



Minutes of the Shire of Tammin Ordinary Council Meeting held at Council chambers,  
1 Donnan Street Tammin, on Thursday 19 June 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 4.00 pm

### **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 |

### **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 - (15 May 2014)**

Recommendation:

That the Minutes of the Ordinary Council meeting held on 15 May 2014 be confirmed as a true record of proceedings.

#### **MIN 51/14 MOTION – MOVED Cr Bell seconded Cr Crane**

That the Minutes of the Ordinary Council meeting held on 15 May 2014 be confirmed as a true record of proceedings.

CARRIED 6/0

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

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

## **10. REPORTS OF COMMITTEES / COUNCILLOR**

Shire President – Cr Uppill    27 May 2014    Visitor Centre Meeting  
   29 May 2014    Tammin Seniors Meeting  
   18 June 2014    Tammin Seniors Meeting (Cr Bell in attendance)  
   20 June 2014    RRG Meeting (Teleconference) with CEO

Cr Greenwood                    11 June 2014    Cunderdin Primary Health Care Demonstration Site  
Project User Group

## **11. AGENDA ITEMS**

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

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

**14    CLOSURE OF MEETING**

## **11. AGENDA ITEMS**

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

Author – Jenny Gemund CDO, 12 June 2014, Interest – Nil

### **BACKGROUND**

Accounts paid for May 2014 is listed totaling:

|                       |                 |              |
|-----------------------|-----------------|--------------|
| Cheque numbers        | 6480 - 6493     | \$14,176.24  |
| Direct debit payments | 01 - 31/05/2014 | \$32.94      |
| Licensing transfers   | 01 - 31/05/2014 | \$13,430.65  |
| Bank fees             | 01 - 31/05/2014 | \$254.34     |
| VISA payments         | 01 - 31/05/2014 | \$522.72     |
| EFT payments          | EFT 666 - 705   | \$76,377.17  |
| Salaries and Wages    | 01 - 31/05/2014 | \$48,731.63  |
| Total payments        |                 | \$153,525.69 |

### **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 May 2014 be endorsed as follows:

|                       |                 |              |
|-----------------------|-----------------|--------------|
| Cheque numbers        | 6480 - 6493     | \$14,176.24  |
| Direct debit payments | 01 - 31/05/2014 | \$32.94      |
| Licensing transfers   | 01 - 31/05/2014 | \$13,430.65  |
| Bank fees             | 01 - 31/05/2014 | \$254.34     |
| VISA payments         | 01 - 31/05/2014 | \$522.72     |
| EFT payments          | EFT 666 - 705   | \$76,377.17  |
| Salaries and Wages    | 01 - 31/05/2014 | \$48,731.63  |
| Total payments        |                 | \$153,525.69 |

Simple Majority Required

**MIN 52/14 MOTION – MOVED Cr Crane seconded Cr Thomson**

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

|                       |                 |              |
|-----------------------|-----------------|--------------|
| Cheque numbers        | 6480 - 6493     | \$14,176.24  |
| Direct debit payments | 01 - 31/05/2014 | \$32.94      |
| Licensing transfers   | 01 - 31/05/2014 | \$13,430.65  |
| Bank fees             | 01 - 31/05/2014 | \$254.34     |
| VISA payments         | 01 - 31/05/2014 | \$522.72     |
| EFT payments          | EFT 666 - 705   | \$76,377.17  |
| Salaries and Wages    | 01 - 31/05/2014 | \$48,731.63  |
| Total payments        |                 | \$153,525.69 |

CARRIED 6/0

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

Author – Nathan Gilfellon, SFO, 11 June 2014, Interest – Nil

### **BACKGROUND**

The Monthly Financial Report to 31 May 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 CONSULTATION**

NIL

### **STAFF RECOMMENDATION**

That the Financial Report for the period ending 31 May 2014 be received.

Simple Majority Required

### **MIN 53/14 MOTION – MOVED Cr Bell seconded Cr Greenwood**

That the Financial Report for the period ending 31 May 2014 be received

CARRIED 6/0

## **11.3 2013/14 Adopted Budget**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

I refer Council to the ordinary Council meeting held on 19 December 2013 where Council considered correspondence received from the Department of Local Government regarding a number of errors in the Shire's adopted 2013/14 Budget. Council resolved, at that meeting, to a number of amendments to the Budget as a result of the advice received.

In particular, Council resolved to amend the Rate Setting Statement by:

- Including \$450,000 profit on sale of land and buildings as revenue under "other property & services"

Other property & services income will increase from \$246,628 to \$696,628

- Increasing "proceeds from disposal of assets" from \$440,000 to \$535,000 to reflect the correct figure.
- The figure used as "total amount to be raised from general rates" be changed from \$778,631 to \$771,427, to reflect the correct figure as shown in Note 8 to the Budget.
- The transfer to the Building Reserve be increased by \$540,000, from \$450,714 to \$990,714.

Since that time two more substantial errors within the adopted 2013/14 Budget have become known, in particular:

- The Rate Setting Statement has included budget rate revenue of \$785,359 within the revenue items in General Purpose Funding. This means that the estimated surplus at 30 June 2014 has been overstated by this amount.
- The Rate Setting Statement figure for the estimated surplus brought forward at 1 July 2013 is listed as \$1,042,570 when the actual surplus, in accordance with the audited financial report for 2012/13 is \$1,274,744

These two amendments change the estimated closing balance from a small surplus of \$200 to a deficit of \$552,985.

Council now needs to reverse the decision at the December 2013 ordinary Council meeting to transfer an additional \$540,000 to reserve funds, which will reduce the closing deficit to \$12,985.

In addition to the above it is also noted that Note 15 of the 2013/14 adopted Budget does not reconcile with the Statement of Cash Flows and Note 7 Net Current Assets has added current liabilities instead of subtracting the current liabilities.

These figures have been re worked in the following Rate Setting Statement which shows the adopted Budget, changes agreed to in December 2013 and the changes recommended within this report.



**Rate Setting Statement**  
**30 June 2014 Adopted Budget**

|  | NOTE | 2013/14<br>Adopted<br>Budget<br>\$ |           | Dec-13<br>Corrections<br>2013/14<br>Adopted<br>Budget<br>\$ |           | Jun-14<br>Corrections<br>2013/14<br>Adopted<br>Budget<br>\$ |
|--|------|------------------------------------|-----------|---|-----------|---|
| <b>REVENUES</b>                                  |      |                                    |           |   |           |   |
| Governance                                       | 1,2  | 6,009                              |           | 6,009   |           | 6,009   |
| General Purpose Funding                          |      | 2,543,504                          |           | 2,543,504   | (785,359) | 1,758,145   |
| Law, Order, Public Safety                        |      | 55,300                             |           | 55,300  |           | 55,300  |
| Health   |      | 830                                |           | 830   |           | 830   |
| Education and Welfare                            |      | 74,018                             |           | 74,018  |           | 74,018  |
| Housing  |      | 0                                  |           | 0   |           | 0   |
| Community Amenities                              |      | 76,265                             |           | 76,265  |           | 76,265  |
| Recreation and Culture                           |      | 63,042                             |           | 63,042  |           | 63,042  |
| Transport  |      | 368,050                            |           | 368,050   |           | 368,050   |
| Economic Services                                |      | 10,823                             |           | 10,823  |           | 10,823  |
| Other Property and Services                      |      | 246,628                            | 450,000   | 696,628   |           | 696,628   |
|  |      | <u>3,444,469</u>                   |           | <u>3,894,469</u>  |           | <u>3,109,110</u>  |
| <b>EXPENSES</b>                                  |      |                                    |           |   |           |   |
| Governance                                       | 1,2  | (393,750)                          |           | (393,750)   |           | (393,750)   |
| General Purpose Funding                          |      | (102,310)                          |           | (102,310)   |           | (102,310)   |
| Law, Order, Public Safety                        |      | (72,710)                           |           | (72,710)  |           | (72,710)  |
| Health   |      | (39,770)                           |           | (39,770)  |           | (39,770)  |
| Education and Welfare                            |      | (104,040)                          |           | (104,040)   |           | (104,040)   |
| Housing  |      | 0                                  |           | 0   |           | 0   |
| Community Amenities                              |      | (135,051)                          |           | (135,051)   |           | (135,051)   |
| Recreation & Culture                             |      | (609,730)                          |           | (609,730)   |           | (609,730)   |
| Transport  |      | (1,003,900)                        |           | (1,003,900)   |           | (1,003,900)   |
| Economic Services                                |      | (133,793)                          |           | (133,793)   |           | (133,793)   |
| Other Property and Services                      |      | (244,827)                          |           | (244,827)   |           | (244,827)   |
|  |      | <u>(2,839,881)</u>                 |           | <u>(2,839,881)</u>  |           | <u>(2,839,881)</u>  |
| <b>Net Operating Result Excluding Rates</b>      |      | 604,588                            |           | 1,054,588   |           | 269,229   |
| <b>Adjustments for Cash Budget Requirements:</b> |      |                                    |           |   |           |   |
| <b>Non-Cash Expenditure and Revenue</b>          |      |                                    |           |   |           |   |
| (Profit)/Loss on Asset Disposals                 | 4    | (440,000)                          |           | (440,000)   |           | (440,000)   |
| Depreciation on Assets                           | 2(a) | 572,593                            |           | 572,593   |           | 572,593   |
| Movement in Non-Current Staff Leave Provisions   |      | 0                                  |           | 0   |           | 0   |
| Movement in Non-Current Receivables              |      | 0                                  |           | 0   |           | 0   |
| <b>Capital Expenditure and Revenue</b>           |      |                                    |           |   |           |   |
| Purchase Land and Buildings                      | 3    | (1,863,960)                        |           | (1,863,960)   |           | (1,863,960)   |
| Purchase Infrastructure Assets - Roads           | 3    | (572,480)                          |           | (572,480)   |           | (572,480)   |
| Purchase Infrastructure Assets - Parks and Ovals | 3    | (132,000)                          |           | (132,000)   |           | (132,000)   |
| Purchase Plant and Equipment                     | 3    | (114,800)                          |           | (114,800)   |           | (114,800)   |
| Purchase Furniture and Equipment                 | 3    | (22,900)                           |           | (22,900)  |           | (22,900)  |
| Proceeds from Disposal of Assets                 | 4    | 440,000                            | 95,000    | 535,000   |           | 535,000   |
| Repayment of Debentures                          | 5    | (103,693)                          |           | (103,693)   |           | (103,693)   |
| Proceeds from New Debentures                     | 5    | 0                                  |           | 0   |           | 0   |
| Self-Supporting Loan Principal Income            |      |                                    |           |   |           |   |
| Transfers to Reserves (Restricted Assets)        | 6    | (496,345)                          | (540,000) | (1,036,345)   | 540,000   | (496,345)   |
| Transfers from Reserves (Restricted Assets)      | 6    | 310,200                            |           | 310,200   |           | 310,200   |
| Estimated Surplus/(Deficit) July 1 B/Fwd         | 7    | 1,042,570                          |           | 1,042,570   |           | 1,274,744   |
| Estimated Surplus/(Deficit) June 30 C/Fwd        | 7    | 2,404                              |           | 200   |           | (12,985)  |
| <b>Total Amount Raised from General Rate</b>     | 8    | <u>(778,631)</u>                   |           | <u>(771,427)</u>  |           | <u>(771,427)</u>  |

**COMMENT**

Nil

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Contained within the body of the report

**STRATEGIC IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

Nil

**OFFICER'S RECOMMENDATION**

That Council:

- Amend the Rate Setting Statement contained within the 2013/14 adopted Budget by:
  - Removing the income from rate revenue of \$785,359 that has been included within the revenue items in General Purpose Funding. The correct figure is \$1,758,145
  - Changing the figure for the estimated surplus brought forward at 1 July 2013 from \$1,042,570 to \$1,274,744, to reflect the actual brought forward surplus from the audited 2012/13 Financial Statements.
- Repeal the decision of the ordinary Council meeting held in December 2013 to transfer an additional \$540,000 to the Building Reserve. The budget transfer to be as per the original adopted budget.
- Forward a copy of this report to the Department of Local Government.

Absolute Majority Required

**MIN 54/14 MOTION – MOVED Cr Thomson seconded Cr McCreery**

That Council:

- Amend the Rate Setting Statement contained within the 2013/14 adopted Budget by:
  - Removing the income from rate revenue of \$785,359 that has been included within the revenue items in General Purpose Funding. The correct figure is \$1,758,145
  - Changing the figure for the estimated surplus brought forward at 1 July 2013 from \$1,042,570 to \$1,274,744, to reflect the actual brought forward surplus from the audited 2012/13 Financial Statements.
- Repeal the decision of the ordinary Council meeting held in December 2013 to transfer an additional \$540,000 to the Building Reserve. The budget transfer to be as per the original adopted budget.
- Forward a copy of this report to the Department of Local Government.

CARRIED BY ABSOLUTE MAJORITY 6/0

## **11.4 Rubbish Collection and Recycling Service**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

The current contract with Avon Waste for the collection of household waste (sulo bins) expires on 30 June 2014. The current contract provides for an increase equivalent to CPI each financial year.

### **COMMENT**

The CEO has met with Avon Waste and has received a quotation to continue the current service plus a quotation to provide a recycling service.

#### Weekly Rubbish Collection

Avon Waste have advised that they can continue with the current rubbish collection arrangement under a new contract with the same terms and conditions of the current contract (price to increase in line with CPI each financial year). Due to the high level of service and satisfaction with the current arrangements it is recommended that Council agree to enter into a new contract with Avon Waste for a two (2) year term from 1 July 2014.

#### Recycling Service

Avon Waste have provided a quotation to provide a recycling service by supplying one 240ltr yellow lidded bin to each resident or business currently receiving a waste collection. This bin would be collected fortnightly with the contents being taken back to York before being repackaged and sent to the SMRC Materials Handling Facility in Canning Vale. This includes the rolling out of the bins and start up information, including a calendar. Avon Waste require a minimum two (2) year contract for this service due to the outlay of providing the bins.

Quotation for the Recycling Service is \$4.80 inc GST per service (\$124.80 per service per year).

The current rubbish collection of 169 x 240ltr bins includes the following multiple collections; Chatfields 4; Barracks 3; Hotel 4; Roadhouse 24; Abattoirs' 10; School 8; plus 5 houses pay for 2 bins.

Providing a recycling service will reduce waste going to the Tammin Refuse site and prolong the life of the site.

### **STATUTORY ENVIRONMENT**

The value of the contract is below the threshold amount that would require tenders to be called.

Advice has been sought regarding the legalities of charging for a recycling bin collection. At the time of preparing this report this information was not available and will be presented to the Council meeting.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The current waste collection contract is for 169 sulo bins @ \$1.91 inc GST = \$322.79 per week or \$16,785 per annum. The new rate (from 1 July 2014) will be 169 bins @ \$1.97 inc GST = \$332.93 per week or \$17,312 per annum.

The total cost of the recycling service, based on 169 240ltr bins would be \$21,091 per annum. This is a new cost to the Budget with some of this money being recouped through an increase in the rubbish charge.

## **STRATEGIC IMPLICATIONS**

Nil

## **COMMUNITY CONSULTATION**

Nil

## **OFFICER'S RECOMMENDATION**

That Council:

- Agree to enter into a two (2) year contract (1 July 2014 to 30 June 2016) with Avon Waste to continue the weekly rubbish collection service (sulo bin) in accordance with the terms and conditions of the current contract, with the new rate per bin pick up from 1 July 2014 being \$1.97 inc GST.
- Consider the introduction of a recycling service through the supply of a recycling bin to each premise within the Townsite as per quotation received from Avon Waste and make provision in the 2014/15 Budget.

Simple Majority Required

## **MIN 55/14 MOTION – MOVED Cr Bell seconded Cr Thomson**

That Council:

- Agree to enter into a two (2) year contract (1 July 2014 to 30 June 2016) with Avon Waste to continue the weekly rubbish collection service (sulo bin) in accordance with the terms and conditions of the current contract, with the new rate per bin pick up from 1 July 2014 being \$1.97 inc GST.
- Invite Avon Waste to a future Council meeting to meet with Council to discuss recycling skip bins and opportunities for an improved recycling service in Tammin.

CARRIED 6/0

## **11.5 Mobile Phone Coverage**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

Please find attached correspondence received from the Department of Communications and a Briefing Note update on Wheatbelt Mobile Telecommunications received from the Wheatbelt Development Commission.

### **COMMENT**

It is important that the Shire respond to this correspondence highlighting the totally inadequate mobile coverage for the Tammin Townsite. Issues that need to be included are:

- Tammin is located on the only east west highway (southern half of state) and carries substantial heavy vehicles.
- Tammin is located along the east west railway line.
- If there is an emergency within the Tammin Townsite communications are substantially hindered by not having appropriate mobile coverage.
- Children's education within the town is being compromised and children are forced to attend the Shire library to receive mobile coverage due to the Shire installing a booster.
- Telecommunications devices that require a mobile reception (i-phones, i-pads etc) cannot be used within the Tammin Townsite. This impacts on visitors and locals alike.

Council also needs to consider whether the Shire would agree to contribute to infrastructure costs to obtain adequate mobile coverage for our residences.

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

The issue of mobile phone coverage did not appear to be of great concern to residents at the recent community consultation workshop.

## **OFFICER'S RECOMMENDATION**

That Council:

- Note the correspondence received from the Department of Communications regarding Mobile Coverage and the Briefing Note update on Wheatbelt Mobile Telecommunications received from the Wheatbelt Development Commission.
- Agree to forward correspondence to the Department of Communications highlighting Council's frustration in Tammin not having adequate mobile signal strength.
- Consider a position on making a financial contribution to the cost of installing a base station in Tammin.

Simple Majority Required

### **MIN 56/14 MOTION – MOVED Cr McCreery seconded Cr Thomson**

That Council:

- Note the correspondence received from the Department of Communications regarding Mobile Coverage and the Briefing Note update on Wheatbelt Mobile Telecommunications received from the Wheatbelt Development Commission.
- Agree to forward correspondence to the Department of Communications highlighting Council's frustration in Tammin not having adequate mobile signal strength.
- May be able to assist with the provision of a site on Council owned land and site works.

CARRIED 6/0

## **11.6 Corporate Business Plan**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

Council is required to prepare and adopt a Corporate Business Plan, which is an internal business planning tool that translates Council priorities into operations within the resources available to the Shire.

The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

### **COMMENT**

Council has engaged the services of Localise to prepare a draft Corporate Business Plan, including workshops with Council on Tuesday 29 April and Thursday 19 June 2014. Localise have also conducted community consultation to gather community input into the planning process.

The draft Corporate Business Plan (CBP) will be completed following the workshop with Council on 19 June. The purpose of this report is to seek Council endorsement to advertise the draft CBP for public comment. In order to do this in a timely manner and to avoid a Special Council meeting, it is recommended that Council authorise the Shire President and CEO to approve the draft for public comment.

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY IMPLICATIONS**

*Local Government (Administration) Regulations*

*19DA. Corporate business plans, requirements for (Act s. 5.56)*

*(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*

*(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*

*(3) A corporate business plan for a district is to —*

*(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*

*(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*

*(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*



*(4) A local government is to review the current corporate business plan for its district every year.*

*(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*

*(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

*(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

## **STRATEGIC IMPLICATIONS**

Relates to the Council's Strategic Community Plan

## **COMMUNITY CONSULTATION**

Community engagement has occurred through a public consultation forum held on Thursday 5 June 2014 and a Business Breakfast on Friday 6 June 2014. The draft Corporate Business Plan will be released for public comment prior to adoption by Council.

## **OFFICER'S RECOMMENDATION**

That Council authorise the Shire President and Chief Executive Officer to approve the draft Corporate Business Plan for the purpose of advertising to invite public submissions.

Simple Majority Required

## **MIN 57/14 MOTION – MOVED Cr Thomson seconded Cr Greenwood**

That Council authorise the Shire President and Chief Executive Officer to approve the draft Corporate Business Plan for the purpose of advertising to invite public submissions.

CARRIED 6/0

## **11.7 Purchase of New Truck**

Author – Brian Jones.

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

The Shire of Tammin Plant & Equipment Replacement Program, as adopted by Council, lists the Izuzu EXY Gigamax Truck (2005) for replacement in 2013/14 with a new truck estimated at \$216,000 less trade \$80,000 = \$136,000 net changeover. The truck has now done 190,000km.

### **COMMENT**

This item was not included in the 2013/14 Budget however money has been set aside in the Plant Reserve Fund for this purpose. The adopted Budget for 2013/14 did not include any allocation of funds for the purchase of plant and equipment for road maintenance or construction.

Deferring the purchase of this plant has resulted in the trade value of the current truck being reduced, the maintenance cost increasing and has impacted on staff efficiencies.

The current Truck has issues with the suspension, hydraulics, engine losing power and requires new tyres.

It is recommended the Shire call tenders for the purchase of a new replacement truck, which will be funded in the 2014/15 Budget, partially from Municipal funds and partially from the Plant Reserve fund.

### **FINANCIAL IMPLICATIONS**

Cost of new truck approximately \$220,000 (as per Plant Replacement Policy) less trade of approximately \$50,000. An accurate cost will be determined on receipt of tenders.

### **POLICY IMPLICATIONS**

Plant Replacement Policy as adopted by Council

### **STATUTORY IMPLICATIONS**

Council will need to call tenders as the cost of the new truck exceeds the threshold amount of \$100,000.

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

**OFFICER'S RECOMMENDATION**

That Council call tenders for a new truck to replace the Izuzu Gigamax, with this truck being offered as a trade, and provision be made in the 2014/15 Budget for this purchase.

Simple Majority Required

**MIN 58/14 MOTION – MOVED Cr Greenwood seconded Cr McCreery**

That Council call tenders for a new truck to replace the Izuzu Gigamax, with this truck being offered as a trade, and provision be made in the 2014/15 Budget for this purchase.

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**

Nil

**14 CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 4.55 pm.

Tabled before the Ordinary Council Meeting on 17 July 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.*

## Attachment item 11.1 Payments List May 2014

| PAYMENTS LIST MAY 2014       |           |   |  |                  |
|------------------------------|-----------|---|--|------------------|
| Date                         | Reference | Supplier Name                             | Details  | Amount           |
| <b>Cheque Payments</b>       |           |   |  |                  |
| 01/05/2014                   | 6480      | Fire & Emergency Services Authority of WA | ESL March 2014                                   | 169.33           |
| 07/05/2014                   | 6481      | LGRCEU                                    | Union fee  | 58.20            |
| 07/05/2014                   | 6482      | MLC Nominees Pty Ltd                      | Superannuation                                   | 150.27           |
| 12/05/2014                   | 6483      | Australian Taxation Office                | 2014 FBT Return                                  | 1,191.79         |
| 20/05/2014                   | 6485      | Coastal Machinery                         | Coastmac Box Trailer                             | 2,670.00         |
| 20/05/2014                   | 6486      | Cooper Fluid System                       | Accessory for trailer                            | 1,430.00         |
| 23/05/2014                   | 6487      | LGRCEU                                    | Union fee  | 58.20            |
| 23/05/2014                   | 6488      | MLC Nominees Pty Ltd                      | Superannuation                                   | 255.65           |
| 30/05/2014                   | 6489      | Australia Post                            | Postage for April                                | 229.28           |
| 30/05/2014                   | 6490      | Kleenheat Gas                             | Yearly Facility fee                              | 955.65           |
| 30/05/2014                   | 6491      | Synergy                                   | Power usage for March & April 2014               | 3,168.20         |
| 30/05/2014                   | 6492      | Tammin Post Office                        | Stationery & Batteries                           | 20.60            |
| 30/05/2014                   | 6493      | Telstra                                   | Internet & phone                                 | 3,819.07         |
|                              |           |   | <b>Sub-total</b>                                 | <b>14,176.24</b> |
| <b>Direct Debit payments</b> |           |   |  |                  |
| 05/05/2014                   | Debit     | Commonwealth Bank of Australia            | EFTPOS Fee                                       | 32.94            |
|                              |           |   | <b>Sub-total</b>                                 | <b>32.94</b>     |
| <b>Licensing Transfer</b>    |           |   |  |                  |
| 01/05/2014                   | J6807     | Department of Transport                   | Licensing 01/05/14                               | 2,008.80         |
| 02/05/2014                   | J6825     | Department of Transport                   | Licensing 02/05/14                               | 364.95           |
| 05/05/2014                   | J6826     | Department of Transport                   | Licensing 05/05/14                               | 249.60           |
| 07/05/2014                   | J6827     | Department of Transport                   | Licensing 07/05/14                               | 278.05           |
| 08/05/2014                   | J6829     | Department of Transport                   | Licensing 08/05/14                               | 304.95           |
| 09/05/2014                   | J6846     | Department of Transport                   | Licensing 09/05/14                               | 308.30           |
| 12/05/2014                   | J6849     | Department of Transport                   | Licensing 12/05/14                               | 315.85           |
| 13/05/2014                   | J6851     | Department of Transport                   | Licensing 13/05/14                               | 489.15           |
| 15/05/2014                   | J6857     | Department of Transport                   | Licensing 15/05/14                               | 62.50            |
| 16/05/2014                   | J6859     | Department of Transport                   | Licensing 16/05/14                               | 20.20            |
| 19/05/2014                   | J6860     | Department of Transport                   | Licensing 19/05/14                               | 588.05           |
| 20/05/2014                   | J6861     | Department of Transport                   | Licensing 20/05/14                               | 2,144.95         |
| 22/05/2014                   | J6862     | Department of Transport                   | Licensing 22/05/14                               | 970.25           |
| 23/05/2014                   | J6863     | Department of Transport                   | Licensing 23/05/14                               | 3,295.65         |
| 26/05/2014                   | J6870     | Department of Transport                   | Licensing 26/05/14                               | 287.45           |
| 27/05/2014                   | J6872     | Department of Transport                   | Licensing 27/05/14                               | 235.45           |
| 28/05/2014                   | J6873     | Department of Transport                   | Licensing 28/05/14                               | 1,408.95         |
| 29/05/2014                   | J6874     | Department of Transport                   | Licensing 29/05/14                               | 51.80            |
| 30/05/2014                   | J6876     | Department of Transport                   | Licensing 30/05/14                               | 45.75            |
|                              |           |   | <b>Sub-total</b>                                 | <b>13,430.65</b> |
| <b>Bank Fees</b>             |           |   |  |                  |
| 01/05/2014                   | Debit     | Commonwealth Bank of Australia            | CBA Merchant Fee - May 2014                      | 36.50            |
| 05/05/2014                   | Debit     | National Australia Bank                   | NAB transact Fee - Access and Usage for May 2014 | 4.90             |
| 19/05/2014                   | Debit     | National Australia Bank                   | NAB Connect Fee - Access and Usage for May 2014  | 79.74            |
| 30/05/2014                   | J6878     | National Australia Bank                   | Account Fees for May 14 for DPI Account          | 20.00            |
| 30/05/2014                   | J6879     | National Australia Bank                   | Account Fees for May 14 for Trust Account        | 23.00            |
| 30/05/2014                   | J6880     | National Australia Bank                   | Account Fees for May 2014 for Muni Account       | 63.20            |
| 30/05/2014                   | J6881     | National Australia Bank                   | Fee for deposit book                             | 5.00             |
| 30/05/2014                   | Debit     | Commonwealth Bank of Australia            | CBA Merchant Fee - May 2014                      | 22.00            |
|                              |           |   | <b>Sub-total</b>                                 | <b>254.34</b>    |

| VISA Payments    |        |   |  |                   |
|------------------|--------|---|--|-------------------|
| 05/05/2014       | VISA   | Westnet                                   | Internet Service - Depot                               | 69.45             |
| 05/05/2014       | VISA   | City of Perth                             | Parking  | 8.60              |
| 05/05/2014       | VISA   | Black Toms                                | Meals  | 31.60             |
| 05/05/2014       | VISA   | City of Perth                             | Parking  | 10.50             |
| 05/05/2014       | VISA   | Mundaring Artisan Bake                    | Meals  | 10.00             |
| 05/05/2014       | VISA   | Trybooking.com                            | Mountain of the White Tiger                            | 15.30             |
| 05/05/2014       | VISA   | Trybooking.com                            | Mountain of the White Tiger                            | 87.40             |
| 05/05/2014       | VISA   | Westnet                                   | Internet Service for Shire Office                      | 89.95             |
| 05/05/2014       | VISA   | Ready Flow ers                            | Flow ers - J Beasley                                   | 65.07             |
| 05/05/2014       | VISA   | NetRegistry                               | Renew al - tammin.w a.gov.au - 2014 - 2016             | 47.85             |
| 05/05/2014       | VISA   | National Australia Bank                   | Monthly Visa fee for April 2014                        | 9.00              |
| 08/05/2014       | VISA   | Australia Post                            | ID Check - B Jones                                     | 78.00             |
|                  |        |   | <b>Sub-total</b>                                       | <b>522.72</b>     |
| EFT Payments     |        |   |  |                   |
| 07/05/2014       | EFT666 | REST Superannuation                       | Superannuation   | 94.20             |
| 07/05/2014       | EFT667 | WALG Superannuation                       | Superannuation   | 3,838.78          |
| 23/05/2014       | EFT668 | Prime Super                               | Superannuation   | 86.14             |
| 23/05/2014       | EFT669 | REST Superannuation                       | Superannuation   | 107.80            |
| 23/05/2014       | EFT670 | WALG Superannuation                       | Superannuation   | 4,268.00          |
| 26/05/2014       | EFT671 | APV Valuers and Asset Management          | Valuation of Land & assets                             | 578.05            |
| 26/05/2014       | EFT672 | Arrow Bronze                              | 200mm x 150mm Border                                   | 305.08            |
| 26/05/2014       | EFT673 | Austral Mercantile Collections Pty Ltd    | Debt Collection  | 140.25            |
| 26/05/2014       | EFT674 | Avon Waste                                | Domestic waste removal - 4 weeks                       | 1,291.16          |
| 26/05/2014       | EFT675 | Patricia Bell                             | Sitting fee & travel May Council meeting               | 210.00            |
| 26/05/2014       | EFT676 | Bunnings                                  | Screw driver kit, cordless drill, depot laminate floor | 4,880.73          |
| 26/05/2014       | EFT677 | Carol Crane                               | Sitting fee & travel May Council meeting               | 210.00            |
| 26/05/2014       | EFT678 | Darry's Plumbing & Gas                    | 8m length concrete - Wash-dow n bay                    | 26,097.50         |
| 26/05/2014       | EFT679 | Davesta Pty Ltd                           | Line markings, Basketball /Netball court               | 1,650.00          |
| 26/05/2014       | EFT680 | DKT Rural Agencies                        | Taps & Washers   | 97.45             |
| 26/05/2014       | EFT681 | Eastern Hills Saw s & Mow ers Pty Ltd     | Chains, screw s, blades TN SS                          | 301.90            |
| 26/05/2014       | EFT682 | Farmw ays Kellerberrin                    | Concrete 12 Russell St, show erhead 11 Nottage Wa      | 348.50            |
| 26/05/2014       | EFT683 | Michael Greenw ood                        | Sitting fee & travel May Council meeting               | 312.94            |
| 26/05/2014       | EFT684 | Gull Tammin Roadhouse                     | May 2014 - catering, drinks, papers                    | 428.99            |
| 26/05/2014       | EFT685 | Jason Signmakers                          | Depot signage  | 3,744.18          |
| 26/05/2014       | EFT686 | Johnson, George                           | Consulting fees - Tammin waste site                    | 1,100.00          |
| 26/05/2014       | EFT687 | Kellerberrin Pipeline New sletter         | Advertising - SFO position                             | 17.00             |
| 26/05/2014       | EFT688 | Landgate                                  | Rural UV interim valuation                             | 3,427.70          |
| 26/05/2014       | EFT689 | Dustin McCreery                           | Sitting fee & travel May Council meeting               | 240.89            |
| 26/05/2014       | EFT690 | MM Electrical Merchandising               | Electrician - material                                 | 4,205.08          |
| 26/05/2014       | EFT691 | Motorcharge Limited                       | April 14   | 1,729.49          |
| 26/05/2014       | EFT692 | Northam Radiator Specialists              | Fuels and oils May 2014                                | 170.00            |
| 26/05/2014       | EFT693 | Onsite Rental Group                       | Cherry picker hire                                     | 2,767.88          |
| 26/05/2014       | EFT694 | Perfect Computer Solutions Pty Ltd        | Install Auskey & perform general housekeeping on s     | 340.00            |
| 26/05/2014       | EFT695 | QC Ultimate Clean                         | Carpet cleaning - 6 Russell Street                     | 324.50            |
| 26/05/2014       | EFT696 | Rural Press Regional Media (WA) Pty Ltd   | Advertising - Senior Finace Officer                    | 741.90            |
| 26/05/2014       | EFT697 | Scott Goodin                              | Reimbursement for training                             | 183.35            |
| 26/05/2014       | EFT698 | Shire of Brookton                         | LSL reimbursement - J Oliver                           | 2,514.08          |
| 26/05/2014       | EFT699 | Shire of York                             | Health, building & ranger services                     | 5,333.42          |
| 26/05/2014       | EFT700 | Tammin Hotel                              | Refreshments   | 213.00            |
| 26/05/2014       | EFT701 | Donald Thomson                            | Sitting fee & travel May Council meeting               | 280.38            |
| 26/05/2014       | EFT702 | UHY Haines Norton                         | F&M reporting w orkshop - M Henry                      | 1,815.00          |
| 26/05/2014       | EFT703 | Scott Uppill                              | Sitting fee & travel May Council meeting               | 449.38            |
| 26/05/2014       | EFT704 | Western Australian Local Government Assoc | Introduction to Supervision part 1 - S Goodin          | 907.50            |
| 26/05/2014       | EFT705 | Wren Oil                                  | Waste oil disposal                                     | 624.97            |
|                  |        |   | <b>Sub-total</b>                                       | <b>76,377.17</b>  |
| Salaries & wages |        |   |  |                   |
| 06/05/2014       |        | Shire of Tammin                           | Salaries & wages                                       | 22,279.21         |
| 20/05/2014       |        | Shire of Tammin                           | Salaries & wages                                       | 26,452.42         |
|                  |        |   | <b>Sub-total</b>                                       | <b>48,731.63</b>  |
|                  |        |   | <b>Total</b>   | <b>153,525.69</b> |

Attachment item 11.2 Financial Report May 2014