

Shire of Tammin
ORDINARY COUNCIL MEETING
Thursday June 22nd, 2017

Minutes

NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Thursday June 22nd, 2017** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:01pm**.



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"

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5:01pm.

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
Peter Naylor	Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration
Greg Stephens	Works Supervisor

Leave of Absence:

Apologies:

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- (25th May 2017)

MIN 47/17 MOTION:

That the Minutes of the Ordinary Council meeting held on 25th May 2017 be confirmed as a true record of proceedings.

Moved: Cr Bell

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 6/0

7.2 Meeting of Resource Sharing Committee held on Tuesday 6 June 2017

Location:	Tammin
Applicant:	Administration
Date:	13 June 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	N/A
File Reference:	Nil
Attachment/s:	4 Pages (1 attachment - circulated)

Proposal/Summary

Council to accept the minutes of the Resource Sharing Committee held on Tuesday 6 June 2017.

Background

The minutes of the meeting have been circulated to all Councillors.

Comment

No business arising.

Consultation

Nil

Statutory Environment

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

The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications

Nil

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

Nil

MIN 48/17 MOTION:

That Council:

- 1. Receive the Minutes of the Resource Sharing Committee Meeting held on Tuesday 6 June 2017.**

Moved: Cr Crane

Seconded: Cr Thomson

Vote: Simple majority

Carried: 6/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSION

Nil

10. AGENDA ITEMS

10.1 List of Payments for May 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	12 th June 2017
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachments (7 pages)

BACKGROUND

Accounts paid for May 2017 is listed totaling:

Cheque numbers	6663 - 6666	\$78.96
Direct debit payments	01/05/2017-31/05/2017	\$5,902.17
Licensing transfers	01/05/2017-31/05/2017	\$8,750.10
Bank fees	01/05/2017-31/05/2017	\$212.15
VISA payments	01/05/2017-31/05/2017	\$7031.34
EFT payments	EFT 1425 - 1483	\$133,589.54
Salaries and Wages	01/05/2017-31/05/2017	\$40,187.01
Total payments	01/05/2017-31/05/2017	\$201,290.25

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 49/17 MOTION:

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

Cheque numbers	6663 - 6666	\$78.96
Direct debit payments	01/05/2017-31/05/2017	\$5,902.17
Licensing transfers	01/05/2017-31/05/2017	\$8,750.10
Bank fees	01/05/2017-31/05/2017	\$212.15
VISA payments	01/05/2017-31/05/2017	\$7031.34
EFT payments	EFT 1425 - 1483	\$133,589.54
Salaries and Wages	01/05/2017-31/05/2017	\$40,187.01
Total payments	01/05/2017-31/05/2017	\$201,290.25

Moved: Cr Thomson

Seconded: Cr Greenwood

Simple Majority Required

Carried: 6/0

10.2 Financial Report for May 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	12 th June 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 50/17 MOTION:

That Council receives the monthly financial reports for May 2017.

Moved: Cr Crane

Seconded: Cr Bell

Simple Majority Required

Carried: 6/0

10.3 Works Supervisors Report

Location:	Shire of Tammin
Applicant:	Works Supervisor
Date:	15 th June 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 15th June 2017	Works and Services Department
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ADMINISTRATION, MEETINGS AND INSPECTIONS DURING THIS REPORTING PERIOD

- Staff time sheets
- Customer enquiries
- Ordering parts and materials
- Works and Services Agenda
- Depot General Duties - phone, emails, design, and staff works program
- Heavy Plant Replacement
- Light Plant Replacement
- Works Budget, Works Meetings, Depot Staff meetings
- Admin Meeting various – CEO, MFA
- Capital Works Program
- Asset Management data
- Site Inspections Road signage Bitumen Roads - Rural Roads Area 1 Area 2 and Area 3 inspections

URBAN - TAMMIN

Various Streets	Routine Maintenance program
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UNSEALED ROADS NETWORK

Unsealed Roads	General Inspections Tremlett Road ➤ Tremlett Road (Currently Closed) ➤ 3 floodways reconstruct, 450mm low flow pipes, stabilise road surface. Maintenance Grade ➤ Cubbine Road ➤ Tammin South Road ➤ Finey Road ➤ Moore Road ➤ Nelson Road (Section) ➤ Dixon Road ➤ Kitto Rodgers Road ➤ Harris Road ➤ Rabbit Proof Fence Road
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	<ul style="list-style-type: none"> ➤ Shaw Road ➤ Dunn Road ➤ Finish Yorkrakine Road.
SEALED ROAD NETWORK	
Sealed Roads	General Inspections Pot hole patching
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 Weed control ongoing General maintenance, Mowing, Slashing
Tamma Village	General clean up General maintenance, Mowing Weed control ongoing
Kadjininy Kep	General clean up General maintenance, Mowing Weed control ongoing
Tammin Oval (Donnan Park)	General clean up General maintenance, Mowing Weed control ongoing Groundwork for Football and Hockey season
Town Dam Dam levels are measured on the actual volume that can be held in the cells not the design volume.	Dam Levels 13 th June 2017 Rear dam 70% Front dam 80%
BUILDING MAINTENANCE	
All Buildings	General Maintenance as required
Tamma Village Units	General programmed Maintenance
Staff Housing	General Maintenance
Admin and Hall Buildings	General minor 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 Roof on Site office and paint exterior of building.
Surrounds	Vegetation control and weed spraying, site clean up 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 ➤ motor bikes on oval grassed area
PLANT	
Plant and Vehicle repairs/maintenance	General Maintenance
FLOOD DAMAGE	
	Works have been completed with the gravel reinstatement and culvert repairs on damaged roads. Finalising claim and report
STREET TREES TAMMIN	
	Routine Maintenance Western Power - tree maintenance Tammin Primary school tree - Quotation received and purchase order issued.

MIN 51/17 MOTION:

That Council receives the Works Supervisor Report.

Moved: Cr Thomson

Seconded: Cr Greenwood

Vote – Simple majority

Carried: 6/0

10.4 Shire of Tammin Related Party Disclosure Policy

Location:	Tammin
Applicant:	Administration
Author:	Chief Executive Officer
Report Date:	13 June 2017
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	38 Pages (2 attachments)

Proposal/Summary

For Council to consider and adopt the draft Related Party Disclosure Policy in accordance with the Australian Accounting Standard AASB 124.

Background

AASB 124 Related Party Disclosures was introduced on 15th December 2009.

The objective of the Standard is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Effective from 1st July 2016, the related party disclosures applies to government entities, including local government. In the annual financial statements, council must disclose related party relationships, transactions and outstanding balances, including commitments. These will become subject to audit.

The changes require councils to establish a policy to define the parameters for related party disclosures and the level of disclosure and reporting to comply with Accounting Standard AASB 124 – Related Party Disclosures.

Key Management Personnel identified will be subject to Related Party Disclosures which will mean that Council will be required to disclose information about related parties and council transactions with those related parties, be they cash or non-cash transactions.

Comments

In essence, it is intended that the accounting standard will provide more transparency to the community and the Department of Local Government in the operations of Council.

Consultation

Anderson & Wylie - Auditors

Statutory Implications

Local Government Act 1995

Australian Accounting Standards Board 124 - Related Party Disclosures

Policy Implications

The Policy Manual will be updated accordingly.

Financial Implications

The introduction of the new Policy will have no direct financial impacts on the budget.

Strategic Implications

There are no strategic implications in considering this item.

MIN 52/17 MOTION:

That Council:

1. Adopts the Draft Related Party Disclosures Policy as required by the Australian Accounting Standard AASB 124 – Related Party Disclosures, to be reviewed as at 30 September 2017.

2. Requests the Chief Executive Officer to ascertain how Councillors involved in local volunteer groups / organisations may be affected by AASB124 and the disclosure requirements, and any other identified circumstances as presented by Councillors.

Moved: Cr Uppill

Seconded: Cr Batchelor

Vote – Simple Majority

Carried: 6/0

10.5 Shared Manager Works & Services Vehicle

Location:	Tammin & Cunderdin
Applicant:	Chief Executive Officer
Author:	Chief Executive Officer
Report Date:	13 June 2017
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 Page

Proposal/Summary

For Council to endorse the Chief Executive Officers actions in progressing the purchase of a new vehicle for the Shared Manager Works & Services position prior to 30th June 2017 to incorporate into the current license fees and stamp duty exemption period.

Background

Shared Manager Works & Services (SMWS) position takes effect officially from 1st July 2017, part of the planning is for the purchase of a new vehicle with the current vehicle being transferred to the new Shire of Tammin Leading Hand. Whilst the Shire of Tammin is responsible for the initial purchase of the SMWS vehicle the operating costs will be shared between the Shires of Tammin and Cunderdin.

The current License Fees and Stamp Duty exemption which is enjoyed by local government, and other entities, will expire after 30th June 2017. This will result in Council having to pay the license fees and stamp duty on all vehicles and plant items purchased after this time.

Therefore it seemed opportune to proceed with the purchase of the SMWS vehicle prior to 30th June.

Comments

Quotations were received from various dealerships for purchase of the new vehicle, the preferred supplier was Avon Toyota for provision of a Toyota Hilux Dual Cab Utility.

It is estimated that the license fees and stamp duty payable on this vehicle as being \$4,500.

The Chief Executive Officer circulated the proposal to purchase the vehicle to all Councillors via email on 29th May 2017, explaining the situation and requesting consent to proceed with the purchase of the new vehicle.

Five (5) Councillor responses were received endorsing the proposal to proceed with the vehicle purchase.

Subsequent to this an order has been processed for the vehicle and it should be ready for delivery towards the end of June 2017.

As this is not a budgeted item it will require an absolute majority of Council decision.

Consultation

Councillors (via email)
Various Motor Vehicle Dealerships

Statutory Implications

Local Government Act 1995

Policy Implications

Nil

Financial Implications

It is proposed to fund the purchase of the new vehicle from the Shire of Tammin Plant Reserve Account.

Strategic Implications

There are no strategic implications in considering this item.

MIN 53/17 MOTION:

That Council:

- 1. Endorses the Chief Executive Officers actions in progressing the purchase of a new vehicle for the Shared Manager Works and Services Position prior to 30th June 2017.**
- 2. Allocates funding of \$49,870.46 from the Shire of Tammin Plant Reserve Account for purchase of the vehicle.**

Moved: Cr Thomson

Seconded: Cr Greenwood

Vote – Absolute majority

Carried: 6/0

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 5:30pm.

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.*