



Minutes of the Shire of Tammin Ordinary Council Meeting held at Council chambers,
1 Donnan Street Tammin, on Thursday 16 April 2015.

MISSION STATEMENT

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

AGENDA.....	3
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	3
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4. PUBLIC QUESTION TIME	3
5. APPLICATIONS FOR LEAVE OF ABSENCE	3
6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS	3
7.1 ORDINARY COUNCIL MEETING MINUTES - (19 March 2015)	3
8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	3
9. PETITIONS/DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	3
10. REPORTS OF COMMITTEES / COUNCILLOR	4
11.1 List of Payments – March 2015 (FIN-05)	5
11.2 Financial Report to 31/03/2015 (FIN-05).....	7
11.3 Fees & Charges – Annual Review	8
12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	9
13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING ..	9
14. CLOSURE OF MEETING	9
15. REFERENCES.....	10

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President Cr Uppill declared the meeting open at 4.00pm.

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
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LEAVE OF ABSENCE

Nil

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 March 2015)

Recommendation:

That the Minutes of the Ordinary Council meeting held on 19 March 2015 be confirmed as a true record of proceedings.

MIN 18/15 MOTION – MOVED Cr Bell seconded Cr Thomson

That the Minutes of the Ordinary Council meeting held on 19 March 2015 be confirmed as a true record of proceedings.

CARRIED 5/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9. PETITIONS/DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10. REPORTS OF COMMITTEES / COUNCILLOR

Councillors provided updates on the following:

Cr Bell - TEAVC 14/04/2015
 - Seniors meeting 14/04/2015

Cr Greenwood - PUG 18/03/2015
 - next PUG 20/05/2015

11. AGENDA ITEMS

11.1 List of Payments – March 2015 (FIN-05)

Author – Sarah Symons, FO, 09 April 2015, Interest – Nil

BACKGROUND

Accounts paid for March 2015 is listed totaling:

Cheque numbers	6572 – 6573	\$1,305.94
Direct debit payments	01.03. – 31.03.2015	\$7,912.54
Licensing transfers	01.03. – 31.03.2015	\$10,310.95
Bank fees	01.03. – 31.03.2015	\$260.19
VISA payments	01.03. – 31.03.2015	\$120.45
EFT payments	1296 - 1353	\$248,261.51
Salaries and Wages	01.03. – 31.03.2015	\$40,049.66
Total payments		\$308,221.24

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 March 2015 be endorsed as follows:

Cheque numbers	6572 – 6573	\$1,305.94
Direct debit payments	01.03. – 31.03.2015	\$7,912.54
Licensing transfers	01.03. – 31.03.2015	\$10,310.95
Bank fees	01.03. – 31.03.2015	\$260.19
VISA payments	01.03. – 31.03.2015	\$120.45
EFT payments	1296 - 1353	\$248,261.51
Salaries and Wages	01.03. – 31.03.2015	\$40,049.66
Total payments		\$308,221.24

Simple Majority Required

MIN 19/15 MOTION – MOVED Cr Thomson seconded Cr Greenwood

That the list of payments made for March 2015 be endorsed as follows:

Cheque numbers	6572 – 6573	\$1,305.94
Direct debit payments	01.03. – 31.03.2015	\$7,912.54
Licensing transfers	01.03. – 31.03.2015	\$10,310.95
Bank fees	01.03. – 31.03.2015	\$260.19
VISA payments	01.03. – 31.03.2015	\$120.45
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Salaries and Wages	01.03. – 31.03.2015	\$40,049.66
Total payments		\$308,221.24

CARRIED 5/0

11.2 Financial Report to 31/03/2015 (FIN-05)

Author – Nathan Gilfellon, SFO, 09 April 2015, Interest – Nil

BACKGROUND

The Monthly Financial Report to 31 March 2015 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 31 March 2015 be received.

Simple Majority Required

MIN 20/15 MOTION – MOVED Cr Uppill seconded Cr Bell

That the Financial Report for 31 March 2015 be received.

CARRIED 5/0

11.3 Fees & Charges – Annual Review

Author – Brian Jones

DECLARATION OF INTEREST

Nil

BACKGROUND

Council is required to review its fees and charges annually and needs to determine the fees & charges to be applied in 2015/16.

COMMENT

Please find attached schedule of Fees & Charges showing the actual Fees & Charges adopted by Council for 2013/14 and 2014/15 and the recommended Fees & Charges for 2015/16.

Council is requested to review the Fees & Charges and amend as agreed and adopt the Schedule for 2015/16 which will then be used in formulating the 2015/16 Budget.

STATUTORY ENVIRONMENT

Sections 6.16, 6.17, 6.19 of the *Local Government Act*

Regulation 2 of the *Local Government (Financial Management) Regulations (2)*

Sections 41, 112 of the *Health Act*

Section 30 of the *Residential Tenancies Act*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S RECOMMENDATION

That Council adopts the schedule of fees and charges, as presented, for the 2015/16 financial year.

Simple Majority Required

MIN 21/15 MOTION – MOVED Cr Bell seconded Cr Thomson

That Council adopts the schedule of fees and charges, as presented, for the 2015/16 financial year.

CARRIED 5/0

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

14 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 4.24 pm.

Tabled before the Ordinary Council Meeting on 21 May 2015.

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 March 2015

PAYMENTS LIST March 2015

Date	Reference	Supplier Name	Details	Amount
Cheque Payments				
10/03/2015	6572	Water Corporation	Standpipes - Water consumption 19/12/14 - 18/2/15	1,197.91
26/03/2015	6573	Water Corporation	Standpipes - Water consumption 1/3/15 - 30/4/15	108.03
			Sub-total	1,305.94
Direct Debit payments				
03/03/2015	Debit	Commonwealth Bank of Australia	Merchant & EFTPOS Fee - February 2015	33.29
31/03/2015	Debit	Western Australian Treasury Corporation	Loan 78 & 79 Capital Repayment	7,879.25
			Sub-total	7,912.54
Licensing Transfer				
04/03/2015	J2375	Department of Transport	Licensing 04/03/2015	1,029.50
05/03/2015	J2376	Department of Transport	Licensing 05/03/2015	252.60
06/03/2015	J2377	Department of Transport	Licensing 06/03/2015	278.70
09/03/2015	J2378	Department of Transport	Licensing 09/03/2015	125.25
10/03/2015	J2381	Department of Transport	Licensing 10/03/2015	655.45
11/03/2015	J2386	Department of Transport	Licensing 11/03/2015	609.70
12/03/2015	J2398	Department of Transport	Licensing 12/03/2015	732.35
13/03/2015	J2409	Department of Transport	Licensing 13/03/2015	450.00
16/03/2015	J2410	Department of Transport	Licensing 16/03/2015	1,032.65
17/03/2015	J2411	Department of Transport	Licensing 17/03/2015	1,130.20
18/03/2015	J2416	Department of Transport	Licensing 18/03/2015	419.45
19/03/2015	J2417	Department of Transport	Licensing 19/03/2015	85.90
23/03/2015	J2419	Department of Transport	Licensing 23/03/2015	700.80
24/03/2015	J2420	Department of Transport	Licensing 03/03/2015	1,009.45
24/03/2015	J2421	Department of Transport	Licensing 24/03/2015	65.05
26/03/2015	J2444	Department of Transport	Licensing 26/03/2015	52.00
27/03/2015	J2445	Department of Transport	Licensing 27/03/2015	889.00
30/03/2015	J2454	Department of Transport	Licensing 30/03/2015	466.85
31/03/2015	J2465	Department of Transport	Licensing 31/03/2015	326.05
			Sub-total	10,310.95
Bank Fees				
03/03/2015	Debit	Commonwealth Bank of Australia	CBA Merchant Fee - Feb 2015	77.34
02/03/2015	Debit	National Australia Bank	NAB Merchant Fee - Access & Usage for Feb 2015	22.00
10/03/2015	Debit	National Australia Bank	NAB Transact Fee - Access & Usage for Mar 2015	5.60
19/03/2015	Debit	National Australia Bank	NAB Connect Fee - Access & Usage for Mar 2015	38.74
31/03/2015	Debit	National Australia Bank	NAB Merchant Fee - Access & Usage for Mar 2015	22.00
31/03/2015	J2468	National Australia Bank	Account Fees for March 2015 for Muni Account	49.70
31/03/2015	J2469	National Australia Bank	Account Fees for March 15 for Trust Account	20.00
31/03/2015	J2470	National Australia Bank	Account Fees for March 15 for DPI Account	20.00
31/03/2015	J2475	National Australia Bank	Account Fees for March 15 for DPI Account	4.81
			Sub-total	260.19
VISA Payments				
5/03/2015	VISA	Wyalkatchem Roadhouse	Road group meeting supplies	21.50
5/03/2015	VISA	Westnet	Internet office	89.95
5/03/2015	VISA	NAB	Credit card fee	9.00
			Sub-total	120.45

EFT Payments				
12/03/2015	EFT1296	Asphalt in a Bag	50 x 20kg Asphalt	1,718.75
12/03/2015	EFT1297	Avon Waste	Domestic refuse collection	2,161.65
12/03/2015	EFT1298	Betta Canvas	Repairs to seat in tractor	352.00
12/03/2015	EFT1299	Bouncy Fun Castles	Small bouncy castle - Merindas, 6 March 2015	480.00
12/03/2015	EFT1300	C.Y.O'Connor	Course Fee for Diploma of LG Administration	250.00
12/03/2015	EFT1301	Courier Australia	Freight	8.84
12/03/2015	EFT1302	CWA Tammin	Catering at February EV ROC Meeting 24/2/2015	202.50
12/03/2015	EFT1303	Eastern Hills Saw s & Mowers Pty Ltd	4 x connector-z for blower	74.00
12/03/2015	EFT1304	Gamato Manufacturing	Electrician - material purchases	669.90
12/03/2015	EFT1305	Gull Tammin Roadhouse	March 2015 - catering, drinks, papers	294.78
12/03/2015	EFT1306	Hills Fire Equipment Service	Service of Fire Equipment	905.30
12/03/2015	EFT1307	George Johnson	Site visits, consultation & drafting report	1,925.00
12/03/2015	EFT1308	Kellerberrin Tyre Service	Puncture repair and balancing - TN2	78.00
12/03/2015	EFT1309	Landgate	Rural UV interim valuation	231.00
12/03/2015	EFT1310	MM Electrical Merchandising	Electrician - material purchases	5,160.28
12/03/2015	EFT1311	Northam & Districts Glass Service	Supply and fit of new window screen on 2TN	427.90
12/03/2015	EFT1312	Onsite Rental Group	Roller hire	3,245.83
12/03/2015	EFT1313	Pestex Co	Annual Termite inspection and treatment	11,016.50
12/03/2015	EFT1314	Quairading CRC	Full page ad - Motown Extravaganza	50.00
12/03/2015	EFT1315	Regional Concrete & Plumbing	Fixtures upgrade - Donnan Park	1,495.78
12/03/2015	EFT1316	Ricoh Australia Pty Ltd	Printer cartridge	143.00
12/03/2015	EFT1317	Synergy	Street lighting 25/12/14 - 24/01/15	1,581.50
12/03/2015	EFT1318	Tammin Women's Fellowship	Refund - Equipment bond	100.00
12/03/2015	EFT1319	Telstra	Telephone & Internet - February 2015	2,027.66
12/03/2015	EFT1320	UHY Haines Norton	Tax FBT Workshop, 4th March 2015 - N Giffellon	803.00
12/03/2015	EFT1321	WA Hino Sales & Services	Purchase of new Hino 700 Series - TN15	146,439.76
12/03/2015	EFT1322	Woodstock PA Hire	PA Hire & Equipment	1,760.00
12/03/2015	EFT1323	Wright Express Australia (Puma)	Fuels & Oils March 2015	2,945.39
01/03/2015	EFT1324	LGRCEU	Union fees	38.80
01/03/2015	EFT1325	LGRCEU	Union fees	38.80
01/03/2015	EFT1326	Prime Super	Superannuation	82.68
01/03/2015	EFT1327	REST Superannuation	Superannuation	874.88
01/03/2015	EFT1328	WALG Superannuation	Superannuation	7,867.17
19/03/2015	EFT1329	Abmusic Aboriginal Corporation	Performance - Motown Extravaganza	5,500.00
19/03/2015	EFT1330	Courier Australia	Freight	50.76
19/03/2015	EFT1331	Cunderdin Farmers Co-operative Co Ltd	Ant dust, Sealol, retic fittings, trailer lights	156.48
19/03/2015	EFT1332	DKT Rural Agencies	Jockey wheel, rapid set concrete, trailer wire	185.55
19/03/2015	EFT1333	Farmways Kellerberrin	2 x gas bottles LPG 45kg exchange	250.00
19/03/2015	EFT1334	Western Stabilizers	Wet mixing - Underwood Road	4,136.00
26/03/2015	EFT1335	Australia Post	Postage & Freight March 2015	117.95
26/03/2015	EFT1336	Australian Taxation Office	February 2015 BAS	6,465.00
26/03/2015	EFT1337	Avon Waste	Domestic refuse collection	1,743.72
26/03/2015	EFT1338	Patricia Bell	Sitting fee & travel March Council meeting	105.00
26/03/2015	EFT1339	Bitutek Pty Ltd	Bitumen Sealing works - Underwood Road	29,707.26
26/03/2015	EFT1340	Bunnings	Electrician - material purchases	493.88
26/03/2015	EFT1341	Narelle & Nick Caffell	Reimbursement of Community Bus Bond (TCC)	200.00
26/03/2015	EFT1342	Gamato Manufacturing	Electrician - material purchases	217.80
26/03/2015	EFT1343	MD Greenwood	Sitting fee & travel March Council meeting	158.60
26/03/2015	EFT1344	Brian Jones	Reimbursement - Flowers for S. Goodin's funeral	58.00
26/03/2015	EFT1345	JR & A Hersey Pty Ltd	White DY mark/ batteries/ PPE/ Duct & electrical tape	366.52
26/03/2015	EFT1346	Dustin McCreery	Sitting fee & travel March Council meeting	120.10
26/03/2015	EFT1347	Pacific Brands Workwear	Staff uniform - N Giffellon	130.90
26/03/2015	EFT1348	Peerless Jal Pty Ltd	Consumables for ablutions	242.55
26/03/2015	EFT1349	Perfect Computer Solutions Pty Ltd	Set up email for Tabloid	297.50
26/03/2015	EFT1350	Radio West	Area & event promotion - Motown Extravaganza	459.80
26/03/2015	EFT1351	State Library of WA	Recoveries of Lost and Damaged Books	1,282.60
26/03/2015	EFT1352	Thomson Donald.	Sitting fee & travel March Council meeting	140.20
26/03/2015	EFT1353	Scott Uppill	Sitting fee & travel March Council meeting	224.69
			Sub-total	248,261.51

Salaries & wages				
11/03/2015		Shire of Tammin	Salaries & Wages	20,147.49
25/03/2015		Shire of Tammin	Salaries & Wages	19,902.17
			Sub-total	40,049.66
			Total	308,221.24

Attachment item 11.2 Financial Report March 2015.