



Minutes of the Shire of Tammin Ordinary Council Meeting held at Council chambers,  
1 Donnan Street Tammin, on Thursday 16 October 2014.

#### **MISSION STATEMENT**

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

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## **AGENDA**

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

The Shire President Cr Uppill declared the meeting open at 4.00pm.

### **2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

Cr S. Uppill	President
Cr C. Crane	Deputy President
Cr M. Greenwood	Member
Cr D. McCreery	Member
Cr P. Bell	Member
Cr. D. Thomson	Member
Brian Jones	Chief Executive Officer

#### **APOLOGIES**

Nil

#### **LEAVE OF ABSENCE**

Nil

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

Nil

### **4. PUBLIC QUESTION TIME**

Geoff Christison – queried when maintenance would be carried out on Youlering Rd. CEO advised the crew had been busy on construction program over past month and would be back on maintenance next week and would inspect issues raised.

### **5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

<u>Councilor</u>	<u>Item Number</u>	<u>Nature of Interest</u>
Cr Greenwood	11.5	Impartial

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

7.1 ORDINARY COUNCIL MEETING MINUTES - (18 September 2014)

Recommendation:

That the Minutes of the Ordinary Council meeting held on 18 September 2014 be confirmed as a true record of proceedings.

#### **MIN 87/14 MOTION – MOVED Cr Bell seconded Cr Thomson**

That the Minutes of the Ordinary Council meeting held on 18 September 2014 be confirmed as a true record of proceedings.

CARRIED 6/0

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

Advised of the passing of Rod Carter, Shire President of the Shire of Cunderdin and former Chairperson and member of SEAVROC and SEARTG. Rod had been instrumental in developing regional cooperation between the SEAVROC Councils and will be a big loss to Cunderdin, the Region and local government.

Acknowledged the passing of John Wheeldon, a long time Tammin resident and husband of Margaret. Margaret was a Shire Councillor of the Shire of Tammin from 1999 to 2009.

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

Nil

**10. REPORTS OF COMMITTEES / COUNCILLOR**

10.1 Housing Design Committee meeting held on 23 September 2014

Committee Recommendation:

That Council agrees that the two proposed 3 x 1 transportable houses be located on separate lots, being lots 5 & 6 Nottage Way.

**MIN 88/14 MOTION – MOVED Cr Bell seconded Cr McCreery**

That Council agrees that the two proposed 3 x 1 transportable houses be located on separate lots, being lots 5 & 6 Nottage Way.

CARRIED 6/0

10.2 Housing Design Committee meeting held on 25 September 2014

Committee Recommendation:

That the Housing Design Committee recommend to Council that Tenders not be called for the two 3 x 1 transportable houses in accordance with the Local Government (Functions and General) regulation 11(2)

*(2) Tenders do not have to be publicly invited according to the requirements of this Division if—*

*(f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;*

The reason for this recommendation is because the Committee, following on site inspections of a number of different options, has selected what is in the Committee's opinion, the best design option for the transportable houses and as each design option is specific to the relevant supplier for that product there is only one supplier.

**MIN 89/14 MOTION – MOVED Cr McCreery seconded Cr Bell**

That the Housing Design Committee recommend to Council that Tenders not be called for the two 3 x 1 transportable houses in accordance with the Local Government (Functions and General) regulation 11(2)

*(2) Tenders do not have to be publicly invited according to the requirements of this Division if—*

*(f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;*

The reason for this recommendation is because the Committee, following on site inspections of a number of different options, has selected what is in the Committee's opinion, the best design option for the transportable houses and as each design option is specific to the relevant supplier for that product there is only one supplier.

CARRIED 6/0

Council Delegates

Cr Greenwood	Cunderdin Primary Health Care Demonstration Site Project User Group meeting – 8 October 2014
Cr Bell	Tammin Markets Meeting – 14 October 2014 Tammin Seniors Meeting – 14 October 2014

**11. AGENDA ITEMS**

## **11.1 List of Payments – September 2014 (FIN-05)**

Author – Nathan Gilfellon, SFO, 08 April 2014, Interest – Nil

### **BACKGROUND**

Accounts paid for September 2014 is listed totaling:

Cheque numbers	6532 to 6537	\$4,724.03
Direct debit payments		\$7,939.44
Licensing transfers		\$9,428.90
Bank fees		\$758.82
VISA payments		\$348.53
EFT payments	EFT909 to EFT940 & EFT944 to EFT976	\$106,725.41
Salaries and Wages		\$43,254.33
Total payments		\$173,179.46

### **COMMENT**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY ENVIRONMENT**

See attached reference point 15

### **STRATEGIC PLAN IMPLICATIONS**

Nil

### **FUTURE PLAN IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **STAFF RECOMMENDATION**

That the list of payments made for September 2014 be endorsed as follows:

Cheque numbers	6532 to 6537	\$4,724.03
Direct debit payments		\$7,939.44
Licensing transfers		\$9,428.90
Bank fees		\$758.82
VISA payments		\$348.53
EFT payments	EFT909 to EFT940 & EFT944 to EFT976	\$106,725.41
Salaries and Wages		\$43,254.33
Total payments		\$173,179.46

Simple Majority Required

**MIN 90/14 MOTION – MOVED Cr Uppill seconded Cr Thomson**

That the list of payments made for September 2014 be endorsed as follows:

Cheque numbers	6532 to 6537	\$4,724.03
Direct debit payments		\$7,939.44
Licensing transfers		\$9,428.90
Bank fees		\$758.82
VISA payments		\$348.53
EFT payments	EFT909 to EFT940 & EFT944 to EFT976	\$106,725.41
Salaries and Wages		\$43,254.33
Total payments		\$173,179.46

CARRIED 6/0

## **11.2 Financial Report to 30/09/2014 (FIN-05)**

Author – Nathan Gilfellon, SFAO, 08 April 2014, Interest – Nil

### **BACKGROUND**

The Monthly Financial Report to 30 September 2014 was forwarded to Councillors on Tuesday 14 October 2014.

### **COMMENT**

The Financial Report has been prepared in the format requested by Council.

The effect of the Council's Policy decision on reporting variances is shown in the far right column – being the calculated variance between the Actual Column and the YTD Budget column figures where the variance is greater than 10% and \$5,000.

### **FINANCIAL IMPLICATIONS**

No significant implications.

### **POLICY IMPLICATIONS**

Council resolved (Item 5 – 15 August 2013) that in accordance with section 34(5) of the Local Government (Financial Management) Regulations 1996 a variance percentage of 10% and \$5,000 be adopted for reporting material variances.

### **STATUTORY ENVIRONMENT**

See attached reference point 15

### **STRATEGIC PLAN IMPLICATIONS**

Nil

### **FUTURE PLAN IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **STAFF RECOMMENDATION**

That the Financial Report for 30 September 2014 be received.

Simple Majority Required

### **MIN 91/14 MOTION – MOVED Cr Bell seconded Cr McCreery**

That the Financial Report for 30 September 2014 be received.

CARRIED 6/0



## **11.3 Purchase of New Truck & Sale of Truck**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

The 2014/15 Budget provides for the purchase of a new truck and the trade-in of the Shire's Isuzu truck.

Quotations were requested through WALGA Preferred Supplier panel, closing Wednesday 15 October 2014.

### **COMMENT**

Details of quotations received will be forwarded to Councillors on Wednesday afternoon and will be tabled at the Council meeting.

### **STATUTORY ENVIRONMENT**

Local Government (Functions & General) regulations

*11. When tenders have to be publicly invited*

*(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100,000 unless subregulation (2) states otherwise.*

*(2) Tenders do not have to be publicly invited according to the requirements of this Division if (b) the supply of the goods or services is to be obtained through the Purchasing Service of WALGA;*

30. Dispositions of property excluded from Act s. 3.58

*(3) A disposition of property other than land is an exempt disposition if —*

*(a) its market value is less than \$20 000; or*

*(b) it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50,000.*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The current Budget includes \$220,000 for the purchase of a new truck and \$50,000 sale proceeds from the sale of the Isuzu truck, being a net changeover of \$170,000.

The Plant Reserve Fund balance is approximately \$149,000 and Council budgeted to utilise \$100,000 from the Reserve Fund towards this purchase.

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

**OFFICER'S RECOMMENDATION**

That Council:

Accept the Quotation submitted by WA Hino Sales & Service for the purchase of a Hino 700 Series, with the CEO to negotiate the body specifications and supply of workshop CD and parts catalogue

Simple Majority Required

**MIN 92/14 MOTION – MOVED Cr McCreery seconded Cr Thomson**

That Council:

Accept the Quotation submitted by WA Hino Sales & Service for the purchase of a Hino 700 Series, with the CEO to negotiate the body specifications and supply of workshop CD and parts catalogue

CARRIED 6/0

## 11.4 Risk Management Governance Framework

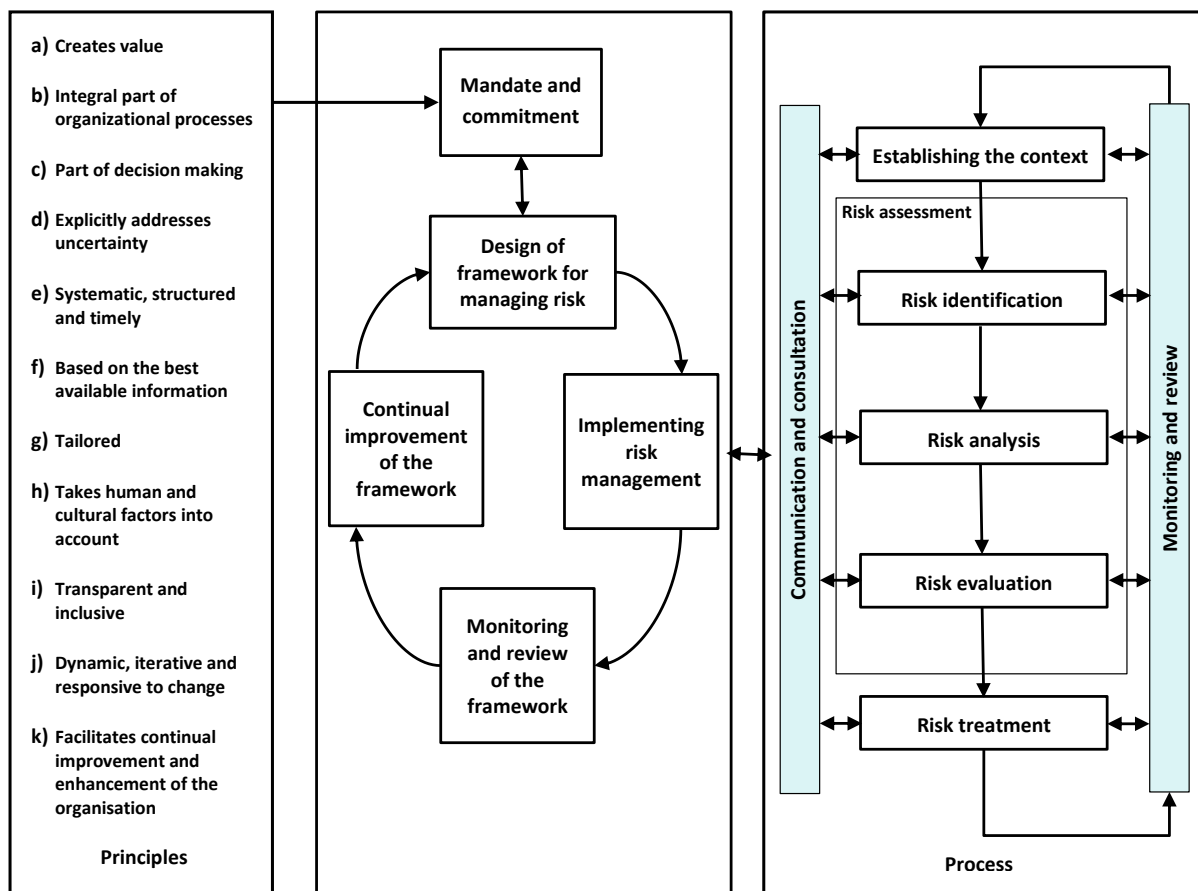
Author – Brian Jones

### DECLARATION OF INTEREST

Nil

### BACKGROUND

A draft Policy entitled 'Risk Management' is submitted for consideration by Council, together with the Council's inaugural Risk Management Governance Framework, which embeds procedures for implementing the Policy within the organisation by Management and employees.



Risk Management Process (Source: AS/NZS 31000:2009)

The Policy and Framework is based on best practice guidance supplied by Council's Insurance Broker, Local Government Insurance Services (LGIS) as part of a Regional Workshop convened in Quairading on Monday 8 September 2014 with the Shires of Cunderdin, Quairading and Tammin. A follow up workshop was held in Tammin on Tuesday 9 September 2014 with the Shires CEO, Senior Finance Officer, Works Supervisor and Community Development Officer in attendance.

## **COMMENT**

In accordance with the requirements for the CEO to review certain systems and procedures (see Statutory Implications) it is recommended that Council adopts the attached Policy and attached Framework, which will guide staff in preparing the review to the next Audit committee meeting which is planned to be held prior to the November 2014 Council meeting.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STATUTORY IMPLICATIONS**

A new Regulation (number 17) was inserted into the Local Government (Audit) Regulations 1996 on 8 February 2013, which requires the Chief Executive Officer to undertake certain additional 'new tasks' required by that legislation. In accordance with this regulation, the first review must be undertaken by no later than December 2014 (two calendar years).

*Local government (audit) regulations*

### 17. CEO to review certain systems and procedures

*(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*

*(a) risk management; and*

*(b) internal control; and*

*(c) legislative compliance.*

*(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*

*(3) The CEO is to report to the audit committee the results of that review.*

*[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]*

## **STRATEGIC IMPLICATIONS**

Nil

## **COMMUNITY CONSULTATION**

Nil

## **OFFICER'S RECOMMENDATION**

That Council adopt the Risk Management Policy as attached and endorse the initial Risk Assessment and Acceptance Criteria (Appendix A on the Attachment to this Report).

Simple Majority Required

### **MIN 93/14 MOTION – MOVED Cr Bell seconded Cr Greenwood**

That Council adopt the Risk Management Policy as attached and endorse the initial Risk Assessment and Acceptance Criteria (Appendix A on the Attachment to this Report).

CARRIED 6/0

Cr Greenwood left the meeting at this point (4:38pm).

## **11.5 Review of Electrical Services**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

Council agreed to include in the Corporate Business Plan adopted in August 2014 the action “Electrical service to be reviewed”

The following decisions have been made by Council in regards to the Electrical service:

#### August 2010

That Council set aside funds in the 2010/11 Budget to engage a consultant to prepare a business plan to determine the viability of the Shire of Tammin employing its own qualified electrician.

#### December 2010

That the Chief Executive Officer be authorised to put the Shared Services Proposal into effect.

#### November 2012

That Council agrees to employ an apprentice electrician, as budgeted, and that recruitment commences shortly to enable the apprenticeship to commence after the New Year return to work.

### **COMMENT**

A copy of the Shared Service Proposal is attached.

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **OFFICER’S RECOMMENDATION**

That Council appoint Cr Uppill Cr Thomson and Cr Crane to a working group to review the Shire Electrical Service and make recommendations to Council.

Simple Majority Required

**MIN 94/14 MOTION – MOVED Cr Bell seconded Cr McCreery**

That Council appoint Cr Uppill Cr Thomson and Cr Crane to a working group to review the Shire Electrical Service and make recommendations to Council.

CARRIED 5/0

Cr Greenwood returned to the meeting at this point (5:00pm)

## **11.6 Invoice 1423 – Depot – Splice Projects**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

On 1 September 2014 the Shire received an Invoice from Splice Projects for works completed at the new Depot for the amount of \$28,175.20 plus GST. Shire order #3553 was issued on 2 July 2013 for the total amount of \$87,992 and a previous progress claim for \$57,194.80 has been submitted and paid. The works include internal & external wall frames, windows, doors, skirting, kitchen, & hardware, tiles to floors, showers, splash backs and internal painting.

As the new Depot was completed during 2013/14 (officially opened on 29 April 2014) and the grant from Royalties for Regions has been acquitted, there is no provision for any expenditure included in the 2014/15 Budget. Accordingly this Invoice needs to be authorised by Council.

### **COMMENT**

The Shire's Building Surveyor has confirmed that the works were completed.

### **FINANCIAL IMPLICATIONS**

This unbudgeted expenditure will impact on the Shire's adopted Budget and will need to be considered when Council undertakes the mid-year Budget review.

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY IMPLICATIONS**

#### 6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution\*; or

(c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil



**OFFICER'S RECOMMENDATION**

That Council authorise the payment of \$30,992.72 to Splice Projects for payment of Invoice 1423 for works undertaken at the new Depot as included on Shire order 3553.

Absolute Majority Required

**MIN 95/14 MOTION – MOVED Cr Thomson seconded Cr McCreery**

That Council authorise the payment of \$30,992.72 to Splice Projects for payment of Invoice 1423 for works undertaken at the new Depot as included on Shire order 3553.

CARRIED 6/0

## **11.7 Sale of Lot 88 Redmond Street**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

Lot 88 Redmond Street is zoned Residential, has an area of approx 1170m<sup>2</sup> with a 20m street frontage and is owned freehold by the Shire.

The Shire received an unsolicited offer to purchase the lot, which was discussed informally with Council following a previous Council meeting.

The CEO advertised for Expressions of Interest for sale of the land by public tender in the Kellerberrin and Cunderdin Newspapers and in the Tammin Tabloid to see if there was any interest from other parties in purchasing the lot. No interest has been received.

### **COMMENT**

With the completion of the new Shire Depot and recent purchase of three residential lots on Nottage Way, Council no longer has any use for this land at this stage and may wish to consider selling the land as surplus to our needs.

### **FINANCIAL IMPLICATIONS**

The person interested has advised a purchase price of approximately \$10,000. The land has a Fair Value valuation of \$14,000 in accordance with the valuations undertaken for the Shire recently by APV.

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY IMPLICATIONS**

*3.58. Disposing of property*

*(1) In this section —*

*dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.*

*(2) Except as stated in this section, a local government can only dispose of property to —*

*(a) the highest bidder at public auction; or*

*(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

*(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

*(a) it gives local public notice of the proposed disposition —*

*(i) describing the property concerned; and*

*(ii) giving details of the proposed disposition; and*

*(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*  
*(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

**STRATEGIC IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

Nil

**OFFICER'S RECOMMENDATION**

That Council authorise the CEO to offer the land for sale to the interested parties for the sum of \$14,000 and to negotiate to no lower than \$12,000.

Simple Majority Required

**MIN 96/14 MOTION – MOVED Cr Thomson seconded Cr McCreery**

That Council authorise the CEO to offer the land for sale to the interested parties for the sum of \$14,000 and to negotiate to no lower than \$12,000.

CARRIED 6/0

## **11.8 WALGA's Poll Provisions Advocacy Position**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

WALGA is seeking feedback by Friday, 31 October from all Local Governments to refine their advocacy position relating to the Poll Provisions contained in Schedule 2.1 of the *Local Government Act 1995*.

This is in accordance with an Annual General Meeting resolution seeking sector input to define the criteria associated with a Local Government being 'significantly affected' by a boundary change proposal. State Council subsequently resolved to consult with the sector to determine WALGA's advocacy position relating to this issue.

### **COMMENT**

A copy of the Info Page is attached.

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY IMPLICATIONS**

*8. Electors may demand poll on a recommended amalgamation*

*(1) Where the Advisory Board recommends to the Minister the making of an order to abolish 2 or more districts (the districts) and amalgamate them into one or more districts, the Board is to give notice to affected local governments, affected electors and the other electors of districts directly affected by the recommendation about the recommendation.*

*(2) The notice to affected electors has to notify them of their right to request a poll about the recommendation under subclause (3).*

*(3) If, within one month after the notice is given, the Minister receives a request made in accordance with regulations and signed by at least 250, or at least 10%, of the electors of one of the districts asking for the recommendation to be put to a poll of electors of that district, the Minister is to require that the Board's recommendation be put to a poll accordingly.*

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **OFFICER'S RECOMMENDATION**

For Council consideration.

Simple Majority Required

### **MIN 97/14 MOTION – MOVED Cr McCreery seconded Cr Uppill**

That Council's position be that the Poll provisions should be removed from the local government act.

CARRIED 4/2

## **11.9 Roads to Recovery**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

The previous Roads to Recovery arrangements ceased on 30 June 2014. The adopted Budget for 2014/15 included \$150,000 income from Roads to Recovery in anticipation of the new program starting in this financial year. These funds were allocated towards the costs of improvements to Bungulla North Road using asphalt corrector.

Advice has been received confirming the Shire's Roads to Recovery funding over the next five years as follows:

2014/15	\$134,417
2015/16	\$268,835
2016/17	\$134,417
2017/18	\$134,417
2018/19	\$134,417

### **COMMENT**

The works on Bungulla North Rd will be reduced to reflect the funding allocation.

It is recommended that Council allocate the Roads to Recovery funding for 2015/16 as follows:

\$200,000	Yorkrakine Rd - reconstruct and widen to 7m seal the section from North of Russell St to South of Golf Course access
\$68,835	Improvements to the McLaren and Walston intersection including widening McLaren seal between Draper and Walston

### **FINANCIAL IMPLICATIONS**

This report deals with funding provided by the Commonwealth

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

**OFFICER'S RECOMMENDATION**

That Council allocates the Roads to Recovery funding for 2015/16 as follows:

\$200,000	Yorkrakine Rd - reconstruct and widen to 7m seal the section from North of Russell St to South of Golf Course access (approx 2km)
\$68,835	Improvements to the McLaren and Walston intersection including widening McLaren seal between Draper and Walston

Simple Majority Required

**MIN 98/14 MOTION – MOVED Cr Bell seconded Cr McCreery**

That Council allocates the Roads to Recovery funding for 2015/16 as follows:

\$200,000	Yorkrakine Rd - reconstruct and widen to 7m seal the section from North of Russell St to South of Golf Course access (approx 2km)
\$68,835	Improvements to the McLaren and Walston intersection including widening McLaren seal between Draper and Walston

CARRIED 6/0

## **11.10 Tammin Achievement Awards**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

The Tammin Achievement Awards have been established to acknowledge the best & fairest winners in their respective sports and to recognise Tammin residents for their contribution in making a difference to our community.

The Awards have been in a yearly or biennial (1997, 2000, 2002, 2004, 2005, 2006, 2007, 2008, 2010, 2012, 2013) frequency at various times of the year. The awards have been held in the Town Hall and the Bowling Club and the Council chambers.

### **COMMENT**

Council does not have a Policy in regards to the Achievement Awards and accordingly Council direction is requested on the holding of future functions.

### **FINANCIAL IMPLICATIONS**

Council has allocated \$1,000 in the current Budget

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **OFFICER'S RECOMMENDATION**

For Council consideration

Simple Majority Required

### **MIN 99/14 MOTION – MOVED Cr Crane seconded Cr Greenwood**

That the CEO prepare a Policy for Council consideration to include the following elements; Annual event; to be held at end of March; Bowling Club being preferred venue; invite new residents.

CARRIED 6/0

**12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

That Council deal with the purchase of two new transportable residences.

**MIN 100/14 MOTION – MOVED Cr Crane seconded Cr Thomson**

Council discussed the purchase of two new transportable residences with members of the Housing Design Committee. It was agreed that further information be obtained prior to committing to a purchase and that Council is supportive of the Housing Design Committee pursuing this matter.

CARRIED 6/0

**14 CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 5.47 pm.

Tabled before the Ordinary Council Meeting on 20 November 2014.

Cr S Uppill, President



## **15 REFERENCES**

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

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

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

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

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

### **7.1 STATUTORY ENVIRONMENT**

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

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

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

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

### **11.2 Financial Report Reference - STATUTORY ENVIRONMENT**

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

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

*The Statement is to be accompanied by:*

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

**PAYMENTS LIST SEPTEMBER 2014**

Date	Reference	Supplier Name	Details	Amount
<b>Cheque Payments</b>				
16/09/2014	6532	LGRCEU	Union fee	58.20
24/09/2014	6533	Australia Post	Post & Stationery	281.46
24/09/2014	6534	Kleenheat Gas	LPG Bulk gas for Tamma Village	391.71
24/09/2014	6535	Synergy	Electricity 01/01 - 12/04/2011	1,630.15
24/09/2014	6536	Telstra	Internet & phone 01/01 - 12/04/2011	2,304.31
24/09/2014	6537	LGRCEU	Union fee	58.20
			<b>Sub-total</b>	<b>4,724.03</b>
<b>Direct Debit payments</b>				
03/09/2014	Debit	Commonw ealth bank of Australia	EFTPOS Fee	60.19
30/09/2014	Debit	Western Australian Treasury Corporation	Loan Payments	7,879.25
			<b>Sub-total</b>	<b>7,939.44</b>
<b>Licensing Transfer</b>				
03/09/2014	J7171	Department of Transport	Licensing 03/09/14	105.90
04/09/2014	J7176	Department of Transport	Licensing 04/09/14	801.30
05/09/2014	J7177	Department of Transport	Licensing 05/09/14	660.50
10/09/2014	J7179	Department of Transport	Licensing 10/09/2014	1,308.35
11/09/2014	J7184	Department of Transport	Licensing 11/09/2014	267.00
01/09/2014	J7207	Department of Transport	Correct DOT Liability & Dot Account	470.10
12/09/2014	J7208	Department of Transport	Licensing 12/04/14	1,264.90
15/09/2014	J7209	Department of Transport	Licensing 15/09/14	1,120.65
16/09/2014	J7210	Department of Transport	Licensing 16/09/14	760.85
18/09/2014	J7213	Department of Transport	Licensing 19/09/2014	52.20
19/09/2014	J7214	Department of Transport	Licensing 19/09/2014	321.55
22/09/2014	J7219	Department of Transport	Licensing 22/09/14	72.40
23/09/2014	J7220	Department of Transport	Licensing 23/09/2014	229.35
24/09/2014	J7221	Department of Transport	Licensing 24/09/2014	152.20
26/09/2014	J7222	Department of Transport	Licensing 26/09/2014	516.60
30/09/2014	J7223	Department of Transport	Licensing 30/09/2014	1,325.05
			<b>Sub-total</b>	<b>9,428.90</b>
<b>Bank Fees</b>				
02/09/2014	Debit	Commonw ealth bank of Australia	CBA Merchant Fee - Sept 2014	36.50
04/09/2014	Debit	National Australia Bank	Audit Fees	70.00
04/09/2014	Debit	National Australia Bank	Nab Transact Fee - usage for September 2014	5.60
04/09/2014	Debit	Westnet	Internet Service - Depot	69.45
19/09/2014	Debit	National Australia Bank	NAB Connect Fee - Access and Usage for September 2014	85.74
30/09/2014	Debit	National Australia Bank	Account Fees for September 14 for DPI Account	20.00
30/09/2014	Debit	National Australia Bank	Account Fees for September 14 for Trust Account	21.80
30/09/2014	Debit	National Australia Bank	Account Fees for September 2014 for Muni Account	69.80
30/09/2014	Debit	CBA	CBA Merchant Fee September	375.71
30/09/2014	Debit	National Australia Bank	Overdraft Account Fees for DPI Account	4.22
			<b>Sub-total</b>	<b>758.82</b>
<b>VISA Payments</b>				
03/09/2014	Debit	National Australia Bank	Visa Monthly Fee September 2014	348.53
			<b>Sub-total</b>	<b>348.53</b>

EFT Payments				
08/09/2014	EFT909	Prime Super	Superannuation	89.26
08/09/2014	EFT910	REST Superannuation	Superannuation	492.80
08/09/2014	EFT911	WALG Superannuation	Superannuation	3,663.75
08/09/2014	EFT912	Actrol	11 kg gas bottle, ducting & elbow s	983.62
08/09/2014	EFT913	Avon Valley Glass	Install s/s screens & window s	2,289.90
08/09/2014	EFT914	Bell Patricia.	Sitting fee & travel Aug. Council meeting	105.00
08/09/2014	EFT915	Bunnings	Rose gun & floor cleaner	31.59
08/09/2014	EFT916	Conplant Pty Ltd	L/H top glass window	338.05
08/09/2014	EFT917	Copier Support	Tabloid Toner	434.60
08/09/2014	EFT918	Courier Australia	Freight	125.24
08/09/2014	EFT919	Crane, Carol	Sitting fee & travel Aug. Council meeting	105.00
08/09/2014	EFT920	Eastern Hills Saw s & Mow ers Pty Ltd	Brush cutter, lube chain, 20" chain & Lube cutter	942.00
08/09/2014	EFT921	F-111 Engineering Pty Ltd	Build Service trailer	2,552.00
08/09/2014	EFT922	Farmw ays Kellerberrin	Dual purpose ladder	369.00
08/09/2014	EFT923	Greenw ood MD	Sitting fee & travel Aug. Council meeting	152.77
08/09/2014	EFT924	Gull Tammin Roadhouse	August Acc	230.91
08/09/2014	EFT925	KOMATSU.	L/H mirror assembly unit & Filters	488.91
08/09/2014	EFT926	Koorda Community Resource Centre	Seniors luncheon	15.00
08/09/2014	EFT927	Lewis Henry	Refund of hall hire bond	300.00
08/09/2014	EFT928	McCreery Dustin.	Sitting fee & travel Aug. Council meeting	120.83
08/09/2014	EFT929	MM Electrical Merchandising	Enclosures, CB's, safety sw itches, flourescent.	1,695.12
08/09/2014	EFT930	Motorcharge Limited	August 2014	7,031.97
08/09/2014	EFT931	Officew orks	Epson multi function printer	498.37
08/09/2014	EFT932	Prestige Alarms	24 hr monitoring of security system	143.00
08/09/2014	EFT933	The Murray Hotel	Accomodation - N Giffellon	199.00
08/09/2014	EFT935	Thompson Signs	Tel# stickers & Signs for tip	203.50
08/09/2014	EFT934	Thomson Donald.	Sitting fee & travel Aug. Council meeting	140.19
08/09/2014	EFT936	Uppill, Scott	Sitting fee & travel Aug. Council meeting	224.69
08/09/2014	EFT937	WALGA	2014 Local Government Convention	10,853.96
08/09/2014	EFT938	Zee Tags	Dog tags	109.31
16/09/2014	EFT940	WALG Superannuation	Superannuation	3,766.44
16/09/2014	EFT939	REST Superannuation	Superannuation	437.44
25/09/2014	EFT944	Avon Waste	Domestic Refuse Collection	1,749.65
25/09/2014	EFT945	Bell Patricia.	Sitting fee & travel Sept. Council meeting	105.00
25/09/2014	EFT946	Bencubbin CRC	Hire of bus for senior Luncheon	200.00
25/09/2014	EFT947	Bunnings	Gaunt rope traces, multi function tool, screw s, nuts & bolts	318.44
25/09/2014	EFT948	Courier Australia	Freight	54.92
25/09/2014	EFT949	Crane, Carol	Sitting fee & travel Sept. Council meeting	105.00
25/09/2014	EFT950	Cunderdin Contract Grading	Maintenance grading & road construction	16,016.00
25/09/2014	EFT951	Cunderdin Farmers Co-operative Co Ltd	Toilet seat, gate hooks & pkt clouts	30.75
25/09/2014	EFT952	Dow erin Companion Club Inc.	Bus Hire for Senior Luncheon	157.65
25/09/2014	EFT953	Eastern Hills Saw s & Mow ers Pty Ltd	Service TNSS	342.50
25/09/2014	EFT954	Greenw ood MD	Seniors luncheon	2,637.15
25/09/2014	EFT955	Hanson Construction Materials Pty Ltd	Washed blue metal	4,448.65
25/09/2014	EFT956	Heppell, Dennis	Carting Gravel	8,112.50
25/09/2014	EFT957	Hutton & Northey Sales	Rear-view mirror - TN 848	176.45
25/09/2014	EFT958	Indian Ocean Hotel	Accomodation for Z Jefferies - Trellis training	600.00
25/09/2014	EFT959	JR & A Hersey Pty Ltd	Protective clothing	2,591.05
25/09/2014	EFT960	Kellerberrin Farmers Co-Op	Tea & Sugar	48.22
25/09/2014	EFT961	Landgate	Rural UV interim Valuation	77.00
25/09/2014	EFT962	Mitre 10 Solutions	Control Board	117.16
25/09/2014	EFT963	ML & RWP Cole	Performance @ Seniors luncheon	350.00
25/09/2014	EFT964	MM Electrical Merchandising	Enclosures, CB's, safety sw itches, flourescent banterns.	955.11
25/09/2014	EFT965	Number 90 Gallery & Music	Performance for seniors Luncheon	1,100.00
25/09/2014	EFT966	Shire of York	Provision health & building services	78.68
25/09/2014	EFT967	Stuey's Plumbing services	Repair toilet - Donnan Park change room	216.70
25/09/2014	EFT968	Thomson Donald.	Sitting fee & travel Sept. Council meeting	140.19
25/09/2014	EFT969	Uppill, Scott	Sitting fee & travel Sept. Council meeting	224.69
25/09/2014	EFT970	WA Contract Ranger Services	Ranger services for 06/06 - 20/08/2014	327.25
25/09/2014	EFT971	Western Stabilizers	Wet mixing	19,683.84
25/09/2014	EFT972	Wheatbelt Office and Business Machines	Meter reading for Juji Xerox Apeos port	567.98
25/09/2014	EFT973	Woodstock PA Hire	PA Hire & Equipment	715.00
25/09/2014	EFT974	Wyalkatchem Weekly	Advert for seniors Luncheon	40.00
25/09/2014	EFT975	Zoe Jefferies	Fuel & Meals for Trellis Training	304.66
25/09/2014	EFT976	Eaton, EC & SP	Gravel royalties	5,000.00
			<b>Sub-total</b>	<b>106,725.41</b>

Salaries & wages				
09/09/2014		Shire of Tammin	Salaries & Wages	21,104.93
23/09/2014		Shire of Tammin	Salaries & Wages	22,149.40
			<b>Sub-total</b>	<b>43,254.33</b>
<b>Total</b>				<b>173,179.46</b>

Attachment item 11.2 Financial Report September 2014