



Minutes of the Shire of Tammin Ordinary Council Meeting held at Council chambers,  
1 Donnan Street Tammin, on Thursday 21 August 2014.

#### **MISSION STATEMENT**

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

AGENDA.....	3
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE.....	3
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	3
4. PUBLIC QUESTION TIME .....	3
5. APPLICATIONS FOR LEAVE OF ABSENCE.....	3
6. DECLARATION OF MEMBER’S INTERESTS IN AGENDA ITEMS .....	3
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	4
7.1 ORDINARY COUNCIL MEETING MINUTES - (31 July 2014) .....	4
8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION .....	4
9. PETITIONS/DEPUTATIONS / PRESENTATIONS / SUBMISSIONS .....	4
10. REPORTS OF COMMITTEES / COUNCILLOR.....	4
11.1 List of Payments – July 2014 (FIN-05).....	5
11.2 Financial Report to 31/07/2014 (FIN-05).....	7
11.3 Fees & Charges – Community Bus .....	8
11.4 Adoption of Corporate Business Plan .....	11
11.5 Recycling .....	13
11.6 CSRFF .....	15
12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	17
13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	17
14. CLOSURE OF MEETING.....	17
15. REFERENCES .....	18

## **AGENDA**

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

The Shire President Cr Uppill declared the meeting open at 4.10 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

#### **APOLOGIES**

Nil

#### **LEAVE OF ABSENCE**

Cr McCreery applied for leave of absence for the ordinary council meeting to be held on 18 September 2014.

#### **MIN 75/14 MOTION – MOVED Cr Uppill seconded Cr Greenwood**

That Cr McCreery be granted leave of absence for the ordinary council meeting to be held on 18 September 2014.

CARRIED 6/0

### **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**

<u>Councilor</u>	<u>Item Number</u>	<u>Nature of Interest</u>
Cr Uppill	11.6	Impartial
Cr Crane	11.6	Impartial
Cr Thomson	11.6	Impartial
Cr McCreery	11.6	Financial

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

7.1 ORDINARY COUNCIL MEETING MINUTES - (31 July 2014)

Recommendation:

That the Minutes of the Ordinary Council meeting held on 31 July 2014 be confirmed as a true record of proceedings.

**MIN 76/14 MOTION – MOVED Cr Bell seconded Cr McCreery**

That the Minutes of the Ordinary Council meeting held on 31 July 2014 be confirmed as a true record of proceedings.

CARRIED 6/0

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

The Shire President advised that he has been invited to attend a luncheon with the Minister for Local Government, WALGA representatives and other Shire Presidents on Tuesday 26 August 2014.

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

**10. REPORTS OF COMMITTEES / COUNCILLOR**

Shire President SEAVROC meeting – Thursday 7 August 2014 followed by a meeting with Tim Fowler from the DLG. Cr Crane and the CEO were also in attendance.

All Councillors Local Government Week Convention 6<sup>th</sup> – 8<sup>th</sup> August

Cr Uppill & Cr Bell Tammin Seniors meeting on 18 August 2014

Cr Greenwood Cunderdin Primary Health Care Demonstration Site Project User Group meeting - 13 August 2014

Cr Bell Tammin Markets meeting 13 August 2014

Cr Bell, Cr Crane & Cr Thomson attended the unveiling of the plaque listing all previous and current tenants at Tamma Village on Saturday 16 August 2014.

**11. AGENDA ITEMS**

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

Author – Jenny Gemund, CDO, 15 August 2014, Interest – Nil

### **BACKGROUND**

Accounts paid for July 2014 is listed totaling:

Cheque numbers	6509 - 6520	\$10,488.61
Direct debit payments	01 – 31/07/2014	\$8,382.13
Licensing transfers	01 – 31/07/2014	\$21,506.10
Bank fees	01 – 31/07/2014	\$370.77
VISA payments	01 – 31/07/2014	\$220.90
EFT payments		\$204,700.62
Salaries and Wages	01 – 31/07/2014	\$62,213.03
Total payments	01 – 31/07/2014	\$307,882.16

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

Cheque numbers	6509 - 6520	\$10,488.61
Direct debit payments	01 – 31/07/2014	\$8,382.13
Licensing transfers	01 – 31/07/2014	\$21,506.10
Bank fees	01 – 31/07/2014	\$370.77
VISA payments	01 – 31/07/2014	\$220.90
EFT payments		\$204,700.62
Salaries and Wages	01 – 31/07/2014	\$62,213.03
Total payments	01 – 31/07/2014	\$307,882.16

Simple Majority Required

**MIN 77/14 MOTION – MOVED Cr Thomson seconded Cr Bell**

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

Cheque numbers	6509 - 6520	\$10,488.61
Direct debit payments	01 – 31/07/2014	\$8,382.13
Licensing transfers	01 – 31/07/2014	\$21,506.10
Bank fees	01 – 31/07/2014	\$370.77
VISA payments	01 – 31/07/2014	\$220.90
EFT payments		\$204,700.62
Salaries and Wages	01 – 31/07/2014	\$62,213.03
Total payments	01 – 31/07/2014	\$307,882.16

CARRIED 6/0

## **11.2 Financial Report to 31/07/2014 (FIN-05)**

Author – Nathan Gilfellon, SFO, 15 August 2014, Interest – Nil

### **BACKGROUND**

The Monthly Financial Report to 31 July 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 31 July 2014 be received.

Simple Majority Required

### **MIN 78/14 MOTION – MOVED Cr Bell seconded Cr McCreery**

That the Financial Report for 31 July 2014 be received.

CARRIED 6/0

## **11.3 Fees & Charges – Community Bus**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

The current hire charge for the Shire's Community Bus is:

All Groups	\$0.85 cents per kilometre plus fuel
Seniors	\$0.45 cents per kilometre plus fuel

### **COMMENT**

There are three issues with the current hire charges:

- There is no daily fee. The cost of hiring the Bus to travel to Perth and back is the same regardless of whether it is hired for one day or one week,
- The same fee is charged to Shire residents and non Shire residents. As the income received from Bus Hire does not generate enough income to fund a replacement Bus the cost is being subsidised by Tammin ratepayers,
- The Shire does not charge a Bond for use of the Bus. The Shire has a \$1,000 insurance excess so the first \$1,000 of damage is not insured.

It is recommended that Council adopt a fee of \$33 (including GST) for all users who hire the Bus for more than one day, with the fee to apply from day two (first day has no daily fee).

It is recommended that Council charge an additional fee of \$0.10 cents per kilometre for hirers who are not Tammin residents.

It is recommended that Council charge a Bond of \$200 for Tammin residents and \$500 for non Tammin residents.

### **STATUTORY ENVIRONMENT**

#### *6.16. Imposition of fees and charges*

*(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

*(2) A fee or charge may be imposed for the following —*

*(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*

*(b) supplying a service or carrying out work at the request of a person;*

*(c) subject to section 5.94, providing information from local government records;*

*(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*

*(e) supplying goods;*

*(f) such other service as may be prescribed.*

*(3) Fees and charges are to be imposed when adopting the annual budget but may be —*

*(a) imposed\* during a financial year; and*

*(b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*



#### 6.17. Setting level of fees and charges

(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) the cost to the local government of providing the service or goods; and
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —

- (a) under section 5.96; or
- (b) under section 6.16(2)(d); or
- (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.

#### 6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The revenue generated from Bus Hire is approximately \$3,000 per annum. The Bus cost \$82,895 and if depreciated equally over say 20 years the annual depreciation would be \$4,145.

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **OFFICER'S RECOMMENDATION**

That Council adopt the following fees for the hire of the Community Bus:

- A daily fee of \$33 (including GST) be charged to all users who hire the Bus for more than one day, with the fee to apply from day two (first day has no daily fee).
- An additional fee of \$0.10 cents per kilometre be charged for hirers who are not Tammin residents.
- A Bond of \$200 for Tammin residents and \$500 for non Tammin residents be charged when the Community Bus is hired.

Absolute Majority Required

**MIN 79/14 MOTION – MOVED Cr Crane seconded Cr Thomson**

That Council adopt the following additional fees for the hire of the Community Bus:

- A daily fee of \$33 (including GST) be charged to all users who hire the Bus for more than one day, with the fee to apply from day two (first day has no daily fee).
- An additional fee of \$0.15 cents (\$1.00 total) per kilometre to be charged for hirers who are not Tammin residents.
- A Bond of \$200 for Tammin residents and \$500 for non Tammin residents to be charged when the Community Bus is hired.
- That the Tammin Seniors Committee be exempt from the changes.

CARRIED BY ABSOLUTE MAJORITY 6/0

## **11.4 Adoption of Corporate Business Plan**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

The Shire of Tammin appointed Localise to prepare the Shire's Corporate Business Plan, including conducting community consultation and Councillor and staff workshops. This included:

Tuesday 29 April	Council workshop
Thursday 5 June	Community consultation
Friday 6 June	Business breakfast, staff meetings
Friday 13 June	Bulk email requesting input from community
Thursday 19 June	Council workshop
Thursday 24 July	Draft CBP released for public comment
Wednesday 13 Aug	Public submission period closes

### **COMMENT**

The public comment period for the draft Corporate Business Plan was advertised in the Tammin Tabloid, Shire newsletter (twice), on the website and Posters were displayed at the Post Office, Shire office and Roadhouse.

At the close of the public submission period nil submissions had been received.

A copy of the Corporate Business Plan is attached.

### **STATUTORY ENVIRONMENT**

*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.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

Community engagement has occurred through a public consultation forum held on Thursday 5 June 2014; a Business Breakfast on Friday 6 June 2014; Email requesting further feedback on Friday 13 June 2014; draft CBP advertised Thursday 24 July 2014.

**OFFICER'S RECOMMENDATION**

That the Corporate Business Plan for the Shire of Tammin for the four year period starting July 2014, be adopted by Council, as presented.

Absolute Majority Required

**MIN 80/14 MOTION – MOVED Cr Uppill seconded Cr Bell**

That the Corporate Business Plan for the Shire of Tammin for the four year period starting July 2014, be adopted by Council, as presented.

CARRIED 6/0

## **11.5 Recycling**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

Under the previous management contract the contractor was responsible for the collection and disposal of recyclables at the Tammin Refuse Site. Since the Shire assumed responsibility for management of the site from 1 July 2014 no arrangements in regards to recyclables have been put in place.

The Shire currently provides recyclable collection containers in the shed behind the Roadhouse, with Shire staff emptying these on a regular basis and transferring to the refuse site. These are for use by Tammin residents.

### **COMMENT**

A representative from Avon Waste attended the July 2014 ordinary Council meeting to discuss options in regards to the collection and disposal of recyclables. The most appropriate service for Tammin appears to be the provision of bulk skip bin type containers at the refuse site and to continue with the current containers at the shed behind the Roadhouse.

It is recommended that, initially, the Shire provide one x front lift 4.5 cubic-metre bin for co-mingled recyclables (\$214.55 per collection) and one x front lift 6.0 cubic-metre bin for cardboard (\$80 per collection) at the refuse site. The Shire to continue to provide the recyclable bins at the rear of the Roadhouse for use by residents who do not frequent the refuse site.

Initially the recycling bins to be collected every four weeks. If the need demands then this can be increased to every two weeks.

It is also recommended that Council adopt a fee for the provision of the bulk cardboard recycling bins to private business, with the fee being equal to 80% of the cost to Council, plus GST (\$832+GST). This service can then be offered to the Roadhouse and Hotel.

### **FINANCIAL IMPLICATIONS**

The recommendation will incur unbudgeted expenditure of \$3,829 however will provide a recycling service and reduce waste going into the landfill.

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Nil

## **COMMUNITY CONSULTATION**

Nil

## **OFFICER'S RECOMMENDATION**

That Council:

- Purchase one x front lift 4.5 cubic-metre bin for co-mingled recyclables (\$214.55 per collection) and one x front lift 6.0 cubic-metre bin for cardboard (\$80 per collection) at the refuse site, to be emptied every 4 weeks.
- Purchase one x front lift 6.0 cubic-metre bin for cardboard (\$80 per collection) at the current recycling station located at the Roadhouse, to be emptied every 4 weeks.

Absolute Majority Required

## **MIN 81/14 MOTION – MOVED Cr Greenwood seconded Cr Bell**

That Council:

- Acquire one x front lift 4.5 cubic-metre bin for co-mingled recyclables (\$214.55 per collection) and two x front lift 6.0 cubic-metre bin for cardboard (\$80 per collection), one of each to be located at the refuse site and one of the cardboard containers to be located at the Recycling Shed behind the Roadhouse, to be emptied every 4 weeks.

CARRIED BY ABSOLUTE MAJORITY 6/0

## **11.6 CSRFF**

Author – Brian Jones

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

The purpose of the CSRFF is to provide Western Australian Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.

All projects are assessed by DSR on the following principles:

- ✓ Project justification.
- ✓ Planned approach.
- ✓ Community consultation.
- ✓ Management planning.
- ✓ Access and opportunity.
- ✓ Design.
- ✓ Financial viability.
- ✓ Coordination.
- ✓ Potential to increase physical activity.
- ✓ Sustainability.

DSR requests that Council place a priority and rating on all applications within its municipality. The ratings are to be assessed on the following criteria:

- ✓ Well planned and needed by the municipality (high)
- ✓ Well planned and needed by the applicant (medium/high)
- ✓ Needed by the municipality but more planning required (medium)
- ✓ Needed by the applicant but more planning required (medium/low)
- ✓ Idea has merit, but more planning required (medium/low); and
- ✓ Not recommended.

### **COMMENT**

Only one application for CSRFF funding has been received by the Shire, being the Tammin Bowling Club project to replace the turf with Synthetic Greens (7 rinks), upgrade surrounds and install lighting.

The Tammin Bowling Club currently has two turf Bowling Green's comprising 7 rinks each (14 rinks total) with grass surrounds. This project is to replace one of the turf bowling greens with a synthetic surface and replace the grass surrounds with brick paving. The other bowling green will be retired by the Club. Lighting will be installed to allow for use at nights.

This project has been prepared as a Shire project.

The main cost is the supply and laying of the synthetic green, approximately \$240,000. Due to there only being one supplier of the preferred surface it is recommended that Council not call tenders as provided for in regulation 11(2)(f) of the local government (functions and general) regulations.

## **STATUTORY ENVIRONMENT**

*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—*

*(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;*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Council has previously agreed to contribute towards this project. The final project expenditure budget will be provided to Council at the meeting and is based on the following figures (excluding GST):

Bowling Club	Cash contribution	\$ 45,455
	In-Kind contribution	\$ 40,437
Shire of Tammin		\$174,169
CSRFF Grant		<u>\$130,000</u>
Total		<u>\$390,061</u>

## **STRATEGIC IMPLICATIONS**

Nil

## **COMMUNITY CONSULTATION**

Nil

## **OFFICER'S RECOMMENDATION**

That Council:

- Agree that the CSRFF application for the Tammin Bowling Club Synthetic Green and upgrade project be ranked as the number one project and be rated as HIGH (well planned and needed by the municipality).
- Agree not to call tenders for the True Draw Synthetic Bowling Green Surface in accordance with the local government (functions and general) regulation 11(2)(f) due to the unique nature of the goods or services required as it is unlikely that there is more than one potential supplier.
- Confirm that the Shire of Tammin will contribute \$175,000 towards the costs of the project and raise a loan for this amount, with the term of the loan to be based on annual repayments of principal and interest of approximately \$20,000.

Simple Majority Required



**Cr McCreery left the meeting at 5.22pm.**

**MIN 82/14 MOTION – MOVED Cr Bell seconded Cr Greenwood**

That Council:

- Agree that the CSRFF application for the Tammin Bowling Club Synthetic Green and upgrade project be ranked as the number one project and be rated as HIGH (well planned and needed by the municipality).
- Agree not to call tenders for the True Draw Synthetic Bowling Green Surface in accordance with the local government (functions and general) regulation 11(2)(f) due to the unique nature of the goods or services required as it is unlikely that there is more than one potential supplier.
- Confirm that the Shire of Tammin will contribute \$175,000 towards the costs of the project and raise a loan for this amount, with the term of the loan to be based on annual repayments of principal and interest of approximately \$20,000.

CARRIED 5/0

**Cr McCreery returned to the meeting at 5.26pm.**

**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 5.26 pm.

Tabled before the Ordinary Council Meeting on 18 September 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 July 2014

<b>PAYMENTS LIST JULY 2014</b>				
<b>Date</b>	<b>Reference</b>	<b>Supplier Name</b>	<b>Details</b>	<b>Amount</b>
<b>Cheque Payments</b>				
01/07/2014	6509	Shire of Tammin	Petty cash June 2014	127.35
02/07/2014	6510	Shire of Tammin	All plant & vehicle registrations	2,649.60
04/07/2014	6511	LGRCEU	Union Fee	58.20
17/07/2014	6512	LGRCEU	Union Fee	58.20
21/07/2014	6513	Australian Taxation Office	July 2014 BAS	2,450.00
29/07/2014	6514	CWA Tammin	Roadside clean-up	198.00
29/07/2014	6515	Kleenheat Gas	LPG Bulk	329.21
29/07/2014	6516	Tammin Post Office	Depot & office Stationery	93.46
29/07/2014	6517	Tammin Womens Hockey Club	Roadside clean-up	1,584.00
29/07/2014	6518	Telstra	Internet & phone 18/07 - 17/08/14	1,982.39
29/07/2014	6519	Wheatbelt Agcare	Contribution to rural family counselling services 201	900.00
30/07/2014	6520	LGRCEU	Union Fee	58.20
			<b>Sub-total</b>	<b>10,488.61</b>
<b>Direct Debit payments</b>				
03/07/2014	Debit	Commonwealth Bank of Australia	EFTPOS Fee	32.18
28/07/2014	Debit	WA Treasury Corporation	WATC Loan 77 repayment	8,349.95
			<b>Sub-total</b>	<b>8,382.13</b>
<b>Licensing Transfer</b>				
01/07/2014	J6954	Department of Transport	Licensing 01/07/14	225.35
02/07/2014	J6957	Department of Transport	Licensing 02/07/14	2,748.35
03/07/2014	J6960	Department of Transport	Licensing 03/07/14	107.50
07/07/2014	J6969	Department of Transport	Licensing 07/07/14	1,762.95
10/07/2014	J6988	Department of Transport	Licensing 10/07/14	901.70
11/07/2014	J6989	Department of Transport	Licensing 11/07/14	45.60
16/07/2014	J7006	Department of Transport	Licensing 16/07/14	71.40
17/07/2014	J7008	Department of Transport	Licensing 17/07/14	995.45
18/07/2014	J7032	Department of Transport	Licensing 18/07/14	605.10
22/07/2014	J7043	Department of Transport	Licensing 22/07/14	12,262.35
23/07/2014	J7044	Department of Transport	Licensing 23/07/14	94.95
24/07/2014	J7047	Department of Transport	Licensing 24/07/14	336.00
28/07/2014	J7053	Department of Transport	Licensing 28/07/14	546.55
30/07/2014	J7062	Department of Transport	Licensing 30/07/14	570.35
31/07/2014	J7064	Department of Transport	Licensing 31/07/14	232.50
			<b>Sub-total</b>	<b>21,506.10</b>
<b>Bank Fees</b>				
01/07/2014	Debit	Commonwealth Bank of Australia	CBA Merchant Fee - July 2014	22.00
01/07/2014	Debit	Commonwealth Bank of Australia	CBA Merchant Fee - June 2014	123.12
02/07/2014	Debit	National Australia Bank	NAB transact Fee - Access and Usage for June 20	4.90
14/07/2014	Debit	National Australia Bank	NAB Connect Fee - Access and Usage for July 201	92.49
31/07/2014	Debit	Commonwealth Bank of Australia	CBA Merchant Fee - July 2014	22.00
31/07/2014	J7065	National Australia Bank	Account Fees for June 2014 for DPI Account	20.00
31/07/2014	J7066	National Australia Bank	Account Fees for July 2014 for Muni Account	62.00
31/07/2014	J7067	National Australia Bank	Account Fees for July 2014 for Trust Account	22.40
31/07/2014	J7105	National Australia Bank	Interest Charged Term Deposit - DPI Account	1.86
			<b>Sub-total</b>	<b>370.77</b>
<b>VISA Payments</b>				
03/07/2014	J7068	National Australia Bank	Monthly Visa fee for June 2014	220.90
			<b>Sub-total</b>	<b>220.90</b>

EFT Payments				
04/07/2014	EFT 783	REST Superannuation	Superannuation	526.84
04/07/2014	EFT784	WALG Superannuation	Superannuation	3,638.79
11/07/2014	EFT785	Actrol	11kg refrigerator cylinder	655.54
11/07/2014	EFT786	Anything Telephones Pty Ltd	Changes to day/night service	145.20
11/07/2014	EFT787	APRA Ltd	License fees - 01/07/14 - 30/06/15	1,307.24
11/07/2014	EFT788	Bunnings	Spade, construction sealant, Battery charger & glob	177.05
11/07/2014	EFT789	CCI Business Training	2014/2015 Membership fee	820.16
11/07/2014	EFT790	Conplant Pty Ltd	Tyre & tubes for TN205	1,357.69
11/07/2014	EFT791	Courier Australia	Freight charges	311.00
11/07/2014	EFT792	Carol Crane	2014 - Deputy Presidents fee	300.00
11/07/2014	EFT793	Cunderdin Farmers Co-op	15amp sump pump	288.58
11/07/2014	EFT794	Richard Daniels	Gravel Royalties	3,000.00
11/07/2014	EFT795	DKT Rural Agencies	4500 lt w ater tank	1,383.70
11/07/2014	EFT796	East Journey Aboriginal Co.	East Journey Performance	4,000.00
11/07/2014	EFT797	Ettamogah - Cunderdin Pub	Accommodation - N Giffellon	1,012.50
11/07/2014	EFT798	Gull Tammin Roadhouse	June Acc	471.20
11/07/2014	EFT799	George Johnson	Camping toilet	239.98
11/07/2014	EFT800	JR & A Hersey Pty Ltd	Protective clothing	715.93
11/07/2014	EFT801	MM Electrical Merchandising	PVC aerial cable, smoke alarms & luminaire's	3,062.70
11/07/2014	EFT802	Motorcharge Limited	June 2014	6,061.33
11/07/2014	EFT803	Pacific Brands Workwear	Uniforms	738.28
11/07/2014	EFT804	Peerless Jal Pty Ltd	Consumable for ablutions	336.30
11/07/2014	EFT805	PCS	Change display name - SFO	42.50
11/07/2014	EFT806	QC Ultimate Clean	Hall kitchen & floors @ 9 Nottage Way	537.90
11/07/2014	EFT807	Quairading CRC	Advert - East journey & Squaring the wheel	100.00
11/07/2014	EFT808	Radio West	Event Awareness - East Journey	297.00
11/07/2014	EFT809	Regional Concrete & Plumbing	Tamma village & Sewer pond	3,100.92
11/07/2014	EFT810	Shane Garlett	Pipeline Band Performance - East Journey	1,500.00
11/07/2014	EFT811	Shire of York	Ranger Services	1,874.11
11/07/2014	EFT812	Stuey's Plumbing services	Repair leaking pipe in Tammin town hall	333.30
11/07/2014	EFT813	Tammin Hotel	Meeting & Accommodation - N Giffellon	1,256.50
11/07/2014	EFT814	Scott Uppill	2014 Presidential Allowance	1,200.00
11/07/2014	EFT815	WALGA	Effective letter & report writing	495.00
11/07/2014	EFT816	Western Lockservice	Master key cylinder, barrel & shack	355.50
11/07/2014	EFT817	Woodstock PA Hire	East Journey	935.00
17/07/2014	EFT818	Prime Super	Superannuation	85.50
17/07/2014	EFT819	REST Superannuation	Superannuation	520.19
17/07/2014	EFT820	WALG Superannuation	Superannuation	3,632.90
28/07/2014	EFT821	Fujitsu General Pty Ltd	ASTG18KMCA Air- con	3,830.20
28/07/2014	EFT822	LGIS Liability	Public Liability Insurance 2014-15	5,558.31
28/07/2014	EFT823	LGIS Property	Property Insurance 14/15	16,902.93
28/07/2014	EFT824	LGISWA	Insurance	37,491.70
29/07/2014	EFT825	Austral Mercantile Collections	Debt collection - various accounts	1,019.03
29/07/2014	EFT826	Avon Waste	4 Weeks domestic waste removal	1,291.16
29/07/2014	EFT827	Patricia Bell	Sitting fee & travel reimbursement	105.00
29/07/2014	EFT828	Bunnings	Disposable respirator, Battery power tool & Toolset	117.29
29/07/2014	EFT829	Country Arts WA	Presenter fees - Squaring the wheel	3,415.50
29/07/2014	EFT830	Country Ford	15000km Service - TN3	344.30
29/07/2014	EFT831	Courier Australia	Freight	154.85
29/07/2014	EFT832	Carol Crane	Sitting fee & travel reimbursement	105.00
29/07/2014	EFT833	Darry's Plumbing & Gas	Storm water overflow system	13,915.00
29/07/2014	EFT834	Department of Environment	2014/15 Refuse site Licence Renewal	1,586.46
29/07/2014	EFT835	Earthstyle Contracting	Strang street	15,290.00
29/07/2014	EFT836	F-111 Engineering Pty Ltd	Rebuild sprayer, Fire fighting pump & 1000L contain	5,545.10
29/07/2014	EFT837	GBC Fordigraph Pty Ltd	Shredder Bag	159.50
29/07/2014	EFT838	Great Eastern Country Zone WALGA	Annual Subscription 2014/15	4,532.00
29/07/2014	EFT839	MD Greenwood	Sitting fee & travel reimbursement	153.23
29/07/2014	EFT840	George Johnson	Supply of Donga	5,000.00
29/07/2014	EFT841	Kellerberrin Farmers Co-Op	Council teas	35.22
29/07/2014	EFT842	Kellerberrin Tyre Service	Fit roller tyre	120.00
29/07/2014	EFT843	L&H Group	75w Flood light	214.50
29/07/2014	EFT844	Landgate	Minimum Valuation charges	60.85

29/07/2014	EFT845	LGnet Pty Ltd	On-line advertising services - Work supervisor	165.00
29/07/2014	EFT846	Localise Pty Ltd	Assist with corporate business plan	8,749.58
29/07/2014	EFT847	Dustin McCreery	Sitting fee & travel reimbursement	120.83
29/07/2014	EFT848	MM Electrical Merchandising	Infrared lamps, Led diffused downlights	4,352.40
29/07/2014	EFT849	PCS	ADSL modem & 1Tb hard disk drive	620.00
29/07/2014	EFT850	Safetyquip Midland	Sunhats, safety boots & harness lanyard	329.27
29/07/2014	EFT851	Seek Limited	Advert - Work Supervisor	280.50
29/07/2014	EFT852	Stapels Australia Pty Ltd	HP Black toner - SFO printer	138.82
29/07/2014	EFT853	Stonehouse Pumps & Retic.	Davey sump pump - Septic system Tamma Village	515.80
29/07/2014	EFT854	Talis Consultants Pty Ltd	Asset Management services 31/05 - 27/06/2014	17,437.20
29/07/2014	EFT855	Tammin Hotel	Refreshments	301.00
29/07/2014	EFT856	Telstra	Repairs to damage caused - 14 Ridley Street	2,359.28
29/07/2014	EFT857	Donald Thomson	Sitting fee & travel reimbursement	140.19
29/07/2014	EFT858	Tourism Council WA	Bronze Membership - 2014/15	180.00
29/07/2014	EFT859	UHY Haines Norton	Compilation of Annual Budget	4,510.00
29/07/2014	EFT860	Scott Uppill	Sitting fee & travel reimbursement	224.69
29/07/2014	EFT861	Western Lockservice	Security key for Tip	72.60
31/07/2014	EFT865	Cunderdin Pharmacy	Tw inrix Vaccine	440.00
			<b>Sub-total</b>	<b>204,700.62</b>
<b>Salaries &amp; wages</b>				
01/07/2014		Shire of Tammin	Salaries & wages	20,630.94
15/07/2014		Shire of Tammin	Salaries & wages	21,031.55
29/07/2014		Shire of Tammin	Salaries & wages	20,550.54
			<b>Sub-total</b>	<b>62,213.03</b>
			<b>Total</b>	<b>307,882.16</b>

Attachment item 11.2 Financial Report July 2014