

SHIRE OF TAMMIN

Minutes of the Ordinary Council Meeting held at Council Chambers, 1 Donnan Street,
Tammin, on Wednesday, 6 October 2004, commencing at 1:00pm

DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1:35pm - The Shire President declared the meeting open.

RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Present

Cr. B. Leslie	President (Presiding Person)
Cr. L. Caffell	Deputy President
Cr. M. Wheeldon	Member
Cr. R Stokes	Member

Mr F. Peczka	Chief Executive Officer
Miss K Paleske	Finance Officer (Minutes)

Apologies

Cr. D Thomson

Leave of Absence

Nil

RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE- Nil.

PUBLIC QUESTION – Nil

APPLICATIONS FOR LEAVE OF ABSENCE – Nil

DECLARATION OF INTEREST - Nil

PRESENTATIONS - Nil

CONFIRMATION OF MINUTES PREVIOUS MEETING

MINUTES OF ORDINARY COUNCIL MEETING HELD ON WEDNESDAY, 13th SEPTEMBER 2004

MIN 1753/04 MOTION – Moved Cr. Wheeldon 2nd Cr. Caffell

That the minutes of the Ordinary Meeting of the Shire of Tammin held on 13th September 2004 at Council Chambers, Tammin be confirmed as a true and correct record.

CARRIED 4/0

ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION - Nil

10. COMMITTEE/COUNCILLOR REPORTS

10.1 RESOURCE SHARE COMMITTEE MEETING – 14 SEPTEMBER 2004

Resource Share Committee Meeting For the Shire of Kellerberrin and the Shire of Tammin

Minutes of the Resource Share Committee Meeting held at the Shire of Kellerberrin Council Chambers, 110 Massingham Street, on Tuesday, 14th September 2004 commencing at 1:30pm.

DECLARATION OF OPENING

2:08pm - Presiding Person Cr P Scott opened the Meeting.

RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Attendance

Cr P Scott	Presiding Person by rotation (President Shire of Kellerberrin)
Cr B Leslie	President Shire of Tammin
Cr L Caffell	Deputy President Shire of Tammin
Cr D Harvey	Member Shire of Kellerberrin
Cr M Wheeldon	Member Shire of Tammin (proxy Member)
Cr E Leake	Member Shire of Kellerberrin
Mr F Peczka	Chief Executive Officer (Minutes) Shire of Kellerberrin and Shire of Tammin

Apologies

Cr R Stokes	Member Shire of Tammin
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DEPUTATIONS AND PRESENTATIONS

Nil

ACCEPTANCE OF MINUTES OF COMMITTEE MEETING HELD ON 16TH AUGUST 2004

MIN RS21MOTION - Moved Cr Leake 2nd Cr Leslie

That the minutes of the Resource Sharing Committee Meeting held in the Shire of Tammin Council Chambers on 16th August 2004, be confirmed as a true and correct record.

CARRIED 6/0

BUSINESS ARISING FROM MINUTES OF MEETING HELD ON 16TH AUGUST 2004- Nil

BUSINESS AGENDA

TAMMIN REGIONAL WASTE PROCESSING SITE – COMMERCIAL/DOMESTIC TIP FEES – SHIRE OF KELLERBERRIN

Shire of Tammin at their Special Council Budget Meeting for 2004/2005, adopted a new set of fees and charges for their Regional Waste Processing Site. The Shire of Kellerberrin will be charged out a rate of \$15.00 per tonnes flat, for all Commercial/Domestic Waste delivered by the Shire of Kellerberrin and Waste Contractor Avon Waste for Domestic Putrescible Waste until the period ending 30th June 2006, GST inclusive. Other waste by businesses (ie

tyres), individuals, etc will be charged at the adopted fees and charges by Site Managing Contractor, Inland and City Waste Services. The Shire of Tammin has converted its waste charges to be measured out on a per cubic metre basis for all waste received at the Tammin Site, with the Shire of Kellerberrin being exempted from this unit of measurement for the next two years.

It has been estimated that Avon Waste has a fill load of 7 tonnes for their weekly domestic collection service received from the Shire of Kellerberrin. This information has been obtained from Avon Waste. For example 7 tonnes per week x \$15.00 per tonnes = \$5,460.00.00 per annum + \$8,100.00 per annum for Waste Transferred by the Shire of Kellerberrin (as per the information summarized hereunder and submitted previously) = \$13,560.00 approximately from the Shire of Kellerberrin. Please note that Council Staff are continuing with the waste transfer survey and a new update will be presented at the next Resource Share Committee Meeting.

STAFF RECOMMENDATION

That the Shire of Kellerberrin accepts the Tammin Regional Waste Processing Site Commercial/Domestic Waste Fees adopted by the Shire of Tammin at \$15.00 per tonne for the period ending 30th June 2006 including GST,

COMMITTEE RECOMMENDATION

MIN RS22MOTION - Moved Cr Harvey 2nd Cr Leake

That the Shire of Kellerberrin accepts the Tammin Regional Waste Processing Site Commercial/Domestic Waste Fees adopted by the Shire of Tammin at \$15.00 per tonne for the period ending 30th June 2006 including GST,

CARRIED 6/0

GENERAL REFUSE MATERIALS WASTE TRANSFER TO THE TAMMIN REGIONAL WASTE PROCESSING SITE BY THE SHIRE OF KELLERBERRIN

Currently Shire of Kellerberrin transfers waste, by agreement to the Shire of Tammin Waste Site at a fee of \$15.00 per tonne. The Shire of Tammin directed that a survey of the type and weight of refuse being transferred be undertaken. Results of the survey are summarized hereunder;

- +Survey commenced on 29th May 2004 for the period to 9th August 2004
- +Type of waste being transferred includes: Metal/Cardboard/Domestic waste /Mixtures and small amount of concrete.
- +Net tonnage deposited = 64.43
- +Average tonnage deposited = 2.58
- +Survey period = 2.5 months
- +Average loads per week = 3/4
- +Rate per Tonne = \$15.00
- +Average per week x 2.58t x \$15.00 x 4loads = \$154.80 x 52 weeks = \$8,049.60 pa.

Current Budget Allowance for Kellerberrin and Tammin local governments is estimated at \$15.00 per tonne x 1,000 tonnes per annum for general waste = \$15,000.00 + GST. The budgeting is for expense for one Council (KE) and Revenue for another Council (TN). These fees were included as an expense/revenue for each local government during the new 2004/2005 financial year.

STAFF RECOMMENDATION

That the information be noted.

COMMITTEE RECOMMENDATION

Resolved, that the information be noted.

COUNCILLOR TRAINING – ROLES AND RESPONSIBILITIES OF A COUNCILLOR – DEPARTMENT OF LOCAL GOVERNMENT AND REGIONAL TRAINING

Written contact has been made and verbal discussions have been continuing regarding the follow up on the Committee’s direction for establishment of a half day seminar on “The Roles and Responsibilities of a Councillor” with the Department of Local Government and Regional Development.

The Department has advised of a broad format and contents of the seminar as follows;

- Separation of roles and responsibilities as set out in the Local Government Act 1995.
- Role of the decision maker.
- Short video and workshop on conflicts of interest and other scenerios.
- Practical role of a President and Councillor.
- Question and answer on any local government topic.

Cr Linton Reynolds, Mayor of the City of Armadale has agreed to participate with Department representative, John Gilfellon. Cr Reynolds will give a practical view on Councillors role and the difficulties faced. John Gilfellon will give a presentation on the roles set out in the Local Government Act 1995 as well as participate in a question and answer session.

An attempt has been made to stay with a Tuesday date as indicated and the earliest dates at this stage suggested are Tuesday 2nd November (Melbourne Cup Day) and Tuesday 9th November 2004 that will run into harvesting operations (including preparations). The last Tuesday in October is the commencement of the Annual Local Government Managers Association Conference in Perth (Tuesday evening), other wise an alternative weekday is suggested, I look forward to Committee’s suggested and agreed date.

STAFF RECOMMENDATION

That the accepted date for the half day seminar on “The Roles and Responsibilities of a Councillor” conducted by the Department of Local Government and Regional Development be held on (.....) at an estimated cost of \$350.00 and shared by the Shire of Tammin and the Shire of Kellerberrin on the basis of% Shire of Tammin and% Shire of Kellerberrin at the agreed venue at

COMMITTEE RECOMMENDATION

MIN RS23MOTION - Moved Cr Harvey 2nd Cr Leslie

That the accepted date for the half day (1.00pm to 5.00pm) seminar on “The Roles and Responsibilities of a Councillor” conducted by the Department of Local Government and Regional Development be held on Tuesday 26th October 2004, at an estimated cost of \$350.00 and shared by the Shire of Tammin and the Shire of Kellerberrin on the basis of 50% Shire of Tammin and 50% Shire of Kellerberrin at the agreed venue of the Tammin Bowling Club premises.

CARRIED 6/0

REASON

Committee suggested date and time for half day training and alternative date be Monday, 8 November 2004 or Tuesday, 9 November 2004.

FINANCIAL REPORTING FORMAT FOR RESOURCE SHARE WORKS

This matter was raised previously and confirmation that a copy of each Councils claim for reimbursement for resource share works be listed as an Appendix to the Agendas of each Councils' Ordinary Monthly Meeting is accepted. The Shire of Tammin have received this format at their postponed Ordinary Meeting date for September on Monday 13th September 2004.

STAFF RECOMMENDATION

That the information be noted.

COMMITTEE RECOMMENDATION

MIN RS24MOTION - Moved Cr Harvey 2nd Cr Leslie

That the Resource Sharing Committee recommends to each Council that the information be noted.

CARRIED 6/0

LOCAL GOVERNMENT INDUSTRY MEETINGS

- a) Great Eastern Zone of the Western Australian Local Government Association is to be held on Thursday 30th September 2004 commencing at 9.30am for morning tea at the Recreation Centre Mukinbudin. Agenda items close 1st September 2004. No agenda items submitted, a copy of the Agenda will be circulated to all Council representatives.

STAFF RECOMMENDATION

That the appointed delegates from each local government, be endorsed to attend the next scheduled meeting of the Great Eastern Zone of the Western Australian Local Government Association at Mukinbudin on Thursday 30th September 2004.

COMMITTEE RECOMMENDATION

Resolved That the appointed delegates, from each local government, be endorsed to attend the next scheduled meeting of the Great Eastern Zone of the Western Australian Local Government Association, at Mukinbudin on Thursday 30th September 2004.

REASON

For notation and diary entry by delegates

CUSTOMER SERVICE CHARTER AND POLICY

Although my research is incomplete for a draft policy to be presented to the Committee, I can provide a guide to the Committee by provision of another local government's adopted Policy and Charter relating to this directive from a previous committee meeting.

STAFF RECOMMENDATION

That the copies provided to the committee as a guide to adopt a Customer Service Charter and Policy be noted; OR

that the committee adopts the following draft for finalization and presentation to the next committee meeting for final consideration and adoption to each local government.

COMMITTEE RECOMMENDATION

MIN RS25MOTION - Moved Cr Harvey 2nd Cr Caffell

That the Resource Sharing Committee recommends to the Council that the Administration Staff prepare a Customer Service Policy and Customer Service Charter for Council needs including Public distribution and present a draft copy to the next Resource Sharing Committee Meeting.

CARRIED 6/0

REASON

Give clear direction for Staff to finalise a draft from presented information

SHIRE OF TAMMIN–NEW STAFF POSITION OF PART-TIME COMMUNITY DEVELOPMENT OFFICER

The Shire of Tammin adopted 2004/2005 Budget provides for the employment of a part time Community Development Officer on a commencing time allocation of two days per week. The Amended Resource Share Agreement dated February 2004 allows for one day per week for the current Community Development Officer to complete identified tasks and responsibilities whilst servicing the Shire of Tammin. The estimated cost to the Shire of Tammin is \$5,792.00.

Clause 10.2 of the Resource Share Agreement provides for agreed Human Resource allocation share arrangements for each local government, identifying the cost split to each local government. Clause 14 provides for an amendment clause to the agreement.

I seek the Committees direction on the Shire of Tammin's recommendation to delete the resource share position of the current Community Development Officer employment to the Shire of Tammin and provide comments to the Shire of Kellerberrin in relation to the continuation or not of the three days per week allocation to that Shire.

STAFF/COMMITTEE RECOMMENDATION

MIN RS26MOTION - Moved Cr Leslie 2nd Cr Caffell

That the Resource Sharing Committee recommends to each Council that the Resource Sharing Agreement dated February 2004 be amended to delete Community Development Officer Services from the Shire of Kellerberrin to the Shire of Tammin.

CARRIED 6/0

REASON

Shire of Tammin is employing a dedicated Staff member to a part time position and withdrawal from the scheme.

RESOURCE SHARE AGREEMENT – QUERY TO INCLUDE THE POSITION OF WORKS SUPERVISOR FROM THE SHIRE OF TAMMIN PAYROLL

It has been mentioned at previous Resource Share Committee Meetings and at Council Ordinary Meetings that the position of Works Supervisor from the Shire of Tammin has never been included in the Resource Share Agreement Staff allocations of each local government. I have completed some research into this situation and have summarized the following for notice of the Resource Share Committee background to its staffing allocations of key and senior staff;

a) Kellerberrin/Tammin Resource Sharing Committee Meeting – 23rd May 2002
Moved Cr Diver 2nd Cr Leslie
That the principal works supervisor, works supervisor, Kellerberrin leading hand and the Deputy Chief Executive Officer be included in the agreement.

CARRIED 6/0.
MIN2794/02

a) Shire of Kellerberrin Ordinary Council Meeting – 18th June 2002
MOTION - Moved Cr McDonnell 2nd Cr Diver
That the Principal Works Supervisor, Works Supervisor, Kellerberrin Leading Hand and the Deputy Chief Executive Officer be included in the agreement.

CARRIED 8/0

b) Shire of Tammin Ordinary Council Meeting – 27th June 2002
Moved Cr Caffell 2nd Cr Bell
That the Principal Works Supervisor, Works Supervisor, Kellerberrin Leading Hand and the Deputy Chief Executive Officer be included in the agreement.

CARRIED 6/0

It has been stated previously, that I and the staff have followed systems and procedures, that have been put in place and why the position of Works Supervisor is not included in the agreement prior to the time of my appointment in mid January 2003, has not been ascertained at this date from further research of minutes. Given the fact that the Shire of Tammin has deleted this position from their payroll and the Committee has agreed to adopt the “Team Leaders” classifications the information is now noted.

STAFF RECOMMENDATION

That the information be noted.

COMMITTEE RECOMMENDATION

Resolved, that the information be noted.

REASON

Noted by Committee and unknown why not included in original agreement of November 2002.

CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL REVIEW–NOVEMBER 2004

This matter has been listed in accordance with direction from the respective Councils Ordinary Meetings of July and August 2004, to direct that the next review period of the Chief Executive Officer be held in November 2004 and annually thereafter.

I seek Committee direction as to the format, process, purpose and accepted date of the November 2004 review, within the background of three months has expired since the initial process was finally completed as stated above.

STAFF RECOMMENDATION

That the agreed date for the next Chief Executive Officer Performance Appraisal be (.....) and conducted by combination of both Local Governments OR the Resource Share Committee and that external Consultants *be/not* engaged to assist the appraisal process; And/Or/Not

That this recommendation be presented to the next Ordinary Council Meeting of each Local Government for endorsement.

Chief Executive Officer Frank Peczka declared a financial and close interest in this item by being the employed person.

COMMITTEE RECOMMENDATION

MIN RS27MOTION - Moved Cr Leslie 2nd Cr Harvey

That the Resource Sharing Committee recommends to each Council;

- 1. That the Chief Executive Officer Performance Appraisal Documents be distributed on 1st November 2004, to all Councillors, of each local government.*
- 2. That the Chief Executive Officer Performance Appraisal Documents be returned to the President of each local government from all councillors by Monday 15th November 2004.*
- 3. That the CEO Performance Appraisal Committee consists of;
Presidents of each local government x 2
Deputy Presidents of each local government x 2*
- 4. That no external Consultants be engaged for the Review process.*
- 5. That the CEO Performance Appraisal Meeting be held on Tuesday, 30 November 2004.*

CARRIED 6/0

REASON

Committee stated dates for the process to follow and be completed by and nominated Committee Membership for the review process.

RESOURCE SHARE COMMITTEE OPERATIONAL GUIDELINES

Cr Scott has raised this matter previously as to the Committees operational guidelines in terms of dealing with the combined business more efficiently and effectively.

Under the Local Government Act it is my understanding that a legal process can be developed whilst acknowledging that this has far reaching effects on each Council's individual governance and legislative rights and responsibilities.

Anticipating that this path is not the preferred way of conducting the business of the Resource Share Committee, a simple set of accepted guidelines is recommended for the Committee to adopt.

Suggested guidelines revolve around the process of adopting the recommendations of the Committee to each local government and the business items for the Committee to consider at each of its meetings and the regularity of each Committee Meeting (it is acknowledged that the Committee has adopted quarterly meetings previously).

I encourage Committee discussion and a draft set of guidelines for each Local Government to accept in developing a simple effective and efficient outcome for all to follow. Cr Scott is most welcome to provide comments and suggested guidelines to the meeting.

STAFF RECOMMENDATION

That the following guidelines be accepted by the Resource Share Committee for presentation to each Local Government to adopt for development and operational charter of the Committee;

- 1.
- 2.
- 3. etc.

COMMITTEE RECOMMENDATION

MIN RS28MOTION - Moved Cr Leslie 2nd Cr Harvey

That the Resource Sharing Committee recommends to each Council, that the Minutes from any committee meeting, be received at a Council Ordinary Meeting and that any recommendations to be an Agenda item for each Council.

CARRIED 6/0

COMMITTEE RECOMMENDATION

MIN RS29MOTION - Moved Cr Leslie 2nd Cr Caffell

That the Resource Sharing Committee recommends to each Council, that the draft Flow Chart showing Flow of Information and Decision Making be presented to each Council for adoption.(attached to Minutes as an Appendix)

CARRIED 6/0

REASON

Committee clarified receipt of and dealing with Committee Minutes at a Council Ordinary Meeting and a preferred Flow Chart to allow business matters of a resource share basis to be considered by the committee efficiently.

PRIVATE WORKS PROFIT SHARING – CARRYOVER ITEM

This matter is incomplete due to competing business requirements of each Council in terms of adequate research. Committee Members are welcome to present ideas for further research and reporting to the next Committee Meeting.

STAFF RECOMMENDATION

That further research be completed on the suggested formulas presented by the Committee and considered in greater detail at the next Committee Meeting.

COMMITTEE RECOMMENDATION

Resolved, that further research be completed and considered in greater detail at the next Committee Meeting.

REASON

Be represented to next committee meeting for consideration

SOUTH AUSTRALIAN LOCAL GOVERNMENT MODEL – CARRYOVER ITEM

I apologise for this matter not being completed in time for this meeting. I seek the Committees kind consideration for a deferment and recommend further research to ascertain State and Federal Government Policies on Local Government given that each sphere of Government is into Election Mode.

STAFF RECOMMENDATION

That further research be undertaken into the current policies of each sphere of Government, on local government in Western Australia and that this information be included in the report of the South Australian Local Government Model and presented to the next meeting of the Committee.

COMMITTEE RECOMMENDATION

Resolved, that further research be undertaken into the current policies of State Government, on local government in Western Australia and that this information be included in the report of the South Australian Local Government Model and presented to the next meeting of the Committee.

REASON

further research for presentation to the next committee meeting.

COUNCILLOR/STAFF DEVELOPMENT DAYS FOR 2004/2005

Staff were recently advised by the Kellerberrin Golf Club that the suggested date for the Councillor/Staff Development Day on Wednesday 29th September 2004 coincides with the Kellerberrin Ladies Golf Closing Day.

Staff Surveys were completed prior to this information being made available and after enquiries revealed that the suggested date was initially free, staff supported the date 100%. One Councillor survey has been received at the time of preparing this report supporting the suggested date. Further contact will be made with the Kellerberrin Golf Club to see if the playing hours of the ladies closing day, could be considered to be altered to the morning if the format is 9 holes with Councils day following on from midday. Suggested and suitable dates, is most welcome given that any later dates may prove to be too hot and the course turning dry. Staff will attempt further contact with the Golf Club to seek alternative dates for Committee/Council acceptance.

STAFF RECOMMENDATION

That the date for the annual Council/Staff Development Day (Golf Format) be (.....)

COMMITTEE RECOMMENDATION

MIN RS30MOTION - Moved Cr Caffell 2nd Cr Wheeldon

That the Resource Sharing Committee recommends to the Council that the date for the annual Councillor/Staff Development Day (Golf Format) be hosted by the Councils at a date

to be determined during May 2005. Committee members agreed that the development days were supported for one day per annum.

CARRIED 6/0

REASON

Consensus cannot be reached on a suitable date for all councilors and staff to participate in. (note; previously advised date not available).

Committee were of the opinion that one combined Councillor/Staff Development day be held on a yearly basis rotating each year at each council nominated venue.

SUGGESTED ITEMS FOR FUTURE COMMITTEE BUSINESS CONSIDERATION

To present a number of ideas for consideration by the Committee as tabled for the next meeting of the committee, a summary list of items is presented;

- a) Purchase of Stationery – TABLED from the August Committee Meeting.
- b) Tourism Strategy ie golden pipeline, heritage, recreation and historical – joint initiatives for local marketing and promotion.
- c) Promotion and Marketing of each District ie land sales and business opportunities – joint initiatives.
- d) Purchase of Land for Community Fund Raising ie consideration to community cropping fund raising opportunities.
- e) Purchase of Land for Gravel Deposits ie to protect scarce materials within the district and to develop key sources over the next five to ten years.
- f) Development of Self Sufficient Water Strategies – development of water strategies and storm water management.
- g) Joint Purchasing practices for Aggregate / Bitumen / Plant Hire / Materials / Advertising of Statutory Notices, etc.
- h) Joint Plant Purchasing Plan

STAFF/COMMITTEE RECOMMENDATION

Resolved, the suggested items be noted and listed again for consideration at the next committee meeting.

REASON

Insufficient time to consider each item on its merits

ADMINISTRATION / MANAGEMENT STAFF PERFORMANCE APPRAISALS SUMMARY

A majority of Administration Staff and some Management Staff have completed staff appraisals conducted by the Manager Corporate Services and the Chief Executive Officer, summarized hereunder;

STAFF	Classification	Old Level	New Level	Diff(\$)
Julie Clarke	Clerical Officer	L 2 Step 4	L 3 Step 1	980.00
Liz McDonald	Clerical Finance Officer	Shire of Tammin Enterprise Bargaining (no Change)		
Gemma Stewart	CEO Personal Assist.	L 4 Step 4	L 5 Step 1	1120.00
Karina Paleske	Finance Officer	L 2 Step 3	L 3 Step 1	2079.00
Dianne Groves	Clerical Officer	L 3 Step 4	No change	Nil
Raymond Griffiths	MCS	Neg	\$50K to \$53.5K pa	3,500.00
Dave Fox	Plant Mechanic	Neg	\$20 to \$21/hr	
			\$41,496pa	2,080.00
Jenna Goulden	Clerical Trainee	Traineeship Guidelines/Rate		

John Mitchell	MDS(commenced)	to be completed week end 17/09/04
Tom Applegate	MWS	to be completed week end 17/09/04
Mick Cole	CDO	assessment made – not finalised due to position structure.

All Works & Services Staff will be completed as soon as a suitable timetable can be set and achieved without business disruptions and completion of appointments of Team Leaders from internal advertising processes being completed.

STAFF RECOMMENDATION

That the summary report on administration and management staff performance appraisals, be noted.

COMMITTEE RECOMMENDATION

MIN RS31MOTION - Moved Cr Harvey 2nd Cr Leslie

That the summary report on administration and management staff performance appraisals, be noted.

CARRIED 6/0

MEETING CLOSURE

6:25pm - The Presiding Person, Cr Scott thanked all members present for their attendance and declared the meeting closed.

NEXT COMMITTEE KEY MEETING DATES

1. Councillor Training half day Seminar – Tuesday 26th October 2004 at Tammin Bowling Club at 1.00pm (TBC)
2. Committee Meeting – Tuesday 23rd November 2004 at Shire of Tammin at 1.30pm
3. CEO Performance Appraisal Review – Tuesday 30th November 2004 at Shire of Kellerberrin at 1.00pm

AGENDA ITEMS – RESOURCE SHARE COMMITTEE MEETING

Agenda Reference:	10.1.1
Subject:	Tammin Regional Waste Processing Site Commercial/Domestic Tip Fees – Shire Of Kellerberrin
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Nil
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

Shire of Tammin at their Special Council Budget Meeting for 2004/2005, adopted a new set of fees and charges for their Regional Waste Processing Site. The Shire of Kellerberrin will be charged out a rate of \$15.00 per tonnes flat, for all Commercial/Domestic Waste delivered

by the Shire of Kellerberrin and Waste Contractor Avon Waste for Domestic Putrescible Waste until the period ending 30th June 2006, GST inclusive. Other waste by businesses (ie tyres), individuals, etc will be charged at the adopted fees and charges by Site Managing Contractor, Inland and City Waste Services. The Shire of Tammin has converted its waste charges to be measured out on a per cubic metre basis for all waste received at the Tammin Site, with the Shire of Kellerberrin being exempted from this unit of measurement for the next two years.

It has been estimated that Avon Waste has a fill load of 7 tonnes for their weekly domestic collection service received from the Shire of Kellerberrin. This information has been obtained from Avon Waste. For example 7 tonnes per week x \$15.00 per tonnes = \$5,460.00.00 per annum + \$8,100.00 per annum for Waste Transferred by the Shire of Kellerberrin (as per the information summarized hereunder and submitted previously) = \$13,560.00 approximately from the Shire of Kellerberrin. Please note that Council Staff are continuing with the waste transfer survey and a new update will be presented at the next Resource Share Committee Meeting.

COMMENT - Nil

FINANCIAL IMPLICATIONS - Nil

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004

COMMITTEE RECOMMENDATION

MIN RS22MOTION - Moved Cr Harvey 2nd Cr Leake

That the Shire of Kellerberrin accepts the Tammin Regional Waste Processing Site Commercial/Domestic Waste Fees adopted by the Shire of Tammin at \$15.00 per tonne for the period ending 30th June 2006 including GST,

CARRIED 6/0

COUNCIL RECOMMENDATION

No recommendation – has been noted.

Agenda Reference:	10.1.2
Subject:	Councillor Training – Roles And Responsibilities of A Councillor – Department Of Local Government And Regional Training
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Nil
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

Written contact has been made and verbal discussions have been continuing regarding the follow up on the Committee's direction for establishment of a half day seminar on "The Roles

and Responsibilities of a Councillor” with the Department of Local Government and Regional Development.

The Department has advised of a broad format and contents of the seminar as follows;

- Separation of roles and responsibilities as set out in the Local Government Act 1995.
- Role of the decision maker.
- Short video and workshop on conflicts of interest and other scenerios.
- Practical role of a President and Councillor.
- Question and answer on any local government topic.

Cr Linton Reynolds, Mayor of the City of Armadale has agreed to participate with Department representative, John Gilfellon. Cr Reynolds will give a practical view on Councillors role and the difficulties faced. John Gilfellon will give a presentation on the roles set out in the Local Government Act 1995 as well as participate in a question and answer session.

An attempt has been made to stay with a Tuesday date as indicated and the earliest dates at this stage suggested are Tuesday 2nd November (Melbourne Cup Day) and Tuesday 9th November 2004 that will run into harvesting operations (including preparations). The last Tuesday in October is the commencement of the Annual Local Government Managers Association Conference in Perth (Tuesday evening), other wise an alternative weekday is suggested, I look forward to Committee’s suggested and agreed date.

COMMENT

Recent contact with the Department, indicated that the October date is unavailable due to various commitments of the Department.

FINANCIAL IMPLICATIONS - Nil

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004

COMMITTEE RECOMMENDATION

MIN RS23MOTION - Moved Cr Harvey 2nd Cr Leslie

That the accepted date for the half day (1.00pm to 5.00pm) seminar on “The Roles and Responsibilities of a Councillor” conducted by the Department of Local Government and Regional Development be held on Tuesday 26th October 2004, at an estimated cost of \$350.00 and shared by the Shire of Tammin and the Shire of Kellerberrin on the basis of 50% Shire of Tammin and 50% Shire of Kellerberrin at the agreed venue of the Tammin Bowling Club premises.

CARRIED 6/0

COUNCIL RECOMMENDATION

MIN 1754/04 MOTION - Moved Cr.Wheeldon 2nd Cr. Caffell

That the accepted date for the half day (1.00pm to 5.00pm) seminar on “The Roles and Responsibilities of a Councillor” conducted by the Department of Local Government and Regional Development be held early in 2005 (March/April), at an estimated cost of \$350.00 and shared by the Shire of Tammin and the Shire of Kellerberrin on the basis of 50% Shire of

Tammin and 50% Shire of Kellerberrin at the agreed venue of the Tammin Bowling Club premises.

REASON

Council business commitments due to harvest.

CARRIED 4/0

Agenda Reference:	10.1.3
Subject:	Financial Reporting Format for Resource Share Works
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Nil
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

This matter was raised previously and confirmation that a copy of each Councils claim for reimbursement for resource share works be listed as an Appendix to the Agendas of each Councils' Ordinary Monthly Meeting is accepted. The Shire of Tammin have received this format at their postponed Ordinary Meeting date for September on Monday 13th September 2004.

COMMENT - Nil

FINANCIAL IMPLICATIONS - Nil

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004

COMMITTEE RECOMMENDATION

MIN RS24MOTION - Moved Cr Harvey 2nd Cr Leslie

That the Resource Sharing Committee recommends to each Council that the information be noted.

CARRIED 6/0

COUNCIL RECOMMENDATION

Information has been noted.

Agenda Reference:	10.1.4
Subject:	Customer Service Charter and Policy
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Nil
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

Although my research is incomplete for a draft policy to be presented to the Committee, I can provide a guide to the Committee by provision of another local government's adopted Policy and Charter relating to this directive from a previous committee meeting.

COMMENT - Nil

FINANCIAL IMPLICATIONS - Nil

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004

COMMITTEE RECOMMENDATION

MIN RS25MOTION - Moved Cr Harvey 2nd Cr Caffell

That the Resource Sharing Committee recommends to the Council that the Administration Staff prepare a Customer Service Policy and Customer Service Charter for Council needs including Public distribution and present a draft copy to the next Resource Sharing Committee Meeting.

CARRIED 6/0

COUNCIL RECOMMENDATION

No action required

Agenda Reference:	10.1.5
Subject:	Shire of Tammin–New Staff Position of Part-Time Community Development Officer
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Nil
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

The Shire of Tammin adopted 2004/2005 Budget provides for the employment of a part time Community Development Officer on a commencing time allocation of two days per week.

The Amended Resource Share Agreement dated February 2004 allows for one day per week for the current Community Development Officer to complete identified tasks and responsibilities whilst servicing the Shire of Tammin. The estimated cost to the Shire of Tammin is \$5,792.00.

Clause 10.2 of the Resource Share Agreement provides for agreed Human Resource allocation share arrangements for each local government, identifying the cost split to each local government. Clause 14 provides for an amendment clause to the agreement.

I seek the Committees direction on the Shire of Tammin's recommendation to delete the resource share position of the current Community Development Officer employment to the Shire of Tammin and provide comments to the Shire of Kellerberrin in relation to the continuation or not of the three days per week allocation to that Shire.

COMMENT

The position has been advertised and the Shire of Kellerberrin has accepted the deletion of CDO shared services to the Shire of Tammin.

FINANCIAL IMPLICATIONS - Nil

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004
Resource Share Agreement Document.

COMMITTEE RECOMMENDATION

MIN RS26MOTION - Moved Cr Leslie 2nd Cr Caffell

That the Resource Sharing Committee recommends to each Council that the Resource Sharing Agreement dated February 2004 be amended to delete Community Development Officer Services from the Shire of Kellerberrin to the Shire of Tammin.

CARRIED 6/0

COUNCIL RECOMMENDATION

No action required.

Agenda Reference:	10.1.6
Subject:	Chief Executive Officer Performance Appraisal Review– November 2004
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Frank Peczka, Chief Executive Officer – Employee of the Council.
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

This matter has been listed in accordance with direction from the respective Councils Ordinary Meetings of July and August 2004, to direct that the next review period of the Chief Executive Officer be held in November 2004 and annually thereafter.

I seek Committee direction as to the format, process, purpose and accepted date of the November 2004 review, within the background of three months has expired since the initial process was finally completed as stated above.

COMMENT

The Chief Executive officers only involvement in this recommendation is to distribute the documents required initially. The Chief Executive Officers Contract of Employment document will need to be amended to reflect this action of the Council to be agreed to by the Council.

FINANCIAL IMPLICATIONS - Nil

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004
Chief Executive Officer Contract of Employment.

COMMITTEE RECOMMENDATION

MIN RS27MOTION - Moved Cr Leslie 2nd Cr Harvey

That the Resource Sharing Committee recommends to each Council;

1. *That the Chief Executive Officer Performance Appraisal Documents be distributed on 1st November 2004, to all Councillors, of each local government.*
2. *That the Chief Executive Officer Performance Appraisal Documents be returned to the President of each local government from all councilors by Monday 15th November 2004.*
3. *That the CEO Performance Appraisal Committee consists of;*
 - a. *Presidents of each local government x 2*
 - b. *Deputy Presidents of each local government x 2*
4. *That no external Consultants be engaged for the Review process.*
5. *That the CEO Performance Appraisal Meeting be held on Tuesday, 30 November 2004.*

CARRIED 6/0

COUNCIL RECOMMENDATION

MIN 1755/04 MOTION - Moved Cr. Caffell 2nd Cr. Stokes

That the Resource Sharing Committee recommends to each Council;

1. *That the Chief Executive Officer Performance Appraisal Documents be distributed on 1st November 2004, to all Councillors, of each local government.*
2. *That the Chief Executive Officer Performance Appraisal Documents be returned to the President of each local government from all councilors by Monday 15th November 2004.*

3. *That the CEO Performance Appraisal Committee consists of;*
 - a. *Presidents of each local government x 2*
 - b. *Deputy Presidents of each local government x 2*
4. *That no external Consultants be engaged for the Review process.*
5. *That the CEO Performance Appraisal Meeting be held on Tuesday, 30 November 2004.*

CARRIED 4/0

Agenda Reference:	10.1.7
Subject:	Resource Share Committee Operational Guidelines
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Nil
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

Cr Scott has raised this matter previously as to the Committees operational guidelines in terms of dealing with the combined business more efficiently and effectively.

Under the Local Government Act it is my understanding that a legal process can be developed whilst acknowledging that this has far reaching effects on each Council's individual governance and legislative rights and responsibilities.

Anticipating that this path is not the preferred way of conducting the business of the Resource Share Committee, a simple set of accepted guidelines is recommended for the Committee to adopt.

Suggested guidelines revolve around the process of adopting the recommendations of the Committee to each local government and the business items for the Committee to consider at each of its meetings and the regularity of each Committee Meeting (it is acknowledged that the Committee has adopted quarterly meetings previously).

I encourage Committee discussion and a draft set of guidelines for each Local Government to accept in developing a simple effective and efficient outcome for all to follow. Cr Scott is most welcome to provide comments and suggested guidelines to the meeting.

COMMENT

It is the opinion of the Chief Executive Officer that the recommendation if adopted, will increase administration time to manage committee minutes insertion as Agenda Items for preparation of Council Agenda.

There is a number of acceptable statutory practices that the Council may consider and examples are summarized hereunder;

That the Chair of the committee presents the minutes of a committee meeting to the council. The Chair may provide a summary report of the minutes to the Council in addition to presenting the minutes to the Council.

The Committee Chair generally recommends the Minutes to the Council for adoption on its entirety or Council may move to remove recommendations to be dealt with separately.

A suggested procedure for Council adoption of Committee Minutes could follow as summarised hereunder;

“Real Committee Minutes of a Meeting on ooth consideration 2010”

MOVED Real 2nd Unreal

That recommendations 1, 2, 3, 4, 5 and 6 contained with the Real Committee Meeting Minutes held on 00th consideration 2010, be adopted as decisions of the Council.

CARRIED 20/0

Or

MOVED Real 2nd Unreal

That recommendations 1 and 3 contained within the Real Committee Meetings Minutes held on 00th consideration 2010, be excluded for individual consideration by the Council and recommendations 2, 4, 5 and 6 contained within the Real Committee Meeting Minutes held on 00th consideration 2010, be adopted as resolutions of the Council.

CARRIED 20/0

Or

MOVED Real 2nd Unreal

Council moves to receive or note minutes presented, demonstrating that committee recommendations are not decisions of the Council.

CARRIED 20/0

FINANCIAL IMPLICATIONS - Nil

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004

Local Government Act 1995 –

Section 5.20 relates to decisions of Councils and committees

Section 5.22 relates to Minutes of Council and Committee Meetings

Section 5.25(f) relates to regulations about Council and Committee Meetings and content and confirmation of Minutes.

Local Government (Administration) Regulations 1996 – Regulation 11 relates to Content of Council of Committee Meetings.

COMMITTEE RECOMMENDATION

MIN RS28MOTION - Moved Cr Leslie 2nd Cr Harvey

That the Resource Sharing Committee recommends to each Council, that the Minutes from any committee meeting, be received at a Council Ordinary Meeting and that any recommendations to be an Agenda item for each Council.

CARRIED 6/0

COUNCIL RECOMMENDATION

MIN 1756/04 MOTION - Moved Cr. Caffell 2nd Cr. Wheeldon

That the Resource Sharing Committee recommends to each Council, that the Minutes from any committee meeting, be received at a Council Ordinary Meeting and that any recommendations to be an Agenda item for each Council.

CARRIED 4/0

Agenda Reference:	10.1.8
Subject:	Flowchart of Information & Decision Making
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Nil
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

COMMENT - Nil

FINANCIAL IMPLICATIONS - Nil

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004

COMMITTEE RECOMMENDATION

MIN RS29MOTION - Moved Cr Leslie 2nd Cr Caffell

That the Resource Sharing Committee recommends to each Council, that the draft Flow Chart showing Flow of Information and Decision Making be presented to each Council for adoption.(attached to Minutes as an Appendix)

CARRIED 6/0

COUNCIL RECOMMENDATION

MIN 1757/04 MOTION - Moved Cr. Stokes 2nd Cr. Wheeldon

That the Resource Sharing Committee recommends to each Council, that the draft Flow Chart showing Flow of Information and Decision Making be presented to each Council for adoption.(attached to Minutes as an Appendix).

CARRIED 4/0

Agenda Reference:	10.1.9
Subject:	Councillor/Staff Development Days For 2004/2005
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Nil
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

Staff were recently advised by the Kellerberrin Golf Club that the suggested date for the Councillor/Staff Development Day on Wednesday 29th September 2004 coincides with the Kellerberrin Ladies Golf Closing Day.

Staff Surveys were completed prior to this information being made available and after enquiries revealed that the suggested date was initially free, staff supported the date 100%. One Councillor survey has been received at the time of preparing this report supporting the suggested date. Further contact will be made with the Kellerberrin Golf Club to see if the playing hours of the ladies closing day, could be considered to be altered to the morning if the format is 9 holes with Councils day following on from midday. Suggested and suitable dates, is most welcome given that any later dates may prove to be too hot and the course turning dry. Staff will attempt further contact with the Golf Club to seek alternative dates for Committee/Council acceptance.

COMMENT

Research of this item further after the Committee Meetings reveals that the concept was introduced by Staff after successful negotiations with a sponsor to host the event. After a number of fun/promotional golf type days, as extended invitation was issued to Councillors to join in as a further development step for Councillor/Staff relations.

FINANCIAL IMPLICATIONS - Nil

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004

COMMITTEE RECOMMENDATION

MIN RS30MOTION - Moved Cr Caffell 2nd Cr Wheeldon

That the Resource Sharing Committee recommends to the Council that the date for the annual Councillor/Staff Development Day (Golf Format) be hosted by the Councils at a date to be determined during May 2005. Committee members agreed that the development days were supported for one day per annum.

CARRIED 6/0

COUNCIL RECOMMENDATION

MOTION MIN 1758/04 MOTION - Moved Cr. Wheeldon 2nd Cr. Caffell

That the Resource Sharing Committee recommends to the Council that the date for the annual Councillor/Staff Development Day (Golf Format) be hosted by the Councils at a date to be determined during May 2005. Committee members agreed that the development days were supported for one day per annum.

CARRIED 4/0

Agenda Reference:	10.1.10
Subject:	Administration / Management Staff Performance Appraisals Summary
Location:	Shire of Kellerberrin
Applicant:	N/A
File Ref:	Resource Share Committee Meeting Minutes
Disclosure of Interest:	Nil
Date:	28 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

A majority of Administration Staff and some Management Staff have completed staff appraisals conducted by the Manager Corporate Services and the Chief Executive Officer, summarized hereunder;

STAFF	Classification	Old Level	New Level	Diff(\$)
Julie Clarke	Clerical Officer	L 2 Step 4	L 3 Step 1	980.00
Liz McDonald	Clerical Finance Officer	Shire of Tammin Enterprise Bargaining (no Change)		
Gemma Stewart	CEO Personal Assist.	L 4 Step 4	L 5 Step 1	1120.00
Karina Paleske	Finance Officer	L 2 Step 3	L 3 Step 1	2079.00
Dianne Groves	Clerical Officer	L 3 Step 4	No change	Nil
Raymond Griffiths	MCS	Neg \$50K to \$53.5K pa		3,500.00
Dave Fox	Plant Mechanic	Neg \$20 to \$21/hr		
		\$41,496pa		2,080.00
Jenna Goulden	Clerical Trainee	Traineeship Guidelines/Rate		
John Mitchell	MDS(commenced)	to be completed week end 17/09/04		
Tom Applegate	MWS	to be completed week end 17/09/04		
Mick Cole	CDO	assessment made – not finalised due to position structure.		

All Works & Services Staff will be completed as soon as a suitable timetable can be set and achieved without business disruptions and completion of appointments of Team Leaders from internal advertising processes being completed.

COMMENT - Nil

FINANCIAL IMPLICATIONS

2004/2005 Budget – Expense for salaries and wages budget for staff.

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Resource Share Committee Minutes, 14 September 2004

COMMITTEE RECOMMENDATION

MIN RS31MOTION - Moved Cr Harvey 2nd Cr Leslie

That the summary report on administration and management staff performance appraisals, be noted.

CARRIED 6/0

COUNCIL RECOMMENDATION

Information has been noted

11. AGENDA ITEMS

AGENDA ITEMS – CORPORATE SERVICES

Agenda Reference:	11.1.1
Subject:	Annual Christmas/New Year Office Closure
Location:	Tammin
Applicant:	Shire of Tammin
File Ref:	ADM
Disclosure of Interest:	N/A
Date:	30 September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

Council has in the past, kindly considered an application from the Administration, to close the Office of Council over the declared Christmas/New Year period. This has been considered and approved by the Council in consideration of the low level of business expected to be transacted and staff reducing any Time in Lieu provisions that may apply and the Rostered Days Off entitlements for the month of December and/or January.

COMMENT

Declared Public Holidays are as follows

;

Christmas Day	Saturday 25 th December 2004
Boxing Day	Sunday 26 th December 2004
New Years Day	Saturday 1 st January 2005
Public Service Holiday	Monday 3 rd January 2005

The days in question, are the days in between Christmas and New Years ie Wednesday 29th December, Thursday 30th December and Friday 31st December 2004. The three mentioned days are viewed as Rostered Days entitlements for December and January and the third day is considered as an Annual Leave debit day or another option is for the December Rostered Day to apply and two Annual Leave Days for the balance.

The practice of closing the Office of Council is a common one for rural local governments and given the expected low level of demand for Council Business to be conducted, it is a sincere request from the Staff to have the Office closed for travelling to families for the festive period.

In addition, should Council approve, extensive local advertising in local newsletters and a notice included with creditor payments should be sufficient notice of the approved office closure.

FINANCIAL IMPLICATIONS – Nil against Councils Budget, other than normal entitlements for staff in reference to Annual Leave and Rostered Days Off debits and a small cost for local and required advertising.

POLICY IMPLICATIONS – Nil other than past history and tradition for consideration of Office Closure for the interim period between Xmas and New Year.

STATUTORY IMPLICATIONS – Nil, other than to advertise the closure of normal council business during the described period.

RECOMMENDATION

That the Office of the Council be approved for closure inclusive of the following dates over the Christmas/New Year Holiday period and that local advertising be completed;

Saturday 25 th December 2004	Christmas Day
Sunday 26 th December 2004	Boxing Day
Monday 27 th December 2004	Public Holiday
Tuesday 28 th December 2004	Public Holiday
Wednesday 29 th December 2004	RDO
Thursday, 30 th December 2004	RDO/Annual Leave
Friday, 31 December 2004	Public Service Holiday
Monday 3 rd January 2005	Public Holiday

By Absolute Majority

COUNCIL RECOMMENDATION

MOTION MIN 1759/04 MOTION - Moved Cr Stokes 2nd Cr Caffell

That the Office of the Council be approved for closure inclusive of the following dates over the Christmas/New Year Holiday period and that local advertising be completed;

Saturday 25 th December 2004	Christmas Day
Sunday 26 th December 2004	Boxing Day
Monday 27 th December 2004	Public Holiday
Tuesday 28 th December 2004	Public Holiday
Wednesday 29 th December 2004	RDO
Thursday, 30 th December 2004	RDO/Annual Leave
Friday, 31 December 2004	Public Service Holiday
Monday 3 rd January 2005	Public Holiday

**CARRIED 4/0
BY ABSOLUTE MAJORITY**

Agenda Reference:	11.1.2
Subject:	August Cheque List
Location:	Shire of Tammin
Applicant:	Shire of Tammin
File Ref:	N/A
Disclosure of Interest:	N/A
Date:	21 st September 2004
Author:	Raymond Griffiths, Manager Corporate Services

BACKGROUND

Accounts for Payment from 1st August to 31st August 2004

Municipal Fund

10771 -	10773	\$ 5,020.00
14524		TEST RUN
14525 -	14559	\$51,632.35
14560		TEST RUN
14561 -	14586	\$32,172.95
		\$88,825.30

Trust Fund

Nil

COMMENT

During the month of August 2004 the Shire of Tammin made the following significant purchases:-

Motorcharge Limited Fuel - July 2004	\$7,181.91
Municipal Insurance Broking Service Motor Vehicle Insurance Renewals 30/06/04 To 30/06/05	\$11,474.97
Shire Of Kellerberrin Resource Sharing Works	\$11,754.78

FINANCIAL IMPLICATIONS

Shire of Tammin 2004/2005 Operating Budget

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS –

Local Government (Financial Management) Regulations 1996

Regulation 13 (2) – Where a local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month showing –

- 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.
- (3) The list referred to in sub regulation (2) is to be –
- a) Presented to the council at the next ordinary meeting of the council following the preparation of the list; and
 - b) Recorded in the minutes of the meeting at which it is presented.

STAFF RECOMMENDATION

1 That the accounts submitted from 1st August to 31st August 2004 be accepted.

VOTING REQUIREMENT – ABSOLUTE MAJORITY

COUNCIL RECOMMENDATION

MOTION MIN 1760/04 MOTION - Moved Cr. Wheeldon 2nd Cr. Stokes

That the accounts submitted from 1st August to 31st August 2004 be accepted.

**CARRIED 4/0
BY ABSOLUTE MAJORITY**

Agenda Reference:	11.1.3
Subject:	August Financial Management Report
Location:	Shire of Tammin
Applicant:	Shire of Tammin
File Ref:	N/A
Disclosure of Interest:	N/A
Date:	17 th September 2004
Author:	Raymond Griffiths, Manager Corporate Services

BACKGROUND

Enclosed is the monthly report for the month of August 2004.

Direct Debit list for the month of August 2004:-

Municipal Fund

01 st August 2004	National On-Line Fee - August 2004	56.38
09 th August 2004	Messages On Hold - 3 Months Access Fee	546.00
12 th August 2004	Net Pay For F/E 12/08/04	7,875.29

16 th August 2004	Deposit Book Fees	5.00
25 th August 2004	Lease Repayment for 120 H Cat Grader	5,641.53
25 th August 2004	Net Pay for Fortnight Ending 25/08/04	7,801.14
31 st August 2004	Municipal Fund Bank Fees for August 2004	87.20
31 st August 2004	Trust Fund Bank Fees for August 2004	51.20
31 st August 2004	Reserve Fund Bank Fees for August 2004	20.00

Trust Fund

31 st August 2004	Police Licensing for August 2004	\$22,011.15
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COMMENT

The following capital purchases were made during the month of August 2004:-

R & J Independent Rural Supplies	\$15,945.45
Fencing materials for Dam	

FINANCIAL IMPLICATIONS

- Financial Management of 2004/2005 budget

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Regulation 34 – Financial reports to be prepared – s. 6.4

- (1) A local government is to prepare –
 - a) Monthly financial reports in such form as the local government considers to be appropriate; and
 - b) Quarterly financial reports for the periods ending on 30 September, 31 December, 31 March and 30 June (or where a 4 weekly period system is used, the period to the end of the week closest to each of those dates) in accordance with regulation 35.
- (2) A monthly or quarterly financial report is to be –
 - a) Presented to the council –
 - i. At the next ordinary meeting of the council following the end of the period to which the report relates; or
 - ii. If the report is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of council after that meeting;

and

- b) Recorded in the minutes of the meeting at which it is presented.
- (3) A quarterly report may be presented to a local government in lieu of a monthly report.

STAFF RECOMMENDATION

- 1 That Council approve the Monthly Financial Statements for the period ending 31st August 2004.
- 2 That the Direct Debit List be accepted for the month of August 2004.

COUNCIL RECOMMENDATION

MOTION MIN 1761/04 MOTION - Moved Cr. Wheeldon 2nd Cr. Stokes

- 1 *That Council approve the Monthly Financial Statements for the period ending 31st August 2004.*
- 2 *That the Direct Debit List be accepted for the month of August 2004.*

CARRIED 4/0

2:20 pm Gloria Dixon arrived to discuss dangerous part of road, Dixon Road.

2:35 pm Gloria Dixon departed.

AGENDA ITEMS – DEVELOPMENT SERVICES

Agenda Reference:	11.2.1
Subject:	Hydrology Model Update
Location:	Booth Street, Tammin
Applicant:	Administration
File Ref:	AGR19
Disclosure of Interest:	Nil.
Date:	28 th September 2004
Author:	John Mitchell, Manager, Development Services

BACKGROUND

At the previous meetings Council has considered reports from the Administration relating to progress of the model.

This report provides a further update.

COMMENT

The following tasks have been attended to: -

1. Paints for ponds and buildings - The Nu-cote for the buildings is on site. Paints for the ponds are in Perth awaiting collection.
2. Glues for the spillways - ordered and delivered.
3. Paving blocks - on site. Mr. Barry Raynor has been recommended as the paving contractor to use. A quotation has been verbally received for the installation of the internal paving and header courses - \$8,000.00 - \$2,550 to lay the internal paving, \$1,500 accommodation and \$4,000 to lay the header course. Council approval to

engage the paving contractor is sought as the expense has not been included within the budget. It is recommended at this time that the internal pathways be installed.

4. Windows - ordered from Mid - Western Glass, Model to be installed in second week of October 2004.
5. Centre walkway has been shaped and cut to finished level.
6. Fencing materials are on site and the Work Camp has been requested to install the fences. Work camp labour is diminishing as Inmates are not prepared to leave Perth due to the new prison offering daily wages far in excess of the current daily rate of \$7.00.
7. Spoon drain has been installed.

In addition the Shire President and Manager have met to discuss the stage area completion. Council resolution is requested with respect to the following: -

1. Cobblestone finish to the stage walls - the meeting will be presented with the cobblestone tile for consideration.
2. Flat moss rock to be used in the spillways floor and walls and the rear water feature.

The following components are required to commence works: -

1. Limestone blocks - the paver cannot commence until the edging is completed.
2. Volunteer labour to collect moss rock. A source has been found on Cr. L Caffell's farm on the old Goldfields Road.
3. Volunteer labour to install the moss rock.

It is necessary for the limestone to be installed around the stage area and the internal pathways. No works to complete the amphitheatre area can be commenced until the limestone is on site.

I have been approached by the Tiler I have used on various projects within the four local governments and he has suggested that for accommodation costs he will install the cobblestone tiles to the stage.

The attached memorandums have been issued to various players in the project for the information of the Council.

The major issue at this time is labour. Council labour is actively engaged on road maintenance and bitumen patching. Currently I do not have labour to use on the project. It is imperative that the limestone be delivered to enable the main tasks to proceed.

FINANCIAL IMPLICATIONS

2004/2005 Budget – Hydrology Model Capital Expense..

To date the expenditure has been less than that budgeted.

It is recommended that professional labour be used on tasks set for the project to be completed within a reasonable timeframe.

POLICY IMPLICATIONS - Nil.

STATUTORY IMPLICATIONS - Nil.

STAFF RECOMMENDATION

1. "That a Paving Contractor be engaged to install the internal pathways of the Hydrology Model Project at an approximate cost of \$3,000.00."
2. "That the information regarding the progress of the Hydrology Model be received."

COUNCIL RECOMMENDATION

MOTION MIN 1762/04 MOTION - Moved Cr. Stokes 2nd Cr. Wheeldon

- 1 *"That a Paving Contractor be engaged to install the internal pathways of the Hydrology Model Project at an approximate cost of \$3,000.00."*
- 2 *"That the information regarding the progress of the Hydrology Model be received."*

CARRIED 4/0

- 3.15 pm Joanne Burgess, Capacity Builder – Avon Catchment Council entered Council Chambers. Commenced afternoon tea.
- 3.30 pm Joanne Burgess commenced discussion regarding Avon Catchment Council Strategy.
- 4.20 pm Joanne Burgess left Council Chambers.
- 4.27 pm Council Meeting resumed.

Chief Executive Officer's Report For the period September/October 2004

1. Human Resource Management

Some Administration and Management Staff will be completing short leave entitlements during the month of October whilst the school holidays are on and other long term commitments to attend functions and events.

Staff Leave periods is summarized hereunder;

- a) Manager Development Services, John Mitchell – two (2) weeks 4th to 15th October 2004
- b) CEO Personal Assistant, Gemma Stewart – 6 days – 1st October to 11th October 2004
- c) Manager Corporate Services, Raymond Griffiths – three days – 15th to 19th October 2004
- d) Finance Officer, Karina Von Paleske – three days 29th September to 4th October
- e) Clerical Administration Officer, Julie Clarke - four weeks – 30 September to 29th October 2004.
- f) Community Development Officer – 2 weeks, 15th October to 17th November.

2. Administration

- a) Advertising for the newly created part time position of Community Development Officer is in place with advertisements appearing in the West Australian Newspaper, Tammin Tabloid, Avon Valley Advocate Newspaper, closing on Friday 8th October 2004.

b) Advertising for the vacant position of General Hand/Plant Operator has been advertised with a similar position for the Shire of Kellerberrin in the West Australian Newspaper, Tammin Tabloid, Avon Valley Advocate and the Wheatbelt Mercury Newspaper, closing on Friday 8th October, 2004.

c) Re-Advertising for the Fuels and Oils Tender appears in the West Australian Newspaper and Avon Valley Advocate Newspaper, closing on Tuesday 12th October 2004.

Please note, Canvassing of Councillors will disqualify staff positions and tenders advertised.

d) Advertising for the vacant Council Member position has commenced for the Extraordinary Election for the Shire. Advertising for Enrolments on Councils Residents Roll has commenced the process of conducting the extraordinary election. As per Councils September Ordinary Minute, Local Elections will be held on Saturday 4th December 2004.

c) Advertising the proposed sale of two properties by Council being 2 Redmond Street and 1 Nottage Way has been undertaken as required by statute, for disposition of assets owned by the Council. Closing date for submissions is 6 October 2004.

d) Council Housing and Occupancy of 22 Ridley Street and 8 Nottage Way Tammin, has been amended as a result of an urgent request from local Real Estate Representative, Michael Greenwood and Tammin Abattoir Administration Officer Albert Fourie in regards to housing the Tammin Abattoir Floor Manager staff position and a family of four. I have had discussions with Charlie Puglia regarding his preparedness or not to relinquish occupancy of 22 Ridley Street or not to the Tammin Abattoir Floor Manager position. Mr Puglia has agreed to the proposal and has accepted 8 Nottage Way as temporary accommodation until Councils 3 x 1 Dwelling is established on Dreyer Street in the near future. Tenancy Agreements have been prepared for the occupancy of each property stated and electronic funds transfer for rental stated as a priority to occupancy.

g) Changeover of Ford Fairlane Vehicle - Council is advised that a cash surplus was made in selling the recent changeover vehicle to private parties. A cash back of \$1,021.62 was made in comparison of the previous two NIL changeover cost deals with Motor Vehicle Dealers. The vehicle will continue to be made available for private purchase.

2. Land Purchase and Surveying of Recreation Dam Site

Contact has been made with landowners Bruce and Lexie Carter, regarding the commencement of purchasing identified land that the Recreation Dam has been constructed on. Mrs Carter is now the appointed person to act on behalf of the landowners to finalise the matter of Land Value, Surveying and Title amendment.

3. Tammin Regional Waste Processing Site

Appointed Management Contractor, Steve Williams is making great progress to increase business and revenue for the Council as a result of recent negotiations in association with Council's appointed Manager development Services with the Shire of Cunderdin. Details are almost finalized for the disposal of waste to Tammin at around 800 tonnes per annum. Once finalization of negotiations are complete, details will be submitted to the Council for further consideration. The Manager Development

Services, Chief Executive Officer and the Tammin Regional Waste Processing Site Contract Manager, will be confirming appointments with neighbouring local governments over the next month to negotiate waste disposal to the Tammin Site. For the information of Council.

4. Annual Waste & Recycle Conference 2004 – The Esplanade Hotel Fremantle

I attended the annual Waste & Recycle Conference on Wednesday and Thursday 22nd and 23rd September 2004. Attendance on Wednesday was mid morning as a later than anticipated Shire of Kellerberrin Council Meeting on the Tuesday prior, did not allow me to attend at start of Wednesday proceedings.

A summary report is presented;

- e) Waste Management Board Forum – the Board has now recognized that new approaches and systems are needed to reflect, not only community change, but also the complexity in the range of different wastes that are now being generated within our society. In order to effectively bring about positive change in the way in which we view waste and manage waste, a new strategic approach has been developed. The vision of the Waste Management Board is that we move as a community Towards Zero Waste in Western Australia.

The main focus of this forum was to identify the waste measurement medium to use and the communication of waste measurement to stakeholders including the community. My opinion was that the identification of a “measurement unit” towards waste is being overplayed in comparison to the real outcomes and programs that need to be achieved to improve our waste collection, waste recycling and forward markets for waste separation and waste generation.

- ii) Keynote Speaker: Edward Boisson, Boisson & Associates United States
Mr Boisson presented experiences and programs being used in the United States, particularly the Florida area. In the US, waste management policies have evolved through several stages over the past couple of decades. In the 1980’s increasing environmental regulation led to perceived landfill crisis that triggered an historic expansion of municipal recycling infrastructure. The 1990’s concern over economic stagnation and the need to boost demand for the rapidly growing supply of recyclables spurred aggressive recycling market development efforts. In the 1990’s the emphasis shifted to minimizing life cycle environmental impacts like greenhouse gas emissions. Recently, waste management officials have begun to cast their efforts around the really big picture – a systems approach to optimizing materials and energy flows that is simultaneously fair, effective and efficient. Terms like “zero waste”, “cradle to cradle” or “product stewardship” and our common favourite, “sustainable development” have all been suggested to frame this development. All along the way it has been debated as to what is cost effective in the management of our waste.
- iii) Keynote Speaker: Mary Ann Curran US EPA Office of Research and Development – gave a presentation on sustainability and provided a simple definition – “sustainability focuses on maintaining, or improving, the quality of life (environment, social and economic) for everyone without causing irreparable damage to the earth (as well as its occupants). Sustainability crosses all business and economic sectors and all areas of human activity. Decisions about environmental, economic and technical improvement must be evaluated against the overall system-wide performance of a product, process or activity. The presentation provided definitions of the various life cycle based approaches, summarise the current state of the art practice of each, and

explore how the holistic nature of such cradle to grave, life cycle approaches provides an essential basis for moving towards sustainability. The lifecycle statement was given as I= P.A.T whereas I is Impact, P is Population, A is Affluent(consumer demand) and T is Technology. The US are moving rapidly towards sustainability and with this movement and charter heading towards compliance as well.

- iv) Hon Dr Judy Edwards Minister for the Environment opened the Conference with messages relating to Community Impacts, New approach and Systems and promote a positive way of how we recycle waste. This new and fresh approach to Zero Waste in 2020 does include a statement towards zero waste, statement of strategic direction focusing on the areas of policy and direction and a framework to implement strategic priorities all contained in a newly released document on Strategic Waste Directions for WA.

The Minister also stated that the various community grant scheme has been continued with and a slight increase in funding opportunities for \$1.5m to \$2.0m allocated annually. Hazardous Waste is a major priority for the Government in terms of Industry Waste Reduction, Household Waste Reduction and Construction and Demolition Industries Waste. Greater emphasis is being directed towards increased composting initiatives, organics and second tyre uses. The Municipal Waste Board will be preparing appropriate standards for composting waste from Municipal Waste, a Policy Document will be released in the next four weeks on used tyres disposal, storage and recycling and greater emphasis on data collection to better understand the different quantities of waste that is actually in our disposal and recycle system. Perhaps there will be a levy imposed for the dumping of waste by some form of measurement and/or straight out levy.

- v) Green Waste/Compost presentation made by Bob Paulin from the Department of Agriculture Compost Market Development in Horticulture and his address was on Economics and Implications. Compost is recommended to be of economic use subject to factors such as Quality and Measurement to ensure that the soil benefits are achieved. Non-agricultural markets are saturated however, the agriculture industry is not sufficiently consulted for increased use of compost in growing programs. The quality of compost is determined by the end use and the economics derived from its use and can be prepared in number of forms such as windrowing, in a vessel or a static site preparation. Minimum composting time for maximum value in production, is 20 days and done right traditional fertilizers can be reduced over time.
- vi) Gaining Community Support Through a Community Partnership Agreement session was presented by Facilitation Professionals, Roberta Mead and Gae Synott. The presentation was about What a Community Partnership Agreement is, How the Community Partnership Agreement was Developed and How the Community Partnership Agreement will be used. This presentation was based on setting up the Neerabup Waste Management Site under the guidance of the Mindari Regional Council. The Community Partnership Agreement with the Community via workshops, consultation and engagement with the community to determine the controls and benchmarks required to operate a waste disposal and processing close to a residential area.
- vii) Consultant Engineer John King of BSD Consultants presented a follow up topic on “A BOO Contract with Community Input – It Is Not So Frightening” and concentrated on the Mindari Regional Council in terms of construct, own and operate the waste disposal contract meeting benchmarks set by the Community after Community

consultation input in the final contract being agreed to by all parties. Areas covered here was Risk Management, Risk profile including Technology Changes and Community Changes built in, the Consequences of the Risk of operating such a facility close to a residential area, promote continuous improvement with the community, cost management/reduction strategies and the Mindari Regional Council assuming responsibility for management and compliance of contract conditions set.

viii) Contacts Made – contacts were established with Smorgan Steel Recyclers, Western Resource Recovery, Collex, David Gray & Co (Sulo Bins Supplies) Federal Department of the Environment & Heritage, Sims Metal, Wren Oil, SITA Environmental Solutions, Waste Management Board and MacDonald Johnston Engineering Co.

Council representation at the Conference – unfortunately, the President Cr Leslie withdraw from registering to attend and contact was made with Councils Waste Site Contract Management Operator Steve Williams on three occasions over the past four months to ascertain interest at Conference, was also declined for Steves attendance at the Conference.

I thank Council for the opportunity to attend the Conference for two days only as time permitted due to other commitments and appointments of both local governments of Tammin and Kellerberrin.

5. Expression of Interest to Purchase Council Land – ex Tammin Steel Vacant Land Donnan Street (Great Eastern Highway) Tammin

I have had previous discussions and again recent discussions with Mr Charlie Pulgia of Tiltmaster Services (Resident Engineering Business) over the possibility of purchasing from Council the remaining lots on the eastern side of the current land and buildings Council purchased from the ex Tammin Steel Business Auction. I raise this matter in advance to suggest to Council of continuing negotiations over the proposal of land purchase by Mr Pulgia to enable expansion of the buildings in an easterly direction. Council comments are encouraged in the Information Briefing session of the Council, prior to Council Meeting commencement.

6. Re-connection of Tennis Courts Lights

The Electrical Contractor has been contacted and engaged to re-connect the lighting system at the current tennis courts site. I have had an onsite inspection with the Electrical Contractor, Western Power Area Inspector and the Manager Works & Services recently to ascertain standards and safety requirements prior to undertaking such an exercise. Within the project an automatic shut off switch will be installed in lieu of a coin operated system to reduce maintenance and unnecessary power consumption cost due to potential vandalism to the coin operated system. The re-connection program should be completed over the next three week period.

I also remind Council of its 2003/2006 Strategic Planning Document –Theme 1: Our Community - item 1 - Sport & Recreation:

a) Create a multi-purpose facility at Donnan Park:

- Resurface the basketball court
- Improve Oval lighting
- Improve Buildings ; and

b) Consolidate facilities for sporting bodies, including identifying resource-sharing opportunities (eg Club Secretaries) with an estimated commencement year of 2004/2005 and completion year of 2005/2006. Obviously this target will not be achieved and advanced planning for the next round of Department Sport &

Recreation Grant application needs to be completed for the next annual round of advertising these grants.

7. Department of Sport and Recreation Facilities Fund for 2004/2005

Council is advised that only one application under the Departments annual round of funding applications, from within the Shire has been received from the Yorkrakine Community, for their Tennis Courts Project. Therefore, Councils assessment for a priority status on this application to the Department of Sport and Recreation, will be high and will be notified to the Department prior to October 31, 2004. This has been a standard procedure to follow when the annual funding round has closed, for the local government to set local priority on projects endorsed by the Council or not. Councils' most recent success was the Tammin Bowling Club funding application for the Playing Surface Lighting Improvement Project.

Frank Peczka
Chief Executive Officer

Manager Corporate Services Report

2003/2004 Annual Report

Council will undergo its Annual Audit commencing on Monday 1st November 2004 until Friday 5th November 2004. Currently administration staff is preparing the Audit Working Papers as per the auditor's instructions.

Council in its Audit Report for 2002/2003 received a clean Audit Report with some issues being raised in the Management Report. Please find below the items listed in the report and action taken to rectify these items

Audit Management Report Matters

Timeliness of Reporting

Council in its 2002/2003 Audit Management Report timeliness of reporting and the delay in which Council's audit report was produced from the time when the auditors attended Council's Offices.

This year Council's audit is being held later in the year for administration staff to complete and finalise two budgets and enough time to complete two annual reports. With the preparation of this years audit, it is Managements intent that this item will not be raised in Council's Management Report for 2003/2004.

Audit Efficiencies

It was noted the Council should be better prepared for the audit and preparation of documents and reports for when the auditors visit Council.

Council's Administration and Management have currently completed these requirements and it is Managements opinion that the Audit Efficiencies item will not be raised in Council's Management Report for 2003/2004.

Municipal Funds held in Trust

This item relates to Prepaid Rates money being held in Trust Fund Account and should be transferred to the Municipal Fund.

To date this item has not been completed as the Prepaid Rates money held in trust dates back to pre 1998 and the current system does not have any information of this money nor is

it easy to ascertain what has transpired from research of the Trust Account cheque book and deposit book. It is anticipated that on completion of the Annual Report that Administration will have greater opportunity to extend time and follow this matter through and resolve this item. Therefore this item may still be noted in Councils 2003/2004 Management Report.

Compliance Audit Return

The Compliance Return which is to be presented to Council and submitted to the Executive Director of the Department of Local Government by 31st March.

The Compliance Return for 2003 year was presented to Council on the 5th March 2004 with the document being sent to the Department of Local Government and Regional Development on the 15th April 2004.

Asset Register

Reconciliation of the Asset Register to the General Ledger was not visible on the audit visit.

Management and Administration are currently looking into this matter and it is anticipated that this item will be cleared by the time the Management Report is conducted.

Sundry Creditors

The Creditors Trial Balance did not reconcile to the General Ledger Control Account.

Management has introduced a reconciliation report that is balanced monthly and signed off by the Employee and Manager concerned. This has therefore eliminated this error happening again. This item will not appear on the 2003/2004 Management Report.

Tamma Village – Residents Rental Increase

On Thursday 23rd September I met with the Tamma Village residents, Joan Button and Gloria Dixon for discussion of the rental increase for Tamma Village and advise them of the discussion and correspondence that has taken place between Council and Department of Housing and Works.

Both Tenants and the Seniors Committee were receptive of the increase and the general discussion that took place after advising the tenants, was positive and encouraging.

WA Ranger Services

Please see attached incident report.

Manager Development Services Report

Tammin Regional Waste Processing Site

The Shire of Cunderdin has accepted the costings supplied by Council. The first load of Cunderdin waste is to be received the week commencing 27th September 2004.

There has been no substantial income for the site to this date, however the invoices will be issued shortly for any waste received from Cunderdin.

Tammin Abattoirs – Recommencement of Operations

The abattoirs have recommenced operation. Several days in the last week less than 50 sheep have been slaughtered in one day.

The Abattoirs is up to date with invoices.

Mr. DeQuintal of the Abattoirs has advised that an AQIS inspection will be undertaken within a month to assess the level of compliance for export status.

Roadhouse/Service Station Matters

Correspondence has been sent to the owners relating to the sewerage spills and other minor issues including the Hair Dresser.

The sewerage issues have been addressed and at this time some of the smell persons are concerned about, is the abattoirs operation.

45 Draper Street, Tammin

On Tuesday 28th September 2004 I met with Mr James Winmar over the condition of the above residence.

Mr Winmar has agreed to complete several items to ensure the residence complies with Council local laws. In addition the yards are being tidied up.

Annual Leave, Manager Development Services.

I will be on annual leave from Friday 1st October 2004 for two weeks.

-

Manager, Works & Services Report August/September 2004

1. MAJOR WORK

- 1.1. Trim up water binding work on Tammin Wyalkatchem Road
- 1.2. Trim shoulder work on York Tammin Road
- 1.3. Trim shoulder work on South Tammin Road
- 1.4. Tammin Wyalkatchem Road is ready for sealing, which will be done at the end of October or early November

2. MAINTENANCE WORK

- 2.1. Shoulders in Town Streets
- 2.2. Golf Links Road Maintenance Grading
- 2.3. Yorkrakine Road Maintenance Grading
- 2.4. Yorkrakine West Road Maintenance Grading
- 2.5. Nock Road Maintenance Grading
- 2.6. Patching Tammin Wyalkatchem Road
- 2.7. Yorkrakine Cemetery Road Maintenance Grading
- 2.8. Waltham Road Maintenance Grading
- 2.9. Barracks South Road Maintenance Grading
- 2.10. Yorkrakine East Road Maintenance Grading

3. GENERAL WORK

- 3.1. Hydrology Model – labour provided
- 3.2. Clean up Cemetery and dig grave
- 3.3. Poles transported to Tammin Bowling Club
- 3.4. Mowing Tennis Courts – non playing service area.
- 3.5. Town site weed spraying
- 3.6. Freason Park – tidy up
- 3.7. Mowing Memorial Park
- 3.8. Signs and white post erection
- 3.9. Clean up oval after grand final

- 3.10. Cut tree at TALEC and remove
- 3.11. Oval building – surrounds

4. PRIVATE WORKS

- 4.1. CBH dust – hire truck
- 4.2. 2 loads sand – F. Batchelor
- 4.3. Level block D. Martin – hire loader
- 4.4. Remove dead horse A. Munday

5. PLANT

- 5.1. Toyota Bus to Merredin for safety belt fitting (recall)
- 5.2. We are looking into a water tanker
- 5.3. We will be advertising for a reel mower for both ovals – 3 reels and catchers

Avon Football Grand Final in Tammin

Toby

Thursday – Wickets
Friday – Clean, Paint and Gravel
Sunday – Bins & water

Bob

Thursday – driveway
Friday – Grade and Painting
Saturday – Mow Oval
Sunday – Water around buildings

Tom

Thursday - Waste
Friday – Mark Oval and Grandstand
Sunday – Remove Waste

Ian

Friday – Mark Oval

Frank

Friday – Mark Oval
Saturday – Assist Football Club
Sunday - Remove lines oval.

Lawrence

Thursday – Mow Oval
Friday – Clean Bins

Total of 9 Plant Hours – Water truck, grader, utes, roller & paint
Total of 21 Hours Voluntary Labour – Ian, Bob, Toby, Frank & Tom

School Sports – deliver sand for pits and level out after sports day
Plant used - 2½ hours Grader, Loader & Truck

Community Development Officer Report

Volunteers Day Grant

I have submitted an application for funding under this grant for a community sausage sizzle. This function to be held in conjunction with the community Christmas Party on 11th December. This date is not firm and can be amended to meet the communities needs. Recognition must be given at this function to the communities volunteers and a photo of all the people attending will have to be submitted when the grant is acquitted. Any promotion of this event must recognise the state governments contribution.

Yorkrakine Tennis Club

I am currently working on the application for the Yorkrakine Tennis Club for a Community Sport and Recreation Facility Fund (CSRFF) grant. This grant will provide this community with two sand filled artificial grass surfaces which will be worth over \$50,000 to the shire when completed.

This project will involve a significant amount of community in-kind work with assistance from the shire in preparing the base for the courts and erecting the fence. However this work will help in containing costs and also assist in procuring the grant.

Computer Maintenance

Some support work required on the office computers, due to the installation of a new computer for the new licensing procedures. Also changes to the way we connect into the accounting system so that at times when the internet is slow we can bypass that connection and direct dial into Kellerberrin.

Waterwise Garden

This project is being held up due to the inactivity at the Hydrology Model. The entrance needs to be defined and the garden beds established before we can install the reticulation and plants. It is hoped that this can be completed before the end of November which will assist the planting. We are already behind the proposed timeline for this project and we will need to meet the completion date so as to retain the funding.

Hydrology Model Opening Postponement

I met with the organising committee with regard to the opening of the Hydrology Model and they decided to postpone the proposed opening date so that they could be sure that everything was complete. The new date of 6th February 2005 would seem to be a better choice to aim for as Councillor Leslie informed me that just on the work that he was required to do would take two weeks and that he would not be able to complete that by 24th October. I have requested another extension for acquittal of the Lotterywest Funding (\$4,500) but to date I have not received a response.

LATE BUSINNES OF AN URGENT NATURE

COUNCIL RECOMMENDATION

MOTION MIN 1763/04 MOTION - Moved Cr. Caffell 2nd Cr. Stokes

That Council accept Late and urgent business

CARRIED 4/0

Agenda Reference:	Late Item 1
Subject:	DRAFT Tender Specifications – Truck/Trailer Combination
Location:	Tammin
Applicant:	Shire of Tammin – Management Staff
File Ref:	Tenders
Disclosure of Interest:	N/A
Date:	29 th September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

Joint Works & Services Committee Meeting with the Shire of Kellerberrin, Works & Services Committee Meeting of the Shire of Tammin, Councils Plan of Principal Activities, Councils Strategic Plan and Councils Budget Meeting, for adoption of recommended budget allocations for Capital Purchases relating to Plant and Vehicles.

COMMENT

This agenda item has been presented to the Council for consideration and input, as there has been a number of confusing messages from external sources and within staff, as to what is required for the purchase and drafting of specifications for the capital purchase of a 6 x 4 Tip Truck and a Tipping Trailer combination to replace an ageing Mitsubishi 6 x 4 Tip Truck currently in Councils Fleet.

This matter is normally considered by Councils Works & Services Committee and Management Staff, to develop the broad guidelines and specifications of what type of heavy vehicle combination that the Council should purchase. The drafting of a specification schedule has been delayed, as Council Staff was reliant on external industry advice as to the finite details of the preferred heavy vehicle combination that Council should tender for and generally for local government application. It must be acknowledged that Staff are well aware of Councils budget allocation and Committee direction as to the most suitable type of trucking combination the Council should consider for purchase.

Enclosed with this agenda item is a draft specification schedule for the purchase of 6 x 4 Truck and to be completed a draft specification schedule for the tipping trailer combination.

In consideration of this proposed plant purchase staff, are conscious of the adaptability of a combination that best suits our needs in our delivery of roadworks programs. The broad specifications considered includes; engine horsepower rating (engine type can be left when considering tenders received), GCM rating range given, differential lock, suspension capacity and type should be considered ie 6 rod suspension, cabover versus long nose cab type, cabover protection as an option, transmission type ie Eaton 18 speed, hoist type ie Edbro and capacity ie 26 tonnes, etc.

I have enclosed the following information:

- a) broad budget for truck purchase and not considered to be final
- b) truck specifications schedule
- c) draft tender schedule that will be completed with more details

Trailer specifications are still being researched for a side tipping trailer. It is anticipated that tenders will be advertised for within the next four week period.

FINANCIAL IMPLICATIONS

2004/2005 Budget – Capital Expense Allocation of \$230,000.00 – truck \$150,000.00 and trailer \$80,000.00.

POLICY IMPLICATIONS

Ten (10) Year Plant Replacement Program
2004/2005 – 6 x 4 Tip Truck, Dolly and Side Tipping Trailer

STATUTORY IMPLICATIONS

Local Government Act 1995:

Section 3.57 – relates to Tenders for providing Goods and Services

Subdivision 2 – Committees and their Meetings

Section 5.8 relates to establishment of committees

Section 5.9 relates to types of committees

Section 5.16 relates to Delegation of some powers and duties to certain committees

Section 5.17 relates to Limits on delegation of powers and duties to certain committees

Section 5.20 relates to Decisions of councils and committees

Local Government (Functions and General) Regulations 1996 – Part 4 Tenders for providing goods or services

STRATEGIC PLAN IMPLICATIONS : N/A

PRINCIPAL ACTIVITY PLAN IMPLICATIONS

Principal Activity 1 – Plant and Equipment Acquisition and Replacement

- Activity – *replacing plant, vehicles and other assets (but excluding land, buildings and major infrastructure)*
- Objectives – *the timely purchase and replacement of assets in accordance with predetermined acquisition and replacement programs*
 - *minimizing vehicle replacement costs*
 - *optimizing the performance of the plant fleet*

Performance Measures – an annual assessment of plant and equipment by the Manager

Works & Services

- *to be based upon plant costing records and a physical examination of the condition of all items, including general safety*
- *to take into account plant operating costs and the down time due to repairs*
- *to consider the potential replacement changeover costs*

STAFF RECOMMENDATION

That Councils Staff complete a Tender Specification Schedule for Tip Truck and Side Tipping Trailer Combination in accordance with affordability, practicality and efficiency principles of delivering productive roadworks programs set by the Council.

COUNCIL RECOMMENDATION

MOTION MIN 1764/04 MOTION - Moved Cr. Stokes 2nd Cr. Caffell

That Councils Staff complete a Tender Specification Schedule for Tip Truck and Side Tipping Trailer Combination in accordance with affordability, practicality and efficiency principles of delivering productive roadworks programs set by the Council.

CARRIED 4/0

Agenda Reference:	Late Item 2
Subject:	Discussion Paper – Regional Model for Better Animal and Plant Pest Management
Location:	Perth
Applicant:	Department of Agriculture
File Ref:	AGR
Disclosure of Interest:	N/A
Date:	29 th September 2004
Author:	Frank Peczka, Chief Executive Officer

BACKGROUND

It is recognized internationally that once an animal or plant become established within an area, they are very difficult to eradicate. Whilst the eradication of pests at the national, state or local level is possible, a successful campaign usually requires that the pest infestation is quickly detected, an intensive and coordinated response is mounted, and ongoing surveillance program established. This requires the full support of all landholders and the community.

The Department of Agriculture and the Agriculture Protection Board, together with representatives of rural stakeholders have been working for some time now to develop a new regional model which would improve the management and regulation of animal and plant pests. The model would provide a common approach and increased services for the management of animal and plant pests on rural land. It should be noted that animal and plant diseases would not be dealt with under this approach, as they may not broadly affect all landholders, and industry-based mechanisms exist to deal with such diseases.

The discussion paper enclosed with Councils Agenda Papers outlines the detail of a new management and funding framework to guide local planning and coordination of control efforts, and attract new Government and Community investment to provide additional pest management and control services in each area.

A new regional management, planning and funding framework is proposed which would be overseen by the local statutory groups – currently Zone Control Authorities (ZCA's), established under the Agriculture and Related Resources Protection Act 1976.

COMMENT

Some of the concerns with this model is summarized hereunder:

- a) recommending to the APB the amount of an Animal and Plant Pest Rate to be set in the zone each year. This rate would raise sufficient funds for the delivery of the desired pest management programs in the Zone. The cost of these services would be equally shared between rural landholders and the Government via a Rate on private

rural land and matching (new) dollar for dollar contributions from the State Government.

- b) Landholder contributions would be sourced from every rateable property within a zone, including small landholders.
- c) The APB and the Minister would finally approve the recommended rate and the matching government contribution.
- d) The rating scheme would not impose any additional burden on local government, as rates would be collected by the Department of Treasury (Office of State Revenue).
- e) If a single ratepayer owns several properties within a Zone, they would receive a single assessment (and Rate Notice) for all properties under their ownership.
- f) An increase of at least \$2m has been recommended to fund adequate levels of animal and pest control on Government land.
- g) Total Government investment in coordinated animal and plant pest management would rise from \$10.5m to \$15.5m.

I imagine the landholder cannot take any more rate imposts and/or levies for a government responsible for this area of control and management for animal and plant pest programs. The Government has reduced its financial commitment to the APB and the Department of Agriculture over the more recent times and therefore with the large budget surplus, should re-instate funding to the desired levels that is required by the APB and the Department of Agriculture to protect this state. It is a state function and responsibility and as such should invest in their future revenue base by protecting that component with increased funding.

There are a number of inferences in the proposals and local government is being “silently” targeted to be the collector on behalf of state government at government cost and will have added responsibility for the administration and financial management of Zone expenditures, raising of rates and accountability. It is another task and another levy we do not need in local government to solve the statewide program that is whole of government responsibility and not the landholder to fund. We have observed in recent times the continuation of government extending its user pays principle upon the community and the landholder yet enjoy the comforts of large royalty contracts within the resources sector.

FINANCIAL IMPLICATIONS

Nil to local government at this stage – but this is unpredictable
Increased cost to local government by the rating of lands that the governments owns however managed by local government and on lands that local government owns freehold.

POLICY IMPLICATIONS - Nil

STATUTORY IMPLICATIONS

Agriculture and Related Resources Act 1976

STRATEGIC PLAN IMPLICATIONS - Nil

PRINCIPAL ACTIVITY PLAN IMPLICATIONS - Nil

STAFF RECOMMENDATION

That Council requests the Minister for Agriculture and the Government to commit other government funding sources to protecting the whole state from animal and pest plant infestations without burdening the community and the land owner any further.

COUNCIL RECOMMENDATION

MOTION MIN 1765/04 MOTION - Moved Cr. Stokes 2nd Cr. Caffell

That Council requests the Minister for Agriculture and the Government to commit other government funding sources to protecting the whole state from animal and pest plant infestations without burdening the community and the landowner any further.

CARRIED 4/0

LATE ITEM 3 - NEW 3 X 1 RESIDENCE

COUNCIL RECOMMENDATION

MOTION MIN 1766/04 MOTION - Moved Cr. Caffell 2nd Cr. Wheeldon

That the following motion be rescinded:-

“MIN 0645/04 MOTION – Moved Cr. Caffell 2nd Cr. Wheeldon

COUNCIL RECOMMENDATION

That Council constructs the Country Housing Authority three bedroom residence on lot 119 Draper Street, Tammin.”

By ABSOLUTE MAJORITY
CARRIED 4/0

COUNCIL RECOMMENDATION

MOTION MIN 1767/04 MOTION - Moved Cr. Caffell 2nd Cr. Wheeldon

That Council change the location of the new 3 x 1 house from Lot 119 Draper Street to Lot 66 Ridley Street

REASON

That this new location is more favourable for construction of the final house design.

CARRIED 4/0

LATE ITEM 4- LEADERSHIP PROGRAM NOMINATIONS – DEPARTMENT OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT

COUNCIL RECOMMENDATION

MOTION MIN 1768/04 MOTION - Moved Cr. Caffell 2nd Cr. Wheeldon

That Council nominates Jenna Goulden to the Department of Local Government and Regional Development Leadership Program.

CARRIED 4/0

LATE ITEM 5 - TOILET BLOCK AT YORKRAKINE ROCK

COUNCIL RECOMMENDATION

MOTION MIN 1769/04 MOTION - Moved Cr. Wheeldon 2nd Cr. Caffell

In response to correspondence received from Department of Conservation and Land Management, neighbouring residents be approached to be caretakers of the proposed toilet facility at Yorkrakine Rock.

CARRIED 4/0

LATE ITEM 6 - PROPOSED HERITAGE LISTING OF RAILWAY DAM, GOLDFIELDS ROAD, TAMMIN

COUNCIL RECOMMENDATION

MOTION MIN 1770/04 MOTION - Moved Cr. Caffell 2nd Cr. Wheeldon

In response to correspondence received from the Heritage Council of Western Australia, further research be carried out and presented at the next Council Meeting.

CARRIED 4/0

LATE ITEM 7 - DEPARTMENT OF PLANNING AND INFRASTRUCTURE - DELAY IN LICENSING ASSISTANCE VIA TELEPHONE FROM TAMMIN OFFICE

COUNCIL RECOMMENDATION

MOTION MIN 1771/04 MOTION - Moved Cr. Caffell 2nd Cr. Stokes

That Council forward a letter to the Department of Planning and Infrastructure and to member for Merredin, Mr Brendon Grylls, regarding time delays in transport licensing enquiries and lengthy response times.

CARRIED 4/0

LATE ITEM 8 - OPENING OF HYDROLOGY MODEL

COUNCIL RECOMMENDATION

MOTION MIN 1772/04 MOTION - Moved Cr. Wheeldon 2nd Cr. Stokes

That the opening date of the Tammin Hydrology Model be rescheduled to 10th April 2005, due to more favourable weather conditions and fixturing of other events and activities within the district.

CARRIED 4/0

6:20pm - There being no further business, Council Meeting was declared closed.

NEXT COUNCIL MEETING

Wednesday, 3 November 2004