



Minutes of the Shire of Tammin Ordinary Council Meeting held at Council chambers,
1 Donnan Street Tammin, on Thursday 21 May 2015.

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 4.05pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

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

APOLOGIES

Nil

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 - (16 April 2015)

Recommendation:

That the Minutes of the Ordinary Council meeting held on 16 April 2015 be confirmed as a true record of proceedings.

MIN 22/15 MOTION – MOVED Cr Bell seconded Cr Thomson

That the Minutes of the Ordinary Council meeting held on 16 April 2015 be confirmed as a true record of proceedings.

CARRIED 6/0

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 | - ANZAC Day - 25 April 2015
- TEAVC meeting held on 19 May 2015 |
| Cr Greenwood | - TEAVC meeting held on 19 May 2015
- Cunderdin Primary Health Care Demonstration Site Project User Group meeting held on 20 May 2015 |

11. AGENDA ITEMS

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

Author – Sarah Symons, FO, 14 May 2015, Interest – Nil

BACKGROUND

Accounts paid for April 2015 is listed totaling:

Cheque numbers	6574 - 6577	\$6,786.96
Direct debit payments	01.04. – 30.04.2015	\$8,383.63
Licensing transfers	01.04. – 30.04.2015	\$6,009.95
Bank fees	01.04. – 30.04.2015	\$158.67
VISA payments	01.04. – 30.04.2015	\$548.60
EFT payments	EFT1354 - 1412	\$185,182.82
Salaries and Wages	01.04. – 30.04.2015	\$37,789.67
Total payments	01.04. – 30.04.2015	\$244,860.30

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 April 2015 be endorsed as follows:

Cheque numbers	6574 - 6577	\$6,786.96
Direct debit payments	01.04. – 30.04.2015	\$8,383.63
Licensing transfers	01.04. – 30.04.2015	\$6,009.95
Bank fees	01.04. – 30.04.2015	\$158.67
VISA payments	01.04. – 30.04.2015	\$548.60
EFT payments	EFT1354 - 1412	\$185,182.82
Salaries and Wages	01.04. – 30.04.2015	\$37,789.67
Total payments	01.04. – 30.04.2015	\$244,860.30

Simple Majority Required

MIN 23/15 MOTION – MOVED Cr Greenwood seconded Cr Thomson

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

Cheque numbers	6574 - 6577	\$6,786.96
Direct debit payments	01.04. – 30.04.2015	\$8,383.63
Licensing transfers	01.04. – 30.04.2015	\$6,009.95
Bank fees	01.04. – 30.04.2015	\$158.67
VISA payments	01.04. – 30.04.2015	\$548.60
EFT payments	EFT1354 - 1412	\$185,182.82
Salaries and Wages	01.04. – 30.04.2015	\$37,789.67
Total payments	01.04. – 30.04.2015	\$244,860.30

CARRIED 6/0

11.2 Financial Report to 30/04/2015 (FIN-05)

Author – Nathan Gilfellon, SFO, 15 May 2015, Interest – Nil

BACKGROUND

The Monthly Financial Report to 30 April 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 30 April 2015 be received.

Simple Majority Required

MIN 24/15 MOTION – MOVED Cr Bell seconded Cr McCreery

That the Financial Report for 30 April 2015 be received.

CARRIED 6/0

11.3 Draft Budget 2015/16

Author – Brian Jones

DECLARATION OF INTEREST

Nil

BACKGROUND

A first draft Budget for 2015/16 is included with the Agenda. This includes the schedules, budget notes, capital budget and construction program.

COMMENT

Please note the following key points of the Draft Budget:

- Total expenditure (\$2,913,111) exceeds total income (\$2,792,973) by \$120,138 and therefore further cuts in expenditure or increases in revenue are required.
- The Rates increase incorporated is only 2.0% for rates and nil for minimum rates. Council's adopted Long Term Financial Plan is for a rate increase of 7% every year for 10 years. Increasing the rate increase to 7% will yield approximately \$40,000 in extra revenue than what is included in the draft budget.
- Council agreed to raise a loan of \$100,000 for the Bowling Club project. This has been increased to \$150,000 in the draft budget due to the revenue shortfall.
- The draft budget bottom line does not include non-cash items (depreciation and profit/loss on sale of assets)
- The draft budget does not include the following items:
 - Funds to demolish & re-vegetate the old Depot site
 - Funds to sort out issues regarding our unauthorised effluent system and dam
 - Funds to upgrade lighting at Donnan park
 - Funds to prepare and/or implement a storm water re-use strategy for the Oval
 - Funds for a caravan park
 - Funds for upgrade to public toilets
 - Funds for a caravan dump point
 - Funds for a new community bus
 - Funds for new multi use sports court

Council is requested to review the draft budget and provide direction on amendments.

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.

Council is not adopting the Budget at this time but providing direction to allow the final budget to be prepared.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Sets out the Budget for 2015/16

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S RECOMMENDATION

That Council agree to the draft budget for 2015/16 as presented, with the following amendments:

- Rate increase of general rates to be 7.0%
- Amend administration salaries to account for annual leave taken
- Increase loan for Bowling Club project by \$20,000
- Any shortfall to be transferred in from relevant reserve funds

Simple Majority Required

MIN 25/15 MOTION – MOVED Cr Thomson seconded Cr McCreery

That Council agree to the draft budget for 2015/16 as presented, with the following amendments:

- Rate increase of general rates to be 7.0%
- Amend administration salaries to account for annual leave taken
- Increase loan for Bowling Club project by \$20,000
- Any shortfall to be transferred in from relevant reserve funds

CARRIED 6/0

11.4 Chief Executive Officer Recruitment

Author – Brian Jones

DECLARATION OF INTEREST

The Author is the current CEO.

BACKGROUND

The current Shire CEO was employed as an interim CEO on a 12 month contract expiring in December 2014. This was followed by a further 9 month contract expiring on 31 August 2015.

Council now needs to consider the recruitment of a permanent CEO.

COMMENT

Nil

STATUTORY ENVIRONMENT

A copy of the Department of Local Government Guideline “Employing a CEO” has been forwarded with the Agenda for Councillors information.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER’S RECOMMENDATION

For Council consideration

Simple Majority Required

MIN 26/15 MOTION – MOVED Cr Crane seconded Cr McCreery

That Council:

- Seek assistance from the Department of Local Government, as a matter of urgency, to facilitate and explore options regarding resource sharing a Chief Executive Officer
- Seek assistance from the Department of Local Government to explore options regarding achievable structural reform outcomes

CARRIED 6/0

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 5.50 pm.

Tabled before the Ordinary Council Meeting on 18 June 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 April 2015

PAYMENTS LIST April 2015				
Date	Reference	Supplier Name	Details	Amount
Cheque Payments				
08/04/2015	6574	Janice Garlett	Bond return - Hall Hire and Camping	400.00
04/13/2015	6574	Commonw ealth Bank	Cancelled - Reckon error	0.00
13/04/2015	6576	Tammin Shire of	Petty cash recoup - April 2015	227.65
23/04/2015	6577	Water Corporation	Water consumption 06/02 - 14/04/15	6,159.31
			Sub-total	6,786.96
Direct Debit payments				
07/04/2015	Debit	Commonw ealth Bank of Australia	EFTPOS Fee - March 2015	33.94
28/04/2015	Debit	Western Australian Treasury Corporation	Loan repayments	8,349.69
			Sub-total	8,383.63
Licensing Transfer				
01/04/2015	J2478	Department of Transport	Licensing 01/04/2015	946.05
07/04/2015	J2492	Department of Transport	Licensing 07/04/2015	16.60
10/04/2015	J2499	Department of Transport	Licensing 10/04/2015	90.80
13/04/2015	J2500	Department of Transport	Licensing 13/04/2015	456.90
14/04/2015	J2501	Department of Transport	Licensing 14/04/2015	246.80
15/04/2015	J2502	Department of Transport	Licensing 15/04/2015	65.55
17/04/2015	J2516	Department of Transport	Licensing 17/04/2015	324.15
20/04/2015	J2517	Department of Transport	Licensing 20/04/2015	79.20
21/04/2015	J2520	Department of Transport	Licensing 21/04/2015	153.45
22/04/2015	J2521	Department of Transport	Licensing 22/04/2015	335.80
23/04/2015	J2527	Department of Transport	Licensing 23/04/2015	1,756.40
24/04/2015	J2528	Department of Transport	Licensing 24/04/2015	197.40
28/04/2015	J2533	Department of Transport	Licensing 28/04/2015	817.70
29/04/2015	J2534	Department of Transport	Licensing 29/04/2015	523.15
			Sub-total	6,009.95
Bank Fees				
01/04/2015	Debit	Commonw ealth Bank of Australia	Merchant Fee - March 2015	48.97
02/04/2015	J2503	National Australia Bank	NAB Transact Fee - Access & Usage for Apr 2015	4.90
30/04/2015	J2544	National Australia Bank	Account Fees for April 2015 for Muni Account	42.80
30/04/2015	J2545	National Australia Bank	Account Fees for April 2015 for Trust Account	20.00
30/04/2015	J2546	National Australia Bank	Account Fees for April 2015 for DPI Account	20.00
30/04/2015	Debit	National Australia Bank	NAB Merchant Fee - April 2015	22.00
			Sub-total	158.67
VISA Payments				
2/04/2015	VISA	Streetdata	Credit SMS bullet	19.53
2/04/2015	VISA	Water Dynamics	Regulator for oval reticulation	75.93
2/04/2015	VISA	Safety Culture	Computer programme for aged survey	5.50
2/04/2015	VISA	Mullaloo Beach Hotel	Refreshments & entertainment	256.00
2/04/2015	VISA	Adobe PDF	Adobe PDF pack annual subscription	89.99
2/04/2015	VISA	Westnet	Internet office	89.95
2/04/2015	VISA	NAB	Credit card fee	11.70
			Sub-total	548.60

EFT Payments				
01/04/2015	EFT1354	LGRCEU	Union fees	38.80
01/04/2015	EFT1355	LGRCEU	Union fees	38.80
01/04/2015	EFT1356	Prime Super	Superannuation	70.47
01/04/2015	EFT1357	REST Superannuation	Superannuation	874.87
01/04/2015	EFT1358	WALG Superannuation	Superannuation	7,267.19
02/04/2015	EFT1359	Av-Sec Security Services	Security guards - Motown Extravaganza	440.00
02/04/2015	EFT1360	Bunnings	Electrician - material purchases	33.05
02/04/2015	EFT1361	Construction Training Fund	BCITF levy	904.70
	EFT1362	NOT USED		
02/04/2015	EFT1363	Department of Commerce.	Building Service Levy - March 2015	392.10
02/04/2015	EFT1364	Gamato Manufacturing	Electrician - material purchases	295.90
02/04/2015	EFT1365	Shire of York	Reimbursements - TBS Equipment Maintenance	78.32
02/04/2015	EFT1366	Synergy	Electricity consumption 10/01 - 18/03/15	540.49
02/04/2015	EFT1367	Telstra	Internet & phone 18/03 - 17/04/15	1,404.59
02/04/2015	EFT1368	WA Contract Ranger Services	Ranger Services from 05/03 - 20/03/15	607.75
09/04/2015	EFT1369	Austral Mercantile Collections Pty Ltd	Legal expenses for rates collection	3,122.16
09/04/2015	EFT1370	Courier Australia	Freight charges	78.34
09/04/2015	EFT1371	Cunderdin Farmers Co-operative Co Ltd	Ant dust, tape, solenoids, pressure valves, retic controller, 2-way tap, ratchet clips, joiners	436.39
09/04/2015	EFT1372	Debora Souza	Bond return - Hall Hire	300.00
09/04/2015	EFT1373	FESA	ESL	1,856.37
09/04/2015	EFT1374	Gull Tammin Roadhouse	March 2015 - catering, drinks, papers	149.08
09/04/2015	EFT1375	Officeworks	Stationery	118.65
09/04/2015	EFT1376	State Library of WA	Recoveries of Lost and Damaged Books	14.30
09/04/2015	EFT1377	Tammin Hotel	Refreshments	48.00
09/04/2015	EFT1378	Tammin Post Office.	Stationery	56.64
09/04/2015	EFT1379	Telstra	Internet & phone - 23/3 - 22/04/15	858.77
09/04/2015	EFT1380	Wright Express Australia (Puma)	Fuels & Oils - March 2015	2,504.58
16/04/2015	EFT1381	Ambience Air	Replacement airconditioner unit - 20 Ridley St	3,410.00
16/04/2015	EFT1382	Courier Australia	Freight charges	16.43
16/04/2015	EFT1383	Eastern Hills Saws & Mowers Pty Ltd	Chain grinder and chains	537.50
16/04/2015	EFT1384	George Johnson	Consulting fees - Tammin waste site	682.00
16/04/2015	EFT1385	Kleenheat Gas	Tamma Village - Bulk Gas	173.53
16/04/2015	EFT1386	LGIS Risk Management	Reg. Risk Co-Ordinator Program Jan - Jun 15	1,373.90
16/04/2015	EFT1387	QC Ultimate Clean	Carpet cleaning	1,985.72
16/04/2015	EFT1388	Rural Press Regional Media (WA) Pty Ltd	Adverts - Works Supervisor/Motown Extravaganza	501.04
16/04/2015	EFT1389	Shire of Derby/ West Kimberley	Return of incorrect funds receipt	20,000.00
16/04/2015	EFT1390	Stuey's Plumbing services	Depot - HWS & wash down bay	440.55
23/04/2015	EFT1391	Australian Taxation Office	March 2015 BAS	2,211.00
23/04/2015	EFT1392	Avon Waste	Domestic refuse collection	1,743.72
23/04/2015	EFT1393	Patricia Bell	Sitting fee & travel reimbursement	105.00
23/04/2015	EFT1394	Bunnings	Lockable garage door fittings	76.62
23/04/2015	EFT1395	Courier Australia	Freight charges	32.37
23/04/2015	EFT1396	Carol Crane	Sitting fee & travel reimbursement	105.00
23/04/2015	EFT1397	Cunderdin Contract Grading	Maintenance grading of bus routes	10,934.00
23/04/2015	EFT1398	DKT Rural Agencies	Depot & general maintenance supplies	3,052.25
23/04/2015	EFT1399	F-111 Engineering Pty Ltd	Ad Blue/ Hydraulic Oil/ Grease	1,829.08
23/04/2015	EFT1400	Michael Greenwood	Sitting fee & travel reimbursement	153.20
23/04/2015	EFT1401	IT Vision	SynergySoft Implementation Services - March	6,050.00
23/04/2015	EFT1402	Kellerberrin Tyre Service	Puncture repair and balancing - 2TN	26.00
23/04/2015	EFT1403	Landgate	Rural UV interim valuation	250.00
23/04/2015	EFT1404	McGrath Homes	Progress claim on 5 & 7 Nottage Way constructions	97,000.00
23/04/2015	EFT1405	MM Electrical Merchandising	Electrician - material purchases	3,118.60
23/04/2015	EFT1406	Radio West	Advertising campaign for Merindas & Dulcitorones	193.05
23/04/2015	EFT1407	State Library of WA	Recoveries of Lost and Damaged Books	20.90
23/04/2015	EFT1408	Synergy	Power usage from 31/01 - 01/04/15	5,974.15
23/04/2015	EFT1409	Tammin Hotel	Refreshments	94.00
23/04/2015	EFT1410	Thompson Signs	Supply and fit new window sign "Office hours"	198.00
23/04/2015	EFT1411	Donald Thomson	Sitting fee & travel reimbursement	140.20
23/04/2015	EFT1412	Scott Uppill	Sitting fee & travel reimbursement	224.70
			Sub-total	185,182.82
Salaries & wages				
08/04/2015		Shire of Tammin	Salaries & Wages	18,679.63
22/04/2015		Shire of Tammin	Salaries & Wages	19,110.04
			Sub-total	37,789.67
			Total	244,860.30

Attachment item 11.2 Financial Report April 2015.