

Shire of Tammin
ORDINARY COUNCIL MEETING
Thursday June 23rd 2016

MINUTES

NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Thursday June 23, 2016** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:05pm.**



Peter Naylor
Chief Executive Officer
Tuesday 28th June 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 5:05pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Attendance:

Cr S Uppill	Shire President
Cr G Batchelor	Member
Cr P Bell	Member
Cr M Greenwood	Member
Cr D Thomson	Member
Peter Naylor	Chief Executive Officer
Nathan Gilfellow	A/Deputy Chief Executive Officer

Apologies:

Cr C Crane	Deputy President
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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

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 ORDINARY COUNCIL MEETING MINUTES - (26 May 2016)

Cr Batchelor requested an amendment to the paragraph under the Heading of Item 7.1 WEROC Inclusion – Sub-Heading Declarations of Interest.

Cr Batchelor requested the words “the matter being deliberated on and” be inserted after the word “to” at the end of the second line.

The paragraph to now read:

“Council resolved to permit Cr’s Batchelor and Greenwood to remain in the meeting and for Cr Batchelor to provide background information to the Notice of Motion, but to depart prior to the matter being deliberated on and the vote being taken.”

MIN 36/16 MOTION:

That the Minutes of the Ordinary Council meeting held on 26 May 2016 be confirmed as a true record of proceedings, subject to the following amendment:

Item 7.1 WEROC Inclusion – Sub-Heading Declarations of Interest.

The words “*the matter being deliberated on and*” be inserted after the word “to” at the end of the second line.

The paragraph to now read:

“Council resolved to permit Cr’s Batchelor and Greenwood to remain in the meeting and for Cr Batchelor to provide background information to the Notice of Motion, but to depart prior to the matter being deliberated on and the vote being taken.”

Moved: Cr P Bell

Seconded: Cr D Thomson

Vote: Simple Majority

Carried: 5/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSION

Nil

10. AGENDA ITEMS

10.1 List of Payments – May 2016

Location:	Shire of Tammin
Applicant:	Finance Officer
Date:	14 th June 2016
Author:	Sarah Symons
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	2 Pages

BACKGROUND

Accounts paid for May 2016 is listed totaling:

Cheque numbers	6627-6627	\$185.26
Direct debit payments	01.05.- 31.05.2016	\$5,344.35
Licensing transfers	01.05.- 31.05.2016	\$9,484.00
Bank fees	01.05.- 31.05.2016	\$237.58
VISA payments	01.05.- 31.05.2016	\$164.55
EFT payments	EFT 636-692	\$218,747.19
Salaries and Wages	01.05.- 31.05.2016	\$29,306.45
Total payments	01.05.- 31.05.2016	\$263,469.38

COMMENT

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

See attached reference point 14

STRATEGIC PLAN IMPLICATIONS

Nil

FUTURE PLAN IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

MIN 37/16 MOTION:

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

Cheque numbers	6627-6627	\$185.26
Direct debit payments	01.05.- 31.05.2016	\$5,344.35
Licensing transfers	01.05.- 31.05.2016	\$9,484.00
Bank fees	01.05.- 31.05.2016	\$237.58
VISA payments	01.05.- 31.05.2016	\$164.55
EFT payments	EFT 636-692	\$218,747.19
Salaries and Wages	01.05.- 31.05.2016	\$29,306.45
Total payments	01.05.- 31.05.2016	\$263,469.38

Moved: Cr G Batchelor

Seconded: Cr D Thomson

Simple Majority Required

Carried: 5/0

10.2 Financial Report to 31/05/2016

Location:	Shire of Tammin
Applicant:	A/ Deputy Chief Executive Officer
Date:	14 th June 2016
Author:	Nathan Gilfellow
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	23 Pages

BACKGROUND

The Monthly Financial Report to 31 May 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 38/16 MOTION:

That the Financial Report for 31 May 2016 be received.

Moved: Cr M Greenwood

Seconded: Cr P Bell

Simple Majority Required

Carried: 5/0

10.3 Western Australian Local Government Association – Annual General Meeting and Annual 2016 WA Local Government Convention

Location:	Perth Convention and Exhibition Centre
Applicant:	Chief Executive Officer
Date:	7 st June 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	13 Pages (2 attachments)

Proposal/Summary

Invitation extended to Council to formally nominate its voting delegates (2) for the Western Australian Association (WALGA) Annual General Meeting to be held on Wednesday 3rd August 2016, during the 2016 Annual WA Local Government Convention.

Background

The 2016 Annual WA Local Government Convention is to be held at the Perth Convention & Exhibition Centre commencing on Wednesday 3rd August to Friday 5th August 2016 (inclusive).

The Annual General Meeting (AGM) will be held on Wednesday 3rd August commencing at 1:30pm.

Comment

Pursuant to the WALGA Constitution, Council is entitled to register two (2) voting delegates for the AGM. Voting delegates may be either elected members or serving officers. Council can also register proxy delegates in the event that a voting delegate is unable to attend the AGM.

A copy of the 2016 Annual WA Local Government Convention Information & Registration Brochure is circulated as an electronic attachment with the Council Meeting Agenda, a hard copy can be provided on request.

As in previous years an invitation is extended to all Councillors and their partners to attend the Convention.

Accommodation has been reserved at the Adina Apartment Hotel for those attending the conference that requires accommodation. The Adina Apartment Hotel is adjacent to the Perth Convention & Exhibition Centre.

Consultation

Nil

Statutory Implications

Local Government Act 1995 Part 5 Division 8

Section 5.98 (extract) Fees etc. for council members

- (2) *A council member who incurs an expense of a kind prescribed as being an expense*
 - (b) *which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with subsection (3).*
- (3) *A council member to whom subsection (2) applies is to be reimbursed for the expense*
 - (b) *where the local government has set the extent to which the expense can be reimbursed and that extent is within the prescribed range (if any) of reimbursement, to that extent*

Local Government (Administration) Regulations 1996

Regulation 32 Expenses that may be approved for reimbursement

- (a) *For the purposes of section 5.98(2) (b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are*
 - (a) *an expense incurred by a council member in performing a function under the express authority of the local government;*
 - (c) *an expense incurred by a council member in performing a function in his or her capacity as a council member.*
- (2) *The extent to which an expense referred to in subregulation (1) can be reimbursed is the actual amount, verified by sufficient information.*

Council can resolve to reimburse Councillors for reasonable expenses associated with Local Government week. These expenses may include travel and meals.

Policy Implications

Nil

Financial Implications

Council makes provision on the annual budget for Councillors to attend the Local Government Convention.

Strategic Implications

Nil

MIN 39/16 MOTION:

That Council:

- 1. Supports Elected Members interested in attending the 2016 Annual WA Local Government Convention from Wednesday 3rd August to Friday 5th August 2016, inclusive.**
- 2. Registers Cr Greenwood and Cr Batchelor as the Voting Delegates for the Shire of Tammin at the WA Local Government Association Annual General Meeting on Wednesday 3rd August 2016.**
- 3. Registers Cr Crane and the Chief Executive Officer as the Proxy Voting Delegates for the WALGA AGM.**
- 4. Reimburse Councillors for reasonable out of pocket expenses relating to travel and meals associated with attending the Local Government Convention.**

Moved: Cr P Bell

Seconded: Cr S Uppill

Vote: Simple Majority

Carried: 5/0

10.4 Main Roads WA – Wheatbelt Freight Plan

Location:	Shire of Tammin
Applicant:	Main Roads WA
Date:	9 th June 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	3 Pages (plus maps to be tabled)

Proposal/Summary

For Council to consider the assessment of a number of Shire of Tammin Roads in relation to the Main Roads WA Restricted Access Vehicle Network and in accordance with the Staff Recommendation.

Background

In late 2014, the Main Roads Wheatbelt South Regional Road Group and WA Local Government Association hosted a workshop in Koorda to facilitate discussion to address a number of cross-Shire border RAV access issues.

The aim of the workshop was to try and identify where the cross-Shire border issues have arisen with a view to the Shires having a more consistent approach for the RAV assessment of roads to enable operators to travel the full length of the road/s without the possibility of the road changing RAV Network ratings as they cross Shire boundaries.

As a result of the workshop, Main Roads have commenced the assessment and reassessment of many roads within the Wheatbelt, however there is a significant back log to be addressed.

Comment

Main Roads have issued a series of maps for each local government area within the Wheatbelt.

The process is for each local government to provide comment on the existing RAV networks and proposed RAV networks within their district.

The Shire President, Works Supervisor, and Chief Executive Officer met on Thursday 2nd June 2016, to review the roads within the Tammin Shire.

The proposal is for Council to request Main Roads to assess / reassess the following roads:

Bungulla North	Retain at current RAV 5 Network
Goldfields	Upgrade from RAV Network 3 to RAV Network 4
Ralston	Upgrade from RAV Network 3 to RAV Network 4
Nelson	Upgrade from RAV Network 3 to RAV Network 4
Tammin-Wyalkatchem	Upgrade from RAV Network 3 to RAV Network 4
Yorkrakine	Upgrade from RAV Network 3 to RAV Network 4

(from Tammin town boundary to Turon intersection)

Turon Upgrade from RAV Network 3 to RAV Network 4

(from Yorkrakine intersection to Hanlon intersection)

It was considered that the assessment of the roads as mentioned will help create a consistent RAV Network rating within the Shire of Tammin and across neighbouring local government boundaries.

Consultation

Wheatbelt South Regional Road Group Member Shires, in particular neighbouring local governments.

WA Local Government Association.

Main Roads WA.

Statutory Implications

Road Traffic Act 1974

Road Traffic (Vehicle) Regulations 2014

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

MIN 40/16 MOTION:

That Council endorses the following road assessments/reassessments being submitted to Main Roads WA for consideration:

Bungulla North	Retain at current RAV 5 Network
Goldfields	Upgrade from RAV Network 3 to RAV Network 4
Ralston	Upgrade from RAV Network 3 to RAV Network 4
Nelson	Upgrade from RAV Network 3 to RAV Network 4
Tammin-Wyalkatchem	Upgrade from RAV Network 3 to RAV Network 4
Yorkrakine	Upgrade from RAV Network 3 to RAV Network 4
(from Tammin town boundary to Turon intersection)	
Turon	Upgrade from RAV Network 3 to RAV Network 4
(from Yorkrakine intersection to Hanlon intersection)	

Moved: Cr P Bell

Seconded: Cr G Batchelor

Vote: Simple Majority

Carried: 5/0

10.5 Statutory Planning Fees & Charges 2016/17

Location:	Shire of Tammin
Applicant:	Town Planning Consultant
Date:	9 th June 2016
Author:	Jacky Jurmann
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	45 Pages

Proposal/Summary

The Department of Planning have notified local governments that the statutory planning fees and charges for local government will remain unchanged for the 2016/17 financial year.

The purpose of this Report is resolve to lobby WALGA and local politicians to direct the State to undertake a review of the statutory planning fees and charges to enable local government part or full cost recovery in undertaking statutory planning duties.

Background

The statutory planning fees and charges that local governments can charge are regulated under the provisions of Schedule 2 of the *Planning and Development Regulations* 2009 and have remained unchanged for the past three years. The fees and charges have not been the subject of any CPI or other increases.

Notwithstanding this, the Department of Planning have increased their statutory planning fees and charges over the past few years by almost 90% and will increase their fees again in the 2016/17 financial year.

Consultation with WALGA has revealed that they have been advocating for a review of the local government statutory planning fees and charges since 2012, including commissioning a Report (attached).

The Economic Regulation Authority (ERA) has agreed to WALGA's Terms and Conditions for a full review of local government planning and building charges in 2013, however the review has not commenced and appears to be a low priority for the Premier and Minister for Finance.

WALGA has requested that local government support their request for a full review by lobbying their local politicians in the lead up to the next election.

Comment

WALGA's Report recommends that it would be appropriate to introduce a base application fee of \$50.00 for minor compliant applications and a minimum fee of \$680.00 for

developments under \$50,000 in value in lieu of the current flat rate of \$147.00 for all developments under \$50,000.

At present, the majority of development applications received by the Shire are of a value under \$50,000 and would be considered minor compliant applications, and therefore if the WALGA recommendations were adopted, the fee for Applicants would be reduced. However, there are also some applications that can involve 2 to 3 hours assessment and a site inspection where the costs of processing the application greatly exceed the application fee received. The proposed application fee of \$680.00 would enable the Shire to recover the costs associated with more involved development applications.

In total, there are 11 recommendations in the Report that would provide an improved situation for local government in the interim until a full review of the framework is conducted.

Statutory Implications

Planning and Development Regulations 2009, Schedule 2

Financial Implications

A review of the statutory planning fees and charges would have positive financial implications for the Shire.

Strategic Implications

The proposal is consistent with the goals of the Strategic Community Plan as it will provide better governance and improved economic viability of planning services.

MIN 41/16 MOTION:

That Council:

- 1. Support WALGA's request for a full review of the local government statutory planning fees and charges.**
- 2. Request the Ministers for Local Government, Planning and Finance to commission a full review the local government statutory planning fees and charges.**
- 3. Request the local members of parliament to support a full review of the local government statutory planning fees and charges.**

Moved: Cr D Thomson

Seconded: Cr G Batchelor

Vote – Simple majority

Carried: 5/0

10.6 Disability Access Audit Report 2016

Location:	Shire of Tammin
Applicant:	Community Development Officer
Date:	14 th June 2016
Author:	Sarah Symons
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	43 Pages

Proposal/Summary

For Council to consider adopting the RVIF Disability Access Audit Report recently completed for the Tammin Town Hall and Kadjininy Kep by O'Brien Harrop Access.

Background

The Regional Venues Improvement Fund (RVIF) is part of the State Government's \$24 million Royalties for Regions investment in culture and the arts through the Creative Regions Program.

The RVIF program is assisting regional Local Government Authorities (LGAs) and eligible not-for-profit culture and arts organisations to improve the quality and sustainability of performing arts and entertainment venues in regional areas across Western Australia.

As part of the RVIF program in 2016, the Department of Culture and Arts (DCA) invited eligible performing arts and entertainment venues across regional WA to submit an Expression of Interest (EOI) to have a qualified access consultant conduct Disability Access Audits.

The Disability Discrimination Act 1992 makes it unlawful for public places to be inaccessible to people with disabilities. The Disability Access Audit identifies barriers for people with a disability and assists venue owners to meet their obligations under their respective Local Government's Disability Access and Inclusion Plans.

The RVIF program aims to:

- improve the quality of performing arts and cultural infrastructure in WA regional performing arts and entertainment venues; and
- strengthen the capacity and effectiveness of regional WA performing arts and entertainment venues to deliver culture and the arts services to the Western Australian community.

Comment

O'Brien Harrop Access was engaged by the Department of Culture and the Arts to undertake an onsite disability access audit of the Tammin Town Hall and Kadjininy Kep.

The report identifies certain works to be undertaken to ensure the buildings/facilities meet the necessary disability access requirements. And these will be prioritized and presented to council for future budget consideration.

Statutory Implications

Disability (Access to Premises – Buildings) Standard 2010 (the Access Code of the Premises Standard)

Financial Implications

Nil, however works to rectify matters identified in the report will be presented for future budget consideration.

Strategic Implications

The audit is consistent with the goals of the Strategic Community Plan as it aims to work towards improving local access to services and facilities for our diverse community.

MIN 42/16 MOTION:

That Council endorses the report and the various work components be noted and prioritized in future budgets as financial position permits.

Moved: Cr P Bell

Seconded: Cr M Greenwood

Vote – Simple majority

Carried: 5/0

10.7 Recycle Waste Program for Shire of Tammin Residents

Location:	Shire of Tammin
Applicant:	Works Supervisor
Date:	14 th June 2016
Author:	Greg Stephens
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

This item recommends that the Shire seek interest from residents for a kerbside recycling service.

A recycling programme is an extremely effective way to actively reduce waste to Landfill. This in turn greatly extends the life of the landfill facility. It is proposed to provide a service to Council in the management of waste and to provide a framework of priorities for improving the efforts made by Council and the community to divert waste from landfill and improve recycling practices.

The Proposal is:

- Tammin Townsite – fortnightly or monthly yellow bin service pick up kerbside.
- Tammin Rural - Yellow bins will be provided at waste site - the theory is that the residents (who wish to) can pick up a yellow bin from the waste site, use the bin at their property and return full in exchange for an empty bin (free of charge), the yellow bins at the waste site will be emptied as part of the fortnightly service.

Background

Council currently provides kerbside garbage services, the cost of this service is covered by the Domestic Waste Charge. The Domestic Waste Charge is compulsory for all occupied properties within township and a kerbside collection service is provided to these properties. Some parts of the shire are not currently serviced with kerbside collection services due to the distance from town to the rural properties.

The waste site at Tammin is currently opened for all shire ratepayers on Thursday and Saturdays from 9 am to 1 pm.

Council's current kerbside collection service includes weekly collection of a 240L mobile recycling bin (MRB).

The kerbside collection service is delivered via a contractor under a service contract

Comment

The current waste contractor provides Kerbside recycling to over 20 Local Governments in the area. This service sees them deliver the second 240ltr bin for the use of Recycling products such as Newspaper, Cardboard, Glass, Aluminium, Plastics and Steel containers. The collection is also supported by the Recycle Right education programme.

The ratepayers have shown their commitment toward recycling through their use of the communal Recycling Drop off facility located at the Landfill and near the Roadhouse, a fortnightly kerbside service would surely only extend on this commitment.

The objectives of Waste Management is to.

- Reduce the quantities of waste sent to the Tammin landfill and increase the amount of waste for recycling or reuse.
- Provide waste services that are economical, equitable and accessible to all members of our community.
- Promote waste minimisation initiatives within our community.
- Structure and deliver services which reduce waste to landfill and improve the environment.

Council seeks to achieve optimal environmental outcomes by managing waste in accordance with the waste management hierarchy as defined in the Environment Protection Act 1986.

The challenge for Council is to ensure that the waste management services it provides meet the needs of its community while enabling residents to reduce the amount of material disposed to landfill and achieve the best possible environmental outcomes.

It is being recommended that:

- A survey be sent to each property owner that currently receive a weekly bin collection to ask for their views on the introduction of a fortnightly or monthly recycling service. The bins will be provided by the contractor and the cost to the Shire for the service will be fully recoverable.
- A survey be sent to all rural property owners seeking their views on the Yellow bins provided at waste site to be used at their property and return full in exchange for an empty bin (free of charge).
- If there is a positive response to the proposal the Council can then decide if it is to be introduced.

Consultation

Shire Chief Executive Officer, Works Supervisor and Waste Management Contractor.
Proposal is for the community to be consulted.

Statutory Environment

Health Act 1911

Environmental Protection Act 1986

Shire of Tammin Health Local Law 1999

Policy Implications

Nil

Financial Implications

Estimated at \$4.60 inc GST per collection (\$119.60 inc GST per Ratepayer per year).

Note - this assumes 169 collections (as per the current waste collection – i.e. per rateable property). It also includes all disposal fees associated with the collection.

As this proposal is for budget considerations the costs will be calculated more accurately when the exact specifications of the Tender are known. Variables such as Contract term and ownership of the bins are two factors that can affect the collection rate.

There will be a fee associated with the service at the waste facility (i.e. per yellow bin pick up).

It is proposed that recycling will be introduced on a full cost recovery basis.

Strategic Implications

The proposal meets the “Sustainable Waste Management” outcomes within the Shire’s Strategic Community Plan.

MIN 43/16 MOTION:

That Council:

- 1. Survey all property owners currently receiving the weekly rubbish collection service, seeking their views on the introduction of a fortnightly or monthly recycling service.**
- 2. Survey all rural property owners seeking their views on a proposal to place Yellow Bins at the waste site that can be used at their property and return full in exchange for an empty bin (free of charge).**

Moved: Cr G Batchelor

Seconded: Cr P Bell

Vote: Simple Majority

Carried: 5/0

Note: Survey to include comments in relation to the continued provision of the recycle bin service at the Tammin Road House.

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

13 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5:36pm.

14 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.*

PAYMENTS LIST MAY 2016

Date	Reference	Supplier Name	Details	Amount
Cheque Payments				
12/05/2016	6627	Water Corporation	Water Consumption 12/05 - 30/06/2016	185.26
			Sub-total	185.26
Direct Debit payments				
03/05/2016	Debit	Commonwealth Bank of Australia	EFTPOS fee - April 16	25.30
03/05/2016	Debit	ClickSuper	Superannuation contributions - April 2016	5,319.05
			Sub-total	5,344.35
Licensing Transfer				
02/05/2016	Debit	Department of Transport	LICENSING 28/4/16	257.30
03/05/2016	Debit	Department of Transport	LICENSING 29/4/16	333.10
04/05/2016	Debit	Department of Transport	LICENSING 30/5/16	13.20
05/05/2016	Debit	Department of Transport	LICENSING 03/5/16	770.25
09/05/2016	Debit	Department of Transport	LICENSING 05/5/16	77.50
10/05/2016	Debit	Department of Transport	LICENSING 06/5/16	63.00
12/05/2016	Debit	Department of Transport	LICENSING 10/5/16	158.60
13/05/2016	Debit	Department of Transport	LICENSING 11/5/16	634.70
16/05/2016	Debit	Department of Transport	LICENSING 12/5/16	710.75
17/05/2016	Debit	Department of Transport	LICENSING 16/5/16	79.00
17/05/2016	Debit	Department of Transport	LICENSING 13/5/16	570.95
20/05/2016	Debit	Department of Transport	LICENSING 18/5/16	150.30
23/05/2016	Debit	Department of Transport	LICENSING 19/5/16	756.10
24/05/2016	Debit	Department of Transport	LICENSING 20/5/16	3,474.45
25/05/2016	Debit	Department of Transport	LICENSING 23/5/16	1,049.00
26/05/2016	Debit	Department of Transport	LICENSING 24/5/16	50.25
31/05/2016	Debit	Department of Transport	LICENSING 27/5/16	335.55
			Sub-total	9,484.00
Bank Fees				
3/05/2016	Debit	Commonwealth Bank of Australia	CBA Merchant Fee - Apr 16	137.39
5/05/2016	Debit	National Australia Bank	NAB Transact Fee - Access and Usage for Apr 16	5.25
18/05/2016	Debit	National Australia Bank	NAB Connect Fee - Access and Usage for Apr 16	34.24
31/05/2016	Debit	National Australia Bank	Account Fees for May 16 for Muni Account	40.70
31/05/2016	Debit	National Australia Bank	Account Fees for May 16 for Trust Account	20.00
			Sub-total	237.58
VISA Payments				
04/05/2016	VISA	Department of Transport	TN2 - License renewal until 30/06/16	65.60
04/05/2016	VISA	Westnet Pty Ltd	Westnet for April 2016	89.95
04/05/2016	VISA	National Australia Bank	Monthly Visa fee for April 2016	9.00
			Sub-total	164.55
EFT Payments				
05/05/2016	EFT636	Adapt Electrical Solutions	Electrical works	390.00
05/05/2016	EFT637	Bridgestone Australia Ltd	TN 2 service	1,138.90
05/05/2016	EFT638	Carolyn Crane	April Council meeting	105.00
05/05/2016	EFT639	Chatfield's	Repairs on excavator	2,530.00
05/05/2016	EFT640	Dennis Heppell	Hire of side tipper	1,254.00
05/05/2016	EFT641	Earthstyle Contracting Pty Ltd	Road works	14,234.00
05/05/2016	EFT642	Glenice Batchelor	April Council meeting	100.00
05/05/2016	EFT643	JR & A Hersey Pty Ltd	Security camera	1,296.00
05/05/2016	EFT644	Michael Greenwood	April Council meeting	159.25
05/05/2016	EFT645	Patricia Bell	April Council meeting	105.00
05/05/2016	EFT646	Scott Uppill	April Council Meeting	224.70
05/05/2016	EFT647	Tammin Post Office	Depot supplies	32.00
05/05/2016	EFT648	Telstra	Broadband, councillors ipads, WS & CEO mobile	462.14
05/05/2016	EFT649	WA Contract Ranger Services Pty Ltd	Ranger services performed 12/04/16, 26/04/2016	467.50
05/05/2016	EFT650	WA Hino Sales & Service	Service TN15	3,344.20
05/05/2016	EFT651	Wheatbelt Renovations	Maintenance at Pavilion	2,854.50
12/05/2016	EFT652	Arrow Bronze	Plaque for L.Nottage	248.30
12/05/2016	EFT653	CWA Tammin Branch	Catering council March meeting	160.00
12/05/2016	EFT654	Courier Australia	Freight charges	19.17
12/05/2016	EFT655	Earthstyle Contracting Pty Ltd	Tammin-Wyalkatchem Rd works	18,504.75

12/05/2016	EFT656	Executive Media	Advertising - Caravanning Australia	550.00
12/05/2016	EFT657	Gull Tammin Roadhouse	April 2016 account	309.94
12/05/2016	EFT658	IT Vision	Monthly SynergySoft Fee for April 2016	1,925.00
12/05/2016	EFT659	Landgate	UV valuation	3,484.80
12/05/2016	EFT660	Officeworks	Depot supplies, Tabloid ink	662.76
12/05/2016	EFT661	Rural Traffic Services	Traffic control services	4,282.50
12/05/2016	EFT662	Tammin Hotel	Accommodation and meals for traffic controllers	726.00
12/05/2016	EFT663	Telstra	Telephone and broadband April 2016	1,237.15
12/05/2016	EFT664	Wheatbelt Office and Business Machines	Meter reading for Fuji Xerox ApeosPort	55.54
12/05/2016	EFT665	Youlie and Son Spreading Services	Maintenance grading	3,603.60
19/05/2016	EFT666	BGC Quarries	Washed granite	10,276.47
19/05/2016	EFT667	Bitutek Pty Ltd	Supply and spray bitumen	69,197.68
19/05/2016	EFT668	Chatfield's	Repairs to excavator	3,108.38
19/05/2016	EFT669	DKT Rural Agencies	Plants, soil	160.30
19/05/2016	EFT670	Daves Tree Service	Tree trimming	12,650.00
19/05/2016	EFT671	George Johnson	Supply DER with AAER Report	110.00
19/05/2016	EFT672	Kellerberrin Farmers Co-Operative	Road inspection lunch	80.65
19/05/2016	EFT673	Kleenheat Gas	Yearly facility fees	458.70
19/05/2016	EFT674	Officeworks	Finance stamps	154.00
19/05/2016	EFT675	Prestige Alarms	24 hour monitoring of alarm system	143.00
19/05/2016	EFT676	Rural Traffic Services	Traffic management	2,930.82
19/05/2016	EFT677	Synergy	Street lighting	1,736.25
19/05/2016	EFT678	Tammin Hotel	Accommodation for traffic controllers	499.50
19/05/2016	EFT679	Tammin Womens Hockey Club	Hall bond reimbursement	300.00
19/05/2016	EFT680	Wright Express Australia Pty Ltd (Puma)	April 2016 fuel	3,984.13
26/05/2016	EFT681	Australia Post	Postage April 2016	87.87
26/05/2016	EFT682	Avon Waste	Domestic refuse collection	2,436.29
26/05/2016	EFT683	Corporate Health Professionals	Audiological assessment	286.00
26/05/2016	EFT684	DKT Rural Agencies	Timer tap	340.00
26/05/2016	EFT685	Daves Tree Service	Tree trimming	1,760.00
26/05/2016	EFT686	Earthstyle Contracting Pty Ltd	Road maintenance	28,558.75
26/05/2016	EFT687	Farmways Kellerberrin	Material for repairs	1,278.53
26/05/2016	EFT688	Keller/Tammin Football Club	Hall bond reimbursement	300.00
26/05/2016	EFT689	Officeworks	Toilet roll dispensers	246.47
26/05/2016	EFT690	Wheatbelt Renovations	Unit 1, Tamma Village maintenance	6,413.00
26/05/2016	EFT691	Youlie and Son Spreading Services	Grading works	6,701.20
26/05/2016	EFT692	Zacks Commercial Artists	Artwork for Caravanning Australia ad	82.50
			Sub-total	218,747.19
Salaries & wages				
04/05/2016		Shire of Tammin	Salaries & wages	14,725.97
18/05/2016		Shire of Tammin	Salaries & wages	14,580.48
			Sub-total	29,306.45
			Total	263,469.38

Attachment item 11.1 Financial Report May 2016.