

Shire of Tammin  
ORDINARY COUNCIL MEETING  
Thursday 22nd February, 2018

MINUTES

**NOTICE OF MEETING**

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on ***Thursday February 22<sup>nd</sup>, 2018*** in the Council Chambers, 1 Donnan St, Tammin, at ***5:12pm***.



Stephen Tindale  
Acting 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 5:12pm.

The Shire President welcomed all Councillors to the first meeting of 2018 and Neville Hale who has been appointed as the Chief Executive Officer. The President also thanked Stephen Tindale for his guidance and contribution over the last 3 months.

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

#### **Attendance:**

Cr M Greenwood	Shire President
Cr D Thomson	Deputy President
Cr G Batchelor	Member
Cr C Crane	Member
Cr T Daniels	Member
Neville Hale	Chief Executive Officer
Stephen Tindale	Former Acting Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration
Greg Stephens	Manager Works & Services
Sarah Symons	Community Development Officer
Jacky Jurmann	Town Planner

#### **Leave of Absence:**

Nil

#### **Apologies:**

Cr N Caffell	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**

**TSC 01/18 MOTION**

**That Leave of Absence is granted to Cr Carol Crane for the Ordinary Meeting of Council to be held on Thursday 22<sup>nd</sup> March 2018.**

**Moved: Cr Thomson**

**Seconded: Cr Batchelor**

**Simple Majority Required**

**Carried: 4/0**

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

Cr Greenwood	Item 10.7	Interest of impartiality	Family member
Cr Batchelor	Item 10.7	Interest of impartiality	Family member

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

**7.1 Ordinary Council Meeting Minutes**

**TSC 02/18 MOTION:**

**That the Minutes of the Ordinary Council meeting held on 19<sup>th</sup> December 2017 be confirmed.**

**Moved: Cr Batchelor**

**Seconded: Cr Daniels**

**Vote: Simple Majority**

**Carried: 5/0**

**7.2 Special Council Meeting Minutes**

**TSC 03/18 MOTION**

**That the Minutes of the Special Council Meeting held on 12<sup>th</sup> February 2018 be confirmed.**

**Moved: Cr Thomson**

**Seconded: Cr Crane**

**Vote: Simple Majority**

**Carried: 5/0**

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

President advised Council that items 10.7, 10.11 & 10.12 will be brought forward for discussion to enable the Town Planner and Community Development Officer to provide advice.

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

## 10. AGENDA ITEMS

### 10.7 Tammin Achievement Awards 2018 (CONFIDENTIAL)

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	9 <sup>th</sup> February 2018
<b>Author:</b>	Sarah Symons
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	PUB00
<b>Attachment/s:</b>	Attachment Item 10.7 – Achievement Awards Nominations (CONFIDENTIAL)

#### Proposal/Summary

Council is asked to consider the nominations received for the Tammin Achievement Awards 2018 as to whether they meet the eligibility criteria and the total of eligible nominations are sufficient in order to run a successful Achievement Awards Night on the 16<sup>th</sup> March 2018 at the Tammin Bowling Club.

#### Background

The Tammin Achievement Awards acknowledge Tammin residents for their contribution in making a difference to our community and recognise those who put in the extra effort to become role models and encourage and motivate others to step out and set new boundaries of achievement.

Nominations opened in early January 2018 and a copy of the form was posted to all residents within the Tammin community. Nomination forms and further information regarding the 2018 Achievement Awards was also forwarded to all local clubs and organisations.

There are 5 categories which a local community member or group can be nominated for:

- a) 2017 Citizen of the Year Award
- b) 2017 Senior Citizen of the Year Award (for a person over 65 years)
- c) 2017 Youth Citizen of the Year Award (for a person under 25 years)
- d) 2017 Active Citizenship Award (for a community group or event)
- e) 2017 Sportsman's of the Year Award

The Tammin Achievement Awards is also a good opportunity for new members in our community to get to know the "locals" and also find out what Tammin has to offer. It is an open invitation for all residents.

#### Comments

The awards were promoted extensively including emails to Club Office Bearers, Shire Newsletters on the Shire's website and advertising in the Tammin Tabloid. Nonetheless, at the close of nominations on Friday, 9<sup>th</sup> February 2018 only 5 nominations were received.

**Consultation**

Tammin Clubs and Organisations.

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**TSC 04/18 MOTION**

**That Council endorsed the following awards:**

**2017 Citizen of the Year Award – Patricia Underwood  
2017 Senior Citizen of the Year Award – Beryl Greenwood  
2017 Sportsman of the Year Award – Pippa Button**

**This is to remain confidential until after the Award Presentations.**

**Moved: Cr Thomson**

**Seconded: Cr Crane**

**Vote – Simple Majority**

**Carried: 5/0**

**Sarah Symons left Council Chambers at 5:44pm.**

## 10.11 Age Friendly Communities Plan

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	15 <sup>th</sup> February 2018
<b>Author:</b>	Sarah Symons
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 10.11 - Age Friendly Communities Plan & Attachment Item 10.11 - Age Friendly Communities Plan Executive Summary

### Proposal/Summary

Council is requested to review and consider the adoption of the Cunderdin-Tammin Age Friendly Communities Plan.

### Background

The Shires of Cunderdin and Tammin understand that our residents want to age where they have lived and that they deserve a quality of life afforded by well-planned and accessible community infrastructure and services.

The Cunderdin-Tammin Age Friendly Communities Plan was informed through engagement with ~100 residents and service providers within the Cunderdin and Tammin Shires.

The plan outlines the actions that the Shires of Tammin and Cunderdin can undertake individually and collectively to make our communities better places for people of all ages and abilities to live and participate in.

### Comments

Both shires have already committed to engaging and working with our communities and other stakeholders to implement the sorts of actions identified in the plan.

In adopting the plan, it should be recognised that we must be responsive to changes in the priorities of our communities by undertaking regular reviews of the plan. Of necessity, this means being more proactive in engaging in conversation with older residents about how we can make our communities more age friendly.

### Consultation

Nil



### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

#### ***Shire of Tammin Strategic Community Plan***

The Shire of Tammin Strategic Community plan aims to sustain and build our local area capacity through local employment and strengthened community development.

#### **Social**

- Grow and sustain the population through planned provision of services.
- Maintain the sense of community, which is inclusive and welcoming for all.

#### **Environmental**

- Provide leadership and promote local and regional sustainability principles and practices.
- Enhance local natural areas and open spaces.

#### **Economic**

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.

#### **TSC 05/18 MOTION**

**That Council adopts the Shire of Tammin's Age Friendly Communities Plan for the purpose of informing its Strategic Community Plan.**

**Moved: Cr Batchelor**

**Seconded: Cr Thomson**

**Vote – Absolute majority**

**Carried: 5/0**

**10.12 Extension Request – Extractive Industry & Class I Landfill (Tyre Disposal) at Lot 12967 Yorkrakine Road, North Tammin.**

<b>Location:</b>	Avon Location 12967 (LOT 12967) Yorkrakine Rd, North Tammin
<b>Applicant:</b>	Tambo Nominees
<b>Date:</b>	16 <sup>th</sup> February 2018
<b>Author:</b>	Jacky Jurmann – Consultant Planner
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	1 – Applicant’s Submission 2 – Development Approval (July 2013) 3 – DWER License 4 – Reports

**Proposal/Summary**

Council at its Ordinary Meeting held on 23<sup>rd</sup> November 2017 considered an Agenda Item to extend the current development approval for a further 10 years following a request from the Applicant. Council resolved:

*“That Council defers the matter to the next Council meeting pending a further staff report on any non-compliance associated with the original approval.”*

The additional information requested by Council has been provided by the Applicant satisfying the conditions of approval, which are attached to this Report. A site inspection has also been undertaken by the A/Chief Executive Officer and Consultant Planner in the presence of the Applicant and site manager.

The Applicant has also provided documentation that demonstrating compliance with the license conditions of the Department of Water and Environment Regulation (DWER). The extension for a further 10 years will align the Shire’s development approval with the license.

No non-compliances with the current conditions of approval, and accordingly the request to modify condition 3 for a further 10 years is recommended for approval.

**Comments**

The conditions of the current development approval have been checked for compliance using the documents submitted by the Applicant and information obtained during the site inspection, and were generally been fulfilled except for conditions 8 and 21.

Condition 8 requires the submission of a site plan at the completion of each module. The Applicant agreed on site to provide a site plan of the current and future stages for Council’s information and to provide a more details site plan within one month of approval.

Condition 21 requires an annual report to be submitted. The information has now been provided by the Applicant, as provided to the DWER to satisfy their annual reporting requirements, apart from a plan showing the progress of excavation. As indicated above, a site plan and more detailed plan will be provided by the Applicant.

Condition 11 requires the payment of a rehabilitation bond. The Applicant submitted a Bank Guarantee to satisfy this condition prior to the commencement of the works, which will expire on 1 July 2018. The Applicant has been advised verbally that prior to the expiration of the current Bank Guarantee that a new or amended Guarantee must be submitted to the Shire.

At the time of the site inspection, the storage of vehicles was discussed following concerns raised by Council. The Applicant advised that the vehicles have been stored on site since the commencement of works and are used for parts for vehicles involved in the business operations and once the parts from the vehicles have been used, they are then removed from the site.

It is recommended that a new condition be imposed on the approval to restrict the storage of vehicles to those associated with the operations of the business. It is also recommended to amend conditions 11 and 21 to clarify the Shire's requirements.

To ensure that the development is monitored on an annual basis, procedures will be implemented by Council staff to ensure that the information is provided in accordance with the requirements of the conditions.

### **Consultation**

Extensive consultation was undertaken as part of the original assessment process. There have been no complaints or concerns raised during the operation period of the approval, and therefore no consultation is deemed necessary or required to modify the subject condition of approval.

### **Statutory Implications**

#### **Planning and Development (Local Planning Schemes) Regulations 2015**

Clause 77 of the Regulations enables a condition to be amended or deleted.

In this instance, the Applicant has requested amendment of condition 3 to enable the development to operate for a further 10 years.

Discussions on site have resulted in a few minor amendments to other conditions being proposed in agreement with the Applicant.

### **Policy Implications**

There is no policy implications associated with this proposal.

### **Financial Implications**

Condition 11 of the development approval required payment of a rehabilitation bond by the Applicant, which was provided in the form of a Bank Guarantee prior to operations commencing. A minor change to this condition is proposed to ensure that the Bank Guarantee is current at all times.

### **Strategic Implications**

There are no strategic implications associated with this proposal.

**TSC 06/18 MOTION**

That Council resolves to amend the Development Approval with Tambo Nominees dated 2<sup>nd</sup> July 2013 as follows:

1. Approve the amendment of condition 3 to read: "This approval is time limited and will expire fifteen (15) years from the date of determination. The Applicant may apply for an extension of the approval for further periods."
2. Amend condition 11 to read: "A Rehabilitation Bond of \$1500 per hectare shall be paid prior to the commencement of works. The Bond may be paid by a Bank Guarantee, which must be current at all times. The bond will be refunded upon completion of all rehabilitation works to the satisfaction of the Shire."
3. Amend condition 21 to read: "An annual report shall be submitted to the Shire that includes:
  - a. A current site plan detailing the past, current and future stages, including GPS logging;
  - b. The progress of the excavation;
  - c. Depth to the groundwater from each pit floor;
  - d. Monitoring program results and findings;
  - e. Progress of rehabilitation;
  - f. Contingency actions and outcomes; and
  - g. Community complaints and responses."
4. Add an additional condition to read: "Only vehicles associated with the operations of the subject site are permitted to be stored on site."
5. Advise the Applicant that all other conditions and requirements detailed on the original development approval dated 2<sup>nd</sup> July 2013 shall remain unless altered by this determination.
6. Request the Applicant to submit a detailed site plan in accordance with amended condition 21(a) within one month of this determination.

Moved: Cr Crane

Seconded: Cr Thomson

Vote – Simple Majority

Carried: 5/0

Jacky Jurmann left Council Chambers at 6:48pm.

## 10.1 List of Payments for December 2017

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	10 <sup>th</sup> January 2018
<b>Author:</b>	Kelsey Pryer, MFA
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 10.1 - Payment List for December 2017 & Attachment Item 10.1 - Credit Card Statement 28.10.17- 28.11.17

### Background

Accounts paid for December 2017 is listed totaling:

Cheque numbers	6680 - 6683	\$5,624.86
Direct debit payments	01/12/17 – 31/12/17	\$4,903.97
Licensing transfers	01/12/17 – 31/12/17	\$3,704.80
Bank fees	01/12/17 – 31/12/17	\$242.18
VISA payments	01/12/17 – 31/12/17	\$1,501.11
EFT payments	EFT 1915 - 1971	\$130,737.00
Salaries and Wages	01/12/17 – 31/12/17	\$36,754.67
<b>Total payments</b>	<b>01/12/17 – 31/12/17</b>	<b>\$183,468.59</b>

### Comment

Nil

### Financial Implications

Directly impacts the Shire of Tammin 2017/2018 Operating Budget

### Policy Implications

Nil

### Statutory Implications

#### ***Local Government (Financial Management) Regulations 1996***

#### ***11. Payment of accounts***

*(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –*

- a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
  - b) *Petty cash systems.*
- (1) *A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.*
- (2) *Payments made by a local government —*
- a) *Subject to sub-regulation (4), are not to be made in cash; and*
  - b) *Are to be made in a manner which allows identification of —*
    - (i) *The method of payment;*
    - (ii) *The authority for the payment; and*
    - (iii) *The identity of the person who authorised the payment.*
- (3) *Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.*

*[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]*

### **12. Payments from municipal fund or trust fund**

- (1) *A payment may only be made from the municipal fund or the trust fund —*
- a) *If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
  - b) *Otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

*[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]*

### **13. Lists of accounts**

- (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.*

**Strategic Plan Implications**

Nil

**Community Consultation**

Nil

**TSC 07/18 MOTION**

**That Council notes that during the month of December 2017, the Acting Chief Executive Officer has made the following payments.**

**Municipal Fund payments totaling \$183,468.59 on licensing transactions, bank fees, EFT, Cheque, Visa, Direct Debit and salaries and wages payments.**

**Moved: Cr Crane**

**Seconded: Cr Batchelor**

**Simple Majority Required**

**Carried: 5/0**

## 10.2 List of Payments for January 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration and Finance Officer
<b>Date:</b>	2 <sup>nd</sup> February 2018
<b>Author:</b>	Georgie Crane
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 10.2 - Payment List for January 2018 & Attachment Item 10.2 - Credit Card Statement 29.11.17- 28.12.17

### Background

Accounts paid for January 2018 is listed totaling:

Cheque numbers	6684 - 6685	\$436.55
Direct debit payments	01/01/18 – 31/01/18	\$29,102.62
Licensing transfers	01/01/18 – 31/01/18	\$4,640.70
Bank fees	01/01/18 – 31/01/18	\$142.53
VISA payments	01/01/18 – 31/01/18	\$685.31
EFT payments	EFT 1972 - 2009	\$66,932.49
Salaries and Wages	01/01/18 – 31/01/18	\$36,343.61
<b>Total payments</b>	<b>01/01/18 – 31/01/18</b>	<b>\$183,468.59</b>

### Comment

Nil

### Financial Implications

Directly impacts the Shire of Tammin 2017/2018 Operating Budget

### Policy Implications

Nil

### Statutory Implications

#### ***Local Government (Financial Management) Regulations 1996***

##### ***11. Payment of accounts***

*(2) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –*



- c) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
  - d) *Petty cash systems.*
- (4) *A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.*
- (5) *Payments made by a local government —*
- c) *Subject to sub-regulation (4), are not to be made in cash; and*
  - d) *Are to be made in a manner which allows identification of —*
    - (i) *The method of payment;*
    - (ii) *The authority for the payment; and*
    - (iii) *The identity of the person who authorised the payment.*
- (6) *Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.*

*[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]*

### **12. Payments from municipal fund or trust fund**

- (3) *A payment may only be made from the municipal fund or the trust fund —*
- c) *If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
  - d) *Otherwise, if the payment is authorised in advance by a resolution of the council.*
- (4) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

*[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]*

### **13. Lists of accounts**

- (4) *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 —*
- e) *The payee's name;*
  - f) *The amount of the payment;*
  - g) *The date of the payment; and*
  - h) *Sufficient information to identify the transaction.*
- (5) *A list of accounts for approval to be paid is to be prepared each month showing —*
- c) *For each account which requires council authorisation in that month —*
    - (iv) *The payee's name;*
    - (v) *The amount of the payment; and*
    - (vi) *Sufficient information to identify the transaction; and*
  - d) *The date of the meeting of the council to which the list is to be presented.*
- (6) *A list prepared under sub-regulation (1) or (2) is to be —*
- c) *Presented to the council at the next ordinary meeting of the council after the list is prepared; and*

d) *Recorded in the minutes of that meeting.*

**Strategic Plan Implications**

Nil

**Community Consultation**

Nil

**TSC 08/18 MOTION**

That Council notes that during the month of January 2017, the Acting Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$138,283.81 on licensing transactions, bank fees, EFT, Cheque, Visa, Direct Debit and salaries and wages payments.

Moved: Cr Thomson

Seconded: Cr Daniels

Simple Majority Required

Carried: 5/0

### 10.3 Financial Management Report for the month of December 2017

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Shire of Tammin
<b>Date:</b>	5 <sup>th</sup> January 2018
<b>Author:</b>	Kelsey Pryer, MFA
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	N/A
<b>Attachment/s:</b>	Attachment Item 10.3 - Monthly Financial Report December 2017

#### Background

Enclosed is the Monthly Financial Report for the month of December 2017.

#### Financial Implications

Financial Management of 2017/2018

#### Statutory Implications

#### ***Local Government (Financial Management) Regulations 1996***

#### ***34. Financial activity statement report — s. 6.4***

*(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

*(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*

- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- b) budget estimates to the end of the month to which the statement relates;*
- c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- e) the net current assets at the end of the month to which the statement relates.*

*(2) Each statement of financial activity is to be accompanied by documents containing —*

- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- b) an explanation of each of the material variances referred to in sub regulation (1)(d); and*

c) *such other supporting information as is considered relevant by the local government.*

(5) *The information in a statement of financial activity December be shown —*

a) *according to nature and type classification; or*

b) *by program; or*

c) *by business unit.*

(7) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*

a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*

b) *recorded in the minutes of the meeting at which it is presented.*

*Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

#### **Comment**

Nil

#### **Policy Implications**

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

#### **Strategic Plan Implications**

Nil

#### **Community Consultation**

Ni

#### **TSC 09/18 MOTION**

**That Council adopt the Financial Report for the month of December 2017 comprising;**

**a) Statement of Financial Activity**

**b) Note 1 to Note 12**

**Moved: Cr Thomson**

**Seconded: Cr Greenwood**

**Simple Majority Required**

**Carried: 5/0**

## 10.4 Financial Management Report for the month of January 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Shire of Tammin
<b>Date:</b>	9 <sup>th</sup> February 2018
<b>Author:</b>	Kelsey Pryer, MFA
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	N/A
<b>Attachment/s:</b>	Attachment Item 10.4 – Monthly Financial Report January 2018

### Background

Enclosed is the Monthly Financial Report for the month of January 2018.

### Financial Implications

Financial Management of 2017/2018

### Statutory Implications

#### ***Local Government (Financial Management) Regulations 1996***

#### **34. Financial activity statement report — s. 6.4**

*(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

*(3) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*

- f) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- g) budget estimates to the end of the month to which the statement relates;*
- h) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- i) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- j) the net current assets at the end of the month to which the statement relates.*

*(4) Each statement of financial activity is to be accompanied by documents containing —*

- d) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- e) an explanation of each of the material variances referred to in sub regulation (1)(d); and*

f) such other supporting information as is considered relevant by the local government.

(6) The information in a statement of financial activity December be shown —

- d) according to nature and type classification; or
- e) by program; or
- f) by business unit.

(8) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —

- c) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- d) recorded in the minutes of the meeting at which it is presented.

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

#### **Comment**

Nil

#### **Policy Implications**

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

#### **Strategic Plan Implications**

Nil

#### **Community Consultation**

Nil

#### **TSC 10/18 MOTION**

**That Council adopt the Financial Report for the month of January 2018 comprising;**

- a) Statement of Financial Activity**
- b) Note 1 to Note 12**

**Moved: Cr Daniels**

**Seconded: Cr Crane**

**Simple Majority Required**

**Carried: 5/0**

## 10.5 Manager of Works and Services Report

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Works and Services
<b>Date:</b>	14 <sup>th</sup> February 2018
<b>Author:</b>	Greg Stephens, MWS
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### Proposal/Summary

<b>Tammin Shire Council</b>	<b>WORKS REPORT Thursday 14<sup>th</sup> February 2018</b>	<b>Works and Services Department</b>
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<b>ADMINISTRATION, MEETINGS AND INSPECTIONS DURING THIS REPORTING PERIOD</b>	
<ul style="list-style-type: none"> <li>➤ Customer enquiries</li> <li>➤ Staff Works Program</li> <li>➤ Capital Works Program</li> <li>➤ Staff and Plant records</li> <li>➤ Half Yearly Budget review</li> <li>➤ Ordering parts and materials</li> <li>➤ Depot General Duties - phone, emails</li> <li>➤ Meetings - Admin, Works, Depot, Staff</li> <li>➤ Site Inspections, Road signage, Bitumen Roads - Rural Roads Area 1 Area 2 and Area 3 inspections</li> </ul>	
<b>URBAN - TAMMIN</b>	
Tammin New Tennis Courts	Base works – Completed Lighting works – Completed Asphalt works – Completed Fencing works – Completed All-weather court surface – Completed
Various Streets	Routine Maintenance program <ul style="list-style-type: none"> <li>➤ Town street storm water drainage repairs and maintenance</li> <li>➤ Street cleaning</li> <li>➤ Storm damage repairs – trees and debris</li> </ul>
<b>UNSEALED ROADS NETWORK</b>	
Unsealed Roads	General Inspections Maintenance Grading <ul style="list-style-type: none"> <li>➤ As required grading throughout the shire including school bus routes</li> <li>➤ Storm damage repairs – trees and debris</li> </ul>
<b>SEALED ROAD NETWORK</b>	
Sealed Roads	General Inspections Pot hole patching

	Guide post replacement Storm damage repairs – trees and debris
Bungulla North Road RTR Project Reconstruct and widen 3.2km road from Great eastern Highway	Gravel acquired Carting gravel for 100mm overlay
Tammin Wyalkatchem Road RRG Project Reconstruct and widen 2.2km road north of Lowles Road	Gravel acquired Carting gravel for 100mm overlay
<b>PARKS AND OPEN SPACE AREAS - GARDENS, PARKS, OVALS AND VILLAGE.</b>	
Fearson Park	General clean up
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 Fencing - In Progress
Kadjininy Kep	General clean up Tree Pruning General maintenance, Mowing Weed control ongoing
Tammin Oval (Donnan Park)	General clean up General maintenance, Mowing Weed control ongoing Fertiliser Program Prep turf wicket
Town Dam Dam levels are measured on the actual volume that can be held in the cells not the design volume.	Dam Levels 10 <sup>th</sup> February 2018 Rear dam 70% Front dam 80%
<b>BUILDING MAINTENANCE</b>	
All Buildings	General Maintenance as required
Tamma Village Units	General programmed Maintenance ➤ Inspection for repairs Unit 6
Staff Housing	General Maintenance ➤ 14 Russell Street – Replace faulty air- conditioning unit. ➤ 3 Nottage Way – Rear yard landscape (low maintenance).
Admin and Hall Buildings	General minor maintenance Issue with floor boards buckling - engaging contractors to quote for repairs
<b>PUBLIC CONVENIENCES</b>	
Public Ablution Block (Behind Admin)	Cleaned Mondays, Wednesdays and Fridays
Public Ablution Block (At Oval)	Cleaned Mondays, Wednesdays and Fridays



<b>WASTE SITE TAMMIN</b>	
General waste area's	Weekly - waste pushed up and covered
Surrounds	Vegetation control, site cleanup as per conditions of license
<b>WATER AND SEWER</b>	
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). Replace HWS for Change rooms
<b>TOWN BLOCKS AND FIRE BREAKS AROUND TOWN</b>	
Fire Control	Nil
<b>VANDALISM</b>	
	Broken window rear pavilion Broken windows ablution block Donnan Park
<b>PLANT</b>	
Plant and Vehicle repairs/maintenance	General Maintenance and servicing Luigong Loader – 2 new tyres
<b>PRIVATE WORKS</b>	
Town and Rural works	5 Private works jobs completed

**TSC 11/18 MOTION**

**That Council receives the Manager of Works and Services Report.**

**Moved: Cr Greenwood**

**Seconded: Cr Crane**

**Vote – Simple majority**

**Carried: 5/0**

## 10.6 Mid-Year Budget Review 2017/18 Financial Year

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	15 <sup>th</sup> February 2018
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 10.6 – Accounts by Program for Budget Review Meeting & Attachment Item 10.6 – 2018 Budget Review

### Proposal/ Summary

The purpose of this report is for the Shire of Tammin to consider and adopt the Budget Review Report, with any amendments, for the period 1<sup>st</sup> July 2017 to 31<sup>st</sup> January 2018.

### Background

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

#### *6.2. Local government to prepare annual budget*

- (1) *During the period from 1<sup>st</sup> June in a financial year to 31<sup>st</sup> 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<sup>th</sup> June next following that 31<sup>st</sup> August.*

*\*Absolute majority required.*

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget.

#### *33A. Review of Budget*

- (1) *Between 1<sup>st</sup> January and 31<sup>st</sup> March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
- (a) consider the local government's financial performance in the period beginning on 1<sup>st</sup> July and ending no earlier than 31<sup>st</sup> December in that financial year; and*
  - (b) consider the local government's financial position as at the date of the review; and*
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

A detailed analysis at account level incorporating year to date actual results and budget projections to 30<sup>th</sup> June 2018, for the period ending 31<sup>st</sup> January 2018, is presented for consideration. Statements of Financial Activity at have been prepared to provide a summary of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30<sup>th</sup> June 2018 of \$122,131.

### **Comment**

The budget review has been prepared to include the information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and the Australian Accounting Standards. Council adopted a 10% minimum or \$10,000 for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The adopted budget contained an opening surplus of \$549,944 with a closing surplus at 30<sup>th</sup> June 2018 of \$8,277. After the completion of the audit the actual opening surplus is \$531,702, which decreased the closing surplus by \$18,242. Following the review and taking into account all proposed budget amendments, as detailed in the attached Report, a surplus of \$122,131 is predicted and Council may use this surplus as it sees appropriate.

The 2017/18 Annual Budget Review, for the period 1<sup>st</sup> July 2017 to 31<sup>st</sup> January 2018, is based on current trends and anticipated addition revenue and expenditure.

### **Consultation**

Manager of Works & Services, Acting CEO.

### **Statutory Implications**

Sound financial management is an important cornerstone of good governance.

### **Policy Implications**

Nil

### **Statutory Environment**

*Local Government Act 1995 Section 6.2*

*Local Government (Financial Management) Regulations 1996, Regulation 33A*

**TSC 12/18 MOTION**

**That Council:**

**1. Adopt the 2017/18 Annual Budget Review, as presented in Attachment 10.6, and notes that the estimated closing funds are based on current revenue and expenditure trends.**

**2. Authorise the budget amendments as per the attachment to item 10.6 and as detailed in the agenda item report.**

**3. The surplus funds of \$122,131 are to be used as follows:**

- **Tamma Village Road & Pathways - \$15,000 with a contribution of \$10,000 from the Tammin Seniors.**
- **Oval Playground Upgrade - \$15,000.**
- **Public Toilet Block Renovations - \$20,000**
- **Pavilion Renovations - \$26,000**
- **Administration Office Flooring - \$9,000**
- **Administration Office Painting - \$14,000**
- **Tennis Court landscaping - \$23,131**

**Any funds remaining will be put towards library and reception furniture.**

**Moved: Cr Batchelor**

**Seconded: Cr Crane**

**Simple Majority Required**

**Carried: 5/0**

## 10.8 Department of Transport – Agreements for the Provision of Licensing Services and Non Road Law Functions

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Department of Transport
<b>Date:</b>	6 <sup>th</sup> February 2018
<b>Author:</b>	Stephen Tindale
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	10.8 – Legal agreements (2)

### Proposal/Summary

Correspondence has been received from the Department of Transport (DoT) advising that the term of the current licensing services agreement with the Shire expired on 31 December 2017. With the endorsement of the Acting CEO, the DoT agreed to an extension of the current agreement until the 31<sup>st</sup> March 2018.

New agreements to replace the old agreement are now presented to Council for approval (see Attachment 10.8).

### Background

The last ten-year contract with the then Director General of the Department of Planning and Infrastructure was executed by the Shire in December 2007. In September 2008 a minor *Contract Variation* was made to the contract.

Because of changes in the machinery of government, the contract has now been split into two agreements to cover;

- Licensing Services within the Shire of Tammin
- Non Road Law Functions within the Shire of Tammin

### Comments

The Acting CEO has reviewed the new agreements to ensure that as much as is possible, the Shire's interests are protected.

The variations, deletions and additions that have been made to the original contract are essentially driven by;

- The splitting of the original contract into two agreements
- Changes in information technology
- Responses to Agent (e.g. Shire) requests
- Tightened security of information and physical resources
- Variations intended to prevent abuses of the system by third parties
- Insurance obligations

- Future variations to the agreements
- Procedural matters

In the Acting CEO's opinion there is nothing in the new agreements that should be concerned about.

### **Consultation**

The Acting CEO has spoken with the Shire President on the matter and understands that the provision of direct licensing services in the Shire of Tammin is seen as a valued community service – particularly for those who are information technology shy or unable or unwilling to access other licensing centres.

### **Statutory Implications**

#### **Local Government Act 1995**

Section 1.3 of the *Local Government Act 1995 Act* summarizes the main content of the Act and what it intends to achieve:

- (1) *This Act provides for a system of local government by —*
  - (a) *providing for the constitution of elected local governments in the State; and*
  - (b) *describing the functions of local governments; and*
  - (c) *providing for the conduct of elections and other polls; and*
  - (d) *providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.*
- (2) *This Act is intended to result in —*
  - (a) *better decision-making by local governments; and*
  - (b) *greater community participation in the decisions and affairs of local governments; and*
  - (c) *greater accountability of local governments to their communities; and*
  - (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.*

Section 9.49A of the *Local Government Act 1995 Act* sets out how documents are to be executed.

- (1) *A document is duly executed by a local government if —*
  - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
  - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*

- (3) *The common seal of the local government is to be affixed to a document in the presence of—*
- (a) *the mayor or president; and*
  - (b) *the chief executive officer or a senior employee authorised by the chief executive officer,*
- each of whom is to sign the document to attest that the common seal was so affixed.*

### **Policy Implications**

There are no policy implications associated with this proposal.

### **Financial Implications**

There are no significant financial implications associated with the continuation of licensing services by the Shire in Tammin.

### **Strategic Implications**

One of the Social Goals of the 2012 – 22 Strategic Community Plan is to “Grow and sustain the population through planned provision of services”.

### **TSC 13/18 MOTION**

**That Council authorise the affixing of the Common Seal of the Shire of Tammin to the:**

- 1. Agreement for the Provision of Licensing Services in Shire of Tammin in Terms of Section 11 of the Road Traffic (Administration) Act 2008, and**
- 2. Agreement for the Provision of Non Road Law Functions in Shire of Tammin.**

**Moved: Cr Thomson**

**Seconded: Cr Batchelor**

**Vote – Simple Majority**

**Carried: 5/0**

## 10.9 Annual Electors Meeting – 12<sup>th</sup> February 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	6 February 2018
<b>Author:</b>	Stephen Tindale
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	10.9 – 2018 Annual Electors’ Meeting Minutes

### **Proposal/Summary**

At the last Council meeting it was decided that the Annual General Meeting of Electors would be held on Monday 12<sup>th</sup> February 2018 at the Shire of Tammin Lesser Hall.

Accordingly, all decisions made at the electors’ meeting are to be considered by Council at its Ordinary Council Meeting to be held on 22<sup>nd</sup> February 2018.

### **Background**

At its December 2017 meeting the Council adopted the Financial Statement, Audit Report and Management Letter from Anderson Munro & Wyllie Partners for the 2016/17 financial year.

The Annual Report (which includes the Annual Financial Statements and the Audit Report referred to above) was accepted by Council and a date set for the Annual General Meeting of Electors.

Under the *Local Government Act 1995* decisions made at the Annual General Meeting of Electors are to be referred through to the next Council meeting for further consideration.

### **Comment**

Minutes of the Annual General Meeting of Electors are attached. No decisions were made at the elector’s meeting for recommendation through to Council.

However at the meeting a suggestion was made by an elector “...that the play and recreation equipment currently stored in the Tammin Lesser Hall would be better used if it was distributed amongst other active groups within the community...”

The recommendation from the electors meeting is supported by staff and as such, a recommendation is made to Council to give effect to the suggestion.

### **Statutory Environment**

#### **Local Government Act 1995**

##### ***5.27. Electors’ general meetings***

- (1) *A general meeting of the electors of a district is to be held once every financial year.*



- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

### **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**

Nil

#### **Strategic Implications**

Nil

#### **Community Consultation**

Nil

#### **TSC 14/18 MOTION**

##### **That Council:**

- a) **Receive the minutes of the Annual General Electors Meeting held on Monday 12<sup>th</sup> February 2018**
- b) **Approve the distribution of play and recreation equipment currently stored in the Tammin Lesser Hall to other active groups within the community. Tammin Playgroup to be offered first choice, followed by the Tammin Primary School.**

**Moved: Cr Daniels**

**Seconded: Cr Batchelor**

**Vote: Absolute Majority**

**Carried: 5/0**

## 10.10 Social Media Policy

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	6 <sup>th</sup> February 2018
<b>Author:</b>	Stephen Tindale
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	10.10 - Draft Social Media Policy

### Proposal/Summary

A recommendation is made to Council to adopt a Social Media Policy for staff.

### Background

The Shire of Cunderdin adopted a Social Media Policy at its December 2017 meeting (see Attachment 10.10).

Under the current resource sharing arrangements it is intended that policy and procedures are harmonized as much as possible between the two local governments.

The attached Social Media Policy is the same as the Shire of Cunderdin's and is therefore recommended to Council for adoption.

### Comment

The Shire of Tammin recognises the importance of the internet and social media as a modern and widely popular tool for community consultation and engagement.

Recognising that some abuse of the Comments section of Facebook will occur from time to time, the policy has social media rules that are designed to discourage commentary that would descend to the "lowest common denominator" level.

### Consultation

Nil

### Statutory Implications

Nil

### Policy Implications

Nil

### Financial Implications

Nil

**Strategic Implications**

Nil

**TSC 15/18 MOTION**

**That Council adopts the draft Social Media Policy.**

**Moved: Cr Crane**

**Seconded: Cr Batchelor**

**Vote – Simple Majority**

**Carried: 5/0**

**11 Elected Members Motions of which Notice has been Given**

**12 Matters for which the Meeting may be Closed**

**13 Closure of Meeting**

There being no further business the Shire President declared the meeting closed at 7:38pm

## 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.*