



Minutes of the Shire of Tammin Ordinary Council Meeting held at Council chambers,
1 Donnan Street Tammin, on Thursday 31 July 2014.

MISSION STATEMENT

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

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr Uppill declared the meeting open at 4.10 pm

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

| | |
|-----------------|-------------------------|
| Cr S. Uppill | President |
| Cr C. Crane | Deputy President |
| Cr M. Greenwood | Member |
| Cr P. Bell | Member |
| Cr. D. Thomson | Member |
| Brian Jones | Chief Executive Officer |

APOLOGIES

| | |
|----------------|--------|
| Cr D. McCreery | Member |
|----------------|--------|

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 - (19 June 2014)

Recommendation:

That the Minutes of the Ordinary Council meeting held on 19 June 2014 be confirmed as a true record of proceedings.

MIN 64/14 MOTION – MOVED Cr Bell seconded Cr Thomson

That the Minutes of the Ordinary Council meeting held on 19 June 2014 be confirmed as a true record of proceedings.

CARRIED 5/0

7.2 SPECIAL COUNCIL MEETING MINUTES – (9 July 2014)

Recommendation:

That the Minutes of the Special Council meeting held on 9 July 2014 be confirmed as a true record of proceedings.

MIN 65/14 MOTION – MOVED Cr Bell seconded Cr Crane

That the Minutes of the Special Council meeting held on 9 July 2014 be confirmed as a true record of proceedings.

CARRIED 5/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9. PETITIONS/DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

10. REPORTS OF COMMITTEES / COUNCILLOR

Shire President, Cr Uppill

8. July 2014 Attended meeting in Tammin with Minister Mia Davies MLA. Also in attendance was Cr Bell, Cr McCreery and the CEO.
- 15 July 2014 Cr Bell & I attended a meeting of the Tammin Seniors.
- 16 July 2014 CEO and I attended a meeting in Tammin with Paul Brown MLC and Grant Arthur, Director Regional Services, Wheatbelt Development Commission
- 29 July 2014 Hosted a meeting with representatives from Shires of Cunderdin and Quairading (see item 13.1)

11. AGENDA ITEMS

11.1 List of Payments – June 2014 (FIN-05)

Author – Jenny Gemund, CDO, 24 July 2014, Interest – Nil

BACKGROUND

Accounts paid for June 2014 is listed totaling:

| | | |
|-----------------------|---------------|--------------|
| Cheque numbers | 6494 - 6508 | \$26,953.85 |
| Direct debit payments | 01-30/06/2014 | \$20,062.46 |
| Licensing transfers | 01-30/06/2014 | \$16,062.65 |
| Bank fees | 01-30/06/2014 | \$239.54 |
| VISA payments | 01-30/06/2014 | \$743.73 |
| EFT payments | 706 - 782 | \$113,017.67 |
| Salaries and Wages | 01-30/06/2014 | \$41,702.82 |
| Total payments | 01-30/06/2014 | 218,782.72 |

COMMENT

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

See attached reference point 15

STRATEGIC PLAN IMPLICATIONS

Nil

FUTURE PLAN IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

STAFF RECOMMENDATION

That the list of payments made for June 2014 be endorsed as follows:

| | | |
|-----------------------|---------------|--------------|
| Cheque numbers | 6494 - 6508 | \$26,953.85 |
| Direct debit payments | 01-30/06/2014 | \$20,062.46 |
| Licensing transfers | 01-30/06/2014 | \$16,062.65 |
| Bank fees | 01-30/06/2014 | \$239.54 |
| VISA payments | 01-30/06/2014 | \$743.73 |
| EFT payments | 706 - 782 | \$113,017.67 |
| Salaries and Wages | 01-30/06/2014 | \$41,702.82 |
| Total payments | 01-30/06/2014 | 218,782.72 |

Simple Majority Required

MIN 66/14 MOTION – MOVED Cr Greenwood seconded Cr Bell

That the list of payments made for June 2014 be endorsed as follows:

| | | |
|-----------------------|---------------|--------------|
| Cheque numbers | 6494 - 6508 | \$26,953.85 |
| Direct debit payments | 01-30/06/2014 | \$20,062.46 |
| Licensing transfers | 01-30/06/2014 | \$16,062.65 |
| Bank fees | 01-30/06/2014 | \$239.54 |
| VISA payments | 01-30/06/2014 | \$743.73 |
| EFT payments | 706 - 782 | \$113,017.67 |
| Salaries and Wages | 01-30/06/2014 | \$41,702.82 |
| Total payments | 01-30/06/2014 | 218,782.72 |

CARRIED 5/0

11.2 Financial Report to 30/06/2014 (FIN-05)

Author – Nathan Gilfellon, SFO, 24 July 2014, Interest – Nil

BACKGROUND

The Monthly Financial Report to 30 June 2014 is attached.

COMMENT

The Financial Report has been prepared in the format requested by Council.

The effect of the Council's Policy decision on reporting variances is shown in the far right column – being the calculated variance between the Actual Column and the YTD Budget column figures where the variance is greater than 10% and \$5,000.

FINANCIAL IMPLICATIONS

No significant implications.

POLICY IMPLICATIONS

Council resolved (Item 5 – 15 August 2013) that in accordance with section 34(5) of the Local Government (Financial Management) Regulations 1996 a variance percentage of 10% and \$5,000 be adopted for reporting material variances.

STATUTORY ENVIRONMENT

See attached reference point 15

STRATEGIC PLAN IMPLICATIONS

NIL

FUTURE PLAN IMPLICATIONS

NIL

COMMUNITY CONSULTATION

NIL

STAFF RECOMMENDATION

That the Financial Report for 30 June 2014 be received.

Simple Majority Required

MIN 67/14 MOTION – MOVED Cr Greenwood seconded Cr Bell

That the Financial Report for 30 June 2014 be received.

CARRIED 5/0

11.3 Policy Manual Review (ADM-52)

Author – Brian Jones

DECLARATION OF INTEREST

Nil

BACKGROUND

It is appropriate for Council to review the Council Policies at least once per annum. The last Policy review was conducted at the ordinary Council meeting held on 18 July 2013 when Council resolved as follows:

That Council:

Re-affirms the existing policies of the Shire of Tammin

Since that meeting Council has agreed to adopt the following Policies:

- 15 August 2013 Asset Capitalisation Threshold Policy
- 21 November 2013 Investment Policy
- 19 December 2013 Outstanding Debts Policy
- 17 April 2014 Policy 1.3 Request for Financial / Other Assistance (amended)

COMMENT

A copy of the current Policy Manual is attached.

Council has also agreed to consider a Policy in regards to the use of Portion Lot 52 Tammin Wyalkatchem Rd for Community Cropping. This matter was discussed at the March and April 2014 Council meetings. Council needs to provide direction on the Policy contents in relation to; when to advertise; are submissions required; do applicants need to submit what the funding will be used for; will only capital projects be supported; what is the maximum number of clubs in any one year; will allocations be made for more than one year; is a fee paid for administration each year; if so what should the fee be?

STATUTORY ENVIRONMENT

Section 2.7 of the local government act states that determining the local government's policies is a role of Council.

POLICY IMPLICATIONS

Review of all Council Policies

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S RECOMMENDATION

That Council agrees to re-confirm the Policies contained within the current Shire Policy Manual, with the following amendments:

Simple Majority Required

MIN 68/14 MOTION – MOVED Cr Thomson seconded Cr Bell

That Council agrees to re-confirm the Policies contained within the current Shire Policy Manual, with the following amendments:

- Delete Policies 1.2 Budget Adoption, 1.4 Auditor Appointment, 1.11 License Refunds, 1.13 Street Stalls, 1.14 Vandalism, 1.17 Staff Performance Review, 7.2 Be-Active Health, 9.2 Building License Disclaimer, 9.3 Building License Procedure.
- Amend Policy 1.3 by:
 - Correcting Tammin CWA from in-kind to cash column
 - Royal Flying Doctor Service change donation amount to \$500
 - Lord Mayors Disaster Appeal change donation amount to \$200
- Amend Policy 3.2 by deleting the last sentence.

CARRIED 5/0

11.4 Adoption of 2014/15 Budget (FIN-04)

Author – Brian Jones

DECLARATION OF INTEREST

Nil

BACKGROUND

A copy of the draft 2014/15 Budget is attached.

Council held a Budget workshop on Thursday 19 June 2014. Council adopted the income and expenditure allocations, road construction program and capital expenditure at a Special meeting of Council held on Wednesday 9 July 2014. UHY Haines Norton have prepared the statutory Budget Statements utilising the figures as adopted by Council.

COMMENT

The Budget has been prepared with due regard to the Strategic Community Plan, Long Term Financial Plan, Forward Capital Works Plan, Plant Replacement Program and the draft Corporate Business Plan.

The Budget allows for an increase of approximately 7.0% in the minimum rates and general rates for both GRV and UV valued properties.

A copy of a draft Budget Newsletter, to be forwarded with the Rate Assessments is shown below for Council consideration.

STATUTORY ENVIRONMENT

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.

POLICY IMPLICATIONS

Council Policy 1.2 **BUDGET ADOPTION**

Council's intention is to adopt the Budget at the August Ordinary Council meeting.

OFFICER'S RECOMMENDATION

That Council:

- 1) Adopt an administration charge of \$10.00 per instalment notice
- 2) Impose interest of 5.5% per annum on rates paid by instalments in 2014/15
- 3) Adopt a penalty interest rate of 11.0% to be imposed on outstanding rates
- 4) Offer a discount of 5.0% of the value of current rates (rates levied in 2014/15) if all rates and charges appearing on the rate notice, including arrears, are paid in full within 35 days of issue of the rates assessment notice
- 5) Adopt a minimum rate for the 2014/15 year at:

| | |
|--------------------|----------|
| Unimproved Value | \$465.00 |
| Gross Rental Value | \$465.00 |
- 6) Adopt a rate in the dollar of 1.60112 cents for the Unimproved Valuation rating in 2014/15
- 7) Adopt a rate in the dollar of 9.69560 cents for the Gross Rental Valuation rating in 2014/15

That Council:

Adopt the Budget for the financial year to 30 June 2015, as presented.

Absolute Majority Required

MIN 69/14 MOTION – MOVED Cr Bell seconded Cr Thomson

That Council:

- 1) Adopt an administration charge of \$10.00 per instalment notice
- 2) Impose interest of 5.5% per annum on rates paid by instalments in 2014/15
- 3) Adopt a penalty interest rate of 11.0% to be imposed on outstanding rates

4) Offer a discount of 5.0% of the value of current rates (rates levied in 2014/15) if all rates and charges appearing on the rate notice, including arrears, are paid in full within 35 days of issue of the rates assessment notice

5) Adopt a minimum rate for the 2014/15 year at:

| | |
|--------------------|----------|
| Unimproved Value | \$465.00 |
| Gross Rental Value | \$465.00 |

6) Adopt a rate in the dollar of 1.60112 cents for the Unimproved Valuation rating in 2014/15

7) Adopt a rate in the dollar of 9.69560 cents for the Gross Rental Valuation rating in 2014/15

That Council:

Adopt the Budget for the financial year to 30 June 2015, as presented.

CARRIED BY ABSOLUTE MAJORITY 5/0

11.5 WALGA AGM Motions (OLGOV-03)

Author – Brian Jones

DECLARATION OF INTEREST

Nil

BACKGROUND

The AGM of WALGA will be held on Wednesday 6 August 2014 at the Perth Convention Exhibition Centre. All Councillors have been registered to attend and the Shire President and Deputy President have been registered as voting delegates.

COMMENT

A link to the WALGA AGM meeting papers was forwarded to Councillors via email on Tuesday 15 July 2014. In accordance with Council Policy the motions are listed below for deliberation, and if deemed appropriate by Council, to give voting delegates direction.

Shire of Dardanup Delegate to move:

MOTION

That WALGA negotiate with the Department of Fire & Emergency Services to;

1. Annually increase the ESL Administration Fee paid to Local Governments by price and property growth indexation.
2. Make a once off increase to the total funds allocated for the ESL Administration Fee funds paid to Local Governments in 2015/16. This increase is recommended to be a compounded on annual property growth and price (CPI) since the introduction of the ESL.

Shire of Dardanup Delegate to move:

MOTION

That WALGA facilitate a meeting between country Local Government Elected Members with Professor Brian Dollery making a presentation on the implications of structural reform, by December 2014.

Shire of Bridgetown-Greenbushes Delegate to move:

MOTION

That WALGA lobby the Minister for Emergency Services seeking the inclusion of fire support vehicles as eligible items for capital and operational funding under the Emergency Services Levy.

City of Bunbury Delegate to move:

MOTION

That WALGA:

- a) Requests the State Government to transfer the responsibility for auditing of contaminated sites reports to the Department of Environment Regulation as either a statutory requirement or on a fee for service basis; and
- b) Investigates and implements measures to reduce the cost of resolving contaminated site issues on Local Government (e.g. discounted consultant fees under WALGA preferred supplier panel contracts)

City of Bunbury Delegate to move:

MOTION

That WALGA requests the Minister for Local Government to review Section 6.28 of the Local

Government Act that limits the methods of valuation of land to Gross Rental Value or Unimproved Value, and explores other alternatives.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council Policy 1.6 CONFERENCE AGENDAS – WALGA

When electronic copies of agendas for the Great Eastern Country Zone of WALGA and the WA Local Government Association AGM are received, they should be email to all members. Members who want Council delegates to vote in a particular way on any particular matter, should contact Council's voting delegates and advise them of their position in relation to the matter. Where agendas are received with sufficient time for them to be included in the Ordinary Council meeting agenda, then the items should be listed in the Council Agenda for deliberation, and if deemed appropriate by Council, to give voting delegates direction. Procedural motions such as accepting of minutes and reports etc. need not be listed in the Council agendas.

STATUTORY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S RECOMMENDATION

For Council consideration

MIN 70/14 MOTION – MOVED Cr Uppill seconded Cr Thomson

That voting on WALGA AGM motions be at the voting delegates discretion, in consultation with other Councillors present at AGM.

CARRIED 5/0

11.6 Future Provision for a Regional Waste Facility(ENVH-15)

Author – Brian Jones.

DECLARATION OF INTEREST

Nil

BACKGROUND

The Shire President and CEO met with Paul Brown MLC and Grant Arthur, Director Regional Services, Wheatbelt Development Commission, to discuss Tammin's interest in being considered as a potential future regional rubbish disposal site.

With the recent rejection of the planning application for a site in the Shire of York there is interest in exploring alternate sites for the development of a regional site to accept waste from the metropolitan area over the longer term.

COMMENT

The Wheatbelt Development Commission are requesting whether Council would be supportive of Tammin being included in any study of future potential rubbish sites and have provided the following information:

There have been increasing demands in recent times for disposal of waste from Perth in the Wheatbelt's peri-urban growth areas. Gingin, Toodyay and York are cases in point. It is only expected that this demand for sites will grow with increasing restrictions on landfill in Perth.

This is causing angst and costs to these communities and Shires. The Wheatbelt Development Commission sees the need to identify as site that is:

- *Approximately 2 hours from Perth*
- *Has ample land available*
- *Is outside the fast growing rural lifestyle areas*
- *Is on major transport routes.*

It is important that a site can be identified as it will enable the WDC and others to promote it as an alternative to the case by case process that is currently going on.

The WDC wanted to first determine if the Tammin community is interested in being considered as a site for placement of industry that is related to the long term management of Perth's waste. The reason for considering Tammin first is that it meets the above criteria. Also, we are aware that substantial work was undertaken some time ago that showed Tammin is perfectly located to take advantage of such an opportunity.

Should Tammin be interested the steps are likely to be:

- *Tammin formally requests to be considered as a long term site for placement of a substantial waste management industry.*
- *WDC works with the Shire of Tammin to seek funds to investigate the possibility of establishing an industry in this location. The aim would be to make this at no cost to the Shire of Tammin.*

- *The WDC would work to gain acceptance from all Avon Shires that Tammin is the best location.*
- *WDC would consult with major players in the industry to determine the suitability of Tammin.*
- *Long term plans would be commenced to facilitate this activity.*

It is not expected that there will be major investment in this area in the very short term. However, it is likely that the management of waste for Perth will be a long term issue that requires solution.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S RECOMMENDATION

That Council advises the Wheatbelt Development Commission that it agrees to support in principle Tammin being considered as a potential long term site for a substantial waste disposal facility, subject to no costs being incurred by the Shire.

Simple Majority Required

MIN 71/14 MOTION – MOVED Cr Crane seconded Cr Greenwood

That Council advises the Wheatbelt Development Commission that it may support in principle, Tammin being considered as a potential long term site for a substantial waste management facility, subject to no costs being incurred by the Shire, and any development incorporating sustainable waste treatment and recycling.

CARRIED 5/0

Brian Jones CEO left the meeting at 3.20pm.

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

The CEO declared an interest in this matter and left the meeting (5:20pm)

12.1 CEO Employment Contract

MIN 72/14 MOTION – MOVED Cr Uppill seconded Cr Crane

That Council offers Mr. Brian Jones a further contract of employment with the Shire of Tammin as Chief Executive Officer, in accordance with the following:

- Term of contract being from 2 December 2014 to 31 August 2015.
- Conditions of employment to be the same as the current contract of employment with the following amendments:
 - Superannuation Guarantee to be increased in accordance with changes to legislation (has increased from 9.25% to 9.5% from 1 July 2014).
 - Remove clause 6.6 Relocation Expenses as this is not relevant for the new contract.
- The CEO's entitlements (annual leave, personal leave etc) will accrue as if the employment was of a continuing nature.

CARRIED BY ABSOLUTE MAJORITY 4/1

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

Future of South East Avon Voluntary Regional Organisation of Councils

Recommendation:

That Council receive and deal with item 13.1 Future of South East Avon Voluntary Regional Organisation of Councils as new business of an urgent nature, item 13.1.

Simple Majority Required

MIN 73/14 MOTION – MOVED Cr Bell seconded Cr Crane

That Council receive and deal with item 13.1 Future of South East Avon Voluntary Regional Organisation of Councils as new business of an urgent nature, item 13.1.

CARRIED 5/0

13.1 Future of South East Avon Voluntary Regional Organisation of Councils

Author – Brian Jones

DECLARATION OF INTEREST

Nil

BACKGROUND

Following the decision of the Local Government Advisory Board NOT to recommend the amalgamation of the Shires of Cunderdin, Quairading, Tammin and York, a meeting of the South East Avon Regional Transition Group (SEARTG) was held in Tammin on Tuesday 8 July 2014 to officially wind up the SEARTG.

This meeting was followed by a meeting of the South East Avon Voluntary Regional Organisation of Councils (SEAVROC) in order to recommence the VROC as the recent focus had been on pursuing the amalgamation agenda.

The Shire President briefed Councillors regarding the abovementioned meetings at a Special Council Meeting held on Wednesday 9 July 2014.

COMMENT

A meeting was held in Tammin on Tuesday 29 July 2014 with representatives from the Shire of Cunderdin (Cr Rod Carter – Shire President, Cr Clive Gibsone – Deputy President, Peter Naylor - CEO) and Shire of Quairading (Cr Darryl Richards – Shire President, Cr Brian Caporn – Deputy President, Graeme Fardon – CEO). Shire President – Cr Scott Uppill, Cr Dustin McCreery and CEO Brian Jones represented the Shire of Tammin.

General discussion was had regarding the future of the participating local governments in regional cooperation, following the meetings held in Tammin on 29 July 2014.

The outcome of the discussions was an agreement for each participating local government to recommend to their Council to withdraw their membership from the South East Avon Voluntary Regional Organisation of Councils group and to form a new Voluntary Regional Organisation of Councils comprising (initially) the Shires of Cunderdin, Quairading and Tammin.

It was also agreed to request a meeting of SEAVROC be convened as soon as possible (at Local Government Week) to advise the Shires of Beverley, Brookton and York of this decision.

SHIRE PRESIDENT'S RECOMMENDATION

That the Tammin Shire Council supports the Shires of Cunderdin, Quairading and Tammin withdrawing their membership from the South East Avon Voluntary Regional Organisation of Councils group to form our own Voluntary Regional Organisation.

The purpose of this venture is to enable the three Shires to work more collaboratively and to actively pursue reform with a view to achieving sustainable, efficient and professional service delivery for their communities.

Simple Majority Required

MIN 74/14 MOTION – MOVED Cr Bell seconded Cr Greenwood

That the Tammin Shire Council supports the Shires of Cunderdin, Quairading and Tammin withdrawing their membership from the South East Avon Voluntary Regional Organisation of Councils group to form our own Voluntary Regional Organisation.

The purpose of this venture is to enable the three Shires to work more collaboratively and to actively pursue reform with a view to achieving sustainable, efficient and professional service delivery for their communities

CARRIED 5/0

14 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5.57 pm.

Tabled before the Ordinary Council Meeting on 21 August 2014.

Cr S Uppill, President

15 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.*

Attachment item 11.1 Payments List June 2014

| PAYMENTS LIST JUNE 2014 | | | | |
|------------------------------|-----------|---|--|------------------|
| Date | Reference | Supplier Name | Details | Amount |
| Cheque Payments | | | | |
| 04/06/2014 | 6494 | Shire of Tammin | Petty cash recoup - farewell, Electrician-material | 204.90 |
| 04/06/2014 | 6495 | LGRCEU | Union fee | 58.20 |
| 18/06/2014 | 6496 | LGRCEU | Union fee | 58.20 |
| 20/06/2014 | 6497 | Australian Taxation Office | BAS May 2014 | 11,218.00 |
| 26/06/2014 | 6498 | Australia Post | Postage & freight | 127.74 |
| 26/06/2014 | 6499 | CWA Tammin | Catering June meeting, 2013/14 contribution | 850.00 |
| 26/06/2014 | 6500 | Eastern Districts Display Committee | Contribution to Display 2013/14 | 350.00 |
| 26/06/2014 | 6501 | Kleenheat Gas | LPG Bulk | 539.65 |
| 26/06/2014 | 6502 | Lord Mayors Distress Relief Fund | Donations 13/14 as per budget | 500.00 |
| 26/06/2014 | 6503 | Royal Flying Doctor Service | Donations 13/14 as per budget | 200.00 |
| 26/06/2014 | 6504 | Synergy | Power usage for March 2014 | 5,329.60 |
| 26/06/2014 | 6505 | Shire of Tammin | VOID: | |
| 26/06/2014 | 6506 | Tammin Post Office | Office equipment & stationery | 70.17 |
| 26/06/2014 | 6507 | Telstra | Telephone & internet | 2,274.35 |
| 26/06/2014 | 6508 | Water Corporation | Water consumption for May 2014 | 5,173.04 |
| | | | Sub-total | 26,953.85 |
| Direct Debit payments | | | | |
| 03/06/2014 | Debit | Commonwealth Bank of Australia | EFTPOS Fee June 2014 | 22.93 |
| 23/06/2014 | Debit | Western Australian Treasury Corporation | Loan repayments | 12,160.28 |
| 30/06/2014 | Debit | Western Australian Treasury Corporation | Loan 78 & 79 Capital Repayment | 7,879.25 |
| | | | Sub-total | 20,062.46 |
| Licensing Transfer | | | | |
| 03/06/2014 | J6901 | Department of Transport | Licensing 03/06/14 | 581.50 |
| 04/06/2014 | J6903 | Department of Transport | Licensing 04/06/14 | 342.65 |
| 05/06/2014 | J7026 | Department of Transport | Licensing adjustment 16/05/14 | 2.00 |
| 06/06/2014 | J6912 | Department of Transport | Licensing 06/06/14 | 353.85 |
| 09/06/2014 | J6921 | Department of Transport | Licensing 09/06/14 | 219.30 |
| 10/06/2014 | J6932 | Department of Transport | Licensing 10/06/14 | 457.35 |
| 11/06/2014 | J6933 | Department of Transport | Licensing 11/06/14 | 417.50 |
| 12/06/2014 | J6935 | Department of Transport | Licensing 12/06/14 | 227.80 |
| 17/06/2014 | J6936 | Department of Transport | Licensing 17/06/14 | 329.40 |
| 18/06/2014 | J6937 | Department of Transport | Licensing 18/06/14 | 3,912.80 |
| 19/06/2014 | J6942 | Department of Transport | Licensing 19/06/14 | 537.50 |
| 20/06/2014 | J6944 | Department of Transport | Licensing 20/06/14 | 1,179.35 |
| 23/06/2014 | J6945 | Department of Transport | Licensing 23/06/14 | 423.10 |
| 24/06/2014 | J6946 | Department of Transport | Licensing 24/06/14 | 2,288.50 |
| 25/06/2014 | J6947 | Department of Transport | Licensing 25/06/14 | 22.20 |
| 26/06/2014 | J6949 | Department of Transport | Licensing 26/06/14 | 3,959.10 |
| 27/06/2014 | J6950 | Department of Transport | Licensing 27/06/14 | 759.55 |
| 30/06/2014 | J6952 | Department of Transport | Licensing 30/06/14 | 49.20 |
| | | | Sub-total | 16,062.65 |
| Bank Fees | | | | |
| 03/06/2014 | Debit | Commonwealth Bank of Australia | CBA Merchant Fee - June 2014 | 36.50 |
| 04/06/2014 | Debit | National Australia Bank | NAB transact Fee - Access and Usage for June 20 | 5.60 |
| 17/06/2014 | Debit | National Australia Bank | NAB Connect Fee - Access and Usage for June 20 | 107.74 |
| 30/06/2014 | J6966 | National Australia Bank | Account Fees for June 14 for DPI Account | 20.00 |
| 30/06/2014 | J6967 | National Australia Bank | Account Fees for June 14 for Trust Account | 23.00 |
| 30/06/2014 | J6968 | National Australia Bank | Account Fees for June 2014 for Muni Account | 46.70 |
| | | | Sub-total | 239.54 |
| VISA Payments | | | | |
| 03/06/2014 | VISA | Ettamogah - Cunderdin Pub | Farewell - M Henry | 207.10 |
| 03/06/2014 | VISA | Amazon.com | Gift Card | 111.93 |
| 03/06/2014 | VISA | Dick Smith Electronics | Kindle paper white, next Generation | 179.00 |
| 03/06/2014 | VISA | National Australia Bank | Monthly Visa fee for June 2014 | 9.00 |
| 03/06/2014 | VISA | Readers Circle | Kindle Ultra slim Case | 23.99 |
| 03/06/2014 | VISA | Westnet | Internet Service for Shire Office | 89.95 |
| 03/06/2014 | VISA | National Australia Bank | Monthly Visa Interest for June 2014 | 3.36 |
| 04/06/2014 | VISA | Westnet | Internet depot | 119.40 |
| | | | Sub-total | 743.73 |

| EFT Payments | | | | |
|--------------|--------|--|--|-----------|
| 13/06/2014 | EFT706 | REST Superannuation | Superannuation | 548.68 |
| 13/06/2014 | EFT707 | WALG Superannuation | Superannuation | 3,508.05 |
| 13/06/2014 | EFT708 | Acacia Industries Pty Ltd | Degreaser & Truck wash | 1,826.00 |
| 13/06/2014 | EFT709 | Actrol | Evaporative fan & 180mm blade fan - Display fridge | 153.67 |
| 13/06/2014 | EFT710 | ARL | Waste analysis | 435.60 |
| 13/06/2014 | EFT711 | Austral Mercantile Collections Pty Ltd | Legal expenses for rates collection | 2,469.68 |
| 13/06/2014 | EFT712 | Baxters Rural Centre | TN251 - compressor, belt, mirror head | 2,127.39 |
| 13/06/2014 | EFT713 | Patricia Bell | Sitting fee & travel reimbursement | 105.00 |
| 13/06/2014 | EFT714 | Bunnings | Hand trolley, Garden sprayer, rake & spade | 271.57 |
| 13/06/2014 | EFT715 | Country Arts WA | Annual membership fee | 110.00 |
| 13/06/2014 | EFT716 | Courier Australia | Freight | 309.79 |
| 13/06/2014 | EFT717 | Carol Crane | Sitting fee & travel reimbursement | 105.00 |
| 13/06/2014 | EFT718 | Cunderdin Contract Grading | Grading of unsealed roads | 10,318.00 |
| 13/06/2014 | EFT719 | Cunderdin Farmers Co-operative Co Ltd | Catering council, parts Tamma Village | 1,309.57 |
| 13/06/2014 | EFT720 | DKT Rural Agencies | TN SS parts, depot consumables, | 241.25 |
| 13/06/2014 | EFT721 | Ettamogah - Cunderdin Pub | Accommodation - N Gilfellon | 112.50 |
| 13/06/2014 | EFT722 | F-111 Engineering Pty Ltd | Parts & repairs TN302,205,TN6, oil | 6,884.35 |
| 13/06/2014 | EFT723 | Farmways Kellerberrin | Parts TN15 | 18.60 |
| 13/06/2014 | EFT724 | Filters Plus | Fuel & Oil filter | 120.78 |
| 13/06/2014 | EFT725 | Greenwood MD | Sitting fee & travel reimbursement | 153.69 |
| 13/06/2014 | EFT726 | Gull Tammin Roadhouse | May 2014 - catering, drinks, papers | 339.63 |
| 13/06/2014 | EFT727 | Jason Signmakers | Powdercoat Bollards | 1,540.00 |
| 13/06/2014 | EFT728 | KOMATSU | Air cleaners, 'O' rings & fuel filter | 710.16 |
| 13/06/2014 | EFT729 | Dustin McCreery | Sitting fee & travel reimbursement | 120.83 |
| 13/06/2014 | EFT730 | Mey Equipment | Black & White line market paint | 462.00 |
| 13/06/2014 | EFT731 | MM Electrical Merchandising | Electrician - material | 1,302.03 |
| 13/06/2014 | EFT732 | Motorcharge Limited | Fuel May 2014 | 7,434.41 |
| 13/06/2014 | EFT733 | Peerless Jal Pty Ltd | Paper towel, toilet rolls & urinal blocks | 309.85 |
| 13/06/2014 | EFT734 | Shire of York | Ranger services | 377.50 |
| 13/06/2014 | EFT735 | Shire Quairading | Seavroc NRM services July 2013 - June 2014 | 8,008.00 |
| 13/06/2014 | EFT736 | St John Ambulance WA Inc. | First aid kit for Depot | 299.00 |
| 13/06/2014 | EFT737 | Stanlee - EAE Holdings | Crockery & utensils for Hall kitchen | 445.84 |
| 13/06/2014 | EFT738 | State Library of WA | Freight re-coup | 284.10 |
| 13/06/2014 | EFT739 | Stonehouse Pumps & Reticulation | Davey pump | 1,300.00 |
| 13/06/2014 | EFT740 | Stuey's Plumbing services | Replace PTR valve to Solar HWS | 235.40 |
| 13/06/2014 | EFT741 | The WaterShed | Pond pump | 95.00 |
| 13/06/2014 | EFT742 | Donald Thomson | Sitting fee & travel reimbursement | 140.19 |
| 13/06/2014 | EFT743 | Scott Uppill | Sitting fee & travel reimbursement | 224.69 |
| 16/06/2014 | EFT744 | Daikin Australia Pty Ltd | DC Fan motor | 111.12 |
| 19/06/2014 | EFT745 | Prime Super | Superannuation | 84.36 |
| 19/06/2014 | EFT746 | REST Superannuation | Superannuation | 505.46 |
| 19/06/2014 | EFT747 | WALG Superannuation | Superannuation | 3,493.76 |
| 25/06/2014 | EFT748 | Avon Waste | 5 Weeks domestic refuse | 1,613.95 |
| 25/06/2014 | EFT749 | Patricia Bell | Sitting fee & travel reimbursement | 105.00 |
| 25/06/2014 | EFT750 | Bunnings | 12 Russel St - outdoor awnings, Electrician - material | 732.01 |
| 25/06/2014 | EFT751 | Conplant Pty Ltd | Filters for TN205 | 548.34 |
| 25/06/2014 | EFT752 | Country Ford | 10000km Service - TN4 | 344.30 |
| 25/06/2014 | EFT753 | Courier Australia | Freight | 54.24 |
| 25/06/2014 | EFT754 | Carol Crane | Sitting fee & travel reimbursement | 105.00 |
| 25/06/2014 | EFT755 | Cunderdin Contract Grading | Grading on various road | 5,544.00 |
| 25/06/2014 | EFT756 | Cutting Edges | Grader blades | 2,219.58 |
| 25/06/2014 | EFT757 | Darry's Plumbing & Gas | New depot - septic & stormwater tank | 5,070.88 |
| 25/06/2014 | EFT758 | DKT Rural Agencies | Glyphosate, concrete, depot consumables | 825.50 |
| 25/06/2014 | EFT759 | Farmways Kellerberrin | Hinge, Overcentre catch & latch | 23.20 |
| 25/06/2014 | EFT760 | Filters Plus | Filters & Oil for Komatsu grader (TN6) | 396.99 |
| 25/06/2014 | EFT761 | MD Greenwood | Sitting fee & travel reimbursement | 152.77 |
| 25/06/2014 | EFT762 | BEC & BV Howard | Tap set, tap tops, 10mm Wall clips, blank coves, 10a | 113.00 |
| 25/06/2014 | EFT763 | George Johnson | Consulting, Reimbursement of freight & supply sea | 4,106.00 |
| 25/06/2014 | EFT764 | JR & A Hersey Pty Ltd | Depot consumables, protective clothing | 614.35 |
| 25/06/2014 | EFT765 | Kellerberrin Shire of | Annual inspection of Tammin bus | 140.10 |
| 25/06/2014 | EFT766 | Kellerberrin Tyre Service | Tyre repair - TN6 & 205 | 150.00 |
| 25/06/2014 | EFT767 | Dustin McCreery | Sitting fee & travel reimbursement | 120.83 |
| 25/06/2014 | EFT768 | Mitre 10 Solutions | Makita Wet saw, Electrician - material, | 997.88 |
| 25/06/2014 | EFT769 | MM Electrical Merchandising | Electrician - material | 1,377.17 |
| 25/06/2014 | EFT770 | Northam Hyundai | 90000km Service TN2 | 510.00 |
| 25/06/2014 | EFT771 | Northam Radiator Specialists | Shovel holder bracket | 46.00 |
| 25/06/2014 | EFT772 | Pacific Brands Workwear | Uniform | 279.00 |

| | | | | |
|-----------------------------|--------|----------------------------|---|-------------------|
| 25/06/2014 | EFT773 | Reckon Limited | Annual renewal 2014 | 735.00 |
| 25/06/2014 | EFT774 | RSA Works | Road safety audit | 1,815.00 |
| 25/06/2014 | EFT775 | Shire of York | Health, building & ranger services | 2,760.40 |
| 25/06/2014 | EFT776 | Southern Wire Pty Ltd | Supply & install new gate & compound fence & gate | 20,679.12 |
| 25/06/2014 | EFT777 | Donald Thomson | Sitting fee & travel reimbursement | 140.19 |
| 25/06/2014 | EFT778 | Scott Uppill | Sitting fee & travel reimbursement | 224.69 |
| 25/06/2014 | EFT779 | Western Lockservice | Knob sets & barrels new depot | 474.50 |
| 25/06/2014 | EFT780 | Yorkrakine Hall Committee | Catering Council meeting - Oct 2013 | 250.00 |
| 30/06/2014 | EFT781 | Construction Training Fund | Bungulla Farms & New depot BRB levy fee | 555.98 |
| 30/06/2014 | EFT782 | Department of Commerce | Building Service Levy - Depot & Bungulla | 240.20 |
| | | | Sub-total | 113,017.67 |
| Salaries & wages | | | | |
| 04/06/2014 | | Shire of Tammin | Salaries & wages | 20,567.49 |
| 17/06/2014 | | Shire of Tammin | Salaries & wages | 21,135.33 |
| | | | Sub-total | 41,702.82 |
| | | | Total | 218,782.72 |

Attachment item 11.2 Financial Report June 2014