	149,619	
Infrastructure - Other	370,889	30,907	1,926	
	<b>(3,426,349)</b>	<b>(105,699)</b>	<b>381,488</b>	
<b>LESS OTHER NON OPERATING</b>				
Loan Principal Repayments	121,690	10,141	29,387	
Transfer to Community Group	200,000	16,667	-	
Transfer to Reserves	585,372	48,781	-	
Funding Required	<b>(4,333,411)</b>	<b>(164,621)</b>	<b>352,101</b>	
<b>FUNDED FROM</b>				
Transfer from Reserves	279,620	23,302	-	
Capital Contribution	2,250,210	187,518	-	
Proceeds on Sale of Assets	213,500	17,792	-	
Self-Supporting Loan Income	7,861	655	-	
Opening Funds	1,582,220	1,225,614	1,265,598	
Closing Funds	-	1,290,259	1,617,699	



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**Notes**

4i - This variance is due to the community events grant income not being budgeted for.

12i - This variance is due to transport grants not yet being received. These grants are received quarterly or on progress of capital works.

It is expected that these grants will meet the budgeted amounts.

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.

3e - This variance is due to admin allocations being higher than what had been budgeted at this time of the year.

Admin allocations are normally a bit higher at the start of the year.

4e - This variance is due to timing of governance expenses. Most expenses such as subscriptions and local government week occur in the first two months of the financial year. It is expected that this variance will diminish over the year.

9e - This variance is due to community housing maintenance currently being over budget. This is a timing issue with property insurance for the year already paid. It is expected that community housing maintenance will meet the budgeted amounts.

**Composition Of Net Current Asset Position**

**Current Assets**

Cash - Unrestricted	1,418,745
Cash - Restricted	1,179,513
Receivables	328,127
Inventories	24,344

**Less Current Liabilities**

Payables & Provisions	(152,741)
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Less: Cash Reserves - Restricted	(1,180,289)
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**1,617,699**

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**10.5 Shire Engineer**

Nil

**10.6 Engineering Administration Officer**

**10.6.7 Authorised Persons and Registration Officers – Dog Act 1976**

**LOCATION/ADDRESS:** Shire of Mt Marshall  
**NAME OF APPLICANT:** N/A  
**FILE REFERENCE:** A6/3  
**AUTHOR:** Jack Walker – Engineering Administration Officer  
**DISCLOSURE OF INTEREST:** No Interest to Disclose  
**DATE:** 16 August 2011  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Dog Act 1976  
**POLICY IMPLICATIONS:** Nil  
**FINANCIAL IMPLICATIONS:** Nil  
**STRATEGIC IMPLICATIONS:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**2011/167 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That the following persons be appointed as Authorised Persons and Registration Officers to enforce the Dog Act 1976 and all previous appointments be cancelled:**

**Authorised Persons:**

**Matthew Craig Gilfellon  
John Alexander Walker  
Rodney Steven Munns  
Jonathan Tranter  
Barry James Jinman  
Johnine Maree Gobbart  
William John Waghorn  
Craig Lindsay Birrell**

**Registration Officers:**

**Lauren Kate Grylls  
Nancy Collins  
Deanne Valda Morgan  
Alisa Della Bosca**

**Moved Cr DA Miguel**

**Seconded Cr WJ Beagley**

**Carried 7/0**

**BACKGROUND:**

The Dog Act 1976 gives Council the powers to appoint Authorised Persons and Registration Officers to enforce the Act.

**COMMENT:**

Due to the resignation of several employees it is necessary for Council to appoint new staff members to the position of Authorised Persons and Registration Officers.

The appointment of Town Maintenance / Parks and Gardens staff as Authorised Persons gives them the appropriate authority if they are instructed to enforce the Dog Act or pick up strays.

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The Presiding Member declared a change in the order of business to address the confidential item 10.7.32 later in the meeting.

**10.8 Finance Administration / Rates Officer**

**10.8.13 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:** 11 October 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

**2011/168 COUNCIL DECISION / OFFICER RECOMMENDATION:**

**That the Accounts Listed**

<b>Municipal Fund</b>	<b>\$ 388597.51</b>
<b>Trust Fund</b>	<b>\$ 14926.35</b>

**Be endorsed.**

**Moved Cr RN Breakell**

**Seconded Cr DA Miguel**

**Carried 7/0**

**BACKGROUND:**

Following is a List of Accounts submitted to Council on Wednesday 19 October 2011 for the Municipal Fund and Trust Fund.

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**1. Municipal Fund**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT5292	01/09/2011	COVS	AIRCONDITIONING OIL	391.01
EFT5293	01/09/2011	CJD EQUIPMENT PTY LTD	ANCHORAGE AND LEVEL GUARD	87.82
EFT5294	01/09/2011	HEMPFIELD SMALL MOTORS	BELT	44.50
EFT5295	01/09/2011	BENCUBBIN SMASH REPAIRS	12V GLOBES	157.01
EFT5296	01/09/2011	BENCUBBIN TRUCK N AUTO'S	AIR FILTERS, OIL FILTERS TAIL LIGHT LENS	234.35
EFT5298	05/09/2011	SUBWAY MERREDIN	REFRESHMENTS FOR CDO NETWORK MEETING	105.00
EFT5299	12/09/2011	AVON WASTE	RUBBISH COLLECTION - AUGUST 2011	4982.00
EFT5300	12/09/2011	CJD EQUIPMENT PTY LTD	THROTTLE CABLE	89.47
EFT5301	12/09/2011	THE ROYAL LIFE SAVING SOCIETY	POOL LIFEGUARD REQUALIFICATIONS X 4	580.00
EFT5302	12/09/2011	GREAT EASTERN COUNTRY ZONE WALGA	ANNUAL SUBSCRIPTION 2011/2012	3630.00
EFT5303	12/09/2011	BENCUBBIN NEWS & POST	STATIONERY - AUGUST 2011	418.45
EFT5304	12/09/2011	FESA	2011/12 ESL QUARTER 1	7986.00
EFT5305	12/09/2011	ICS CARPENTRY	ERECT PORTICO AT BENCUBBIN HALL	23738.00
EFT5306	12/09/2011	STAR TRACK EXPRESS	FREIGHT	73.08
EFT5307	12/09/2011	RELIANCE PETROLEUM	FUEL CARD PURCHASES - AUGUST 2011	3692.34
EFT5308	12/09/2011	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPIER SUPPORT SERVICE AGREEMENT (NEW)	272.78
EFT5309	12/09/2011	LEISURE INSTITUTE OF WA AQUATICS (INC)	2011 COUNTRY POOL MANAGERS SEMINAR	240.00
EFT5310	12/09/2011	D & D TRANSPORT	FREIGHT	536.69
EFT5311	12/09/2011	CITY OF LIGHTS	CONVERT MT MARSHALL WEBSITE FROM TYPO3 TO JOOMLA CMS	1705.00
EFT5312	12/09/2011	JR & A HERSEY	CULVERT SHOVELS, ROAD PAINT, GLOVES ETC	838.72
EFT5313	12/09/2011	LANDGATE	MINIMUM CHARGE - MINING TENEMENTS	34.00
EFT5314	12/09/2011	BENCUBBIN AG SUPPLIES	KLEENHEAT GAS	250.36
EFT5315	12/09/2011	GERALDTON FUEL	BULK FUEL PURCHASES	17035.95
EFT5316	12/09/2011	5RIVERS PLUMBING AND GAS	REPLACED CISTERN, ALTER WATER SUPPLY TO SUIT	879.15
EFT5317	12/09/2011	IT VISION USER GROUP INC	ANNUAL SUBSCRIPTION 2011/2012	522.50
EFT5318	12/09/2011	JENNI BUNCE	BEACON CONTRACT CLEANING 18.8 - 31.8.11	1860.00
EFT5319	12/09/2011	GCM AGENCIES PTY LTD	DOOR HANDLE, DOOR LOCK AND KEY	181.83
EFT5320	16/09/2011	COVS	OIL AND FUEL FILTERS	88.80
EFT5321	16/09/2011	BOC GASES	CYLINDER HIRE - AUGUST 2011	58.14

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<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT5322	16/09/2011	COURIER AUSTRALIA	FREIGHT	46.44
EFT5323	16/09/2011	MUKA TYRE MART	FIT TRUCK TYRE, REPAIR GRADER TYRE	90.00
EFT5324	16/09/2011	WESFARMERS KLEENHEAT GAS P/L	ANNUAL CYLINDER RENTAL	56.00
EFT5325	16/09/2011	NINGHAN SPRAYING SERVICE	HOSE FITTINGS, FUEL	511.33
EFT5326	16/09/2011	KTY ELECTRICAL SERVICES	FIT LIGHTS TO PORTICO AT BENCUBBIN HALL	753.50
EFT5327	16/09/2011	BENCUBBIN NEWS & POST	POSTAGE 5.9 - 9.9.11	41.55
EFT5328	16/09/2011	BEACON CENTRAL COMMUNITY RESOURCE CENTRE	KEY CUT, HIRE OF CWA HOUSE	66.50
EFT5329	16/09/2011	WA TREASURY CORPORATION	LOAN NO. 119 FIXED COMPONENT - LOAN TO BENNYMART - REPAID IN LEASE PAYM	979.96
EFT5330	16/09/2011	BENCUBBIN BULK HAULIERS	HIRE OF ROADTRAIN TO CART GRAVEL	16986.75
EFT5331	16/09/2011	CORPORATE EXPRESS AUSTRALIA LTD	STATIONERY	152.38
EFT5332	16/09/2011	STAR TRACK EXPRESS	FREIGHT	106.80
EFT5333	16/09/2011	ALL-WAYS FOODS	SAFEGUARD	138.11
EFT5334	16/09/2011	REBECCA WATSON	REIMBURSEMENT OF CATERING FOR CDO NETWORK MEETING	150.00
EFT5335	16/09/2011	BENCUBBIN SMASH REPAIRS	SUPER GLUE	37.98
EFT5336	16/09/2011	BENCUBBIN TRUCK N AUTO'S	REPAIRS TO BACKHOE ACCELERATOR, STRIP SLASHER, BEARINGS, FILTERS	891.05
EFT5337	16/09/2011	D & D TRANSPORT	FREIGHT - LIMESTONE	600.79
EFT5338	16/09/2011	BENCUBBIN AG SUPPLIES	PHILMAC BRASS FLOAT VALVE	327.80
EFT5339	16/09/2011	BENCUBBIN SUPERMARKET	CATERING ITEMS FOR MENS FIRST AID DAY	140.56
EFT5340	16/09/2011	CONCRETE WATERPROOFING (WA) PTY LTD	FILLING OF VOID UNDER SWIMMING POOL	37488.00
EFT5341	20/09/2011	BENCUBBIN C.R.C.	HIRE OF COMPLEX FOR BOOK LAUNCH	30.00
EFT5342	20/09/2011	COURIER AUSTRALIA	FREIGHT	11.33
EFT5343	20/09/2011	KTY ELECTRICAL SERVICES	CHECK FAULT WITH HALL LIGHTS, REPAIR EEI PUMP	956.95
EFT5344	20/09/2011	BENCUBBIN NEWS & POST	EXPRESS POST ENVELOPES - BANKWEST	166.46
EFT5345	20/09/2011	D I TOMAS CONTRACTING	SUPPLY AND LAY CONCRETE FOR LAODING RAMP AND SHED PAD AT POOL	2437.60
EFT5346	20/09/2011	HEMPFIELD SMALL MOTORS	SERVICE AND REPAIR CHAINSAW; GEARBOX ENDS FOR WHIPPER SNIPPER	671.20
EFT5347	20/09/2011	ADVANCED AUTOLOGIC PTY LTD	DEGREASER	120.00

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EFT5348	20/09/2011	BENCUBBIN SUPERMARKET	VARIOUS FOOD ITEMS FOR SENIOR/YOUTH COOKING DAY - BENCUBBIN	345.05
EFT5349	29/09/2011	COURIER AUSTRALIA	FREIGHT	33.02
EFT5350	29/09/2011	GEOFABRICS AUSTRALASIA PTY LTD	FITTINGS FOR 300 MEGAFLOW	121.78
EFT5351	29/09/2011	BENCUBBIN NEWS & POST	POSTAGE 19.9 - 23.9.11	27.75
EFT5352	29/09/2011	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	39.40
EFT5353	29/09/2011	LGRCEU	PAYROLL DEDUCTIONS	34.80
EFT5354	29/09/2011	WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	9848.12
EFT5355	29/09/2011	ICS CARPENTRY	WORKS COMPLETED - LOT 156 BROWN ST	2150.50
EFT5356	29/09/2011	STAR TRACK EXPRESS	FREIGHT	25.67
EFT5357	29/09/2011	A & M MEDICAL SERVICES P/L	SERVICE OXY VIVA AND SUPPLY PARTS AS REQUIRED	142.46
EFT5358	29/09/2011	HITACHI CONSTRUCTION MACHINERY (AUST) P/L	IDLER AND FLAT BELT	334.82
EFT5359	29/09/2011	CR IN MIGUEL	MEETING FEES AND ALLOWANCES - JULY, AUGUST AND SEPTEMBER 2011	909.03
EFT5360	29/09/2011	CR PA GILLETT	MEETING FEES AND ALLOWANCES - SEPTEMBER 2011	1079.65
EFT5361	29/09/2011	BENCUBBIN TRUCK N AUTO'S	NEW BATTERIES, REMOVE AND REPLACE, REPLACE TERMINAL	369.55
EFT5362	29/09/2011	THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	577.41
EFT5363	29/09/2011	CR RN BREAKELL	MEETING FEES AND ALLOWANCES - SEPTEMBER 2011	307.98
EFT5364	29/09/2011	CR DA MIGUEL	MEETING FEES AND ALLOWANCES - AUGUST AND SEPTEMBER 2011	774.30
EFT5365	29/09/2011	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	LICENCE TO PLAY COPYRIGHT MUSIC	61.99
EFT5366	29/09/2011	CUTTING EDGES EQUIPMENT PARTS	SCARIFIER TEETH	233.20
EFT5367	29/09/2011	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ADVERTISING - ENGINEERING TECHNICAL OFFICER	2318.70
EFT5368	29/09/2011	CR MP HOGAN	MEETING FEES AND ALLOWANCES - SEPTEMBER 2011	307.47

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EFT5369	29/09/2011	BENCUBBIN AG SUPPLIES	FIRE FIGHTER PUMP, CEMENT, KAMBA, AMMONIUM SUPHATE ETC	3117.73
EFT5370	29/09/2011	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	275.60
EFT5371	29/09/2011	COOPER WALKER FARMS	HIRE OF BOBCAT - BENCUBBIN COMPLEX	1116.50
EFT5372	29/09/2011	JENNI BUNCE	BEACON CONTRACT CLEANING 1.9 - 14.9.11	1500.00
EFT5373	29/09/2011	CR CJ KIRBY	MEETING FEES AND ALLOWANCES - SEPTEMBER 2011	396.25
EFT5374	29/09/2011	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	265.57
EFT5375	29/09/2011	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	275.60
EFT5376	29/09/2011	NORTHAM CARPET COURT	SUPPLY AND INSTALL 27M TRIM/CAPPING	850.00
EFT5377	29/09/2011	LAUREN GRYLLS	REIMBURSEMENT - COUNCILLOR'S RETIREMENT GIFT	414.00
EFT5378	29/09/2011	BENCUBBIN SUPERMARKET	SAUSAGE SIZZLE AFTER LEMC EXERCISE	441.02
EFT5379	29/09/2011	CR WJ BEAGLEY	MEETING FEES AND ALLOWANCES - SEPTEMBER 2011	305.25
18441	05/09/2011	PLANWEST (WA) PTY LTD	PLANNING SERVICES - SCHEME AND STRATEGY ISSUES	742.50
18442	08/09/2011	SHIRE OF MT MARSHALL	CASH PAYMENTS 07.09.2011	1700.00
18445	12/09/2011	PROTECTOR ALSAFE	HELMETS, GLOVES, DISPOSABLE RESPIRATORS - BUSHFIRE BRIGADE	1077.46
18446	16/09/2011	SHIRE OF MT MARSHALL	LICENCE MM00	146.85
18447	16/09/2011	BEACON THEATRE ARTS CLUB	CONTRIBUTION AS PER BUDGET 2011/2012	2000.00
18448	16/09/2011	BENCUBBIN SPORTS CLUB INC.	REFRESHMENTS - COUNCIL	120.00
18449	16/09/2011	BEACON COMMUNITY REC COUNCIL	HIRE OF COMPLEX - FIRST AID TRAINING	30.00
18450	16/09/2011	CALVIN POTTER	ERECT AND DISMANTLE SCAFFOLDING, ASSIST CONTRACTOR	230.00
18451	16/09/2011	THE HONDA SHOP	MOWER CARBURETTOR, STARTER ASSEMBLIES	814.92
18452	19/09/2011	CJD EQUIPMENT PTY LTD	NEW VOLVO L90F WHEEL LOADER	201630.00
18453	20/09/2011	SYNERGY	ELECTRICITY 1.7 - 6.9.11	227.25
18454	20/09/2011	BEACON CO-OPERATIVE LTD	BATTERIES	17.25
18455	20/09/2011	BORAL CONSTRUCTION MATERIALS	UNUSED AGGREGATE FROM GABBIN RESEAL	11591.34
18456	22/09/2011	SHIRE OF MT MARSHALL	CASH PAYMENTS 21.09.2011	1700.00
18457	22/09/2011	SHIRE OF MT MARSHALL	CASH PAYMENT - ONE OFF PAY - D KETT	100.00

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CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
18458	29/09/2011	TELSTRA	TELEPHONE - SEPTEMBER 2011	1783.62
18459	29/09/2011	SYNERGY	ELECTRICITY - 1.7 - 29.8.11	59.65
18460	29/09/2011	STIHL SHOP REDCLIFFE	BELT, SHAFT AND BEARING - MOWER	210.35
18461	29/09/2011	WYLIE-MADE	TOUCH UP REPAIRS TO POOL AFTER FILLING VOID	308.00
18462	29/09/2011	DEPARTMENT OF TRANSPORT	ANNUAL FEE FOR APPROVED INSP.SERVICE	107.50
18463	29/09/2011	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	268.66
18464	30/09/2011	WA ELECTORAL COMMISSION	VOTING SCREENS FOR COUNCIL ELECTION	60.00
				<b>388597.51</b>

**2. Trust**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
3382	07/09/2011	CW & WA HURLEY	REFUND OF OVERPAYMENT - LICENSING	83.60
3383	13/09/2011	SHIRE OF MT MARSHALL	REIMBURSEMENT FOR CARPET CLEANING - 158 BROWN ST	165.00
3384	13/09/2011	SHANE MARKHAM	REFUND OF HOUSING BOND LESS CARPET CLEANING	175.00
EFT5291	01/09/2011	DEPARTMENT OF PLANNING & INFRASTRUCTURE	RECOUP LICENSING - AUGUST 2011	14502.75
				<b>14926.35</b>

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



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**10.9 Executive Administrator**

**10.9.5 Appointment of Members to Council Committees and Working Groups**

<b>LOCATION/ADDRESS:</b>	Shire of Mt Marshall
<b>NAME OF APPLICANT:</b>	N/A
<b>FILE REFERENCE:</b>	A1/3
<b>AUTHOR:</b>	Laruen Grylls – Executive Administrator
<b>DISCLOSURE OF INTEREST:</b>	No Interest to Disclose
<b>DATE:</b>	10 October 2011
<b>ATTACHMENT NUMBER:</b>	10.9.5a Existing Committee Booklet 10.9.5b Draft Committee Booklet
<b>CONSULTATION:</b>	Matthew Gilfellon – Chief Executive Officer Paul Gillett – Shire President Members of Council
<b>STATUTORY ENVIRONMENT:</b>	Local Government Act 1995 s5.8,s5.9, s5.10
<b>POLICY IMPLICATIONS:</b>	Nil
<b>FINANCIAL IMPLICATIONS:</b>	Provided for within Budget
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Absolute Majority

**2011/169 COUNCIL DECISION / OFFICER RECOMMENDATION:**

- 1. That Councillor and staff representatives be elected to the relevant Council committees, Working Groups and External Organisations as per the attached Draft Committee Booklet (as amended); and**
- 2. Where community positions exist:**
  - a. Current members be approached inviting them to continue their membership;**
  - b. Where vacancies exist/occur, advertising take place seeking expressions of interest; and**
- 3. The Community Sport, Recreation & Townscape Committee be disbanded;**
- 4. The Infrastructure and Development Committee be disbanded;**
- 5. The Mt Marshall Centenary Celebrations Committee be disbanded; and**
- 6. The Mt Marshall Community Safety and Crime Prevention Working Group be disbanded.**

**Moved Cr IC Sanders  
Absolute Majority**

**Seconded Cr WJ Beagley**

**Carried 7/0**

**BACKGROUND:**

Membership on all Council committees, working groups and representatives to external organisations are re-established at the first Council meeting after local government elections.

Section 5.10 provides for the appointment of committee members. A decision to appoint committee members requires an absolute majority decision of Council.

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At any given time each Council member is entitled to be a member of at least one (1) committee that comprises Council members only, or Council members and employees. If a Council member nominates himself/herself to be a member of such committee/s, the Council is to include that Council member to at least one of those committees as the Council determines.

If the Council is to make an appointment to a committee that has or could have a Council member as a member and the President informs Council of his/her wish to be a member of the committee, the Council is to appoint the President to be a member of the committee.

If the Council is to make an appointment to a committee that has or will have an employee as a member and the Chief Executive Officer informs the Council of his/her wish:

- a. to be a member of the committee; or
- b. that a representative of the Chief Executive Officer be a member of the committee

the Council is to appoint the Chief Executive Officer or the Chief Executive Officer's representative, as the case may be, to be a member of the committee.

I have recorded in the following pages all changes between the current and the proposed documents (attached) and any relevant history:

*Natural Resource Management Committee*

- Number of community representatives (reps) updated from 2 (two) to 4 (four) to reflect the actual present committee structure.
- Frequency of meetings amended from quarterly to bi-annually.

*Community Sport, Recreation & Townscape Committee*

- In September 2007 Council resolved to amalgamate its Community Sport & Recreation Committee with its Townscape Committee. The new committee consists of all Councillors plus external representatives.
- The Community Sport, Recreation and Townscape Committee last met in April 2008.
- This committee has been removed from the proposed booklet. All membership will cease and the committee will be disbanded.

*Infrastructure and Development Committee*

- Membership of the I&D committee consists of all councillors, the Chief Executive Officer and the Shire Engineer. As there is no external membership, any matters for consideration by the committee could be considered directly by Council.
- The I&D committee met 3 times in 2010 – twice at which no resolutions were made. Matters which were discussed related to staff retention, the Bencubbin Caravan Park and Digital Television.
- Prior to 2010 the committee had fallen inactive since 2007.
- This committee has been removed from the proposed booklet and I recommend disbanding the committee. All membership to this committee would cease.

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### Junior Council

- Junior Council has been moved to the 'Working Group' section of the proposed booklet.
- Functions have been added:
  - Introduce year 7 students (and yr 6 students where appropriate) from the local primary schools, to the processes and procedures of local government; and
  - Provide an avenue for the youth to present their ideas to the Council.

### Audit Committee

- No changes have been made to this committee. As required by the Local Government Act 1995 and associated regulations, the Audit committee consists of the full Council.

### Mt Marshall Centenary Celebrations Committee

- This committee was formed to facilitate a series of activities, events and programs as part of the 2010 centenary celebrations. As the centenary of settlement has now passed the committee is no longer required.
- This committee has not been included in the proposed booklet and I recommend it be disbanded. All membership would cease.

### Shire of Mt Marshall Safety Committee

- Membership of this committee has been amended in the proposed booklet to remove the Shire Engineer. This is to account for the resignation of the Engineer.
- Reference to 'Senior Administration Officer' has been updated to 'Engineering Administration Officer' in the proposed booklet to reflect Mr Jack Walker's change in title.
- Frequency of meetings held has been amended from Bi-Annually to Annually (or as required)

### Bush Fire Advisory Committee

- Membership of the Bush Fire Advisory Committee has been updated in the proposed booklet to reflect the current appointments of Bush Fire Control Officers.
- Reference to 'Senior Administration Officer' has been updated to 'Engineering Administration Officer' in the proposed booklet to reflect Mr Jack Walker's change in title.

### The Gimlet Newspaper

- No change.

### The Beacon Bulletin

- No change.

### Mt Marshall Local Emergency Management Committee

- Shire Engineer has been updated to Works Supervisor.

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History Working Group

- The number of Councillor representatives amended from 2 (two) to 1 (one) to reflect the actual present working group structure.

Community Safety and Crime Prevention Working Group

- The purpose of this committee is to develop and implement a Community Safety and Crime Prevention Plan in the Shire of Mt Marshall. A plan has not been developed to date.
- Community positions on the working group remain unfilled since the committee's inception.
- This committee has not been included in the proposed booklet and I recommend it be disbanded. All membership would cease.

Beacon Lifestyle Retirement Units Working Group

- No change.

Representation on External Organisations

- Where representation is by Office no updates have been proposed.
- In accordance with the MOU with the North Eastern Wheatbelt Health Group Scheme, Council may nominate two voting delegates. The proposed booklet has been amended to reflect this.
- Shire Engineer has been removed from Wheatbelt North Sub-Regional Road Group and Chief Executive Officer has been amended to 'Chief Executive Officer/Works Supervisor'.
- The representatives on the Drainage Reference Group have been omitted so a decision as to the nomination of a representative/s to this group is required.
- Wheatbelt Development Assessment Panel – no changes are recommended as this panel has been appointed by the Minister for Planning and is not due for review. Should Council wish to amend the appointments to this 'panel' the new nominations would need to be forwarded to the Department for approval by the Minister.

**COMMENT:**

Nil

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<b>11.0 Reports of Elected Members</b>
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**Cr RN Breakell attended the following meetings / functions:**

12 October 2011	RTG Group Board Meeting	Bencubbin
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**Cr MP Hogan attended the following meetings / functions:**

Nil

**Cr DA Miguel attended the following meetings / functions:**

28 September 2011	MMLCDC AGM	Beacon
10 October 2011	Beacon Football Club AGM	Beacon
12 October 2011	RTG Group Board Meeting	Bencubbin
16 October 2011	St Michael's 50yr Celebration	Beacon
18 October 2011	Fire Brigade Meeting	Beacon

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

23 October 2011	CBH Meeting	Beacon
28 September 2011	MMLCDC AGM	Beacon
4 October 2011	Beacon Central AGM	Beacon
10 October 2011	Beacon Football Club AGM	Beacon
12 October 2011	CWFL AGM	Bencubbin
16 October 2011	St Michael's 50yr Celebration	Beacon

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

23 September 2011	Kununoppin Hospital Fete Busy Bee	Bencubbin
24 September 2011	Kununoppin Hospital Fete	Bencubbin
9 October 2011	Bencubbin Bowling Club Busy Bee	Bencubbin
12 October 2011	RTG Group Board Meeting	Bencubbin

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

N/A

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

12 October 2011	RTG Group Board Meeting	Bencubbin
15 October 2011	Mt Marshall Election Vote Count	Bencubbin

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

Nil

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

**2011/170 COUNCIL DECISION:**

**That the late item 13.6 be considered as presented.**

**Moved Cr MP Hogan**

**Seconded Cr IC Sanders**

**Carried 7/0**

**13.6 Lot 10 Hammond Street Gabbin**

<b>LOCATION/ADDRESS:</b>	Lot 10 Hammond Street, Gabbin
<b>NAME OF APPLICANT:</b>	Gill Trainor
<b>FILE REFERENCE:</b>	B1/2
<b>AUTHOR:</b>	Matthew Gilfellon – Chief Executive Officer
<b>DISCLOSURE OF INTEREST:</b>	No Interest to Disclose
<b>DATE:</b>	19 October 2011
<b>ATTACHMENT NUMBER:</b>	13.6a Correspondence from Mrs Gill Trainor 13.6b Officer Report Presented to September Meeting of Council incl. Council Resolution
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Health Act 1911 Shire of Mt Marshall Health Local Laws 2007 Local Government (Miscellaneous Provisions) 1960
<b>POLICY IMPLICATIONS:</b>	Nil
<b>FINANCIAL IMPLICATIONS:</b>	Nil
<b>STRATEGIC IMPLICATIONS:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**OFFICER RECOMMENDATION:**

For Council consideration.

**2011/171 COUNCIL DECISION:**

**That Mrs Gill Trainor be advised that Council have declined her request for an extension of time to remove items from the residence at lot 10 Hammond St Gabbin.**

**Moved Cr WJ Beagley**

**Seconded Cr DA Miguel**

**Carried 7/0**

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**BACKGROUND:**

At the 21 September Ordinary Meeting of Council, Gill Trainor was granted a 30 day extension from the date of council meeting to remove any items from the residence at Lot 10 Hammond St, Gabbin. Gill was advised of this decision by telephone on 23 September 2011.

On 19 October 2011 Gill Trainor handed a letter in to the shire (attachment 13.6a) requesting another extension to continue removing belongings from the residence.

For a more extensive background please see the attached item that was presented to Council at the September Ordinary Meeting (attachment 13.6b).

**COMMENT:**

In telephone conversations held with Gill Trainor she indicated that she had been spending some time removing belongings but just required more time to complete the task.

The contractor who has been employed to demolish the house has previously advised that should he not be able to complete the demolition before harvest, then it will not be able to be completed until around February 2012 when harvest is completed.

The house is to be demolished not because of the contents of the house but due to the structure of the house.

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**CONFIDENTIAL ITEM**

**10.7 Chief Executive Officer**

**10.7.32 Chief Executive Officer Probationary Period**

**2011/172 COUNCIL DECISION:**

That the meeting adjourn for a short recess at 4:39pm.

Moved Cr MP Hogan                      Seconded Cr RN Breakell                      Carried 7/0

**2011/173 COUNCIL DECISION:**

That the meeting resume at 4:51pm.

Moved Cr PA Gillett                      Seconded Cr IC Sanders                      Carried 7/0

Note: All those present when the meeting adjourned were present when the meeting resumed with the exception of Miss Alisa Della Bosca.

**2011/174 COUNCIL DECISION / OFFICER RECOMMENDATION:**

That in accordance with Section 5.23 (2)(a) and (c), the meeting move behind closed doors at 4:51pm to discuss the Chief Executive Officer Probationary Period.

Moved Cr DA Miguel                      Seconded Cr RN Breakell                      Carried 7/0

Mr Matthew Gilfellow and Mrs Lauren Grylls left the meeting.

**2011/175 COUNCIL DECISION:**

That the Chief Executive Officer be advised of the successful completion of the probationary period his employment.

Moved Cr PA Gillett                      Seconded Cr MP Hogan                      Carried 7/0  
Absolute Majority

**2011/176 COUNCIL DECISION:**

That the meeting come out from behind closed doors at 5:10pm.

Moved Cr WJ Beagley                      Seconded Cr RN Breakell                      Carried 7/0

Mr Matthew Gilfellow and Mrs Lauren Grylls returned to the meeting at 5:10pm.



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<b>14.0</b>	<b>Next Meeting – Wednesday 16 November 2011 commencing at 6:45pm in Council Chambers, 80 Monger St, Bencubbin</b>
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<b>15.0</b>	<b>Closure of Meeting</b>
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The Presiding Member declared the meeting closed at 5:12pm.

These Minutes were confirmed by the Council at the Ordinary Meeting of Council held on 16 November 2011.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
President