

Minutes of the Shire of Tammin Ordinary Council Meeting held at Yorkrakine Hall, on Thursday 18 September 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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<u>AGENDA</u>

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr Uppill declared the meeting open at 4.05 pm

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

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

APOLOGIES Nil

LEAVE OF ABSENCE

Cr McCreery has been granted leave of absence.

- 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE Nil
- 4. PUBLIC QUESTION TIME Nil
- 5. APPLICATIONS FOR LEAVE OF ABSENCE Nil
- 6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 ORDINARY COUNCIL MEETING MINUTES - (21 August 2014) Recommendation:

That the Minutes of the Ordinary Council meeting held on 21 August 2014 be confirmed as a true record of proceedings.

MIN 83/14 MOTION – MOVED Cr Greenwood seconded Cr Thomson

That the Minutes of the Ordinary Council meeting held on 21 August 2014 be confirmed as a true record of proceedings.

CARRIED 5/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION Nil

9. PETITIONS/DEPUTATIONS / PRESENTATIONS / SUBMISSIONS Nil

10. REPORTS OF COMMITTEES / COUNCILLOR

Housing Design Committee meeting – 1 September 2014 (minutes attached) Cr Crane SEAVROC meeting held in York – 4 September 2014 Cunderdin Primary Health Care Demonstration Site Project User Group meeting – 10 September 2014

Cr Bell Visitor meeting – 9 September 2014

Cr McCreery, Bell, Greenwood – Visit transportable home displays – 10 September

11. AGENDA ITEMS

11.1 List of Payments – August 2014 (FIN-05)

Author - Jenny Gemund, CDO, 11/09/2014, Interest - Nil

BACKGROUND

Accounts paid for August 2014 is listed totaling:

6521 - 6531	\$47,569.89
01 – 31/08/2014	\$40.18
01 – 31/08/2014	\$10,067.15
01 – 31/08/2014	\$307.24
01 – 31/08/2014	\$268.90
01 – 31/08/2014	89,943.33
01 – 31/08/2014	41,768.49
01 – 31/08/2014	189,965.18
	$\begin{array}{c} 01 - 31/08/2014 \\ 01 - 31/08/2014 \\ 01 - 31/08/2014 \\ 01 - 31/08/2014 \\ 01 - 31/08/2014 \\ 01 - 31/08/2014 \\ 01 - 31/08/2014 \end{array}$

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 August 2014 be endorsed as follows:

Cheque numbers	6521 - 6531	\$47,569.89
Direct debit payments	01 – 31/08/2014	\$40.18
Licensing transfers	01 – 31/08/2014	\$10,067.15
Bank fees	01 – 31/08/2014	\$307.24
VISA payments	01 – 31/08/2014	\$268.90
EFT payments	01 – 31/08/2014	89,943.33
Salaries and Wages	01 – 31/08/2014	41,768.49
Total payments	01 – 31/08/2014	189,965.18

Simple Majority Required

MIN 84/14 MOTION – MOVED Cr Bell seconded Cr Thomson

That the list of payments made for August 2014 be chaolsed as follows:			
Cheque numbers	6521 - 6531	\$47,569.89	
Direct debit payments	01 – 31/08/2014	\$40.18	
Licensing transfers	01 – 31/08/2014	\$10,067.15	
Bank fees	01 – 31/08/2014	\$307.24	
VISA payments	01 – 31/08/2014	\$268.90	
EFT payments	01 – 31/08/2014	89,943.33	
Salaries and Wages	01 – 31/08/2014	41,768.49	
Total payments	01 – 31/08/2014	189,965.18	

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

CARRIED 5/0

11.2 Financial Report to 31/08/2014 (FIN-05)

Author - Nathan Gilfellon, SFO, 11 September 2014, Interest - Nil

BACKGROUND

The Monthly Financial Report to 31 August 2014 is attached.

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 CONSULTATIONNIL

STAFF RECOMMENDATION

That the Financial Report for 31 August 2014 be received.

Simple Majority Required

MIN 85/14 MOTION – MOVED Cr Thomson seconded Cr Greenwood That the Financial Report for 31 August 2014 be received.

CARRIED 5/0

11.3 Reserve Fund Accounts

Author – Brian Jones

DECLARATION OF INTEREST Nil

BACKGROUND

Council has the following Reserve Funds:

Information & Technology Reserve To fund IT requirements Balance 30 June 2014 \$10,545

Plant Reserve For the purchase of major plant & machinery Balance 30 June 2014 \$149,970

Long Service Leave Reserve To fund staff long service leave liabilities Balance 30 June 2014 \$17,759

Aged Pensioner Units Reserve For the maintenance and upgrade of Tamma Village Units Balance 30 June 2014 \$25,440

Entitlements Reserve To fund staff leave entitlements liabilities Balance 30 June 2014 \$6,151

Building Reserve For the provision of Council buildings Balance 30 June 2014 \$365,631

Community Development Reserve To fund community development projects Balance 30 June 2014 \$2,120

COMMENT

Local governments create Reserve funds as either a long-term savings plan for a future major expenditure which cannot be managed within a single budgetary year or to smooth out annual expenditure for an ongoing expenditure item so that a similar amount is included in each year's Budget. Reserve funds negate or minimise the need for loan borrowings for such expenditures and are a tool that facilitates sound financial management practice.

It is recommended that Council review the Shire's current reserve funds to ensure they are still relevant for our current needs.

Information & Technology Reserve

Monies from this reserve fund have been used once in the past 4 years when \$10,000 was utilised in 2012/13. \$5,000 was transferred into the reserve in 2013/14.

Council has included \$30,000 in the current Budget for IT program upgrades.

Plant Reserve

The purpose of this reserve fund is to equalise annual expenditure on plant & equipment and is supported by Council's Plant Replacement Policy.

Long Service Leave Reserve

The purpose of this reserve fund is to equalise annual expenditure on long service leave however it has not been used for this purpose for at least 4 years. Normally Council would have a Policy on the percentage of the liability to be cash backed. The long service leave liability would be calculated at the end of each financial year and a transfer being made into the reserve fund accordingly. All long service leave should be funded from the reserve fund.

Aged Pensioner Units Reserve

Monies from this reserve fund have been used once in the past 4 financial years when \$30,000 was utilised in the 2012/13. \$5,000 was transferred into the reserve in 2013/14.

It is recommended that this reserve fund be renamed "Tamma Village Upgrade & Improvements Reserve Fund", with the purpose of setting funds aside for the future upgrade and improvements to Tamma Village.

Entitlements Reserve

This reserve fund has not been used for at least 4 financial years and due to the low balance and inactivity it is recommended the reserve fund be closed.

Building Reserve

This reserve was created in 2011/12 from the proceeds of the sale of the old saleyards. Since then it has been increased from the proceeds from the sale of Council property.

It is recommended that the name of this reserve fund be changed to "Tammin Sport & Recreation Facilities Upgrade and Improvements Reserve Fund" with the purpose of setting funds aside for the future upgrade and improvements to sport and recreation facilities located in Tammin.

Community Development Reserve

This reserve was created in 2012/13 from the proceeds of the sale of special series number plates.

Due to the low balance of the reserve it is recommended it be closed.

STATUTORY ENVIRONMENT

Local Govt Act Section 6.11. Reserve accounts

(1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

(2) Subject to subsection (3), before a local government —

(a) changes* the purpose of a reserve account; or

(b) uses* the money in a reserve account for another purpose,

it must give one month's local public notice of the proposed change of purpose or proposed use.

* Absolute majority required.

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(3) A local government is not required to give local public notice under subsection (2) —
(a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
(b) in such other circumstances as are prescribed.
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(4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.

(5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

Local government act (financial management) regulations

17. Reserve accounts, title of etc.

(1) A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.

(2) In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to -

(a) in the information required by regulations 27(g) and 38, by its full title; and (b) otherwise, by its full title or by an abbreviation of that title.

18. When local public notice not required for change of use of money in reserve account (Act s. 6.11(3)(b))

A local government is not required to give local public notice of a proposed change of use of money in a reserve account —

(a) where the money is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c); or

(b) where the total amount to be so used does not exceed \$5 000 in a financial year.

POLICY IMPLICATIONS

Council does not have a Policy regarding the Reserve Funds.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S RECOMMENDATION

That Council:

- Change the name of the Aged Pensioner Units Reserve to "Tamma Village Upgrade & Improvements Reserve Fund" and change the purpose to "setting funds aside for the future upgrade and improvements to Tamma Village" and provide local public notice of this change.
- Close the Entitlements Reserve fund and provide local public notice
- Change the name of the Building Reserve to "Tammin Sport & Recreation Facilities Upgrade and Improvements Reserve Fund" and change the purpose to "setting funds aside for the future upgrade and improvements to sport and recreation facilities located in Tammin" and provide local public notice of this change.
- Close the Community Development Reserve Fund and provide local public notice

Absolute Majority Required

MIN 86/14 MOTION – MOVED Cr Crane seconded Cr Bell

That Council:

- Change the name of the Aged Pensioner Units Reserve to "Tamma Village Upgrade & Improvements Reserve Fund" and change the purpose to "setting funds aside for the future upgrade and improvements to Tamma Village" and provide local public notice of this change.
- Close the Entitlements Reserve fund, transfer the balance of funds to the Long Service Leave Reserve Fund, and provide local public notice
- Change the name of the Building Reserve to "Tammin Sport, Recreation & Community Facilities Upgrade and Improvements Reserve Fund" and change the purpose to "setting funds aside for the future upgrade and improvements to sport and recreation facilities located in Tammin" and provide local public notice of this change.
- Close the Community Development Reserve Fund, transfer the balance of funds to the Tammin Sport, Recreation & Community Facilities Upgrade and Improvements Reserve Fund, and provide local public notice

CARRIED 5/0

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

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

14 CLOSURE OF MEETING There being no further business the Shire President declared the meeting closed at 4.26 pm.

Tabled before the Ordinary Council Meeting on 16 October 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:
- 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, (1)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
 - the pavee's name: (a)
 - the amount of the payment; (b)
 - (c) the date of the payment; and
 - sufficient information to identify the transaction. (d)
- A list of accounts for approval to be paid is to be prepared each month showing -(2)
 - for each account which requires council authorisation in that month -(a)
 - the payee's name:
 - (i) the amount of the payment; and (ii)
 - sufficient information to identify the transaction; (iii)
 - and
 - the date of the meeting of the Council to which the list is to be presented. (b)
- (3) A list prepared under sub regulation (1) or (2) is to be
 - presented to the Council at the next ordinary meeting of the council after the list is prepared; and (a)
 - (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:

- annual budget estimates; (a)
- budget estimates to the end of the month; (b)
- actual amount of expenditure and revenue: (C)
- material variances between comparable amounts in (b) and (c) above; and (d)

the net current assets at the end of the month to which the statement relates (i.e. surplus (e) (deficit) position).

The Statement is to be accompanied by:

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

	I- <i>i</i>		T AUGUST 2014	
Date	Reference		Details	Amount
0/04/0044	0504		Payments	5 000 0
8/04/2014	6521	Shacks Holden	VF WN Caprice V-series V8 Auto Sedan	5,229.9
14/08/2014	6522		Union fee	58.2
18/08/2014	6523	Australia Post	Postage & freight	313.4
18/08/2014	6524	Kleenheat Gas	LPG Bulk gas for Tamma Village	439.8
18/08/2014	6525	Synergy	Pow er usage for July 2014	4,061.6
18/08/2014	6526	Tammin Post Office	Foldback clips & greeting cards	20.6
18/08/2014	6527	Telstra	Telephone, Mobile & Internet 23/07 - 22/08/14	1,312.8
18/08/2014	6528	Water Corporation	Water consumption for July 2014	2,220.8
20/08/2014	6529	Shire of Tammin	Petty cash recoup - cleaning products, plate change 1TN, catering council, Electrician material	256.2
21/08/2014	6530	Australian Taxation Office	BAS July 2014	33,598.0
27/08/2014	6531	LGRCEU	Union fee	58.2
			Sub-total	47,569.8
1/20/05 : :			it Payments	10.10
4/08/2014		Commonw ealth Bank of Australia	EFTPOS Fee	40.18
			Sub-total	40.1
		Licensin	g Transfer	
8/01/2014	J7070	Department of Transport	Licensing 01/08/14	488.6
8/04/2014	J7071	Department of Transport	Licensing 04/08/14	92.4
8/05/2014	J7092	Department of Transport	Licensing 05/08/14	81.9
8/06/2014	J7094	Department of Transport	Licensing 06/08/14	24.0
8/08/2014	J7095	Department of Transport	Licensing 08/08/14	928.5
8/11/2014	J7096	Department of Transport	Licensing 11/08/14	99.1
8/12/2014	J7100	Department of Transport	Licensing 12/08/14	22.8
13/08/2014	J7107	Department of Transport	Licensing 13/08/14	59.2
14/08/2014	J7115	Department of Transport	Licensing 14/08/14	27.6
18/08/2014	J7116	Department of Transport	Licensing 18/08/14	2,062.9
19/08/2014	J7118	Department of Transport	Licensing 19/08/14	18.4
20/08/2014	J7121	Department of Transport	Licensing 20/08/14	906.6
21/08/2014	J7125	Department of Transport	Licensing 21/08/14	365.0
25/08/2014	J7129	Department of Transport	Licensing 25/08/14	320.5
26/08/2014	J7130	Department of Transport	Licensing 26/08/14	2,556.3
27/08/2014	J7134	Department of Transport	Licensing 27/08/14	577.2
27/08/2014	J7135	Department of Transport	Licensing 27/08/14	574.0
29/08/2014	J7136	Department of Transport	Licensing 29/08/14 Sub-total	862.0 10,067.1
			Sub-total	10,007.1
		Bank	Fees	<u>.</u>
1/08/2014		Commonw ealth Bank of Australia	CBA Merchant Fee - July 2014	64.5
6/08/2014		National Australia Bank	NAB transact Fee - Access and Usage for July 201	5.2
19/08/2014		National Australia Bank	NAB Connect Fee - Access and Usage for July 201	97.9
29/08/2014	J7139	National Australia Bank	Account Fees for August 2014 for Muni Account	69.5
29/08/2014	J7140	National Australia Bank	Account Fees for August 14 for Trust Account	23.0
29/08/2014	J7141	National Australia Bank	Account Fees for August 14 for DPI Account	20.0
29/08/2014	J7142	National Australia Bank	Fee for deposit book - August	5.0
29/08/2014	ļ	Commonw ealth Bank of Australia	CBA Merchant Fee - May 2014	22.0
			Sub-total	307.2
			ayments	
31/08/2014		National Australia Bank	Monthly Visa fee & payments for July 2014	268.9
	1			200.0

		EFT Payn		
14/08/2014	EFT862	Prime Super	Superannuation	33.82
14/08/2014	EFT863	REST Superannuation	Superannuation	483.65
14/08/2014	EFT864	WALG Superannuation	Superannuation	3,644.72
20/08/2014	EFT867	REST Superannuation	Superannuation	512.44
20/08/2014	EFT868	WALG Superannuation	Superannuation	3,637.59
19/08/2014	EFT869	Anderson Munro & Wyllie	Interim audit for year ending June 2014	6,972.57
19/08/2014	EFT870	Austral Mercantile Collections Pty Ltd	Debt Collection - various accounts	261.76
19/08/2014	EFT871	Av-Sec Security Services	Security guards for East Journey concert	440.00
19/08/2014	EFT872	Avon Waste	Domestic refuse collection	1,331.72
19/08/2014	EFT873	Patricia Bell	Sitting fee & travel reimbursement	105.00
19/08/2014	EFT874	Bunnings	Batteries, Makita cutting disc, combo lock & step lad	197.46
19/08/2014	EFT875	Cannon Hygiene	Prorata sanitary unit monthly service	123.19
19/08/2014	EFT876	Chatfield's	Supply of trees	691.68
19/08/2014	EFT877	Copier Support	Black toner for Tabloid	72.60
19/08/2014	EFT878	Courier Australia	Freight	97.57
19/08/2014	EFT879	Carol Crane	Sitting fee & travel reimbursement	105.00
19/08/2014	EFT880	Cunderdin Farmers Co-operative Co Ltd	Depot consumables	42.90
19/08/2014	EFT881	DKT Rural Agencies	4500 lt w ater tank, consumables	1,597.90
19/08/2014	EFT882	Earthstyle Contracting	Attend to drainage in Strang street	2,860.00
19/08/2014	EFT883	MD Greenw ood	Sitting fee & travel reimbursement	154.62
19/08/2014	EFT884	Gull Tammin Roadhouse	July 2014 - catering, drinks, papers	639.99
19/08/2014	EFT885	Jason Signmakers	Street signs & brackets	1,678.60
19/08/2014	EFT886	George Johnson	Consultancy & reporting refuse site	3,520.00
19/08/2014	EFT887	JR & A Hersey Pty Ltd	Protective clothing	400.73
19/08/2014	EFT888	Kellerberrin Farmers Co-Op	Refreshments - Council meeting	25.98
19/08/2014	EFT889	Localise Pty Ltd	Corporate business plan	2,024.00
19/08/2014	EFT890	Mitre 10 Solutions	Wire fee mechanism - repair w elding machine	50.00
19/08/2014	EFT891	MM Electrical Merchandising	Electrician - material	2,880.83
19/08/2014	EFT892	Motorcharge Limited	Fuel July 2014	5,216.04
19/08/2014	EFT893	Officeworks	Calculator, Pencil leads & cordless phone	158.16
19/08/2014	EFT894	Pacific Brands Workw ear	Uniforms	650.51
19/08/2014	EFT895	Pan Pacific Perth	Accommodation Councillors LG w eek	7,759.00
19/08/2014	EFT896	Perfect Computer Solutions Pty Ltd	ADSL modem & attend to email problem @ Depot	437.50
19/08/2014	EFT897	Prestige Alarms	Security alarm system quarterly fee	143.00
19/08/2014	EFT898	Radio West	East Journey - Radio campaign	297.00
19/08/2014	EFT899	Regional Concrete & Plumbing	Attend to toilet repairs - 20 Ridley street	175.56
19/08/2014	EFT900	Rural Press Regional Media (WA) Pty Ltd	Advertising - Works Supervisor	498.69
19/08/2014	EFT901	Shire of York	Provisional health & building Services - July 2014	194.80
19/08/2014	EFT902	Specialised Tree Service Pty Ltd	20mtr EWP & operator hire for Tammin & Quairading	1,320.00
19/08/2014	EFT903	Tammin Hotel	Catering council	322.30
19/08/2014	EFT904	Donald Thomson	Sitting fee & travel reimbursement	140.19
19/08/2014	EFT905	UHY Haines Norton	Reckon support, Compilation of 2014-15 annual bud	14,300.00
19/08/2014	EFT906	Scott Uppill	Sitting fee & travel reimbursement	224.69
19/08/2014	EFT907	WALGA	Subscriptions 14-15: Roman II, Tax Services ,	23,479.57
15/00/2014	EI 1007	WALCON.	Consultancy services, Association membership	20,470.07
19/08/2014	EFT908	Wyalkatchem Weekly	Advertising - Squaring the wheel & East Journey	40.00
13/00/2014	LI 1300	Wyakatchem Weekiy	Sub-total	89,943.33
		l		09,943.33
		Salaries &	wages	
8/12/2014		Shire of Tammin	Salaries & w ages	20,676.78
26/08/2014		Shire of Tammin	Salaries & w ages	21,091.71
			Sub-total	41,768.49
		•	•	
			Total	189,965.18

Attachment item 11.2 Financial Report August 2014