



Minutes of the Shire of Tammin Ordinary Council Meeting held at Yorkrakine Hall, Bungulla North Road, Yorkrakine, on Thursday 22 October 2015.

#### **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 4.00pm.

#### **1.1 SWEARING-IN OF COUNCIL MEMBERS**

Members of council who were declared elected by the Returning Officer at the local government elections held on Saturday 17 October 2015 are required to take the Declaration of Office.

Newly elected Councillors Glenice Batchelor, Carol Crane and Donald Thompson took the Declaration of Elected Member before Mr. Stephen Jefferies, Justice of the Peace.

#### **1.2 ELECTION OF SHIRE PRESIDENT**

In accordance with Schedule 2.3 of the Local Government Act 1995, the following process is required for the election of Shire President:-

*Section 3 – CEO to Preside*

*The CEO is to preside at the meeting until the office is filled.*

*Section 4 – How the President is elected*

- (1) The Council is to elect a councillor to fill the office
- (2) The election is to be conducted by the CEO
- (3) Nominations for the office are to be given to the CEO in writing (refer to Nomination form attached)
- (4) If a Councillor is nominated by another Councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office
- (5) The Councillors are to vote on the matter by secret ballot as if they were electors voting at an election

The Chief Executive Officer advised that only one written nomination has been received, from Cr Scott Uppill, for the position of Shire President.

There being no further nominations, Cr Uppill was declared elected unopposed to the position of Shire President for the Shire of Tammin for the two year period October 2015 to October 2017.

Cr Uppill duly took the Declaration by Elected Member for the position of Shire President before Mr. Stephen Jefferies, Justice of the Peace.

#### **1.3 ELECTION OF DEPUTY SHIRE PRESIDENT**

The process for election of the Deputy Shire President is the same as outlined above (in item 1.2).

The Shire President advised that only one written nomination has been received, from Cr Carol Crane, for the position of Deputy Shire President.

There being no further nominations, Cr Crane was declared elected unopposed to the position of Deputy Shire President for the Shire of Tammin for the two year period October 2015 to October 2017.

Cr Crane duly took the Declaration by Elected Member for the position of Deputy Shire President before Mr. Stephen Jefferies, Justice of the Peace.

#### **1.4 AUDIT COMMITTEE**

The Local Government Act 1995 requires Councils to establish an Audit Committee comprising three or more persons, including elected members or other persons. Employees and CEO are not to be members of the Committee.

Recommendation:

That the following members be appointed to the Audit Committee:

- 
- 
- 

Absolute Majority Required

#### **MIN 56/15 MOTION – MOVED Cr Bell seconded Cr Crane**

That the following members be appointed to the Audit Committee:

- Cr Uppill
- Cr Thomson
- Cr Greenwood
- Cr Batchelor

CARRIED 6/0

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

Cr S. Uppill	President
Cr C. Crane	Deputy President
Cr M. Greenwood	Member
Cr P. Bell	Member
Cr D. Thomson	Member
Cr G. Batchelor	Member
Peter Naylor	CEO
Jenny Gemund	CDO & EA
Stephen Jefferies	JP 4.00pm – 4.10pm

#### **APOLOGIES**

Nil

#### **LEAVE OF ABSENCE**

Nil

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

Nil

#### **4. PUBLIC QUESTION TIME**

Nil

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Batchelor has applied for leave of absence for the November 2015 ordinary council meeting.

**MIN 57/15 MOTION – MOVED Cr Uppill seconded Cr Thomson**

That Cr Batchelor be granted leave of absence for the November 2015 ordinary council meeting.

CARRIED 5/0

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

<u>Councillor</u>	<u>Item Number</u>	<u>Nature of Interest</u>
Cr Uppill	11.3	Financial Interest – Owner of a gravel pit

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

7.1 ORDINARY COUNCIL MEETING MINUTES - (17 September 2015)

Recommendation:

That the Minutes of the Ordinary Council meeting held on 17 September 2015 be confirmed as a true record of proceedings.

**MIN 58/15 MOTION – MOVED Cr Bell seconded Cr Thomson**

That the Minutes of the Ordinary Council meeting held on 17 September 2015 be confirmed as a true record of proceedings.

CARRIED 6/0

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

Nil

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

Nil

**10. REPORTS OF COMMITTEES / COUNCILLOR**

Councillors provided updates on the following:

Cr Uppill	RRG meeting Resource sharing committee meeting Cunderdin – 6 Oct 2015
Cr Greenwood	Cunderdin Primary Health Care Demonstration Site Project User Group update
Cr Bell	TEAVC Seniors meeting

**11. AGENDA ITEMS**

### **11.1 List of Payments – September 2015 (FIN-05)**

Author – Sarah Symons, FO, October 2015, Interest – Nil

#### **BACKGROUND**

Accounts paid for September 2015 is listed totaling:

Cheque numbers	6596 - 6601	\$7,188.37
Direct debit payments	1.09. - 30.09.2015	\$7,906.95
Licensing transfers	1.09. - 30.09.2015	\$10,201.50
Bank fees	1.09. - 30.09.2015	\$225.80
VISA payments	1.09. - 30.09.2015	\$2,226.79
EFT payments	EFT119 - 179	\$205,191.54
Salaries and Wages	1.09. - 30.09.2015	\$36,607.44
<b>Total payments</b>	<b>1.09. - 30.09.2015</b>	<b>\$269,548.39</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

#### **STAFF RECOMMENDATION**

That the list of payments made for September 2015 be endorsed as follows:

Cheque numbers	6596 - 6601	\$7,188.37
Direct debit payments	1.09. - 30.09.2015	\$7,906.95
Licensing transfers	1.09. - 30.09.2015	\$10,201.50
Bank fees	1.09. - 30.09.2015	\$225.80
VISA payments	1.09. - 30.09.2015	\$2,226.79
EFT payments	EFT119 - 179	\$205,191.54
Salaries and Wages	1.09. - 30.09.2015	\$36,607.44
<b>Total payments</b>	<b>1.09. - 30.09.2015</b>	<b>\$269,548.39</b>

Simple Majority Required

**MIN 59/15 MOTION – MOVED Cr Crane seconded Cr Bell**

That the list of payments made for September 2015 be endorsed as follows:

Cheque numbers	6596 - 6601	\$7,188.37
Direct debit payments	1.09. - 30.09.2015	\$7,906.95
Licensing transfers	1.09. - 30.09.2015	\$10,201.50
Bank fees	1.09. - 30.09.2015	\$225.80
VISA payments	1.09. - 30.09.2015	\$2,226.79
EFT payments	EFT119 - 179	\$205,191.54
Salaries and Wages	1.09. - 30.09.2015	\$36,607.44
<b>Total payments</b>	<b>1.09. - 30.09.2015</b>	<b>\$269,548.39</b>

CARRIED 6/0

## **11.2 Financial Report to 30/09/2015 (FIN-05)**

Author – Nathan Gilfellon, SFO, 08 October 2015, Interest – Nil

### **BACKGROUND**

The Monthly Financial Report to 30 September 2015 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 30 September 2015 be received.

Simple Majority Required

### **MIN 60/15 MOTION – MOVED Cr Thomson seconded Cr Greenwood**

That the Financial Report for 30 September 2015 be received.

CARRIED 6/0



Cr Uppill left the meeting at 4:21pm.

### **11.3 Gravel Royalties (ENG-32)**

Author – Jenny Gemund, CDO & EA

#### **DECLARATION OF INTEREST**

Nil

#### **PREVIOUS REFERENCE**

Nil

#### **BACKGROUND**

Item 11.5 – August 2012

Council currently pays a royalty of \$1.00 per cubic metre for gravel and sand that it obtains from local pits.

#### **COMMENT**

Gravel forms a very important input into the construction and maintenance of Council's roads. Supplies of suitable gravel are becoming harder to obtain and a number of farmers are reluctant to grant access to their properties to obtain gravel. Payments of royalties are difficult to process due to the need of converting tonnes to cubic metres in order to calculate payments. The taken amounts are recorded in tonnes as the shire loader has scales installed. An appropriate royalty per ton will help eliminate errors and ensure a fair payment. It is suggested to convert the rate of \$1 per cubic metre to a dollar rate per tonne by using the following rate, 1m<sup>3</sup> = 1.4t.

Furthermore, council has not reviewed the rate since 2012 and might want to consider an increase.

#### **FINANCIAL IMPLICATIONS**

No changes - as per budget

#### **POLICY IMPLICATIONS**

Nil

#### **STATUTORY IMPLICATIONS**

Nil

#### **STRATEGIC PLAN IMPLICATIONS**

Nil

#### **FUTURE PLAN IMPLICATIONS**

Nil

#### **COMMUNITY CONSULTATION**

Nil

**OFFICER'S RECOMMENDATION**

That Council agrees to change the royalty rate payable for gravel and sand from \$1 per cubic meter to \$1.00 per tonne.

Simple Majority Required

**MIN 61/15 MOTION – MOVED Cr Greenwood seconded Cr Bell**

That Council agrees to change the royalty rate payable for gravel and sand from \$1 per cubic meter to \$1.00 per tonne.

CARRIED 5/0

Cr Uppill returned to the meeting at 4:27pm.

## **11.4 Council Committees**

Author – Jenny Gemund, CDO & EA

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

At the February 2014 Ordinary Council meeting Council appointed Councillors to Committees as detailed below:

<b>Committee</b>	<b>Members</b>
Kellerberrin Regional Road Sub Group	Cr Uppill Cr Greenwood
WALGA Great Eastern Zone	Cr Uppill Cr Crane
Senior Citizens Management Committee	Cr Uppill Cr Bell
Tammin Townsite Development & Beautification Committee	Cr S Uppill Cr D McCreery Cr M Greenwood Cr P Bell
Be-Active/ Wheatbelt Sports Committee	Cr Thomson Cr Bell
Shire Depot Design and Construction Committee	Cr Uppill Cr McCreery John Greenwood CEO
Events Committee	Cr Bell Cr Crane Community Development Officer
Audit Committee	Cr Uppill Cr Greenwood Cr Thomson
Housing Design Committee	Cr McCreery Cr Greenwood Cr Bell
SEARTG and SEAVROC Boards	Cr Uppill Cr Crane

### **COMMENT**

Council has expressed an interest in reviewing the committees in force and reconsider the committee scheme overall and instate a different structure. The members for the audit committee have already been appointed in tem 1.4. The following committees are obsolete: Housing design, Shire depot & construction and Be-Active.

The events committee has never met and the Tammin town site development and beautification committee met once on 18 March 2014.

### **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **STATUTORY IMPLICATIONS**

*5.8. Establishment of committees*

*A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

## **STRATEGIC IMPLICATIONS**

Nil

## **COMMUNITY CONSULTATION**

Nil

## **OFFICER RECOMMENDATION**

For councils consideration.

Simple Majority Required

### **MIN 62/15 MOTION – MOVED Cr Crane seconded Cr Bell**

<b>Committee / Portfolios</b>	<b>Members</b>
Kellerberrin Regional Road Sub Group	Cr Uppill Cr Greenwood
WALGA Great Eastern Zone	Cr Uppill Cr Crane Cr Batchelor
Senior Citizens Management Committee	Cr Crane Cr Bell
Audit Committee	Cr Uppill Cr Greenwood Cr Thomson Cr Batchelor
East Avon Voluntary Regional Organisation of Councils	Cr Uppill Cr Crane
Chief Executive Officer Resource Sharing Committee	Cr Uppill Cr Crane

CARRIED 6/0

## **11.5 Ordinary Council meeting dates**

Author – Jenny Gemund

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

Council has previously agreed to hold Council meetings on the third Thursday of every month, commencing at 4.00pm, in the council chambers at 1 Donnan Street, with the September Council Meeting being held at Yorkrakine Hall.

This date collides with the ordinary council meeting of the Shire of Cunderdin and therefore as part of the CEO Resource Sharing Agreement, council needs to consider changing the ordinary meeting day to avoid coinciding with the Cunderdin Council meeting.

### **COMMENT**

A new day for the ordinary council meeting needs to be decided on, considering Christmas and ensuring the July meeting will be on the last of the chosen day of the month, to allow for the budget adoption and avoiding having to change the date and the advertising requirements correlating with a change.

### **STATUTORY ENVIRONMENT**

*Regulation 12 of the Local Government (Administration) Regulations provides:*

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
- (a) *the ordinary council meetings; and*
  - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

**OFFICER'S RECOMMENDATION**

That the Ordinary Council meeting date for December will be changed from 17 December 2015 to .. December 2015 at....pm.

That the ordinary council meeting will be held on the ... (number) ..... (day) of the months at .... pm in the council chambers, 1 Donnan Street with the exceptions of the September meeting which is traditionally held in Yorkrakine Hall and the July meeting being the last .... (day) of the months to allow for the budget adoption.

That the 2016 council meeting dates be as follows:

- January – no council meeting
- February 2016
- March 2016
- April 2016
- May 2016
- June 2016
- July 2016
- August 2016
- September 2016
- October 2016
- November 2016
- December 2016

Simple Majority Required

**MIN 63/15 MOTION – MOVED Cr Thomson seconded Cr Batchelor**

That the Ordinary Council meeting date for December will be changed from 17 December 2015 to Tuesday 15 December 2015 at 4.00pm.

That the ordinary council meetings for 2016 will be held on the fourth Thursday of the month commencing at 5.00 pm in the council chambers, 1 Donnan Street with the exceptions of the September meeting which is traditionally held in Yorkrakine Hall, and the December meeting which will be held on Tuesday 13 December 2016.

That the 2016 council meeting dates be as follows:

- January – no council meeting
- 25 February 2016
- 24 March 2016
- 28 April 2016
- 26 May 2016
- 23 June 2016
- 28 July 2016
- 25 August 2016
- 22 September 2016
- 27 October 2016
- 24 November 2016
- 13 December 2016

CARRIED 6/0

## **11.6 Office Closure 2015-16 - Christmas break**

Author – Jenny Gemund

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

Nil

### **COMMENT**

The Shire has traditionally closed the office between Christmas and New Year and it is recommended this continue.

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **OFFICER'S RECOMMENDATION**

That Council endorses the closing of the Shire office from 3.00pm on Thursday 24 December 2015 to Friday 1 January 2016 and reopens on Monday 4 January 2016.

Simple Majority Required

### **MIN 64/15 MOTION – MOVED Cr Bell seconded Cr Batchelor**

That Council endorses the closing of the Shire office from 3.00pm on Thursday 24 December 2015 to Friday 1 January 2016 and reopens on Monday 4 January 2016.

CARRIED 6/0

## **11.7 CEO sharing proposal**

Author – Peter Naylor

### **DECLARATION OF INTEREST**

Yes

### **BACKGROUND**

The minutes of the meeting have been circulated to all Councillors along with a copy of the Draft Shared CEO Proposal Business Plan.

The CEO Resource Sharing Proposal between the Shires of Cunderdin and Tammin has previously been considered by Council at the June 2015, July 2015 and August 2015 Ordinary meetings of Council.

Council has resolved to support the proposal and at the July 2015 meeting supported the formation of the Resource Sharing Committee and appointed the Shire President and Deputy Shire President as its representatives to the Committee.

### **COMMENT**

The Shire of Tammin has been successful in obtaining grant funding through the Department of Local Government & Communities to enable required Plans to be carried out to fully consider the proposal.

The resultant Business Plan was presented to the inaugural meeting on the Resource Sharing Committee on 6th October for consideration.

The Committee has resolved to recommend to both the Shires of Cunderdin and Tammin as follows:

That the Shires of Cunderdin and Tammin Chief Executive Officer Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin that:

The Draft Shared CEO Proposal Business Plan be adopted, including Section 11.0 incorporating Recommendations 1 to 10, and including Appendices 1 & 2 pertaining to the Resource Sharing Committee Terms of Reference and Resource Sharing Agreement.

The preferred days for the CEO to be in attendance at each local government be:

Monday	Cunderdin
Tuesday	Tammin
Wednesday	Cunderdin
Thursday	Tammin
Friday	Either Cunderdin or Tammin as required

Funding to be allocated from the Department of Local Government & Communities Grant Funds to conduct an internal review of the financial functions / operations of each of the Shires of Cunderdin and Tammin to assist with determining the most appropriate future shared service arrangement between the two Council offices.



## **FINANCIAL IMPLICATIONS**

The financial considerations for both the Shires of Cunderdin and Tammin are included in the draft Business Plan and should be of long term benefit to both Councils.

## **POLICY IMPLICATIONS**

Nil

## **STATUTORY IMPLICATIONS**

*Local Government Act 1995 Part 5 Division 2 Subdivision 3 - Section 5.22 (2)*

*Local Government Act 1995*

*Division 4 - Local government employees*

### *5.36. Local government employees*

- (1) A local government is to employ —*
  - (a) a person to be the CEO of the local government; and*
  - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*
- (2) A person is not to be employed in the position of CEO unless the council —*
  - (a) believes that the person is suitably qualified for the position; and*
  - (b) is satisfied\* with the provisions of the proposed employment contract.*

*\* Absolute majority required.*
- (3) A person is not to be employed by a local government in any other position unless the CEO —*
  - (a) believes that the person is suitably qualified for the position; and*
  - (b) is satisfied with the proposed arrangements relating to the person's employment.*
- (4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*
- (5A) Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (5) For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.*

### *5.39. Contracts for CEO and senior employees*

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*
  - (1a) Despite subsection (1) —*
    - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
    - (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*
- (2) A contract under this section —*
  - (a) in the case of an acting or temporary position, cannot be for a term exceeding one year;*
  - (b) in every other case, cannot be for a term exceeding 5 years.*
- (3) A contract under this section is of no effect unless —*

- (a) *the expiry date is specified in the contract; and*
- (b) *there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and*
- (c) *any other matter that has been prescribed as a matter to be included in the contract has been included.*
- (4) *A contract under this section is to be renewable and subject to subsection (5), may be varied.*
- (5) *A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.*
- (6) *Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.*
- (7) *A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.*
- (8) *A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.*

#### *Local Government (Administration) Regulations 1996*

##### *Part 4 — Local government employees*

#### *18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))*

- (1) *If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —*
  - (a) *a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
  - (b) *a person who will be acting in the position for a term not exceeding one year.*
- (2) *An advertisement referred to in subregulation (1) is to contain —*
  - (a) *the details of the remuneration and benefits offered; and*
  - (b) *details of the place where applications for the position are to be submitted; and*
  - (c) *the date and time for the closing of applications for the position; and*
  - (d) *the duration of the proposed contract; and*
  - (e) *contact details for a person who can provide further information about the position; and*
  - (f) *any other information that the local government considers is relevant*

### **STRATEGIC IMPLICATIONS**

The proposal is consistent with the goals of the Community Strategic Plan as it will strengthen the Council and community's relationship with neighbouring community of Tammin.

### **COMMUNITY CONSULTATION**

Nil

## **OFFICER'S RECOMMENDATION**

1. That the minutes from the CEO Resource Sharing Committee meeting on Tuesday 6 November 2015 be adopted.
2. The preferred days for the CEO to be in attendance at each local government be:

Monday	Cunderdin
Tuesday	Tammin
Wednesday	Cunderdin
Thursday	Tammin
Friday	Either Cunderdin or Tammin as required
3. Funding to be allocated from the Department of Local Government & Communities Grant Funds to conduct an internal review of the financial functions / operations of each of the Shires of Cunderdin and Tammin to assist with determining the most appropriate future shared service arrangement between the two Council offices.

Simple Majority Required

## **MIN 65/15 MOTION – MOVED Cr Crane seconded Cr Batchelor**

That:

1. The minutes of the Shared Chief Executive Officer Resource Sharing Committee Meeting held on Tuesday 6<sup>th</sup> October v2015, be received.
2. Council acknowledges and is generally satisfied with the content of the Draft Shared CEO Proposal Business Plan.
3. The Draft Shared CEO Proposal Business Plan be referred to a joint meeting of the Shires of Cunderdin and Tammin for formal consideration and endorsement.

CARRIED 6/0

Note: In working through the Draft Shared CEO Proposal Business Plan with Darren Long Consulting prior to the Council meeting, Council commented that whilst they were generally satisfied with the content of the Plan there are some areas still to be finalised prior to formal adoption of the document.

## **11.8 WALGA policy discussion paper on elected member training**

Author – Peter Naylor

### **DECLARATION OF INTEREST**

Nil

### **BACKGROUND**

WALGA has prepared and circulated a Discussion Paper titled “Policy Options to Increase Elected Member Training Participation”.

WALGA invites Member Councils to provide comment back on the six (6) Policy Options offered in the discussion paper.

### **COMMENT**

The six (6) Policy Options aimed at increasing the participation rate of Elected Members in Training include:

1. Enhance desirability of training offerings

This may not achieve the desired results as some Elected Members may not pursue training if funding for subsidised training is not forthcoming, however no action may result in further Government intervention in the future.

2. Best Practice Induction Programs

Does Council support Local Governments adopting and delivering a structured and thorough Council induction program?

a. If so, should legislation be changed for this to be a requirement, or should it remain voluntary?

3. Training and Development Policy

Does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?

4. Candidate Requirements

Does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

5. Incentivised Training

Does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?

a. If so, how should the fees and allowances framework be structured? I.e. should Elected Members be paid a specified annual amount, a percentage bonus or using some other method?

6. Mandatory Training

Does Council support legislative amendment to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?

- a. Should mandatory training be applied to all Elected Members or only to newly elected Elected Members?
- b. For newly elected Members, what is the appropriate timeframe within which training should be completed?
- c. What is the appropriate penalty for non-completion of the required training?

Specific feedback is sought on the Questions noted on Pages 30 & 31 of the Discussion Paper.

The deadline for comments from Member Councils is Friday 30<sup>th</sup> October 2015.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil at present (however there could be training costs involved if elected member training becomes mandatory on a fee for service basis).

## **STRATEGIC IMPLICATIONS**

Nil

## **COMMUNITY CONSULTATION**

Nil

## **OFFICER'S RECOMMENDATION**

For councils consideration.

Simple Majority Required

## **MIN 66/15 MOTION – MOVED Cr Bell seconded Cr Thomson**

That Council provides the following response to the WA Local Government Association on the Discussion Paper "Policy Options to Increase Elected Member Training Participation":

1. Best Practice Induction Program: Council supports Local Governments adopting and delivering a structured and thorough Council induction program however believes that it should just be encouraged as Best practice and not be legislated.
2. Training and Development Policy: Council supports legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election.
3. Candidate Requirements: Council supports legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election, but should only apply to first time candidates (not those who are renominating).
4. Incentivised Training: Council does not support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken. Council believes that this process may encourage persons to nominate for Council for the wrong reasons and also benefit those that are prepared to attend training but not necessarily be a productive Council member.

5. Mandatory Training: Other than as in dot point 3 (Candidate Requirements), Council does not support legislative amendment to require Elected Members to be required to undertake Mandatory Training. The difficulty being that unless training is provided within the regional areas it is not always possible for members to attend.

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**

Prior to closing the meeting the Shire President, Cr Uppill, thanked Councillors for their ongoing support and Cr Crane for again being elected as Deputy Shire President. Cr Uppill also welcomed Cr Batchelor to the Council and congratulated Cr's Crane and Thompson on their re-election.

Council also welcomed acting Chief Executive Officer, Peter Naylor, to the Shire of Tammin and thanked Jenny Gemund for an excellent job whilst recently acting in the CEO position.

There being no further business the Shire President declared the meeting closed at 5.05 pm.

Tabled before the Ordinary Council Meeting on 26 November 2015.

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 September 2015

**PAYMENTS LIST SEPTEMBER 2015**

Date	Reference	Supplier Name	Details	Amount
<b>Cheque Payments</b>				
02/09/2015	6596	Water Corporation	Water consumption - 11/06 - 14/08/15	1091.24
03/09/2015	6597	Coopinda Centre	Annual contributions per 2015-16 budget	5000.00
03/09/2015	6598	Lord Mayors Distress Relief Fund	Annual donation as per 2015-16 budget	500.00
03/09/2015	6599	Royal Flying Doctor Service	Annual donation as per 2015-16 budget	200.00
08/09/2015	6600	Shire of Tammin	Petty Cash Recoup	208.75
24/09/2015	6601	Water Corporation	Water consumption - 1/09 - 31/10/15	188.38
			<b>Sub-total</b>	<b>7,188.37</b>
<b>Direct Debit payments</b>				
03/09/2015	Debit	Commonwealth Bank of Australia	EFTPOS FEE - August 2015	61.50
30/09/2015	Debit	Western Australian Treasury Corporation	Loan repayments	7845.45
			<b>Sub-total</b>	<b>7,906.95</b>
<b>Licensing Transfer</b>				
02/09/2015	Debit	Department of Transport	LICENSING 31/08/15	588.60
04/09/2015	Debit	Department of Transport	LICENSING 02/09/15	2271.25
07/09/2015	Debit	Department of Transport	LICENSING 04/09/15	417.95
11/09/2015	Debit	Department of Transport	LICENSING 09/09/15	1158.70
14/09/2015	Debit	Department of Transport	LICENSING 10/09/15	1662.60
16/09/2015	Debit	Department of Transport	LICENSING 14/09/15	91.85
21/09/2015	Debit	Department of Transport	LICENSING 17/09/15	940.40
22/09/2015	Debit	Department of Transport	LICENSING 18/09/15	927.50
23/09/2015	Debit	Department of Transport	LICENSING 21/09/15	619.75
24/09/2015	Debit	Department of Transport	LICENSING 22/09/15	261.75
29/09/2015	Debit	Department of Transport	LICENSING 24/09/15	801.30
30/09/2015	Debit	Department of Transport	LICENSING 25/09/15	459.85
			<b>Sub-total</b>	<b>10,201.50</b>
<b>Bank Fees</b>				
01/09/2015	Debit	Commonwealth Bank of Australia	CBA Merchant Fee - Aug 2015	48.20
01/09/2015	Debit	National Australia Bank	NAB Merchant Fee - Aug 2015	22.00
08/09/2015	Debit	National Australia Bank	Audit Cert fees	70.00
30/09/2015	Debit	National Australia Bank	Account Fees Sept 15 Muni Account	65.60
30/09/2015	Debit	National Australia Bank	Account Fees Sept 15 Trust Account	20.00
			<b>Sub-total</b>	<b>225.80</b>
<b>VISA Payments</b>				
03/09/2015	VISA	Anaconda Group Pty Ltd	eGift card	150.00
03/09/2015	VISA	Cabfare	CEO travel expenses - LG convention	64.05
03/09/2015	VISA	Invarion RapidPlan Pty Ltd	Traffic Control Planning Software	1754.50
03/09/2015	VISA	Mundaring Liquor	Refreshments	99.98
03/09/2015	VISA	SMS Bullet	SMS credits	59.31
03/09/2015	VISA	Westnet Pty Ltd	Westnet for August	89.95
03/09/2015	VISA	NAB	Monthly Visa fee for August 2015	9.00
			<b>Sub-total</b>	<b>2,226.79</b>
<b>EFT Payments</b>				
03/09/2015	EFT119	APRA Ltd	Public performance licence fee 2015/2016	241.78
03/09/2015	EFT120	CWA Tammin Branch	Supply of savoury platter - Aug council meeting	45.00
03/09/2015	EFT121	Claremont Stone and Synthetic Turf	Paving at Bowling Club; grate drains	8723.00
03/09/2015	EFT122	Courier Australia	Freight charges	108.39
03/09/2015	EFT123	Dennis Heppell	Supply of pavers and limestone blocks	13546.15
03/09/2015	EFT124	MM Electrical Merchandising	Electrical supplies (May 2015)	158.85
03/09/2015	EFT125	QC Ultimate Clean	Carpet & tile cleaning - 45 Draper St /14 Russell St	531.85
03/09/2015	EFT126	Quairading Community Resource Centre	Banskia Bulletin full page advertising x 2	100.00
03/09/2015	EFT127	Regional Concrete & Plumbing	Concrete works at 5 Nottage Way	18257.80
03/09/2015	EFT128	Telstra	Internet and mobile charges - August 15	452.47
03/09/2015	EFT129	WALGA	2015 Local Government Elections advertising	1485.00
03/09/2015	EFT130	Western Power	Works to power supply - Nottage Way houses	900.00
03/09/2015	EFT131	Wheatbelt Office and Business Machines	Meter reading for Fuji Xerox Apeos port	178.74
08/09/2015	EFT132	Prime Superannuation	Superannuation	162.29
08/09/2015	EFT133	REST Superannuation	Superannuation	2029.36
08/09/2015	EFT134	Wa Local Government Superannuation Plan	Superannuation	12524.82
10/09/2015	EFT135	Country Arts (WA) Inc	Presenters fees - The Lost WW1 Diary	4371.40
10/09/2015	EFT136	Courier Australia	Freight charges	8.50
10/09/2015	EFT137	Gull Tammin Roadhouse	August 2015 - catering, drinks, papers	282.15
10/09/2015	EFT138	Kellerberrin Tyre Service	Plant maintenance	830.00
10/09/2015	EFT139	LGRCEU	Union fees	123.00
10/09/2015	EFT140	Local Health Authorities Analytical Committee	Local Health Authorities Analytical Services Charge	385.00



10/09/2015	EFT141	Northam Carpet Court	Supply & installation of blinds-Nottage Way houses	3202.00
10/09/2015	EFT142	Officeworks	Printer cartridges	182.28
10/09/2015	EFT143	Regional Concrete & Plumbing	Supply of concrete	2783.00
10/09/2015	EFT144	Telstra	Telephone & Internet September 2015	1181.91
10/09/2015	EFT145	WALGA	LG Convention 15 - delegate fees M Greenwood	4425.00
18/09/2015	EFT146	BGC Quarries	Supply of washed granite	5323.03
18/09/2015	EFT147	Claremont Stone and Synthetic Turf	Paving at Bowling Club	8019.00
18/09/2015	EFT148	Courier Australia	Freight charges	8.82
18/09/2015	EFT149	Cunderdin Contract Grading	Maintenance grading of unsealed roads	13777.50
18/09/2015	EFT150	Daves Tree Service	Tree lopping services	31680.00
18/09/2015	EFT151	Dennis Heppell	Freight - blue metal	4429.13
18/09/2015	EFT152	Department of Fire and Emergency Services	2015/16 Quarter 1 - Emergency Services Levy	6678.28
18/09/2015	EFT153	Donald Thomson	Boundary marker & bowling green numbers	463.46
18/09/2015	EFT154	KW & AJ Swann	D9 Dozer works	16153.50
18/09/2015	EFT155	Rink Promotions	9 rink scoreboards	2739.00
18/09/2015	EFT156	Synergy	Street Lighting - 25/07 - 24/08/15	1736.25
18/09/2015	EFT157	Tammin Womens Hockey Club	Bond reimbursement - Pavilion hire	300.00
18/09/2015	EFT158	WA Contract Ranger Services Pty Ltd	Ranger services performed 17/08/15 and 2/09/15	490.87
18/09/2015	EFT159	Western Lockservice	Door lock knob set	115.86
18/09/2015	EFT160	Wright Express Australia Pty Ltd (Puma)	Fuel - August 2015	7010.26
24/09/2015	EFT161	Australian Taxation Office	August 2015 BAS	2403.00
24/09/2015	EFT162	Avon Waste	Domestic refuse collection	1769.76
24/09/2015	EFT163	BBC Entertainment	50% deposit - Frank Sinatra and Friends	660.00
24/09/2015	EFT164	Carolyn Crane	Sitting fee & travel September Council meeting	105.00
24/09/2015	EFT165	Courier Australia	Freight charges	25.87
24/09/2015	EFT166	Cunderdin CRC	Full page ad x 2 - Lost WW1 Diary	60.00
24/09/2015	EFT167	DKT Rural Agencies	Roundup	500.00
24/09/2015	EFT168	F-111 Engineering Pty Ltd	Work to fuel & lawn mower trailers	10336.15
24/09/2015	EFT169	IT Vision	Monthly SynergySoft Fee - August	1925.00
24/09/2015	EFT170	J H Harris & Sons	Rates refund - overpayment	4576.28
24/09/2015	EFT171	Landgate	Rural UV interim valuation	79.00
24/09/2015	EFT172	Michael Greenwood	Sitting fee & travel September Council meeting	152.80
24/09/2015	EFT173	Patricia Bell	Sitting fee & travel September Council meeting	105.00
24/09/2015	EFT174	Perfect Computer Solutions	IT maintenance - 17/08 and 8/09/15	492.50
24/09/2015	EFT175	Radio West Network	Radio ads - Seniors luncheon & WW1 Diary	877.80
24/09/2015	EFT176	Scott Uppill	Sitting fee & travel September Council meeting	224.70
24/09/2015	EFT177	Tammin Hotel	Refreshments	99.00
24/09/2015	EFT178	Verlinden's Electrical Service	Repairs to Donnan Park Oval lighting (Aug 2010)	4022.48
24/09/2015	EFT179	WALGA	Local Laws Subscription	632.50
			<b>Sub-total</b>	<b>205,191.54</b>
<b>Salaries &amp; wages</b>				
8/09/2015		Shire of Tammin	Salaries & wages	20,649.64
22/09/2015		Shire of Tammin	Salaries & wages	15,957.80
			<b>Sub-total</b>	<b>36,607.44</b>
			<b>Total</b>	<b>269,548.39</b>

Attachment item 11.2 Financial Report September 2015.