

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### AGENDA



### NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Wednesday 24 April 2019** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:00pm**.

Neville Hale  
Chief Executive Officer  
Monday 15 April 2019

### 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 will declare the meeting open at \_\_\_\_\_ pm.

**2. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES**

**Present:**

Cr M Greenwood	Shire President
Cr D Thomson	Deputy President
Cr G Batchelor	Member
Cr N Caffell	Member
Cr Daniels	Member

**In Attendance:**

Neville Hale	Chief Executive Officer
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**Leave of Absence previously granted:**

Nil

**Apologies:**

Nil

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

Nil

**4. PUBLIC QUESTION TIME**

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

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

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

**7.1 Ordinary Council Meeting Minutes – 28 March 2019**

**Recommendation**

That the Minutes of the Ordinary Council Meeting held on 28 March 2019 be confirmed as a true record of proceedings.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

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

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

## 10. MATTERS FOR CONSIDERATION – FINANCE

### 10.1 List of Payments for March 2019

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	9 April 2019
<b>Author:</b>	Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer – Neville Hale
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 10.1 – March Payment List Attachment Item 10.1 - Credit Card Statement 30.01.2019 – 28.02.2019

#### Background

Accounts paid for March 2019 totaling \$233,874.47 are listed below:

Cheque numbers	6721 - 6724	\$5,332.64
Direct debit payments	01/03/19 – 31/03/19	\$3,909.47
Licensing transfers	01/03/19 – 31/03/19	\$12,929.40
Bank fees	01/03/19 – 31/03/19	\$164.14
VISA payments	01/03/19 – 31/03/19	\$651.00
EFT payments	EFT2771 – EFT2826	\$183,571.90
Salaries and wages	01/03/19 – 31/03/19	\$27,315.92
<b>Total payments</b>	<b>01/03/19 – 31/03/19</b>	<b>\$233,874.47</b>

#### Comment

Nil

#### Financial Implications

Directly impacts the Shire of Tammin 2018/2019 Operating Budget

#### Policy Implications

Nil

#### Statutory Implications

*Local Government (Financial Management) Regulations 1996*

### **11. Payment of accounts**

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
- a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
  - b) Petty cash systems.
- (1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (2) Payments made by a local government —
- a) Subject to sub-regulation (4), are not to be made in cash; and
  - b) Are to be made in a manner which allows identification of —
    - (i) The method of payment;
    - (ii) The authority for the payment; and
    - (iii) The identity of the person who authorised the payment.
- (3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

*[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]*

### **12. Payments from municipal fund or trust fund**

- (1) A payment may only be made from the municipal fund or the trust fund —
- a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - b) Otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

*[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]*

### **13. Lists of accounts**

- (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.

**Strategic Plan Implications**

Nil

**Community Consultation**

Nil

**Recommendation**

That Council notes that during the month of March 2019, the Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$233,874.47 on licensing transactions, bank fees, EFT, Cheques, Visa, Direct Debit and salaries and wages payments.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

Payment List for March 2019

Ref	Date	Creditors Name	Description	Amount
<b>Licensing transactions</b>				
45	05/03/2019	Department of Transport	Daily licensing transactions	\$ 441.90
45	06/03/2019	Department of Transport	Daily licensing transactions	\$ 720.95
45	07/03/2019	Department of Transport	Daily licensing transactions	\$ 617.40
45	08/03/2019	Department of Transport	Daily licensing transactions	\$ 815.85
45	11/03/2019	Department of Transport	Daily licensing transactions	\$ 754.65
45	12/03/2019	Department of Transport	Daily licensing transactions	\$ 429.90
45	13/03/2019	Department of Transport	Daily licensing transactions	\$ 2,409.20
45	14/03/2019	Department of Transport	Daily licensing transactions	\$ 254.20
45	15/03/2019	Department of Transport	Daily licensing transactions	\$ 1,322.85
45	19/03/2019	Department of Transport	Daily licensing transactions	\$ 4,300.45
45	22/03/2019	Department of Transport	Daily licensing transactions	\$ 751.60
45	27/03/2019	Department of Transport	Daily licensing transactions	\$ 43.80
45	28/03/2019	Department of Transport	Daily licensing transactions	\$ 66.65
			<b>Subtotal</b>	<b>\$ 12,929.40</b>
<b>Bank Fees</b>				
45	01/03/2019	Merchant fee	Merchant fees	\$ 22.00
45	04/03/2019	Merchant fee	Merchant fees	\$ 71.94
45	05/03/2019	Bank fees	Account fee	\$ 5.60
45	29/03/2019	Bank fees	Account fee	\$ 44.60
45	29/03/2019	Bank fees	Account fee	\$ 20.00
			<b>Subtotal</b>	<b>\$ 164.14</b>
<b>EFT Payments</b>				
EFT2827	01/03/2019	Autopro Northam	RSK25C Ryco 4WD Service kit	\$ 183.98
EFT2828	01/03/2019	Bunning's Group Ltd	Pavilion Kitchen renovation supplies	\$ 150.68
EFT2829	01/03/2019	Combined Tyres Cunderdin	Repair two tyres	\$ 99.00
EFT2830	01/03/2019	Cunderdin Farmers Cooperative Company Ltd	Cement - Ultra Cream 20kg	\$ 11.00
EFT2831	01/03/2019	Department of Fire and Emergency Services	2018/2019 Quarter DFES service charges	\$ 8,552.53
EFT2832	01/03/2019	Donald Thomson	Councillor reimbursement	\$ 124.84
EFT2833	01/03/2019	F-111 Engineering Pty Ltd	Pole for meter in Donnan Park	\$ 206.34
EFT2834	01/03/2019	Glenice Batchelor	Council meeting Feb 2019	\$ 105.00
EFT2835	01/03/2019	Keira Wirth	Travel reimbursement for Licencing training	\$ 503.79
EFT2836	01/03/2019	Komatsu Australia Pty Ltd	Element, outer for TN6	\$ 82.02
EFT2837	01/03/2019	MetroCount	Roll of Premium Road Tube	\$ 687.50
EFT2838	01/03/2019	Michael Greenwood	Council meeting Feb 2019	\$ 234.59
EFT2839	01/03/2019	New ground Water Services Pty Ltd	Town Dam pump repairs	\$ 5,888.30
EFT2840	01/03/2019	Nicholas Caffell	Councillor meeting Feb 2019	\$ 119.11
EFT2841	01/03/2019	Quest Innaloo	Accommodation - Staff Trelis training	\$ 770.00
EFT2842	01/03/2019	Telstra	Telstra Tablet and mobile charges	\$ 537.38
EFT2843	01/03/2019	Wheatbelt Renovations	Pavilion kitchen renovations	\$ 6,022.00
EFT2844	14/03/2019	AMPAC Debt Recovery (WA) Pty Ltd	Debt Recovery Feb 2019	\$ 3,972.10
EFT2845	14/03/2019	Adapt Electrical Solutions	Pavilion Electrical works as per quote QU-0034	\$ 2,892.35
EFT2846	14/03/2019	Ag Implements	TN 848 Case JXU95 Tractor - Service and repair	\$ 2,575.19
EFT2847	14/03/2019	Australia Post	Freight and stationary admin supplies	\$ 267.70
EFT2848	14/03/2019	Avon Waste	Avon Waste rubbish Collection various sites	\$ 2,241.36
EFT2849	14/03/2019	Conway Highbury Pty Ltd	Consultancy Services review of Local Law	\$ 1,144.50
EFT2850	14/03/2019	Courier Australia	freight charges Library	\$ 20.41
EFT2851	14/03/2019	Cunderdin Farmers Cooperative Company Ltd	Rainbird Falcon 6504 Pop up Sprinklers 12x Oval	\$ 999.15
EFT2852	14/03/2019	DKT Rural Agencies	Reticulation supplies 12 Russell Street	\$ 138.05
EFT2853	14/03/2019	F-111 Engineering Pty Ltd	Service Hino Truck TN 302	\$ 11,916.46
EFT2854	14/03/2019	Farmways Kellerberrin	Oven - Stainless Steel PS90S Pavilion Renovation	\$ 3,860.05
EFT2855	14/03/2019	IT Vision	Monthly Synergy Soft fee for February 2019	\$ 3,303.30
EFT2856	14/03/2019	Jason Sign makers	RV Site Sign Makers	\$ 121.55
EFT2857	14/03/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT2858	14/03/2019	Market force	West Australian Advertisement Electors meeting	\$ 318.79
EFT2859	14/03/2019	Metal Artwork Creations	3 x Plaques for Achievements Awards Night	\$ 216.70
EFT2860	14/03/2019	MetroCount	RoadPod VT5900 Plus inc RC as quoted	\$ 8,349.00
EFT2861	14/03/2019	Officeworks	Public Toilet supplies, toilet roll and hand towel	\$ 551.98
EFT2862	14/03/2019	Perfect Computer Solutions	Computer maintenance	\$ 127.50
EFT2863	14/03/2019	Pestex Co	Pest control various buildings and sites	\$ 12,644.50
EFT2864	14/03/2019	Promotional Exposure	50% Deposit Comedy Gold event 21.08.2019	\$ 1,760.00
EFT2865	14/03/2019	Shire of Cunderdin	Shared Staff - CEO	\$ 66,840.51
EFT2867	14/03/2019	Truquip Hire & Sales	Carting Gravel to Chappell-Wheeldon Rd	\$ 6,853.00
EFT2868	14/03/2019	WA Hino Sales & Service	parts for TN 302 Hino Tipper	\$ 4,237.89
EFT2869	14/03/2019	Wheatbelt Office and Business Machines	Copier costs and supplies admin	\$ 960.82
EFT2870	14/03/2019	Wheatbelt Plumbing & Gas	Install new oven & range hood to Tammin Pavilion	\$ 1,141.80
EFT2871	21/03/2019	Courier Australia	JR & A Hersey freight, Microcom & Cutting Edge Freight	\$ 220.94



EFT2872	21/03/2019	Farmways Kellerberrin	maintenance supplies	\$ 430.59
EFT2873	21/03/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT2874	21/03/2019	Moore Stephens	Budget Workshop 2019 - Crown Perth	\$ 935.00
EFT2875	21/03/2019	Synergy	Synergy - Street lights Tammin	\$ 1,711.60
EFT2876	21/03/2019	Tammin P & C	Achievement award night catering cost 14/03/2019	\$ 700.00
EFT2877	21/03/2019	Western Lockservice	10 security door lock cylinders Tamma Village	\$ 4,766.49
EFT2878	21/03/2019	Wheatbelt Plumbing & Gas	Repair water leak Coorinda	\$ 594.00
EFT2879	28/03/2019	Nicholas Caffell	BUS BOND REIMBURSEMENT FOR CRICKET GRANDFINAL	\$ 200.00
EFT2880	28/03/2019	Adapt Electrical Solutions	Fix Bollard Lights Tamma Village	\$ 165.00
EFT2881	28/03/2019	Earthstyle Contracting Pty Ltd	Hire of Water Truck for Road Construction Wyola South	\$ 1,815.00
EFT2882	28/03/2019	Kellerberrin Farmers Co-Operative	Achievement award night chocolates and buns	\$ 182.19
EFT2883	28/03/2019	Komatsu Australia Pty Ltd	Grader parts for service	\$ 684.47
EFT2884	28/03/2019	Laser Corps	Deposit Laser Corp FUSE Festival 06/04/2019	\$ 650.00
EFT2885	28/03/2019	Local Community Insurance Services	Fuse Festival Insurance	\$ 779.72
EFT2886	28/03/2019	Perfect Computer Solutions	Computer maintenance Month of March	\$ 552.50
EFT2887	28/03/2019	Shire of Cunderdin	Shared works - General hand hire	\$ 424.90
EFT2888	28/03/2019	State Library of WA	Freight Recoup 2018-2019 Tammin Public Library	\$ 310.88
EFT2889	28/03/2019	Telstra	Telstra tablet charges - Mobile Charges	\$ 503.70
EFT2890	28/03/2019	Westrac CAT	IGCX771 239D Bobcat-Diagnosis on mechanical problems	\$ 1,317.42
EFT2891	28/03/2019	Wright Express Australia Pty Ltd (Puma)	Fuel for the month for Feb	\$ 4,771.78
			<b>Subtotal</b>	<b>\$ 183,571.90</b>

Cheque Payments				
6721	01/03/2019	Water Corporation	Water usage Various buildings	\$ 4,323.93
6722	21/03/2019	Water Corporation	Water usage standpipe - Feb/March	\$ 133.08
6723	28/03/2019	Quairading Vintage Club	Hire of Little Louie 06/04/2019	\$ 500.00
6724	28/03/2019	Water Corporation	Water usage 5 Nottage Way & 14 Russell St	\$ 375.63
			<b>Subtotal</b>	<b>\$ 5,332.64</b>

Direct Debit Payments				
DD1140.1	05/03/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,707.68
DD1140.2	05/03/2019	Australian Super	Superannuation contributions	\$ 93.08
DD1148.1	19/03/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,846.63
DD1148.2	19/03/2019	Australian Super	Superannuation contributions	\$ 93.08
DD1152.1	19/03/2019	Messages on Hold	Interactive Voice Recordings from 18/03/19 - 17/04/19	\$ 169.00
			<b>Subtotal</b>	<b>\$ 3,909.47</b>

NAB Visa Payment				
DD1142.1	06/03/2019	NAB Business Visa	NAB Visa transactions from 30/01/19 - 28/02/19	\$ 651.00
			<b>Subtotal</b>	<b>\$ 651.00</b>

Salaries & Wages				
	5/03/2019	Shire of Tammin	Salaries and wages	\$ 13,462.38
	19/03/2019	Shire of Tammin	Salaries and wages	\$ 13,853.54
			<b>Subtotal</b>	<b>\$ 27,315.92</b>

Total paid from Municipal Account for the month of March 2019 \$ 233,874.47

## 10.2 Financial Management Report for the month of March 2019

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	2 April 2019
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer – Neville Hale
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 10.2 - March 2019 Monthly Financial Report

### Background

Enclosed is the Monthly Financial Report for the month of March 2019.

### Financial Implications

Financial Management of 2018/2019

### Statutory Implications

#### **Local Government (Financial Management) Regulations 1996**

#### **34. Financial activity statement report — s. 6.4**

*(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

*(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*

- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- b) budget estimates to the end of the month to which the statement relates;*
- c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- e) the net current assets at the end of the month to which the statement relates.*

*(2) Each statement of financial activity is to be accompanied by documents containing —*

- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- b) an explanation of each of the material variances referred to in sub regulation (1)(d); and*

c) *such other supporting information as is considered relevant by the local government.*

(3) *The information in a statement of financial activity December be shown —*

a) *according to nature and type classification; or*

b) *by program; or*

c) *by business unit.*

(4) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*

a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*

b) *recorded in the minutes of the meeting at which it is presented.*

*Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

#### **Comment**

Nil

#### **Policy Implications**

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

#### **Strategic Plan Implications**

Nil

#### **Community Consultation**

Nil

#### **Recommendation**

That Council adopt the Financial Report for the month of March 2019 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

- 11. MATTERS FOR CONSIDERATION – ADMINISTRATION**
- 12. MATTERS FOR CONSIDERATION – BUILDING & HEALTH**
- 13. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**
- 14. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)**
- 15. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at \_\_\_\_pm.