

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### MINUTES



#### NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Thursday May 24<sup>th</sup>, 2018** in the Council Chambers, 1 Donnan St, Tammin, at **5:03pm**.

Neville Hale  
Chief Executive Officer

#### MISSION STATEMENT

*"Together with the people of Tammin we will provide leadership, vision and progress to achieve sustainability and growth"*

## **Contents**

AGENDA .....	3
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	3
2. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES .....	3
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	3
4. PUBLIC QUESTION TIME .....	3
5. APPLICATIONS FOR LEAVE OF ABSENCE .....	3
6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS .....	4
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	4
7.1 Ordinary Council Meeting Minutes .....	4
7.2 Joint (Shire of Tammin & Shire of Cunderdin) Committee Meeting Minutes .....	4
8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION .....	5
9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	5
10. MATTERS FOR CONSIDERATION – FINANCE .....	6
10.1 List of Payments for April 2018 .....	6
10.2 Financial Management Report for the month of April 2018 .....	11
10.3 National General Assembly of Local Government 2018 .....	13
10.4 Debtors - Write Off's .....	15
10.5 WALGA State Conference and Annual General Meeting (AGM) .....	18
10.6 2018/19 Community Grant Applications .....	20
11. MATTERS FOR CONSIDERATION – ADMINISTRATION .....	23
11.1 Councillor Vacancy - Extraordinary Election .....	23
11.2 Major Review of the Strategic Community Plan .....	26
11.3 Policy Manual Review – Preliminary Draft .....	30
12. MATTERS FOR CONSIDERATION - TOWN PLANNING .....	32
13. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....	32
14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23) .....	32
15. CLOSURE OF MEETING .....	32
14. REFERENCES .....	33

## **AGENDA**

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President will declare the meeting open at 5:03pm.

**2. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES**

**Present:**

Cr M Greenwood	Shire President
Cr D Thomson	Deputy President
Cr G Batchelor	Member
Cr T Daniels	Member
Cr N Caffell	Member

**In Attendance:**

Neville Hale	Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration

**Leave of Absence previously granted:**

Nil

**Apologies:**

Nil

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4. PUBLIC QUESTION TIME**

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**TSC 40/18**

**That Leave of Absence is granted to Cr Batchelor for the Ordinary Council Meeting to be held on Thursday 28<sup>th</sup> June 2018.**

**Moved: Cr Thomson**

**Seconded: Cr Daniels**

**Vote: Absolute Majority**

**Carried: 4/0**

**TSC 41/18**

That in accordance with 14A of the Local Government (Administration) Regulations 1996 that Cr Batchelor be authorised to attend the Ordinary Council Meeting by telephone on Thursday 28<sup>th</sup> June from 5 Wundu Entrance, South Guildford WA 6055, which is within an authorised town site further than 150km from Tammin.

Moved: Cr Caffell

Seconded: Cr Greenwood

Vote: Absolute Majority

Carried: 4/0

**6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS**

Cr Greenwood          Item 10.7          Financial Interest          Councillor training

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 Ordinary Council Meeting Minutes**

**TSC 42/18**

That the Minutes of the Ordinary Council meeting held on 26<sup>th</sup> April 2018 be confirmed as a true record of proceedings subject to the following amendments:

Item 11.2 – TSC 35/18 Motion, Dot point 1, delete Cr Crane.

Item 11.2 – TSC 36/18 Motion, Dot point 4 Seniors Citizens Management Committee, deletes Cr Crane and inserts Cr Daniels and adds Cr Caffell as proxy.

Item 10.3 – TSC 33/18 Motion, delete account number 084401 and insert 084402.

Moved: Cr Batchelor

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

**7.2 Joint (Shire of Tammin & Shire of Cunderdin) Committee Meeting Minutes**

**TSC 43/18**

That the Minutes of the Joint Committee meeting, between the Shires of Tammin and Cunderdin, held on 15<sup>th</sup> May 2018 be received for information.

Moved: Cr Thomson

Seconded: Cr Greenwood

Vote: Simple Majority

Carried: 5/0

**8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Councillors provided a rundown of their meeting attendances over the past month and provided feedback on community activities.

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

## 10. MATTERS FOR CONSIDERATION – FINANCE

### 10.1 List of Payments for April 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration / Finance Officer
<b>Date:</b>	15 <sup>th</sup> May 2018
<b>Author:</b>	Georgie Crane
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 10.1 - Credit Card Statement 01.03.2018 - 28.03.2018

#### Background

Accounts paid for April 2018 is listed totaling:

Cheque number	6692 - 6693	\$3,212.33
Direct debit payments	01/04/18 - 30/04/18	\$2,784.74
Licensing transfers	01/04/18 - 30/04/18	\$7,266.20
Bank fees	01/04/18 - 30/04/18	\$201.48
VISA payments	01/04/18 - 30/04/18	\$493.28
EFT payments	EFT 2149 - 2199	\$359,034.53
Salaries and Wages	01/04/18 - 30/04/18	\$40,589.74
<b>Total payments</b>	<b>01/04/18 - 30/04/18</b>	<b>\$413,582.30</b>

#### Comment

Nil

#### Financial Implications

Directly impacts the Shire of Tammin 2017/2018 Operating Budget

#### Policy Implications

Nil

#### Statutory Implications

*Local Government (Financial Management) Regulations 1996*

### 11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
  - a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - b) Petty cash systems.
- (1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (2) Payments made by a local government —
  - a) Subject to sub-regulation (4), are not to be made in cash; and
  - b) Are to be made in a manner which allows identification of —
    - (i) The method of payment;
    - (ii) The authority for the payment; and
    - (iii) The identity of the person who authorised the payment.
- (3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

*[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]*

## **12. Payments from municipal fund or trust fund**

- (1) A payment may only be made from the municipal fund or the trust fund —
  - a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - b) Otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

*[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]*

## **13. Lists of accounts**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - a) The payee's name;
  - b) The amount of the payment;
  - c) The date of the payment; and
  - d) Sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - a) For each account which requires council authorisation in that month —
    - (i) The payee's name;
    - (ii) The amount of the payment; and
    - (iii) Sufficient information to identify the transaction; and
  - b) The date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —

- a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b) Recorded in the minutes of that meeting.

**Strategic Plan Implications**

Nil

**Community Consultation**

Nil

**TSC 44/18**

**That Council notes that during the month of April 2018, the Chief Executive Officer has made the following payments.**

**Municipal Fund payments totaling \$413,582.30 on licensing transactions, bank fees, EFT, Cheques, Visa, Direct Debit and salaries and wages payments.**

**Moved: Cr Thomson**

**Seconded: Cr Batcelor**

**Vote: Majority Required**

**Carried: 5/0**

Ref	Date	Name	Description	Amount
<b>Licensing Transfer</b>				
34	04/04/2018	Department of Transport	Daily licensing transactions	\$ 602.40
34	06/04/2018	Department of Transport	Daily licensing transactions	\$ 1,492.40
34	09/04/2018	Department of Transport	Daily licensing transactions	\$ 138.15
34	10/04/2018	Department of Transport	Daily licensing transactions	\$ 84.85
34	11/04/2018	Department of Transport	Daily licensing transactions	\$ 1,010.75
34	16/04/2018	Department of Transport	Daily licensing transactions	\$ 400.60
34	17/04/2018	Department of Transport	Daily licensing transactions	\$ 91.20
34	19/04/2018	Department of Transport	Daily licensing transactions	\$ 785.70
34	20/04/2018	Department of Transport	Daily licensing transactions	\$ 731.95
34	23/04/2018	Department of Transport	Daily licensing transactions	\$ 655.20
34	26/04/2018	Department of Transport	Daily licensing transactions	\$ 429.10
34	27/04/2018	Department of Transport	Daily licensing transactions	\$ 35.80
34	30/04/2018	Department of Transport	Daily licensing transactions	\$ 808.10
			<b>Subtotal</b>	<b>\$ 7,266.20</b>
<b>Bank Fees</b>				
34	03/04/2018	MERCHANT FEES	CBA MERCHANT FEES	\$ 74.99
34	03/04/2018	BANK FEES	NAB TRANSACT FEE	\$ 5.25
34	10/04/2018	BANK FEES	NAB CONNECT FEE	\$ 30.00
34	27/04/2018	BANK FEES	NAB CONNECT FEE FEB 2018	\$ 30.24
34	30/04/2018	BANK FEES	ACCOUNT FEE	\$ 41.00
34	30/04/2018	BANK FEES	ACCOUNT FEE	\$ 20.00
			<b>Subtotal</b>	<b>\$ 201.48</b>



<b>EFT Payments</b>				
EFT2149	05/04/2018	Adapt Electrical Solutions	Maintenance on Unit 2 & Unit 6, Tamma Village	\$ 2,822.05
EFT2150	05/04/2018	Courier Australia	Freight charges	\$ 10.44
EFT2151	05/04/2018	Crowe Certification	Building surveying and environmental health services	\$ 2,750.00
EFT2152	05/04/2018	Glenwarra Development Services	Planning services	\$ 1,375.00
EFT2153	05/04/2018	LGRCEU	Payroll deductions	\$ 61.50
EFT2154	05/04/2018	Marketforce	Death Notice - Dexter Davies, West Australian	\$ 30.00
EFT2155	05/04/2018	Perfect Computer Solutions	Computer maintenance	\$ 255.00
EFT2156	05/04/2018	STS West	Repair on Grader tyre	\$ 160.00
EFT2157	05/04/2018	WA Contract Ranger Services Pty Ltd	Ranger services - 15/03, 23/03, 25/03 & 26/03	\$ 794.75
EFT2158	05/04/2018	Youlie and Son Spreading Services	Grading on various roads	\$ 8,393.00
EFT2159	12/04/2018	Australia Post	Account charges for March 2018	\$ 160.82
EFT2160	12/04/2018	Avon Waste	Account charges for March 2018	\$ 2,121.31
EFT2161	12/04/2018	Baxter's Rural Centre	Hose maintenance	\$ 2,229.58
EFT2162	12/04/2018	Bitutek Pty Ltd	Bitumen seal works - Bungulla North Road	\$ 61,815.22
EFT2163	12/04/2018	Courier Australia	Freight charges - library books	\$ 131.67
EFT2164	12/04/2018	Crowe Certification	Report from Shire building inspections	\$ 711.98
EFT2165	12/04/2018	DKT Rural Agencies	Reticulation supplies for Donnan Park	\$ 424.75
EFT2166	12/04/2018	Earthstyle Contracting Pty Ltd	Road maintenance	\$ 51,256.15
EFT2167	12/04/2018	Fabian Houbrechts	Refund of bond for 3 Nottage Way	\$ 220.00
EFT2168	12/04/2018	Farmways Kellerberrin	Paint for Unit 6, Tamma Village	\$ 68.40
EFT2169	12/04/2018	Gull Tammin Roadhouse	Account charges for March 2018	\$ 213.86
EFT2170	12/04/2018	IT Vision	Monthly SynergySoft fee for March 2018	\$ 2,007.86
EFT2171	12/04/2018	Kellerberrin Farmers Co-Operative	Account charges for March 2018	\$ 324.77
EFT2172	12/04/2018	Not Too Dusty Plant Hire	Water truck hire	\$ 1,388.75
EFT2173	12/04/2018	Ricoh Australia Pty Ltd	Ink for Admin printer	\$ 286.00
EFT2174	12/04/2018	Rural Traffic Services	Traffic controller expenses	\$ 12,771.18
EFT2175	12/04/2018	STS West	Replace tyre on TN848	\$ 615.00
EFT2176	12/04/2018	Stuey's Plumbing Services	Replace HWS at Unit 6, Tamma Village	\$ 4,154.70
EFT2177	12/04/2018	Synergy	Street lighting charges	\$ 1,536.95
EFT2178	12/04/2018	Telstra	Telstra charges for March 2018	\$ 1,234.07
EFT2179	12/04/2018	Wheatbelt Office and Business Machines	Fuji Xerox meter reading for March 2018	\$ 413.71
EFT2180	12/04/2018	Wright Express Australia Pty Ltd (Puma)	Account charges for March 2018	\$ 4,902.20
EFT2181	20/04/2018	Adapt Electrical Solutions	Electrical maintenance at Unit 6, Tamma Village	\$ 709.72
EFT2182	20/04/2018	City & Regional Waste & Rehabilitation Services	Maintenance at Tammin Refuse Site	\$ 6,688.00
EFT2183	20/04/2018	DKT Rural Agencies	Reticulation parts for Memorial Park	\$ 166.40
EFT2184	20/04/2018	Earthstyle Contracting Pty Ltd	Hire of plant for road works	\$ 83,714.40
EFT2185	20/04/2018	Eastern Hills Saws & Mowers Pty Ltd	Maintenance and repairs on blower	\$ 1,651.50
EFT2186	20/04/2018	Hills Fire Equipment Service	Service on all fire equipment in all Shire buildings	\$ 1,010.90
EFT2187	20/04/2018	JR & A Hersey Pty Ltd	Various depot consumables	\$ 109.72
EFT2188	20/04/2018	LGRCEU	Payroll deductions	\$ 61.50
EFT2189	20/04/2018	Landgate	UV Roll	\$ 3,604.52
EFT2190	20/04/2018	Officeworks	Various consumables and stationery for Admin Office	\$ 178.91
EFT2191	20/04/2018	Pestex Co	Pestex control throughout all Shire buildings	\$ 13,040.50
EFT2192	20/04/2018	Shire of Cunderdin	Shared CEO services - Jan, Feb & March 2018	\$ 36,044.80
EFT2193	20/04/2018	State Library of WA	Freight recoup 2017-18 for library	\$ 301.82
EFT2194	20/04/2018	SupaTurf WA	Line marking paint for Donnan Park	\$ 404.80
EFT2195	20/04/2018	Synergy	Electricity charges	\$ 3,927.05
EFT2196	20/04/2018	Tammin Bowling Club	Hire of Bowling Club for 2018 Achievement Awards	\$ 1,200.00
EFT2197	26/04/2018	Adapt Electrical Solutions	Electrical maintenance	\$ 1,752.32
EFT2198	26/04/2018	Millstream Landscapes Pty Ltd	Tennis Court Landscaping	\$ 37,257.00
EFT2199	26/04/2018	Perfect Computer Solutions	Computer maintenance	\$ 1,570.00
			<b>Subtotal</b>	<b>\$ 359,034.53</b>
<b>Cheque Payments</b>				
6692	12/04/2018	Water Corporation	Rabbit Proof Fence Road standpipe charges	\$ 86.09
6693	20/04/2018	Water Corporation	Water charges	\$ 3,126.24
			<b>Subtotal</b>	<b>\$ 3,212.33</b>

<b>Direct Debit Payments</b>				
DD881.1	03/04/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 2,315.49
DD881.2	03/04/2018	Australian Super	Superannuation contributions	\$ 318.08
DD884.1	03/04/2018	Western Australian Treasury Corporation	Loan payment - 78 & 79	\$ 7,845.45
DD894.1	17/04/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 2,373.11
DD894.2	17/04/2018	Australian Super	Superannuation contributions	\$ 411.63
			<b>Subtotal</b>	<b>\$ 2,784.74</b>
<b>Visa Payment</b>				
DD889.1	03/04/2018	NAB Business Visa	March visa transactions	\$ 493.28
			<b>Subtotal</b>	<b>\$ 493.28</b>
<b>Salaries and Wages</b>				
	03/04/2018	Shire of Tammin	Salaries and wages	\$ 19,774.22
	17/04/2018	Shire of Tammin	Salaries and wages	\$ 20,815.52
			<b>Subtotal</b>	<b>\$ 40,589.74</b>
			<b>Total for Municipal Fund</b>	<b>\$ 413,582.30</b>

## 10.2 Financial Management Report for the month of April 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	11 <sup>th</sup> May 2018
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 10.2 - April 2018 Monthly Financial Report

### Background

Enclosed is the Monthly Financial Report for the month of April 2018.

### Financial Implications

Financial Management of 2017/2018

### Statutory Implications

#### **Local Government (Financial Management) Regulations 1996**

#### **34. Financial activity statement report — s. 6.4**

*(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

*(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*

- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- b) budget estimates to the end of the month to which the statement relates;*
- c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- e) the net current assets at the end of the month to which the statement relates.*

*(2) Each statement of financial activity is to be accompanied by documents containing —*

- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- b) an explanation of each of the material variances referred to in sub regulation (1)(d); and*

c) *such other supporting information as is considered relevant by the local government.*

(3) *The information in a statement of financial activity December be shown —*

a) *according to nature and type classification; or*

b) *by program; or*

c) *by business unit.*

(4) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*

a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*

b) *recorded in the minutes of the meeting at which it is presented.*

*Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

#### **Comment**

Nil

#### **Policy Implications**

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

#### **Strategic Plan Implications**

Nil

#### **Community Consultation**

Nil

#### **TSC 45/18**

**That Council adopt the Financial Report for the month of April 2018 comprising;**

**a) Statement of Financial Activity**

**b) Note 1 to Note 12**

**Moved: Cr Caffell**

**Seconded: Cr Batchelor**

**Simple Majority Required**

**Carried: 5/0**

Cr Greenwood declared a financial interest in the below item. Cr Greenwood left the room at 5:29pm. Cr Thomson assumed the Chair.

### 10.3 National General Assembly of Local Government 2018

<b>Location:</b>	National Convention Centre – Canberra
<b>Applicant:</b>	Shire President – Cr Greenwood
<b>Date:</b>	15 May 2018
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM41
<b>Attachment/s:</b>	Attachment Item 10.3 - Registration Information

#### Proposal/Summary

For Council to endorse the Shire President’s attendance at the National General Assembly of Local Government 2018 to be held in Canberra 17<sup>th</sup> June 2018 to 20<sup>th</sup> June 2018.

#### Background

The National General Assembly brings together local government representatives from across Australia to discuss issues affecting the effectiveness of local government.

Convened annually by the Australian Local Government Association (ALGA), the National General Assembly (NGA) of Local Government is the peak annual event for Local Government, attracting in excess of 800 Mayors and Councillors each year.

#### Comments

This event provides a unique opportunity for Local Government to engage directly with the Federal Government, to develop national policy and to influence the future direction of local government and the communities for which they are responsible.

#### Consultation

N/A

#### Statutory Implications

Nil

#### Policy Implications

As per budget allocation.

### **Financial Implications**

Attendance at the NGA 2018 will incur costs of approx. \$3,300 inclusive of travel, accommodation, meals and Conference registration.

The 2017/18 provides A/C 041101 - Members Conference Expenses - \$14,500 which has been fully expended but one expects savings to be made across the general budget.

### **Strategic Implications**

#### **Governance: Strengthen Shire Leadership**

Our Vision

- We will provide leadership and make informed decisions for the benefit of the community.
- We will provide good governance to ensure our local area is sustainable and advocate and lobby on behalf of our community for the provision of services and infrastructure.

#### **TSC 46/18**

**That Council endorses the Shire President's attendance at the National General Assembly of Local Government 2018 in Canberra and approve expenditures of approximately \$3,300 for travel, accommodation, meals and Conference registration from Account 041101.**

**Moved: Cr Batchelor**

**Seconded: Cr Daniels**

**Vote – Simple Majority**

**Carried: 4/0**

**Cr Greenwood returned at 5:33pm and assumed the Chair.**

## 10.4 Debtors - Write Off's

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Rates/Debtors Officer
<b>Date:</b>	4 <sup>th</sup> May 2018
<b>Author:</b>	Brooke Jasper
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	FIN06
<b>Attachment/s:</b>	Nil

### Proposal/Summary

That Council approve the write off of outstanding invoices for Debtors 30077 & 30059, totaling \$510.10.

### Background

#### **Debtor Number 30077:**

Has an outstanding amount of \$445.10. In the Shire's current SynergySoft system, this debt has been outstanding for 1404 days. This amount came across from the Shires previous Reckon system.

Reckon shows original invoice 6791 from 30/06/2014, to the amount of \$777.55 for electrical works. Reckon also shows a payment of \$450 being made 11/05/2015. There is a memo on the payment history saying this payment was made by cheque and accompanied by a letter. Amount outstanding being \$327.50 transferred across to current SynergySoft System in 2015.

Reckon also shows original invoice 6927 from 02/09/2014, to the amount of \$117.55 for electrical works at Walston Street. This is showing as outstanding and the full amount was transferred across to current SynergySoft System in 2015.

#### **Debtor 30059:**

Has an outstanding amount of \$65.00 for Private Works. Invoice 998 was due on 23/06/2017.

### Comments

#### **Debtor Number 30077:**

Several statements with demand for payment and advice that the matter may be referred to a debt collector have been issued. I have been in contact with the Debtor who says that she has paid the outstanding amount of \$445.10 and refuses to pay again. Due to the age of the outstanding invoice, we cannot confidently verify if this was paid or not.

#### **Debtor 30059:**

Several statements with demand for payment and advice that the matter may be referred to a debt collector have been issued. Several attempts at contact have been made to this individual and they

will not pay. Shire Staff have been instructed not to allow any further private works at this property unless payment is made up front.

### **Consultation**

Nil

### **Statutory Implications**

Nil

### **Policy Implications**

#### **1.26 Collection of Outstanding Debtors**

It is important to ensure that money owed to the Shire of Tammin is collected in a consistent and timely manner. The objectives of this Policy are to provide guidelines for staff that assist in ensuring any monies owing to Council are collected in a consistent and timely manner.

#### **Outstanding Monies**

1. All monies owed to Council for any fee or charge raised under Sections 6.16 and 6.17 of the Local Government Act, or any reimbursement that is due to Council, are deemed to be overdue following a period of thirty-five (35) days from the date of the original invoice.
2. At the expiration of the thirty-five (35) day period, Council shall issue one statement giving the debtor a further fourteen (14) days to rectify the debt and advising the debtors that any further line of credit will be withdrawn if payment is not forthcoming, and / or an arrangement made to pay off the debt (refer below).
3. At the expiration of the fourteen (14) day period, if a payment has not been forthcoming, correspondence will be forwarded to the debtor, by registered mail, advising that should the debt not be paid or alternate arrangements be agreed to, within 7 days, the debt will be handed to a debt collection agency and all costs will be borne by the debtor.
4. Council will refer all debtors with amounts outstanding for a period greater than seventy (70) days to its debt collection agency for follow up action.
5. All costs associated with debt collection action will be borne by the debtor.
6. Any staff member with a debt outstanding at the time of resignation or termination must pay the debt in full prior to their final pay, or any monies outstanding will be automatically deducted from the final pay to clear the debt.

#### **Arrangements to Pay Off Debt**

1. The CEO is authorised to consider and to either approve or reject any application for deferment or payment by instalments.
2. All requests for deferment and / or payment by instalments must be made in writing.
3. The debtor must, when making application for deferment or payment by instalments, provide in writing:



details to support their payment;

advice as to the date payment will be finalised; and

date of, and amount of, instalment payment schedule (including date of final instalment).

**Note** Debtors who have made written contact with Council seeking deferment of payment of outstanding monies and / or payment by instalment method, or are subject to a separate agreement, are exempt from legal action for recovery of outstanding monies **unless** the payment schedule has been defaulted.

### **Financial Implications**

Should Council agree to write off the outstanding invoices, the Shire would lose the \$510.10 income for Debtors.

Should Council decide to implement section 4 of the Collection of Outstanding Debtors Policy, the legal costs would far out way that of the debt itself.

### **Strategic Implications**

Nil

#### **TSC 47/18**

#### **That Council approves:**

- **To write off the outstanding combined debt for Debtors 30077 and 30059 of \$510.10.**

**Moved: Cr Batchelor**

**Seconded: Cr Thomson**

**Vote – Absolute Majority**

**Carried: 5/0**

## 10.5 WALGA State Conference and Annual General Meeting (AGM)

<b>Location:</b>	Perth Convention Centre
<b>Applicant:</b>	Council
<b>Date:</b>	2 <sup>nd</sup> May 2018
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	OLGOV08
<b>Attachment/s:</b>	Attachment Item 10.5 - Notice of Annual General Meeting 2018

### **Proposal/Summary**

For Council to appoint its delegates and proxy delegates to the 2018 WALGA Annual General Meeting (AGM).

### **Background**

WA Local Government Association is holding its 2018 Annual General Meeting on Wednesday, 1<sup>st</sup> August 2018 at the Perth Convention Centre.

As a Member of the Association the Shire has been asked to register the attendance and voting entitlements of Council's delegates to the AGM.

Council has been requested to register two Voting Delegates and two Proxy Voting Delegates.

### **Comment**

It is usual practice for the Shire President and Shire Deputy President to be the Shire's Voting Delegates. However, should one not be available another Councillor will need to be nominated together with the required Proxy Voting Delegates.

### **Consultation**

N/A

### **Statutory Implications**

Nil

### **Policy Implications**

Members Policy No. 3 – 3.1 & 3.2

### **Financial Implications**

Attendance at the Annual General Meeting is free of charge to all member local governments.

All Annual Convention Delegates will be required to register separately for at a cost of \$1,475 each or part thereof for daily registrations and events.

### **Strategic Implications**

Nil

#### **TSC 48/18**

**That Council appoints the Delegates to the 2018 Annual General Meeting of the WA Local Government Association as follows:**

<b>Voting Delegates</b>	<b>Proxy Voting Delegates</b>
<b><i>Name of Voting Delegates (2)</i></b>	<b><i>Name of Proxy Voting Delegates (2)</i></b>
<b>Shire President Cr Michael Greenwood</b>	<b>Cr Batchelor</b>
<b>Shire Deputy President Cr Donald Thomson</b>	<b>Cr Caffell</b>

**Moved: Cr Greenwood**

**Seconded: Cr Daniels**

**Vote – Absolute Majority**

**Carried: 5/0**

## 10.6 2018/19 Community Grant Applications

<b>Location:</b>	Tammin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	17 <sup>th</sup> May 2018
<b>Author:</b>	Sarah Symons
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN-21
<b>Attachment/s:</b>	Attachment Item 10.6 - Tammin Golf Club application; Tammin CWA application

### Proposal/Summary

Council to consider including funds in the following financial year budget to contribute towards the projects planned and outlined in the attached Community Grant applications from the Tammin Golf Club and the Tammin CWA.

### Background

In March 2018, Council advertised for Community Grant applications for all sporting, community or welfare groups/organisations requiring financial assistance from Council in the 2018/19 financial year.

Applications were to be received by Tuesday, 4.00pm 15<sup>th</sup> of May 2018 which were to include the organisation's last financial statement and a current bank statement.

### Comments

Council received 2 applications this year:

1. Tammin Golf Club
2. Tammin CWA

Please see the following table for a list of application requests including project specifications and amounts requested.

No	Organisation	Project	Total Project Cost	Self Contribution	Amount Requested
1	Tammin Golf Club	Upgrade facilities, décor and furniture in the existing kid's room at the Tammin Golf Club	\$1,645.99	nil	\$1,645.99
2	Tammin CWA	Upgrade of 1954 toilet facilities to include disability access	\$43,320.20	\$4,000.00	39,320.20
<b>TOTAL</b>					<b>\$40,966.19</b>

Please see attached the full Community Grants Application forms for Council reference.

It should be noted that both organisations are already recipients of an annual donation/contribution from the Shire: the Tammin CWA receive an annual cash contribution of \$650 to host the WA Week luncheon as well as in-kind chair and trestle hire, while the Tammin Golf Club receives an annual in-kind donation of \$1500 to subsidise the mowing of fairways.

Since the Tammin CWA premises are a privately owned asset, their funding request falls outside of the scope for which the Shire would normally provide contribution. The Country Women's Association is a long established organization with access to independent funding opportunities.

### **Consultation**

Nil

### **Statutory Implications**

Nil

### **Policy Implications**

## **1.2 REQUESTS FOR FINANCIAL / OTHER ASSISTANCE**

### **Background**

The Shire of Tammin provides financial and in-kind assistance to sporting, community and welfare groups /organisations to support both normal operational requirements and for specific projects or capital purchases which respond to identified community needs. The Shire also makes a donation to Tammin residents who have been selected to represent the State or Nation.

This Policy deals with the process and criteria for organisations seeking assistance from the Shire in three categories: annual operating contributions; contributions to capital projects; and individual donations.

### **Financial Implications**

The total of applications received is \$40,966.19

### **Strategic Implications**

Social: Building a Sense of Community Our Vision

- Our community will be inclusive and inviting; a place where all people, young and old, are accepted and valued.
- Community leadership and involvement will ensure our different communities recreate, network and interact, building strong relationships and support.
- Our diverse community has access to services within their local area.

**TSC 49/18**

**That Council:**

- 1. Decline funding to the Tammin CWA as its funding request is outside the scope for which the Shire would normally provide contribution.**
- 2. Approve a contribution of \$823 the Tammin Golf Club being 50% of the project funding requirement.**

**Moved: Cr Caffell**

**Seconded: Cr Thomson**

**Vote – Simple Majority**

**Carried: 5/0**

## 11. MATTERS FOR CONSIDERATION – ADMINISTRATION

### 11.1 Councillor Vacancy - Extraordinary Election

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	15 <sup>th</sup> May 2018
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM41
<b>Attachment/s:</b>	Attachment Item 11.1 – Letter of resignation Attachment Item 11.1 - Election Timetable

#### Proposal/Summary

For Council to set a day for the extraordinary election required to fill a Council vacancy.

#### Background

In accordance with s2.31(3), former Cr Crane tendered her resignation with immediate effect on 27<sup>th</sup> April 2018.

Accordingly, Council is now requested, in accordance with s4.9(1)(b), to fix a day for the holding of the extraordinary election.

#### Comments

The Local Government Act, 1995 requires Council, within one month after the vacancy occurs, to set a day for the extraordinary meeting.

The Election Day should be such that it allows enough time for the electoral requirements to be complied with but, unless otherwise approved by the Electoral Commissioner, it cannot be later than 4 months after the vacancy occurs (i.e. 26<sup>th</sup> August 2018).

An Election Timetable showing key dates is attached for Council's information.

#### Consultation

WA Electoral Commission  
Department of Local Government, Sport and Cultural Industries

#### Statutory Implications

Local Government Act 1995

### **2.31. Resignation**

- (1) *An elector mayor or president may resign from the office of mayor or president.*
- (2) *A councillor may —*
  - (a) *resign from the office of councillor;*
  - (b) *resign from the office of councillor mayor or president, deputy mayor or deputy president.*
- (3) *Written notice of resignation is to be signed and dated by the person who is resigning and delivered to the CEO.*
- (4) *The resignation takes effect from the date of delivery of the notice or from a later day specified in the notice.*

### **4.9. Election day for extraordinary election**

- (1) *Any poll needed for an extraordinary election is to be held on a day decided on and fixed —*
  - (a) *by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*
  - (b) *by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*
- (2) *The Election Day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.*
- (3) *If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —*
  - (a) *fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and*
  - (b) *advise the CEO of the day fixed.*

### **Policy Implications**

Nil

### **Financial Implications**

The holding of an extraordinary election is likely to cost in the order of \$2,500 for advertising and staffing of polling booths if required.

A provision for this cost can be included in the 2018/19 Budget.

### **Strategic Implications**

#### **Governance: Strengthen Shire Leadership**

##### **Our Vision**

- We will provide leadership and make informed decisions for the benefit of the community.
- We will provide good governance to ensure our local area is sustainable and advocate and lobby on behalf of our community for the provision of services and infrastructure.
- We will work in partnership with our community and support our community as leaders.



**TSC 50/18**

**That Council, to fill the vacancy resulting from the resignation of former Cr Crane, fix the day for the extraordinary election to be 11<sup>th</sup> August 2018.**

**Moved: Cr Batchelor**

**Seconded: Cr Daniels**

**Vote – Simple Majority**

**Carried: 5/0**

## 11.2 Major Review of the Strategic Community Plan

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	18 <sup>th</sup> May 2018
<b>Author:</b>	Sarah Symons Chief Executive Officer
<b>Item Approved by:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Attachment Item 11.2 – Draft Major Review of the
<b>Attachment/s:</b>	Strategic Community Plan

### Proposal/Summary

For Council to consider and receive the Draft Major Review of the Strategic Community Plan 2017-2027 prepared in accordance with the Integrated Planning and Reporting Framework.

### Background

The Shire of Tammin Strategic Community Plan was first adopted by Council at the Ordinary Meeting held on 15 March 2012. A minor desktop review of the Strategic Community Plan was undertaken in February 2014.

As part of a major review of the Strategic Community Plan, a multi-faceted community engagement process was undertaken in April-June 2017 with the purpose of engaging the community to obtain their views, exchange information and provide feedback on their desired future direction and long term vision. Results of the online survey and Community Workshops, which are summarised in the Outcomes Report, were used to identify the community's long term vision and priorities.

In addition to the *Shire of Tammin Community Consultation for the Four-Year Review of the Strategic Community Plan Outcomes Report*, the following further consultation resulting in the following adopted documents were used in the review of the Strategic Community Plan:

- Tammin Town Centre Visioning Plan (November, 2017)  
The plan was created in order to provide a vision or concept plan for the Tammin Townsite. Consultation with Council and Community members was undertaken prior to adoption of the plan.
- Cunderdin – Tammin Age Friendly Communities Plan  
The plan outlines the actions that the Local Governments can undertake individually and collectively to make our communities better places for people of all ages and abilities to live and participate in. The plan was informed through community engagement with residents and service providers of both Shires, and adopted by Council for the purpose of informing the Strategic Community Plan.

## **Comment**

A Strategic Community Plan outlines a community's long term (10+ years) vision, values, aspirations and priorities for a Local Government and drives the development of local plans, resourcing strategies and service levels required to achieve the community vision.

In accordance with the *Local Government Act 1995*, all Local Governments are required to plan for the future of their district. The Strategic Community Plan is Council's principal strategy and planning document that links community aspirations with the Council's vision and long term strategy. The Strategic Community Plan forms the basis of the Integrated Planning and Reporting Framework and provides the foundation to develop other strategic documents.

A successful Integrated Planning and Reporting process delivers the following outcomes:

- a Strategic Community Plan that clearly links the community's aspirations with the Council's vision and long term strategy;
- a Corporate Business Plan that integrates resourcing plans and specific Council plans with the Strategic Community Plan; and
- a clearly stated vision for the future viability of the Local Government area.

As a consequence of the consultation process, there has been a recognition of three additional key focus areas to guide Council when pursuing improvement opportunities across the Shire. These additional key focus areas are:

### **Housing and Facilities**

- ◆ Our local area will be maintained through the provision of housing and employment choices for all ages, whilst protecting our viable farmland.

### **Infrastructure and Transport**

- ◆ Our local town, amenities and facilities will be maintained and enhanced, ensuring that our town is one that community loves to be in and is proud of.

### **Civic Leadership**

- ◆ Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

## **Consultation**

*Community Consultation for the Four-Year Review of the Strategic Review of the Strategic Community Plan: Outcomes Report*

- Community consultation via mail-out survey
- Workshop with residents and Councillors

*Cunderdin-Tammin Age Friendly Communities Plan*

- Community consultation via mail-out survey
- Community workshop with residents
- Service provider survey
- Formation of a Steering-Committee to provide advice and guidance

*Tammin Town Centre Visioning Plan, November 2017*

- Circulated to all members of the Tammin Community inviting comments and discussion immediately after the Annual Electors Meeting

## **Statutory Implications**

All local governments are currently required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995*. Regulations have been made under S5.56(2) of the Act to briefly outline the minimum requirements to achieve this.

The minimum requirement to meet the intent of the plan for the future is the development of a Strategic Community Plan and a Corporate Business Plan.

*Local Government Act 1995* – Local Government (Administration) Amendment Regulations (No. 2) 2011– Section 19C – Planning for the future: strategic community plans – s. 5.56:-

- (1) A local government is to ensure that a Strategic Community Plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A Strategic Community Plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A Strategic Community Plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current Strategic Community Plan for its district at least once every 4 years.
- (5) In making or reviewing a Strategic Community Plan, a local government is to have regard to
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its Strategic Community Plan, including extending the period the Plan is made in respect of.
- (7) A council is to consider a Strategic Community Plan, or modifications of such a Plan, submitted to it and is to determine\* whether or not to adopt the Plan or the modifications.

\*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a Strategic Community Plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the Plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a Strategic Community Plan and when preparing modifications of a Strategic Community Plan.

- (10) A Strategic Community Plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the Plan or the preparation of modifications of the Plan.

### **Policy Implications**

Nil

### **Financial Implications**

Local advertising of the Major Review of the Community Strategic Plan is required.

### **Strategic Implications**

*Tammin Strategic Community Plan*

#### **Our Aim**

To sustain and build our local area capacity through local employment and strengthened community development.

#### **Our Goals**

#### **Social/Community**

- ◆ Grow and sustain the population through planned provision of services.
- ◆ Maintain the sense of community, which is inclusive and welcoming for all.

#### **Environmental**

- ◆ Provide leadership and promote local and regional sustainability principles and practices.
- ◆ Enhance local natural areas and open spaces.

#### **Economic**

- ◆ Strengthen local business and employment capacity.
- ◆ Support and encourage sustainable business growth.

### **TSC 51/18**

#### **That Council:**

- 1. Receives the Draft Strategic Community Plan 2017-2026, and**
- 2. Advertises the Strategic Community Plan for the purposes of seeking public submissions within a period of 28 days of the advertisement date.**

**Moved: Cr Caffell**

**Seconded: Cr Thomson**

**Vote – Simple Majority**

**Carried: 5/0**

### 11.3 Policy Manual Review – Preliminary Draft

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	17 <sup>th</sup> May 2018
<b>Author:</b>	Niel Mitchell, Consultant
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM52
<b>Attachment/s:</b>	Attachment Item 11.3 - Preliminary Draft Policy Manual

#### Proposal/Summary

For Council to receive for comment a preliminary draft of the Policy Manual

#### Background

Council's Policy Manual is under review to –

- remove unnecessary policies that are of an operational nature,
- those that require amendment to reflect changes in legislation, and
- propose new policies to comply with legislative requirements or are considered advisable.

The Policy Manual will fit into a hierarchy of requirements, which are noted within the Appendix to the draft document. Accordingly, it is necessary that it integrates with legislative requirements and the delegations made by Council.

#### Comments

The attached document reflects the initial assessment of current policies in accordance with the Governance, Policy and Management Document Hierarchy.

Whilst there are a number of current policies that can be deemed to be of a management nature or more appropriately included as a delegation, a number of new policy requirements have been identified.

Policy, like delegations, can be made at any time. A number of policies are required (eg: purchasing) and others have legislative requirements concerning their adoption (eg: elected member recognition of service, employee gifts/payments in excess of contract or award etc), which range from Ministerial exemption to a requirement to advertise before it becomes effective.

The draft is attached for Council's review and comment. In order to continue to progress the document, comments from Councilors are requested by Friday 15 June 2018, in order to finalise the document for adoption at the June Ordinary Council Meeting.

Research of a number of suggested policies is continuing, and there will also be some editorial and formatting changes in the final version for adoption.

#### Related Party transaction

The CEO advised of a resolution of Council –

*Requests the Chief Executive Officer to ascertain how Councillors involved in local volunteer groups / organisations may be affected by AASB124 and the disclosure requirements, and any other identified circumstances as presented by Councillors.*

The draft policy for Related Party Disclosures is based on AASB124 requirements and contains the definition in Schedule 1.3(a) –

**related party** is a person or entity that is related to the Shire or KMP pursuant to the definition contained in the AASB 124 –

- (a) an entity that is controlled, jointly controlled or significantly influenced by the Shire or Key Management Personnel/Person;
- (b) close family members of the KMP; or
- (c) an entity controlled, jointly controlled or significantly influenced by a close family member of the KMP.

In the case of a foundation or charity, the definition may apply since salaries etc may be paid, but it is considered highly unlikely that sporting clubs, emergency services, volunteer groups etc would be categorised as a related party. For these community groups, payments are usually either reimbursements, or token gratuities. Exceptions may exist where a person is an employee of the community organisation, such as a greenkeeper or caretaker.

However, in such circumstances it may still be prudent for elected members to consider making an impartiality declaration.

#### Consultation

Niel Mitchell – Conway - Highbury

#### Statutory Implications

Compliance with various Local Government Act requirements.

#### Policy Implications

A new and up to date Policy Manual for Council's consideration

#### Financial Implications

The Review process will incur consultancy costs of \$5,000 (estimated) in accordance with current budget provisions

#### Strategic Implications

Policy Manual is to reflect the vision and strategies of the Shire's Corporate Business Plan and Strategic Community Plan.

**TSC 52/18**

**For Council's information, review and comment by 15<sup>th</sup> June 2018.**

**Moved: Cr Daniels**

**Seconded: Cr Batchelor**

**Vote – Simple Majority**

**Carried: 5/0**

**12 MATTERS FOR CONSIDERATION - TOWN PLANNING**

Nil

**13 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

**14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S'5.23)**

**15 CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 6:06pm.



## 14 REFERENCES

### 6 DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

*The Local Government Act (Section 5.60 – 5.62) provides that it is the Councillor's obligation to declare an interest if they believe that they have a financial interest, proximity interest, closely associated persons interest or an interest affecting impartiality in a matter being discussed by Council.*

*The Act provides that the interest may be declared in writing to the CEO prior to the meeting or declared prior to discussion of the agenda item at the meeting. Forms for this purpose are available to Councillors.*

*The Act further provides that the extent of the interest needs to be declared if the Councillor seeks to remain in the Chamber during the discussion, debate or voting on the item.*

*A Councillor declaring a financial or proximity interest must leave the meeting prior to the matter being discussed or voted on (including the question as to whether they are permitted to remain in the Chamber). Councillors remaining in the Chamber may resolve to allow the member to return to the meeting to participate in the proceedings.*

### 7.1 STATUTORY ENVIRONMENT

*Section 5.22(2) of the Local Government Act provides that minutes of all meetings to be kept and submitted to the next full Council meeting for confirmation.*

#### 11.1 List of Financial Payments Reference -STATUTORY ENVIRONMENT

*Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that:*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee's name;*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction;**and*
  - (b) *the date of the meeting of the Council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
  - (a) *presented to the Council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

#### 11.2 Financial Report Reference - STATUTORY ENVIRONMENT

*Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a Statement of Financial Activity to be prepared each month, which is to contain the following details:*

- (a) *annual budget estimates;*
- (b) *budget estimates to the end of the month;*
- (c) *actual amount of expenditure and revenue;*
- (d) *material variances between comparable amounts in (b) and (c) above; and*
- (e) *the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).*

*The Statement is to be accompanied by:*

- (a) *explanation of the composition of net current assets, less committed assets and restricted assets;*
- (b) *explanation of the material variances; and*
- (c) *such other information considered relevant by the local government.*