

Shire of Tammin
ORDINARY COUNCIL MEETING
Thursday May 25th, 2017

MINUTES

NOTICE OF MEETING

Dear Elected Member

The Ordinary meeting of the Shire of Tammin was held on ***Thursday May 25th, 2017*** in the Council Chambers, 1 Donnan St, Tammin, commencing at ***5:00pm.***



Peter Naylor
Chief Executive Officer

MISSION STATEMENT

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

Contents

AGENDA.....	3
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE.....	3
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
4. PUBLIC QUESTION TIME.....	3
5. APPLICATIONS FOR LEAVE OF ABSENCE	3
6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS.....	3
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	4
7.1 ORDINARY COUNCIL MEETING MINUTES- (27 th April 2017).....	4
7.2 Annual General Meeting of Electors held on Thursday 27 th April 2017.....	4
8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	8
9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSION.....	8
10. AGENDA ITEMS	9
10.1 List of Payments for April 2017	9
10.2 Financial Report for April 2017	11
10.3 WA Local Government Association – 2017 Local Government Convention	13
10.4 Works Supervisors Report.....	16
10.5 Demolition 18 Ridley Street, Tammin.....	20
11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN	22
12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	22
13 CLOSURE OF MEETING	22
14 REFERENCES.....	23

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5:00pm.

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
Cr D Thomson	Member
Kelsey Pryer	Manager Finance & Administration
Greg Stephens	Works Supervisor

Leave of Absence:

Apologies:

Peter Naylor	Chief Executive Officer
--------------	-------------------------

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 ORDINARY COUNCIL MEETING MINUTES- (27th April 2017)

MIN 40/17 MOTION:

That the Minutes of the Ordinary Council meeting held on 27th April 2017 be confirmed as a true record of proceedings.

Moved: Cr Bell

Seconded: Cr Crane

Vote: Simple Majority

Carried: 6/0

7.2 Annual General Meeting of Electors held on Thursday 27th April 2017

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	16 May 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	5 pages (1 attachments)

Proposal/Summary

Council to receive the minutes of the Annual General Meeting of Electors held in the Tammin Lesser Town Hall on Thursday 27 April 2017.

Background

The Shire of Tammin General Meeting of Electors was held on Thursday 27th April 2017, followed by a Community Strategic Planning Forum.

Minutes of the meeting/s have been circulated to Councillors.

Legislation requires Council to consider all decisions made at the Electors meeting at the next practicable Ordinary Council Meeting.

Comment

No issues were raised at the Electors Meeting in relation to the Shire of Tammin Annual Report and / or Shire of Tammin Audit Report for the 2015/16 Financial Year.

During the General Business period and the following Community Forum, the following matters were raised for Council consideration:

Town Hall Car Park

Query was raised in respect to works to upgrade the car park at the rear of the town hall as funding has been included on Councils 2016/17 budget.

The Chief Executive Officer (CEO) advised that this works has been held up due to more urgent requirements following the February rainfall event. However the question is timely as we will have a surveyor in Tammin commencing Monday 1st May carrying out a number of projects for the shire which includes the car park area. It was suggested that parking bays need to be designated as part of the car park planning process.

Kadjininy Kep

Query raised in respect to the future of the Kep?

The meeting was informed that Council has been looking at the current model and giving consideration as to the best options into the future. The cost to run the water through the current system is very expensive and Council may be best served if natural foliage is planted in the drainage areas.

The CEO has sourced a audio visual company that is confident they can repair the hydrology model and funding has been included as part of the mid-year budget review so this will be followed up immediately.

It was requested that dead trees be removed from the site.

Garden beds in front of Hall

It was suggested that the garden beds in front of the hall and the shire office need to be replaced with new plants.

Unused Bowling Green and Proposed Tennis Court

The meeting commented on the proposed tennis courts for the former bowling green area, in relation to:

- o Is it the best location for tennis courts being adjacent to the Great Eastern Highway?
- o Would tennis courts receive enough use to justify the expenditure?
- o Has Council considered an alternate venue?

The Shire President (and other Councillors & Staff) advised that the decision of Council was made as a result of a community forum held following last year's Annual Electors Meeting, and Council has liaised with the Bowling Club re the project and establishing a summer sport precinct in the area. The existing tennis courts are in a state of disrepair and would require major works.

Tammin Youth

Comment made that not all young people in town are into sports and there is very little to do for these people.

Councillors and the CEO advised that happy to look into any proposals to suit these young people and help out where possible, however there are stringent requirements from both a compliance and regulatory perspective and a person proposing to supervise any activities will need to be suitably qualified.

Town Verge Clean Up

It was suggested that Council could initiate a town verge pick up program similar to what happens in other towns, as part of this process could also liaise with property owners to remove a number of unused vehicles from many yards.

Anzac Day Service

The meeting commented on the recent Anzac Day Service and the excellent way in which the park was presented. However it was mentioned that the lawn is very spongy and perhaps Council could look at a verti-mowing program.

Grading of Gravel Roads

A query was raised in relation to the grading of gravel roads and the opening up of the side drain off shoots.

The Works Supervisor advised that works had been taken to open up the roads as soon as possible following the February rainfall event. We are now waiting on opening rains so can implement the winter grading program and bring the roads up to the required specifications, including opening the side drains.

Please note: Subsequent to the Community Strategic Planning Forum staff have prepared a survey (via Survey Monkey) inviting the community to be involved in the future planning for the Shire. The survey has been widely publicised on the Shire Website, Facebook page, local notice boards, and emailed to residents on the Shire contact list. Notices will also be included in the next issues of the Shire's monthly newsletter and the Tammin Tabloid. The survey is open until 30th June 2017. At the time of preparing this report some 39 survey responses have been received.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Part 5 Division 2 Subdivision 4 - Section 5.32 and 5.33

5.32 Minutes of Electors' Meetings

The CEO is to –

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and*
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.*

5.33 Decisions made at Electors' Meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable –*
 - (a) at the first ordinary council meeting after that meeting; or*
 - (b) at a special meeting called for that purpose, whichever happens first.*
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

Policy Implications

Nil

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

Council is carrying out a review of its Integrated Planning and Reporting documents and the matters raised will be considered as part of this process.

MIN 41/17 MOTION:

That:

- 1. The Minutes of the Shire of Tammin Annual General Meeting of Electors held on Thursday 27 April 2017, be received.**
- 2. Council considers the various matters raised at the Electors Meeting and following Community Strategic Planning Forum for attention as required on a urgent and / or priority basis and considers for future inclusion when reviewing the Shire of Tammin Community Strategic Plan and Long Term Financial Plan.**

Moved: Cr Thomson

Seconded: Cr Crane

Vote – Simple majority

Carried: 6/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSION

10. AGENDA ITEMS

10.1 List of Payments for April 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	2 nd May 2017
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachments (6 pages)

BACKGROUND

Accounts paid for April 2017 is listed totaling:

Cheque numbers	6657 - 6662	9,715.86
Direct debit payments	01/04/2017- 30/04/2017	4,089.85
Licensing transfers	01/04/2017- 30/04/2017	12,942.60
Bank fees	01/04/2017- 30/04/2017	187.54
VISA payments	01/04/2017- 30/04/2017	698.36
EFT payments	EFT 1353 - 1424	490,232.52
Salaries and Wages	01/04/2017- 30/04/2017	27,787.57
Total payments	01/04/2017- 30/04/2017	545,654.30

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 42/17 MOTION:

That the list of payments made for April 2017 be endorsed as follows:

Cheque numbers	6657 - 6662	9,715.86
Direct debit payments	01/04/2017- 30/04/2017	4,089.85
Licensing transfers	01/04/2017- 30/04/2017	12,942.60
Bank fees	01/04/2017- 30/04/2017	187.54
VISA payments	01/04/2017- 30/04/2017	698.36
EFT payments	EFT 1353 - 1424	490,232.52
Salaries and Wages	01/04/2017- 30/04/2017	27,787.57
Total payments	01/04/2017- 30/04/2017	545,654.30

Moved: Cr Thomson

Seconded: Cr Bell

Simple Majority Required

Carried: 6/0

10.2 Financial Report for April 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	2 nd May 2017
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachments (19 Pages)

BACKGROUND

The financial reports have been circulated to all Councillors.

COMMENT

Nil

FINANCIAL IMPLICATIONS

All financial implications are contained within the reports.

POLICY IMPLICATIONS

Council resolved (Item 5– 15) 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

The Local Government Act 1995 Part 6 Division 3 requires that a monthly financial report be presented to Council.

STRATEGIC PLAN IMPLICATIONS

Nil

FUTURE PLAN IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

MIN 43/17 MOTION:

That Council receives the monthly financial reports for April 2017.

Moved: Cr Bell

Seconded: Cr Batchelor

Simple Majority Required

Carried: 6/0

10.3 WA Local Government Association – 2017 Local Government Convention

Location:	Perth Convention Exhibition Centre
Applicant:	WA Local Government Association
Date:	16 th May 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	16 Pages (1 Attachment)

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 2 August 2017, during the 2017 Annual WA Local Government Convention.

Background

The 2017 Annual WA Local Government Convention is to be held at the Perth Convention & Exhibition Centre commencing on Wednesday 2 August to Friday 4 August 2017 (inclusive).

The Annual General Meeting (AGM) will be held on Wednesday 2 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.

In 2016 Council resolved for the Voting Delegates to be Cr's Greenwood and Batchelor, with Cr Crane and the Chief Executive Officer as the Proxy Voting Delegates.

A copy of the 2017 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.

In addition to the Convention the Shire President and Chief Executive Officer have registered to attend the Special State and Local Government Forum to be held at 8:30am on Wednesday 2 August 2017, prior to the Annual General Meeting.

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 44/17 MOTION:

That Council

- 1. Supports Elected Members interested in attending the 2017 Annual WA Local Government Convention from Wednesday 2 August to Friday 4 August 2017, inclusive.**
- 2. Registers Cr Uppill and Cr Crane as the Voting Delegates for the Shire of Tammin at the Western Australian Local Government Association Annual General Meeting on Wednesday 2 August 2017.**
- 3. Registers Cr Greenwood and the Chief Executive Officer, Peter Naylor, as the Proxy Voting Delegates to 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 Bell

Seconded: Cr Greenwood

Vote – Simple majority

Carried: 6/0

10.4 Works Supervisors Report

Location:	Shire of Tammin
Applicant:	Works Supervisor
Date:	18 th May 2017
Author:	Greg Stephens
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

PROPOSAL/SUMMARY

Council is to receive the Works Supervisor Report.

Tammin Shire Council	WORKS REPORT Thursday 18th May 2017	Works and Services Department
---------------------------------	---	--------------------------------------

URBAN - TAMMIN	
Various Streets	Routine Maintenance program
UNSEALED ROADS NETWORK	
Unsealed Roads	General Inspections Yorkrakine Road (End of Seal) <ul style="list-style-type: none"> • Verge clean up, rip and reform existing gravel surface. Maintenance Grade <ul style="list-style-type: none"> • Turon Road - (Sections) • Leslie Road - (Sections) • Packham Road (Sections) • Goldfields Road (Sections) • Golf Links Road • Mackin Road • Yorkrakine Rock Road • Yorkrakine Road (Sections) • Nock Road (Sections) • Youering Road - Repair failed section of concrete floodway. • Tremlett Road (Currently Closed), open up washed out floodways, repairs will be completed June 2017.
SEALED ROAD NETWORK	
Sealed Roads	General Inspections School Bus site inspection and report Pot hole patching Culvert Repairs and new headwalls Vegetation clearing Ralston Road (Southern end). Resealing works in progress <ul style="list-style-type: none"> • Ralston Road

	<ul style="list-style-type: none"> • Yorkrakine Road • Russell Street • Little Underwood Road • Walston/McLaren Street.
PARKS AND OPEN SPACE AREAS - GARDENS, PARKS, OVALS AND VILLAGE.	
Freason Park	General clean up Reticulation repairs
Memorial Park	General maintenance, Mowing Weed control ongoing
Heritage Park	General clean up General maintenance Weed control ongoing
Reserves, Open Areas	General clean up General maintenance, Mowing, Slashing Weed control ongoing
Tamma Village	General clean up General maintenance, Mowing Weed control ongoing Reticulation maintenance and repairs Fencing Quotations.
Kadjininy Kep	General clean up General maintenance, Mowing Weed control ongoing Reticulation maintenance
Tammin Oval (Donnan Park)	General clean up General maintenance, Mowing Weed control ongoing Groundwork for Football and Hockey season
Town Dam	Dam Levels 18 th May 2017 Rear dam 70% Front dam 80%
BUILDING MAINTENANCE	
All Buildings	General Maintenance as required
Tamma Village Units	General programmed Maintenance New Stove - Unit 9 - to be installed by electrical contractor Unit 9 & 10 - Repairs to plumbing (blocked drains) Unit 10 - ongoing issues with roof leaking (possible budget item for 2017/18, section of new roof), issues with tree roots in back paved section of unit, (possible budget item for 2017/18).
Staff housing	General Maintenance <ul style="list-style-type: none"> • Nottage way houses (Garden areas) • 14 Russell Street - Air conditioner, issue being looked at.
Admin, and Hall buildings	Administration office <ul style="list-style-type: none"> • Repair/Renew lights • Repair front entry door • General minor maintenance Lesser Hall

	<ul style="list-style-type: none"> Air conditioning in need of repairs, Contractor engaged to carry out repairs. (In Progress). <p>Hall</p> <ul style="list-style-type: none"> General Maintenance
PUBLIC CONVENIENCES	
Public Ablution Block (behind Admin)	Cleaned Mondays, Wednesdays and Fridays
Public Ablution Block (at Oval)	Cleaned Mondays, Wednesdays and Fridays
WASTE SITE TAMMIN	
General waste area's	Weekly - waste pushed up and covered New General waste site formed up (old site nearly depleted).
Surrounds	Vegetation control and weed spraying, site cleanup as per conditions of license
WATER AND SEWER	
Oval Water System	General repairs and maintenance
Donnan Park - Change Room and public toilets	General repairs and maintenance Cleaned Mondays, Wednesdays and Fridays (and after events).
TOWN BLOCKS AND FIRE BREAKS AROUND TOWN	
Fire Control	Tidy up areas around the town
VANDALISM	
	Nothing of significance to report
PLANT	
Plant and Vehicle repairs/maintenance	Multi Tired Roller - Broken Window Loader - Repairs to park braking system (parts ordered)
ROAD WORKS	
Roads to Recovery Project <ul style="list-style-type: none"> Ralston Road - 2 km section from 4.5km to 6.5 km from the Tammin Yorkrakine Road Reseal 	In Progress
FLOOD DAMAGE	
AGRN 743 Flood Damage	Works have been completed with the gravel reinstatement and culvert repairs on damaged roads. Finalising claim and report
TREES WITHIN TOWNSITE	
Street Trees Tammin	Routine Maintenance Western Power - tree maintenance Tammin Primary school tree - In progress
TAMMA VILLAGE RETICULATION	
Irrigation Consultancy Services. (See attached proposal)	SCOPE OF WORKS Provision of the following project phases as required by the project. <ol style="list-style-type: none"> Project Development Planning Concept Design Design Development Construction Documentation and Tender Construction to Practical Completion

	<ul style="list-style-type: none"> • Prepare a statement on irrigation practices and principles that apply to the site based on the Shire and Department of Water. • Prepare a desktop master plan which will include preparing a global water budget based on the indicative irrigated areas for the Tammin Retirement Village based on the landscape design and indicated soft scape areas. • Prepare a concept design showing the water source point and type, indicative irrigation mainline alignments and control cable routing, proposed major system components, and irrigation water requirements. • In preparing the concept design to identify alignments for the irrigation services. <p>Once the site survey and drawings are done the shire staff will have the ability to lay the piping and do all the actual ground work. Electrical and plumbing connections will be carried out by licensed contractors.</p>
--	---

MIN 45/17 MOTION:

That Council receives the Works Supervisor Report.

Moved: Cr Uppill

Seconded: Cr Thomson

Vote – Simple majority

Carried: 6/0

10.5 Demolition 18 Ridley Street, Tammin

Location:	18 Ridley Street, Tammin
Applicant:	Chief Executive Officer
Date:	16 th May 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	3 Pages

PROPOSAL / SUMMARY

For Council to formally consider quotations received for the demolition of 18 Ridley Street, Tammin.

This report recommends that the quotation provided by Bent Nail Building and Maintenance be endorsed as the preferred quote.

BACKGROUND

The residence at 18 Ridley Street was severely damaged by fire on 18th October 2016.

Since this time staff have attempted to liaise with Mrs Kickett with regards to clean up of the site as the asbestos is cause for concern. Unfortunately this contact and subsequent contact with the Department of Aboriginal Affairs to seek advice as to what assistance they may be able to provide, was not successful.

At the ordinary meeting of Council held on 23rd March 2017, Council resolved:

That Council:

- 1. Approaches Mrs Kickett in relation to the possibility of her transferring ownership of the property to the Shire of Tammin in return for works to be carried out for removal of the derelict building (including asbestos) and total clean-up of the site.*
- 2. Informs Mrs Kickett that should she agree to the ownership transfer of the property payment of the outstanding rates and charges on the property will remain her responsibility.*
- 3. Authorises the Chief Executive Officer to continue seeking alternative arrangements / assistance opportunities for the property should Mrs Kickett not agree to the proposed ownership transfer to the Shire.*

The response from the Kickett family in relation to Councils resolution was not supportive of the land swap proposal and they have again approached Council for assistance to clean up the property. This information was provided to Council at the Council Information Session on Thursday 27th April 2017.

COMMENT

As a result of Council discussion at the Information Session two (2) quotations were received for demolition of the damaged house and clean up of the site, which were circulated to Councillors on Tuesday 9th May 2017.

Whilst some Councillor support was indicated to proceed with the quotation from Bent Nail, it was requested that the matter be presented to the next Ordinary Meeting of Council for formal consideration.

STATUTORY ENVIRONMENT

Health (Asbestos) Regulations 1992

Environmental Protection (Controlled Waste) Regulations 2004

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The initial cost to demolish the building and clean the site, however the costs will be charged against the property for reimbursement over a period of time.

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

The Kickett Family

MIN 46/17 MOTION:

That Council:

- 1. Agrees to carry out the demolition and clean up of the property at 18 Ridley Street, Tammin.**
- 2. Endorses the quotation provided by Bent Nail Building and Maintenance to carry out the works at 18 Ridley Street, Tammin, for cost of \$16,005 (+GST).**
- 3. Applies the costs for works at the property against the property assessment, with the recognition of a payment plan be offered.**

Moved: Cr Uppill

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 6/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

13 CLOSURE OF MEETING

There being no further business the Shire President closed the meeting at 5:40pm

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.*