

Shire of Tammin
ORDINARY COUNCIL MEETING
Thursday July 27th, 2017

MINUTES

NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Thursday July 27th, 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"

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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 D Thomson	Member
Peter Naylor	Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration
Greg Stephens	Manager Works & Services

Leave of Absence:

Apologies:

Cr M Greenwood	Member
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3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Item 10.4: CEO Mr Peter Naylor

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 ORDINARY COUNCIL MEETING MINUTES- (22nd June 2017)

MIN 54/17 MOTION:

That the Minutes of the Ordinary Council meeting held on 22nd June 2017 be confirmed as a true record of proceedings.

Moved: Cr Bell

Seconded: Cr 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 for June 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	13 th July 2017
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachments (8 pages)

BACKGROUND

Accounts paid for May 2017 is listed totaling:

Cheque numbers	6667- 6669	\$14,814.70
Direct debit payments	01/06/17- 30/06/17	\$28,830.91
Licensing transfers	01/06/17- 30/06/17	\$24,418.50
Bank fees	01/06/17- 30/06/17	\$230.11
VISA payments	01/06/17- 30/06/17	\$5,010.55
EFT payments	EFT 1484- 1565	\$409,819.29
Salaries and Wages	01/06/17- 30/06/17	\$34,381.33
Total payments	01/06/17- 30/06/17	\$517,505.39

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 55/17 MOTION:

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

Cheque numbers	6667- 6669	\$14,814.70
Direct debit payments	01/06/17- 30/06/17	\$28,830.91
Licensing transfers	01/06/17- 30/06/17	\$24,418.50
Bank fees	01/06/17- 30/06/17	\$230.11
VISA payments	01/06/17- 30/06/17	\$5,010.55
EFT payments	EFT 1484- 1565	\$409,819.29
Salaries and Wages	01/06/17- 30/06/17	\$34,381.33
Total payments	01/06/17- 30/06/17	\$517,505.39

Moved: Cr Crane

Seconded: Cr Bell

Simple Majority Required

Carried: 5/0

10.2 Financial Report for June 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	13 th July 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 56/17 MOTION:

That Council receives the monthly financial reports for June 2017.

Moved: Cr Bell

Seconded: Cr Thomson

Simple Majority Required

Carried: 5/0

10.3 Manager of Works and Services Report

Location:	Shire of Tammin
Applicant:	Manager of Works and Services
Date:	20 th July 2017
Author:	Greg Stephens
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

PROPOSAL/SUMMARY

Tammin Shire Council	WORKS REPORT Thursday 20 th July 2017	Works and Services Department
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ADMINISTRATION, MEETINGS AND INSPECTIONS DURING THIS REPORTING PERIOD	
<ul style="list-style-type: none"> ➤ Customer enquiries ➤ Ordering parts and materials ➤ Works and Services Agenda ➤ Depot General Duties - phone, emails, design, and staff works program ➤ Works Budget, Works Meetings, Depot Staff meetings ➤ Admin Meeting various – CEO, MFA ➤ Capital Works Program ➤ Staff and Plant records ➤ Asset Management data ➤ Site Inspections Road signage Bitumen Roads - Rural Roads Area 1, Area 2 and Area 3 inspections ➤ Induction - New Staff member - Works Leading Hand 	
URBAN - TAMMIN	
Various Streets	Routine Maintenance program <ul style="list-style-type: none"> ➤ Remove tree roots from Shield Street (between Station Rd and Booth Street) ➤ Sweep Streets - Hired Road sweeper ➤ Rectify drainage issue at the corner of - Ridley St and Strang St
UNSEALED ROADS NETWORK	
Unsealed Roads	General Inspections <ul style="list-style-type: none"> ➤ Blakiston Road - partly repair flood prone section Maintenance Grading <ul style="list-style-type: none"> ➤ Turon Road ➤ Leslie Road - section Turon Rd to GEH ➤ Waltham Road
SEALED ROAD NETWORK	
Sealed Roads	General Inspections Pot hole patching
PARKS AND OPEN SPACE AREAS - GARDENS, PARKS, OVALS AND VILLAGE.	
Fearson 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 Gravel part of car park rear of hall 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 19 th July 2017 Rear dam 70% Front dam 85%
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 Repairs to main hall under floor water drainage system
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 cell in use for general waste
Surrounds	Vegetation control, site cleanup as per conditions of license
WATER AND SEWER	
Oval Water System	All O.K
Donnan Park - Change Room and Public Toilets	General repairs and maintenance Cleaned Mondays, Wednesdays and Fridays (and after events). Repairs to Septic and leach system - public toilets rear of shire office.
TOWN BLOCKS AND FIRE BREAKS AROUND TOWN	
Fire Control	Nil
VANDALISM	

	<p>Office and Staff housing</p> <ul style="list-style-type: none"> ➤ Admin Office building was broken into on Friday 7th July. Window in Council Chambers was smashed. Nothing stolen Police were notified and attended the building ➤ Power supply to administration building disconnected and main fuses dismantled ➤ Power supply to 3 & 5 Nottage Way staff houses disconnected and main fuses taken ➤ Window and fuses were replaced
PLANT	
Plant and Vehicle repairs/maintenance	General Maintenance

MIN 57/17 MOTION:

That Council receives the Manager of Works and Services Report.

Moved: Cr Batchelor

Seconded: Cr Thomson

Vote – Simple majority

Carried: 5/0

10.4 Chief Executive Officer Annual Performance Appraisal and Review of Key Result Areas.

Location:	Shires of Tammin & Cunderdin
Applicant:	Chief Executive Officer
Date:	18 July 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Yes
File Reference:	Nil
Attachment/s:	12 Pages (3 attachments)

Declaration of Interest

Mr Peter Naylor, Chief Executive Officer.

Proposal / Summary

For Council to formalise the date/s for the Chief Executive Officer Annual Appraisal and to incorporate the review of the CEO Key Result Areas (KRA) as part of the appraisal process.

Background

The most recent CEO Annual Performance Appraisal was completed in early 2017.

Both the Shires of Cunderdin and Tammin agree that this process was later than expected but was affected by the early onset of the 2016 harvest.

A resolution from the Shared CEO Resource Sharing Committee meeting held on 7th February 2017 was that the next review period should be commenced by 1 September 2017 and completed by mid-October 2017. This was endorsed by both Councils at the OCM's held in February 2017.

The Councils at their February OCM's also resolved to schedule a KRA workshop in June 2017.

The KRA workshops were held on Wednesday 28th June in Cunderdin commencing at 2:00pm and then a joint meeting in Tammin commencing at 4:00pm.

At the meeting/s it was agreed that the CEO interim KRA's as endorsed at the February 2017 OCM's:

- not be updated and / or replaced at this time, and to be used as the basis for the next CEO annual appraisal; and
- that they be reviewed as part of the next CEO annual appraisal process.

Comment

It is important that the CEO appraisal process being carried out on the September / October dates proposed for two reasons:

- It meets the criteria in accordance with the CEO Contract of Employment; and
- Given the bi-annual Local Government Elections are to be conducted on Saturday 21st October 2017, it provides for the current Councillors to carry out the process rather than a new elected member/s (potentially) being part of the process when they haven't had the opportunity to work with the CEO.

Council engaged the services of John Phillips Consulting to assist with the CEO Annual Performance Appraisal completed in February 2017.

Does Council wish to engage the services of Mr Phillips again, or investigate the services of an alternative consultant, or do they wish to carry out the review process themselves?

Copies of documents provided by Mr Phillips for the information of Council are included as agenda attachments.

Statutory Environment

Local Government Act 1995

5.38. Annual review of certain employees' performances:

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

Policy Implications

Shared Chief Executive Officer Contract of Employment (Clause 4).

Financial Implications

Nil

Strategic Implications

Nil

Community Consultation

Nil

MIN 58/17 MOTION:

That Council:

- 1. Schedules the next Chief Executive Officer Annual Performance Appraisal to be commenced by 1 September 2017 and completed by mid-October 2017.**
- 2. Incorporates the Review of the CEO Key Result Areas as part of the annual performance appraisal process.**
- 3. Engages the services of John Phillips Consulting to assist with the CEO Annual Performance Appraisal and Review of the CEO Key Result Areas processes.**
- 4. Meets prior to the 24th August 2017 Ordinary Council Meeting to discuss the processes for the CEO Annual Performance Appraisal and Review of the CEO Key Result Areas.**

Moved: Cr Uppill

Seconded: Cr Bell

Vote: Simple Majority

Carried: 5/0

10.5 Shire of Tammin Interim Audit Management Letter

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Author:	Chief Executive Officer
Report Date:	18 July 2017
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN01
Attachment/s:	2 Pages

Proposal/Summary

For Council to receive the Interim Audit Report for the 2016/2017 Financial Year, note the content of the Report and acknowledge the staff actions in relation to the matters raised.

Background

Councils Auditors, Anderson Munro & Wylie, attended the Shire Administration Offices Wednesday 14th June 2017 to conduct the Annual Interim Audit for the year ended 30th June 2017.

Following the Interim Audit process, the Auditors have prepared their Interim Audit Management Letter and provided the following observations:

From our review of the registers and delegations and the 2016 annual compliance audit return, we noted non-compliance with the following sections of the Local Government Act & Regulations:

- *Section 7.9(1) – Auditor’s report for financial year ended 30 June 2016 was not received by the local government by 31 December 2016 due to the financial report not being available to the auditor.*
- *Section 5.46 (1) – The register of delegations kept by the CEO did not appear to include the delegation made to the Manager of Finance and Administration on 20 September 2016, or, the delegation made to the Works Supervisor on 1 October 2015.*
- *Section 5.88(3) – Annual returns of three employees and one Councillor who had previously resigned and no longer required to lodge returns had not been removed from the financial interests register as required.*

We recommend that you implement the necessary measures to ensure that the Shire meets all of its legislative requirements in the future.

Comments

In relation to the matters raised I advise Council as follows:

- This was a matter for concern during the audit process for the 2015/2016 financial year and staff are endeavoring to ensure that the provision of the annual financial report to the auditors will in future meet the prescribed time frame.

- This has been rectified and the Delegation Register amended accordingly.
- The documents that pertain the three former employees have been removed from the Financial Interest Register.

I am pleased to advise that in general the interim audit process went very well.

The final audit for year ended 30th June 2017 will be conducted on Tuesday 15th August 2017.

Consultation

Anderson Munro & Wylie

Statutory Implications

Local Government Act 1995 – Part 7 Audits

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

There are no strategic implications in considering this item.

MIN 59/17 MOTION:

That Council:

- 1. Receives and notes the contents of the Interim Audit Management Letter for the financial year ended 30th June 2017.**
- 2. Acknowledges the staff comments in relation to the matters raised in the Interim Audit Management Letter.**

Moved: Cr Bell

Seconded: Cr Batchelor

Vote – Simple majority

Carried: 5/0

10.6 Kickett Street Name Proposal

Location:	Shire of Tammin
Applicant:	Kickett family
Author:	Chief Executive Officer
Report Date:	18 July 2017
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	169 Pages (3 attachments)

Proposal/Summary

For Council to consider a request from the Kickett family for future naming of a street within the Tammin Shire to recognise their family history.

Background

The proposal presented by the Kickett family, and appended with the Council agenda, provides great detail of the family history in the Tammin Shire and is certainly a worthy request.

Comments

For names to be approved there needs to be a Council resolution and then a request forwarded to the Geographical Names Committee at Landgate to be assessed in accordance with their policies and procedures.

Whilst there are currently no roads / streets within the Shire that require naming it is possible for Council to endorse the proposal and request the Geographical Names Committee to commence a register that is held at Landgate for future road / street names within the Shire.

For Council consideration please.

Consultation

Nil

Statutory Implications

Land Administration Act 1997

Geographical Names Committee Policies and Guidelines

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

There are no strategic implications in considering this item.

MIN 60/17 MOTION:

That Council:

- 1. Supports the proposal from the Kickett family for the future naming of a road / street / place within the Shire of Tammin after the Kickett family.**
- 2. Forwards the proposal to the Geographical Names Committee (Landgate) for their assessment in accordance with Landgate Policies and Guidelines.**
- 3. Commences a register for future road / street / place names within the Shire of Tammin.**
- 4. Extends an invitation to the community for submission of names of historical significance to the Shire for presentation to the Geographical Names Committee for formal consideration and to be placed on a register for future road / street / places names within the Shire.**

Moved: Cr Bell

Seconded: Cr Batchelor

Vote – Simple majority

Carried: 5/0

10.7 Donnan Park Pavilion

Location:	Tammin Sports Ground
Applicant:	Kellerberrin-Tammin Football Club
Author:	Chief Executive Officer
Report Date:	18 July 2017
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	SPREC05
Attachment/s:	3 Pages (2 attachments)

Proposal/Summary

For Council to consider a request / proposal from the Kellerberrin –Tammin Football Club for upgrading of the facilities at Donnan Park Pavilion to cater for improved functions and events.

Background

The proposal being presented by the Football Club for consideration is:

- *Remove the eastern and southern walls of the existing bar area to open the area up for further entertaining area and have a small bar area against the kitchen.*
- *Extend the windowed area up to the wall of the home changerooms giving an extra metre of space and opening that area up for full ground vision, which will also assist with the kitchen access for patrons.*
- *Opportunity when closing in area between Pavilion and Ladies Changerooms to create a bar area on furthest south window against home changerooms to service both areas.*

Comments

The Chief Executive Officer and Manager Works and Services have met on-site with representatives from the Kellerberrin-Tammin Football Club to discuss their proposal.

The ideas presented are quite realistic and achievable however there are other sporting / community groups that utilise the facility and they should be consulted as part of the process.

A “rough” diagram has been prepared to provide Council with an indication of what the football club is requesting and this is attachment 2 to the agenda.

Consultation

Kellerberrin-Tammin Football Club

Statutory Implications

Building Code of Australia

Policy Implications

Nil

Financial Implications

There will be costs associated with the proposal should Council resolve to investigate further.

Strategic Implications

Provision of new and improved facilities and amenities is a key objective of the Shire of Tammin Strategic Goals and Objectives.

MIN 61/17 MOTION:

That Council:

- 1. Supports the proposal from the Kellerberrin-Tammin Football Club for the upgrading of the facilities at Donnan Park Pavilion to cater for improved functions and events.**
- 2. Authorises the Chief Executive Officer to liaise with other local sporting / community groups that utilise Donnan Park to ascertain their comments on the proposal.**
- 3. Authorises the Chief Executive Officer to obtain indicative costs to carry out the proposed works at the Pavilion and re-present to Council for further consideration.**

Moved: Cr Uppill

Seconded: Cr Crane

Vote – Simple majority

Carried: 5/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

MIN 62/17 MOTION:

That Late Agenda Item 12.1 Shire of Tammin Budget 2017/2018 Financial Year, be accepted by Council.

Moved: Cr Uppill Seconded: Cr Crane

Vote: Simple Majority Carried: 5/0

12.1 Shire of Tammin Budget 2017/2018 Financial Year

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	24 th July 2017
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	51 Pages

Proposal/Summary

To consider and adopt the Annual Budget included rate in the dollar, minimum rates, discounts, interim charges and interest and penalty interest rate for the 2017/18 financial year.

Background

A copy of the draft 2017/18 Budget, prepared in accordance with the requirements of the local government (finance) regulations is attached.

On the 18th July 2017 Council agreed with income and expenditure to be placed in the budget during a budget workshop. This has now been presented in a statutory format for formal adoption.

Comment

The Budget allows for an increase of 6.0% in the general rates for both GRV and UV valued properties and an increase of 6.0% to the minimum rates.

The surplus brought forward totals to \$8,276. The remaining \$204,000 has been placed into the Shires Tammin Sports, Recreation and Community Facilities Upgrade and

Improvements Reserve Fund. The final amount will not be accurately known until the full audit of the 2016/17 financial statements.

Statutory Implications

Local Government Act 1995

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

* Absolute majority required.

(2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —

(a) the expenditure by the local government; and

(b) the revenue and income, independent of general rates, of the local government; and

(c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

(3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.

(4) The annual budget is to incorporate —

(a) particulars of the estimated expenditure proposed to be incurred by the local government; and (b) detailed information relating to the rates and service charges which will apply to land within the district including —

(i) the amount it is estimated will be yielded by the general rate; and

(ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges; and

(c) the fees and charges proposed to be imposed by the local government; and

(d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and

(e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and

(f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and

(g) such other matters as are prescribed.

(5) Regulations may provide for —

(a) the form of the annual budget; and

(b) the contents of the annual budget; and

(c) the information to be contained in or to accompany the annual budget.

Financial Implications

Nil

Strategic Implications

Nil

MIN 63/17 MOTION:

That Council adopts the draft Shire of Tammin 2017/2018 Annual Budget as presented:

1. Adopt a minimum rate for the 2017/18 year at:

Unimproved Value	\$525.00
Gross Rental Value	\$525.00

2. Adopt a rate in the dollar of 0.0154 cents for the Unimproved Valuation rating in 2017/18
3. Adopt a rate in the dollar of 0.1175 cents for the Gross Rental Valuation rating in 2017/18
4. Adopt a rate increase of 6.0%
5. Adopt the Schedule Fees & Charges for 2017/18
6. Late payment penalty interest to be levied at 11% for Rates and Emergency Services Levy for all outstanding rates from the applicable due date
7. Instalment interest to be levied at 5.50%
8. Council offers ratepayers the following payment options for 2017/18 and an administration charge of \$4.00 be applied to each rate reminder notice:

Payment in Full: 13th September 2017

Four instalments:

1 st Instalment	25% due 13 th September 2017
2 nd Instalment	25% due 13 th November 2017
3 rd Instalment	25% due 12 th January 2018
4 th Instalment	25% due 13 th March 2018

9. That a 5.00% discount for prompt payment be applied, if all rates and charges appearing on the rates notice, including arrears are paid in full within 35 days of issue of the rates assessment notice.
10. That rate incentives prizes be offered to ratepayers for early payment of rates within 35 days at no cost to Council.
11. That in accordance with Regulation section 34(5) of the Local Government (Financial Management) Regulations 1996 a variance percentage of 10% and \$10,000, whichever is greater, to be used to report material variances in the statement of financial activity for the 2017/2018 financial reporting period.

Moved: Cr Bell

Seconded: Cr Thomson

Vote – Absolute majority

Carried: 5/0

13 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5:38pm.

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.*