

Shire of Tammin  
ORDINARY COUNCIL MEETING  
Thursday April 28th 2016

MINUTES

**NOTICE OF MEETING**

Dear Elected Member

The Ordinary meeting of the Shire of Tammin was held on ***Thursday April 28<sup>th</sup>, 2016*** in the Council Chambers, 1 Donnan St, Tammin, commencing at ***5:10pm.***



Peter Naylor  
Chief Executive Officer  
Friday 29th April 2016

**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 5.10pm

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

#### **Attendance:**

Cr S Uppill	Shire President
Cr C Crane	Deputy President
Cr G Batchelor	Member
Cr P Bell	Member
Cr M Greenwood	Member
Peter Naylor	Chief Executive Officer
Nathan Gilfellon	A/Deputy Chief Executive Officer

#### **Apologies:**

Cr D Thomson	Member
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### **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**

Item 11.4 Cr Crane

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

7.1 ORDINARY COUNCIL MEETING MINUTES - (23 March 2016)

#### **MIN 26/16 MOTION:**

**That the Minutes of the Ordinary Council meeting held on 23 March 2016 be confirmed as a true record of proceedings.**

**Moved: Cr Bell**

**Seconded: Cr Batchelor**

**Vote :Simple Majority**

**Carried: 5/0**

8. **ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**  
Nil
9. **PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**  
Nil
10. **REPORTS OF COMMITTEES / COUNCILLOR**  
Nil
11. **AGENDA ITEM**

## 11.1 List of Payments – March 2016

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Finance Officer
<b>Date:</b>	20 <sup>th</sup> April 2016
<b>Author:</b>	Sarah Symons
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	2 Pages

### BACKGROUND

Accounts paid for March 2016 is listed totaling:

Cheque numbers	6623-6624	\$403.90
Direct debit payments	01.03. – 31.03.2016	\$13,194.95
Licensing transfers	01.03. – 31.03.2016	\$6,849.05
Bank fees	01.03. – 31.03.2016	\$165.04
VISA payments	01.03. – 31.03.2016	\$781.85
EFT payments	EFT499 - 558	\$116,507.78
Salaries and Wages	01.03. – 31.03.2016	\$29,879.73
<b>Total payments</b>	<b>01.03. – 31.03.2016</b>	<b>\$167,782.30</b>

### 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

**MIN 27/16 MOTION:**

That the list of payments made for February 2016 be endorsed as follows:

<b>Cheque numbers</b>	<b>6623-6624</b>	<b>\$403.90</b>
<b>Direct debit payments</b>	<b>01.03. – 31.03.2016</b>	<b>\$13,194.95</b>
<b>Licensing transfers</b>	<b>01.03. – 31.03.2016</b>	<b>\$6,849.05</b>
<b>Bank fees</b>	<b>01.03. – 31.03.2016</b>	<b>\$165.04</b>
<b>VISA payments</b>	<b>01.03. – 31.03.2016</b>	<b>\$781.85</b>
<b>EFT payments</b>	<b>EFT499 - 558</b>	<b>\$116,507.78</b>
<b>Salaries and Wages</b>	<b>01.03. – 31.03.2016</b>	<b>\$29,879.73</b>
<b>Total payments</b>	<b>01.03. – 31.03.2016</b>	<b>\$167,782.30</b>

**Moved: Cr Greenwood**

**Seconded: Cr Bell**

**Vote : Simple Majority**

**Carried: 5/0**

## 11.2 Financial Report to 31/03/2016

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	A/Deputy Chief Executive Officer
<b>Date:</b>	21 <sup>th</sup> April 2016
<b>Author:</b>	Nathan Gilfellow
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	23 Pages

### **BACKGROUND**

The Monthly Financial Report to 31st March 2016 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

**MIN 28/16 MOTION:**

**That the Financial Report for 31 March 2016 be received.**

**Moved: Cr Crane**

**Seconded: Cr Batchelor**

**Vote: Simple Majority**

**Carried: 5/0**



### 11.3 Fees & Charges Annual Review

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	A/Deputy Chief Executive Officer
<b>Date:</b>	21 <sup>th</sup> April 2016
<b>Author:</b>	Nathan Gilfellow
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	22 Pages (2 Documents)

#### **DECLARATION OF INTEREST**

Nil

#### **BACKGROUND**

Council is required to review its fees and charges annually and needs to determine the fees & charges to be applied in 2016/17.

#### **COMMENT**

Please find attached schedule of Fees & Charges showing the actual Fees & Charges adopted by Council for 2013/14, 2014/15 and 2015/16 and the recommended Fees & Charges for 2016/17.

Council is requested to review the Fees & Charges and amend as agreed and adopt the Schedule for 2016/17 which will then be used in formulating the 2016/17 Budget.

#### **STATUTORY ENVIRONMENT**

Sections 6.16, 6.17, 6.19 of the *Local Government Act*

Regulation 2 of the *Local Government (Financial Management) Regulations (2)*

Sections 41, 112 of the *Health Act*

Section 30 of the *Residential Tenancies Act*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **COMMUNITY CONSULTATION**

Nil

**MIN 29/16 MOTION:**

**That Council adopts the schedule of fees and charges, as presented, for the 2016/17 financial year.**

**Moved: Cr Batchelor**

**Seconded: Cr Bell**

**Vote: Absolute Majority**

**Carried: 5/0**

## 11.4 Bowling Club Green Loan

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	A/Deputy Chief Executive Officer
<b>Date:</b>	19 <sup>th</sup> April 2016
<b>Author:</b>	Nathan Gilfellow
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN19
<b>Attachment/s:</b>	Nil

Cr Crane declared an Impartiality Interest in this item as she is a financial member of the Tammin Bowling Club and has recently been appointed to the position of Treasurer (note; is an honorary position).

### **BACKGROUND**

During the 2015/16 Annual Budget council adopted to take out a loan of \$150,000 to cover the cost of councils contribution to the new Bowling Club Green. \$20,000 had been adopted in the budget to cover interest and loan guarantee expenses.

### **COMMENT**

At this point in the year council has not yet taken out the loan. This will mean that council interest and loan guarantee expenses for the year will be less than \$20,000. Council can take out a \$150,000 loan and save \$20,000 this year or take out a \$130,000 loan and achieve savings each year over the life of the loan.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995* – Section 6.20 Power to Borrow

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

A 150,000 loan will achieve \$20,000 savings in the current year.

A 130,000 loan will not save any money this year however will achieve savings over the life of the loan.

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

**MIN 30/16 MOTION:**

**That Council reduces the loan for the Bowling Club Green to be taken out by \$20,000, to \$130,000.**

**Moved: Cr Bell**

**Seconded: Cr Greenwood**

**Vote: Absolute Majority**

**Carried: 5/0**

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

Nil

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

Nil

**14 CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 5:30pm.

## 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 March 2016

**PAYMENTS LIST MARCH 2016**

Date	Reference	Supplier Name	Details	Amount
<b>Cheque Payments</b>				
22/03/2016	6623	Luke Button	Bus bond reimbursement	200.00
22/03/2016	6624	Water Corporation	Water consumption - 16/12/2015-10/03/2016	203.90
			<b>Sub-total</b>	<b>403.90</b>
<b>Direct Debit payments</b>				
03/03/2016	Debit	Commonwealth Bank of Australia	EFTPOS fee - February 16	39.69
04/03/2016	Debit	ClickSuper	Superannuation contributions - February 2016	5,309.81
31/03/2016	Debit	Western Australian Treasury Corporation	WATC loan 78/79 repayments	7,845.45
			<b>Sub-total</b>	<b>13,194.95</b>
<b>Licensing Transfer</b>				
01/03/2016	Debit	Department of Transport	LICENSING 26/02/16	1,613.20
02/03/2016	Debit	Department of Transport	LICENSING 29/02/16	653.90
03/03/2016	Debit	Department of Transport	LICENSING 01/03/16	117.75
04/03/2016	Debit	Department of Transport	LICENSING 02/03/16	747.40
08/03/2016	Debit	Department of Transport	LICENSING 03/03/16	217.30
09/03/2016	Debit	Department of Transport	LICENSING 04/03/16	350.00
10/03/2016	Debit	Department of Transport	LICENSING 08/03/16	666.65
14/03/2016	Debit	Department of Transport	LICENSING 10/03/16	295.50
15/03/2016	Debit	Department of Transport	LICENSING 11/03/16	53.00
16/03/2016	Debit	Department of Transport	LICENSING 14/03/16	17.00
17/03/2016	Debit	Department of Transport	LICENSING 15/03/16	702.15
21/03/2016	Debit	Department of Transport	LICENSING 17/03/16	235.60
22/03/2016	Debit	Department of Transport	LICENSING 18/03/16	287.20
23/03/2016	Debit	Department of Transport	LICENSING 21/03/16	53.00
29/03/2016	Debit	Department of Transport	LICENSING 23/03/16	386.85
30/03/2016	Debit	Department of Transport	LICENSING 24/03/16	393.85
31/03/2016	Debit	Department of Transport	LICENSING 29/03/16	58.70
			<b>Sub-total</b>	<b>6,849.05</b>
<b>Bank Fees</b>				
01/03/2016	Debit	Commonwealth Bank of Australia	CBA Merchant Fee - Feb 16	36.50
01/03/2016	Debit	National Australia Bank	NAB Merchant Fee - Feb 16	22.00
07/03/2016	Debit	National Australia Bank	NAB Transact Fee - Access and Usage for Feb 16	5.25
18/03/2016	Debit	National Australia Bank	NAB Connect Fee - Access and Usage for Feb 16	7.35
23/03/2016	Debit	National Australia Bank	NAB Transact Fee - Access and Usage for Mar 16	28.74
31/03/2016	Debit	National Australia Bank	Account Fees for Feb 16 for Muni Account	45.20
31/03/2016	Debit	National Australia Bank	Account Fees for Feb 16 for Trust Account	20.00
			<b>Sub-total</b>	<b>165.04</b>
<b>VISA Payments</b>				
07/03/2016	VISA	Westnet Pty Ltd	Westnet for February 2016	89.95
07/03/2016	VISA	Department of Transport	1TN - change of plates	43.90
07/03/2016	VISA	JB Hi-Fi	Gift card - J Gemund	240.00
07/03/2016	VISA	Godfreys Online Store	Replacement vacuum cleaner	399.00
07/03/2016	VISA	National Australia Bank	Visa monthly fees - Feb 16	9.00
			<b>Sub-total</b>	<b>781.85</b>
<b>EFT Payments</b>				
11/03/2016	EFT499	BonserCo Pty Ltd	Replace RCD at 20 Ridley St	165.00
11/03/2016	EFT500	Carolyn Crane	February Council meeting	205.00
11/03/2016	EFT501	Courier Australia	Freight charges	185.86
11/03/2016	EFT502	Cunderdin IGA	Catering Council /cleaning supplies	71.41
11/03/2016	EFT503	Dennis Heppell	Hire of side tipper	1,452.00
11/03/2016	EFT504	Donald Thomson	February Council meeting	140.20
11/03/2016	EFT505	F-111 Engineering Pty Ltd	Replace TN302 and TN2203 hydraulic system	2,897.40
11/03/2016	EFT506	Glence Batchelor	February Council meeting	100.00
11/03/2016	EFT507	IT Vision	Monthly SynergySoft Fee for February 2016	1,925.00
11/03/2016	EFT508	McIntosh & Son	Solenoid park brake for TN251	329.60
11/03/2016	EFT509	McLernons	100 chairs for hall	5,500.00
11/03/2016	EFT510	Officeworks	Standing desk, delivery	660.90

11/03/2016	EFT511	Pacific Brands Workwear	Staff uniform - Z Jefferies	482.90
11/03/2016	EFT512	Perfect Computer Solutions	Computer maintenance	340.00
11/03/2016	EFT513	Pestex Co	Removal of bee's nest at cemetery	209.00
11/03/2016	EFT514	Tammin Post Office	Stationery	105.42
11/03/2016	EFT515	Telstra	Broadband service, Councillors iPads, mobile plans	452.91
11/03/2016	EFT516	Valley Ford	30,000km service on TN2	516.20
18/03/2016	EFT517	Covs Parts Pty Ltd	Depot consumables	122.10
18/03/2016	EFT518	Dennis Heppell	Hire of side tipper	3,498.00
18/03/2016	EFT519	Department of Fire and Emergency Services	2015/16 ESL Quarter 3 Emergency Service Levy	6,898.52
18/03/2016	EFT520	Farmways Kellerberrin	Maintenance supplies for Tamma Village	537.17
18/03/2016	EFT521	Gull Tammin Roadhouse	February 2016 account	440.62
18/03/2016	EFT522	Kellerberrin Tyre Service	Puncture repair & balancing TN 3	26.00
18/03/2016	EFT523	Kleenheat Gas	LPG bulk	126.54
18/03/2016	EFT524	LGRCU	Union fees	61.50
18/03/2016	EFT525	McLeods	CEO employment contract	560.43
18/03/2016	EFT526	Rural Press Regional Media (WA) Pty Ltd	Line Ad - sale of Property	155.25
18/03/2016	EFT527	Shire of Cunderdin	Great Eastern Country Bowls Day 2016	20.00
18/03/2016	EFT528	Shire of Trayning	Records keeping course	304.75
18/03/2016	EFT529	Telstra	Telephone and broadband March 2016	924.42
18/03/2016	EFT530	WA Contract Ranger Services Pty Ltd	Ranger services 15/02/2016 and 29/02/2016	701.25
24/03/2016	EFT531	Adapt Electrical Solutions	Testing and tagging of Shire building	1,493.25
24/03/2016	EFT532	Aqua Pump & Irrigation	Oval supplies	533.80
24/03/2016	EFT533	Australian Taxation Office - BAS	February 2016 BAS	27.00
24/03/2016	EFT534	Avon Waste	Domestic refuse collection	1,769.76
24/03/2016	EFT535	CY O'Connor Institute	Course fees - Certificate III in Local Government	93.60
24/03/2016	EFT536	Carolyn Crane	March council meeting	105.00
24/03/2016	EFT537	Chatfield's	Repairs to 1TPJ006	1,078.98
24/03/2016	EFT538	Courier Australia	Freight charges	902.84
24/03/2016	EFT539	DKT Rural Agencies	Depot supplies	217.10
24/03/2016	EFT540	Dennis Heppell	Side tipper hire	5,016.00
24/03/2016	EFT541	Donald Thomson	March Council meeting	140.20
24/03/2016	EFT542	Farmways Kellerberrin	Broomezy floor sweeper	795.00
24/03/2016	EFT543	Filters Plus	2x fuel filter, oil filter, air filter	497.97
24/03/2016	EFT544	Inspirational Timbers	Floor treatment Yorkkrakine Hall	6,180.40
24/03/2016	EFT545	Jason Signmakers	Waste Site signs, road signs, galvanised posts	5,960.90
24/03/2016	EFT546	Keoringle Pty Ltd	Rates refund for assessment A4007	1,242.80
24/03/2016	EFT547	LGRCU	Union fees	123.00
24/03/2016	EFT548	Landgate	UV Interim valuation	64.00
24/03/2016	EFT549	Michael Greenwood	March Council meeting	145.36
24/03/2016	EFT550	Officeworks	Trestle tables for Hall	1,290.00
24/03/2016	EFT551	Patricia Bell	March Council meeting	105.00
24/03/2016	EFT552	Pestex Co	Annual property inspections	12,336.50
24/03/2016	EFT553	Scott Uppill	March Council meeting	224.70
24/03/2016	EFT554	Shire of Cunderdin	Shared CEO Services	33,124.19
24/03/2016	EFT555	Synergy	Electricity consumption 25/01/2016 - 03/03/2016	2,089.25
24/03/2016	EFT556	Wheatbelt Office and Business Machines	Meter reading for Fiji Xerox ApeosPort	108.80
24/03/2016	EFT557	Wright Express Australia Pty Ltd (Puma)	Fuel February 2016	2,364.83
24/03/2016	EFT558	Youlie and Son Spreading Services	Maintenance grading	8,362.20
			<b>Sub-total</b>	<b>116,507.78</b>
<b>Salaries &amp; wages</b>				
09/03/2016		Shire of Tammin	Salaries & wages	14,814.23
23/03/2016		Shire of Tammin	Salaries & wages	15,065.50
			<b>Sub-total</b>	<b>29,879.73</b>
			<b>Total</b>	<b>167,782.30</b>

Attachment item 11.2 Financial Report March 2016.