



Minutes of the Shire of Tammin Ordinary Council Meeting held at Council chambers,
1 Donnan Street Tammin, on Thursday 30 July 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 4.20pm and welcomed visitor Peter Naylor.

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. D. Thomson	Member
Brian Jones	Chief Executive Officer
Peter Naylor	Chief Executive Officer Shire of Cunderdin

APOLOGIES

Nil

LEAVE OF ABSENCE

Cr Bell has been granted leave of absence from the July 2015 Ordinary Council meeting.

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 - (18 June 2015)

Recommendation:

That the Minutes of the Ordinary Council meeting held on 18 June 2015 be confirmed as a true record of proceedings.

MIN 36/15 MOTION – MOVED Cr Thomson seconded Cr McCreery

That the Minutes of the Ordinary Council meeting held on 18 June 2015 be confirmed as a true record of proceedings.

CARRIED 5/0

7.2 SPECIAL COUNCIL MEETING MINUTES - (30 June 2015)

Recommendation:

That the Minutes of the Special Council meeting held on 30 June 2015 be confirmed as a true record of proceedings.

Simple Majority Required

MIN 37/15 MOTION – MOVED Cr Crane seconded Cr McCreery

That the Minutes of the Special Council meeting held on 30 June 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:

Crs Uppill, Greenwood, McCreery and Bell attended a joint meeting with the Cunderdin Shire Council on Thursday 16 July.

Cr Uppill Attended the Kellerberrin Shire Council meeting held on Tuesday 21 July

Attended the RRG sub group meeting held on Thursday 30 July 2015 where he was appointed to the position of Chairperson and Greg Stephens was appointed Secretary, for the next two years.

11. AGENDA ITEMS

11.1 List of Payments – June 2015

Author – Sarah Symons, FO, 6 July 2015, Interest – Nil

BACKGROUND

Accounts paid for June 2015 is listed totaling:

Cheque numbers	6581 - 6586	\$10,965.19
Direct debit payments	01.06. - 30.06.2015	\$7,966.70
Licensing transfers	01.06. - 30.06.2015	\$11,731.55
Bank fees	01.06. - 30.06.2015	\$205.51
VISA payments	01.06. - 30.06.2015	\$136.35
EFT payments	EFT1487 - 1554	\$185,646.10
Salaries and Wages	01.06. - 30.06.2015	\$40,038.33
Total payments	01.06. - 30.06.2015	\$256,689,73

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 30 June 2015 be endorsed as follows:

Cheque numbers	6581 - 6586	\$10,965.19
Direct debit payments	01.06. - 30.06.2015	\$7,966.70
Licensing transfers	01.06. - 30.06.2015	\$11,731.55
Bank fees	01.06. - 30.06.2015	\$205.51
VISA payments	01.06. - 30.06.2015	\$136.35
EFT payments	EFT1487 - 1554	\$185,646.10
Salaries and Wages	01.06. - 30.06.2015	\$40,038.33
Total payments	01.06. - 30.06.2015	\$256,689,73

Simple Majority Required

MIN 38/15 MOTION – MOVED Cr Thomson seconded Cr McCreery

That the list of payments made for 30 June 2015 be endorsed as follows:

Cheque numbers	6581 - 6586	\$10,965.19
Direct debit payments	01.06. - 30.06.2015	\$7,966.70
Licensing transfers	01.06. - 30.06.2015	\$11,731.55
Bank fees	01.06. - 30.06.2015	\$205.51
VISA payments	01.06. - 30.06.2015	\$136.35
EFT payments	EFT1487 - 1554	\$185,646.10
Salaries and Wages	01.06. - 30.06.2015	\$40,038.33
Total payments	01.06. - 30.06.2015	\$256,689.73

CARRIED 5/0

11.2 Financial Report to 30/06/2015

Author –Nathan Gilfellon, SFO, 22 July 2015, Interest – Nil

BACKGROUND

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

Simple Majority Required

MIN 39/15 MOTION – MOVED Cr McCreery seconded Cr Crane

That the Financial Report for 30 June 2015 be received.

CARRIED 5/0

11.3 Adoption of 2015/16 Budget

Author – Brian Jones

DECLARATION OF INTEREST

Nil

BACKGROUND

A copy of the draft 2015/16 Budget, prepared in accordance with the requirements of the local government (finance) regulations is attached.

The draft Budget has been prepared with due regard to our Strategic Community Plan, Long Term Financial Plan and the Corporate Business Plan.

Council agreed to the income and expenditure contained in the draft Budget at the ordinary Council meeting held on 21 May 2015, which is now presented in the statutory format for formal adoption.

COMMENT

The Budget allows for an increase of approximately 7.0% in the general rates for both GRV and UV valued properties and no change to the minimum rates.

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

The draft Budget includes the creation of a new reserve fund, being the Bowling Green Replacement Reserve. The creation of this reserve fund is a requirement of the funding agreement with the Department of Sport & Recreation. The purpose of the reserve fund is to set aside funds for the replacement of the synthetic playing surface at the end of its useful life.

The Tammin Bowling Club has agreed to provide funds to the Shire each year for investment into the reserve fund as required.

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

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

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 2015/16

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 2015/16) 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 2015/16 year at:

Unimproved Value \$465.00

Gross Rental Value \$465.00

6) Adopt a rate in the dollar of 1.7132 cents for the Unimproved Valuation rating in 2015/16

7) Adopt a rate in the dollar of 10.3731 cents for the Gross Rental Valuation rating in 2015/16

- 8) Endorse the creation of the new reserve fund, being the Bowling Green Replacement Reserve for the purpose of setting aside funds for the replacement of the synthetic playing surface at the end of its useful life.

Absolute Majority Required

That Council:

Adopt the Budget for the financial year to 30 June 2016, as presented.

Absolute Majority Required

MIN 40/15 MOTION – MOVED Cr McCreery seconded Cr Uppill

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 2015/16
- 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 2015/16) 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 2015/16 year at:

Unimproved Value	\$465.00
Gross Rental Value	\$465.00
- 6) Adopt a rate in the dollar of 1.7132 cents for the Unimproved Valuation rating in 2015/16
- 7) Adopt a rate in the dollar of 10.3731 cents for the Gross Rental Valuation rating in 2015/16
- 8) Endorse the creation of the new reserve fund, being the Bowling Green Replacement Reserve for the purpose of setting aside funds for the replacement of the synthetic playing surface at the end of its useful life.

That Council:

Adopt the Budget for the financial year to 30 June 2016, as presented.

CARRIED BY ABSOLUTE MAJORITY 5/0

11.4 Adoption of Disability Access and Inclusion Plan (DAIP) – OSGOV-41

Author – Jenny Gemund

DECLARATION OF INTEREST

Nil

BACKGROUND

The Disability Services Act 1993 requires public authorities (Western Australian State Government agencies and Local Governments authorities) to develop and implement a Disability Access and Inclusion Plan (DAIP) to further the principles and objectives of the Act.

COMMENT

The Shire of Tammin's current DAIP has lapsed and administration has worked with the Disability Services Commission to prepare the draft Plan for Council consideration.

STATUTORY ENVIRONMENT

Part 5 — Disability access and inclusion plans by public authorities

27. Application of Part

- (1) This Part applies to public authorities.
- (2) Notwithstanding subsection (1), regulations may declare that this Part does not apply to a specified public authority.

28. Disability access and inclusion plans

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.
- (2) A disability access and inclusion plan must meet any prescribed standards.
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —
 - (a) if the authority was established before the commencement of the *Disability Services Amendment Act 2004*, without delay;
 - (b) if the authority is established after the commencement of the *Disability Services Amendment Act 2004*, within 12 months after the day on which it is established.
- (4) A public authority may amend its disability access and inclusion plan at any time.
- (5) A public authority may review its disability access and inclusion plan at any time.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

The community was invited to view and comment on the draft DAIP. The Shire has received no submissions or comments.

OFFICER'S RECOMMENDATION

That Council adopts the DAIP 2015-20 as presented.

Simple Majority Required

MIN 41/15 MOTION – MOVED Cr Thomson seconded Cr Greenwood

That Council adopts the DAIP 2015-20 as presented.

CARRIED 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 5 August 2015 at the Perth Convention Exhibition Centre.

COMMENT

The WALGA AGM agenda has been included as an attachment to the Agenda. In accordance with Council Policy, the motions are listed below for deliberation, and if deemed appropriate by Council, to give voting delegates direction.

Town of Bassendean to move:

MOTION

That WALGA advocate to the Federal and Western Australian State Government a Nationwide program for the eradication of Trachoma in Indigenous Populations, especially in Western Australia

Shire of Bridgetown-Greenbushes to move:

MOTION

That WALGA lobby the Minister for Regional Development to negotiate conditions on the use of Royalties for Regions funds for enhancement of the State Government's prescribed burning program to ensure that these additional funds are used only for prescribed burns for asset preservation and protection around towns and settlements and that the funds not be used for broad scale prescribed burning of forests and national parks distant from towns and settlements.

City of Bunbury to move:

MOTION

1. That WALGA move to seek that the Fire and Emergency Services Commissioner recognises existing Local Government bushfire risk assessment processes that demonstrate sufficient rigour and accept that Local Government's Bushfire Risk Mapping in the application of the new Bushfire (Planning) Regulations.
2. That appropriate support be provided to Local Government, to offset the costs and delays that will be incurred as a result of implementing the new Regulations into the development application processes. This would include (but not limited to) training in bushfire risk assessment - Bushfire Attack Level (BAL). A media campaign to explain the new Regulations and its impacts would assist in deflecting some of the negative reaction that may be incurred by Local Governments.
3. That WALGA request the State Government to assist with the implications of State owned lands providing risk to developments. Rather than insist on construction requirements to increase resilience for new structures, it may be more beneficial to treat the risk. This would be especially important where existing structures are also impacted. Currently, the Bush Fires Act (1954) does not bind the Crown.

City of Bunbury to move:

MOTION

That WALGA:

1. acknowledge that hoarding is a complex problem for Local Governments to address in Western Australia.
2. facilitate the development of an integrated response to the problem of hoarding by using consistent best practice standards, which can be applied by all Local Governments in Western Australia.

City of Bunbury to move:

MOTION

1. That WALGA move to seek that the State Government declare Shark Attack as a 'hazard' within the Emergency Management Regulations (2006) and assign an Hazard Management Agency, for the development and maintenance of Hazard Management Arrangements. This agency would then also be responsible for the provision of community information and advice, to enable the community to make informed decisions with their use of the marine environment.
2. That WALGA recommend the adoption of the South West Local Government Response Flowchart and Responsibility Matrix, as the basis for Local Government response to any credible risk from sharks in local waters.
3. That WALGA act on behalf of WA Local Governments in the negotiation with the Department of Fisheries, to ensure that Local Government Officers are not expected to make any response decisions, where they do not have the Subject Matter Expertise, nor jurisdiction (i.e. when to open a beach after sighting, or when to close a beach etc.) for those decisions.

City of Mandurah to move:

MOTION

That WALGA lobby for a single State Government agency to be responsible for inland waterway shoreline management in the same manner as the Department of Transport' current role to administer the State Government's policy directly relating to coastal management.

Shire of Toodyay to move:

MOTION

That WALGA request the State Government as a matter of urgency:

- Develop a waste management infrastructure plan for Western Australia
- Progress regulatory reforms to establish a framework for planning and siting of landfills.
- Implement a moratorium on new private landfill approvals until adoption of a durable planning framework.

Shire of Murray to move:

MOTION

That WALGA Lobby the Minister for Agriculture and Food seeking support for a multi-tiered approach to the management of Narrow Leafed Cotton Bush including:

- Training Local Government staff who can assist with infringing any land-owners not managing cotton bush and other declared pests.
- Provide funding to regional biosecurity groups of \$100,000 per annum to ensure their survival.
- Make Changes to the Biosecurity and Agriculture Management Act 2007 (BAM) to ensure any pest rate raised stays within the district
- Request cabinet address the issue of cotton bush and the inaction of state departments in managing their own land.

Shire of Northampton to move:

MOTION

That WALGA is to investigate legislation changes to allow Local Governments to recover fines issued to illegal campers through vehicle hire companies (as a majority of offenders are from overseas using hire vans/vehicles), as an example, to try and assist Local Governments to control this activity and recover costs incurred in policing illegal camping.

City of Mandurah to move:

MOTION

That WALGA increases it's lobbying for an amendment to the Local Government Act 1995 Section 6.26(2)(g) to allow land used for charitable purposes to be rateable if it is used for housing.

City of Melville to move:

MOTION

That the *Local Government (Functions and General) Regulations 1996* (as amended from time to time) be amended so the minimum threshold for the purchase of a good or service, be altered to match the threshold level from time to time gazetted under the State Supply Policies for State Government Departments and instrumentalities.

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

Council delegates to vote as per their discretion

11.6 Chief Executive Officer

Author – Brian Jones

DECLARATION OF INTEREST

Nil

BACKGROUND

At a Special Council meeting held on Tuesday 30 June 2015 Council passed the following resolution:

That Council:

- *Agree to work with the Shire of Cunderdin to prepare a Business Plan to identify the benefits of sharing one Shire Chief Executive Officer between the two local governments. The Business Plan to include other associated staffing and resource sharing opportunities and include a resource sharing agreement for consideration of each Council. Funding provided by the Department of Local Government to be utilised to employ a consultant to assist with the Business Plan preparation.*
- *Authorise the CEO to commence discussions with the Shire of Cunderdin, including preparation of terms of reference for a consultancy and to arrange for the respective Councils to meet to discuss the proposal further.*

Since that time the following actions have occurred:

- Friday 3 July The Tammin and Cunderdin CEO met to discuss the proposal (meeting notes attached)
- Wed 15 July The Cunderdin CEO visited Tammin to meet staff and discuss Terms of Reference for the proposed consultancy.
- Thu 16 July Cr Uppill (Shire President), Cr McCreery, Cr Greenwood, Cr Bell and the CEO met with the Council and CEO of the Cunderdin Shire.

The proposed Terms of Reference (copy attached) was generally agreed to and Darren Long Consulting has been engaged to complete the project.

COMMENT

Council needs to deal with the following issues:

The Cunderdin Shire CEO is away on leave for all of September 2015 and the current CEO finishes on 31 August 2015 therefore Council needs to appoint an Acting CEO for September 2015.

Beyond 30 September 2015, Council will need to either appoint a permanent CEO or interim CEO. It is presumed that the Business Plan will be completed and if Council decides they can appoint Peter Naylor as CEO from 1 October 2015.

Council needs to be aware that whoever is appointed as acting CEO will also be the Returning Officer for that period.

Council needs to determine the Council representatives on the Resource Sharing Committee. It is important that the two Council representatives are able to attend meetings. Council has had only one representative at SEARTG, GECZ and CQT meetings during the past 20 months. This means that Tammin has had one vote while all other local governments have two votes.

The current Shire vehicle is provided as part of the CEO's salary package. If Council decides to resource share a CEO with the Shire of Cunderdin then Council may wish to downgrade the standard of vehicle, as it will only be required for administrative purposes.

Council will need to determine the future of 14 Russell Street and a report will be presented to the August meeting to deal with a strategy for the future of the Shires housing.

FINANCIAL IMPLICATIONS

Tammin is a band four local government in regards to the salary bands determined by the salaries and allowances tribunal. The current salary range is \$125,079 - \$195,280.

Therefore if there is no private use of a vehicle or other benefits the minimum salary payable is \$114,230 + \$10,852 (superannuation) = \$125,082.

POLICY IMPLICATIONS

Nil

STATUTORY IMPLICATIONS

5.36. Local government employees

(1) A local government is to employ —

(a) a person to be the CEO of the local government

(2) A person is not to be employed in the position of CEO unless the council —

(a) believes that the person is suitably qualified for the position; and

(b) is satisfied* with the provisions of the proposed employment contract.

* Absolute majority required.

18A. Vacancy in position of CEO or senior employee to be advertised

(1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —

(a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or

(b) a person who will be acting in the position for a term not exceeding one year.

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S RECOMMENDATION

That Council:

Appoint _____ as acting CEO for the period 1 September 2015 to 30 September 2015.

Appoint the Shire President Cr Uppill and Cr _____ to the Cunderdin Tammin Resource Sharing Committee.

Absolute Majority Required

MIN 42/15 MOTION – MOVED Cr Thomson seconded Cr McCreery

That Council:

Appoint Jenny Gemund as acting Chief Executive Officer for the period 1 September 2015 to 30 September 2015.

CARRIED BY ABSOLUTE MAJORITY 5/0

MIN 43/15 MOTION – MOVED Cr Uppill seconded Cr Thomson

That Council:

Appoint the Shire President Cr Uppill and Cr Crane to the Cunderdin Tammin Resource Sharing Committee.

CARRIED BY ABSOLUTE MAJORITY 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

14 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5.20 pm.

Tabled before the Ordinary Council Meeting on 20 August 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.*

PAYMENTS LIST JUNE 2015				
Date	Reference	Supplier Name	Details	Amount
Cheque Payments				
04/06/2015	6581	Water Corporation	Water consumption 12/03 - 13/05/15	54.87
10/06/2015	6582	Shire of Tammin	Petty cash recoup - June 2015	247.85
24/06/2015	6583	Shire of Tammin	Plant & vehicle registration renewals	2,239.40
24/06/2015	6584	Water Corporation	Water consumption 14/4 - 30/6/15	5,630.84
30/06/2015	6585	Anameka Farms	Gravel Royalties	2,543.68
30/06/2015	6586	Rogers RA & Co	Gravel Royalties	248.55
			Sub-total	10,965.19
Direct Debit payments				
03/06/2015	Debit	Commonwealth Bank of Australia	EFTPOS Fee - May 2015	15.01
04/06/2015	Debit	Westnet	Anti Spam system - annual renewal	49.95
30/06/2015	Debit	National Australia Bank	Merchant Fee - Access & Usage June 2015	22.49
30/06/2015	Debit	Western Australian Treasury Corporation	Loan repayments	7,879.25
			Sub-total	7,966.70
Licensing Transfer				
02/06/2015	J2044	Department of Transport	Licensing 02/06/2015	611.30
03/06/2015	J1986	Department of Transport	Licensing 03/06/2015	658.20
04/06/2015	J1989	Department of Transport	Licensing 04/06/2015	40.70
05/06/2015	J1992	Department of Transport	Licensing 05/06/2015	1,370.45
08/06/2015	J1993	Department of Transport	Licensing 08/06/2015	500.05
09/06/2015	J1997	Department of Transport	Licensing 09/06/2015	897.75
10/06/2015	J2000	Department of Transport	Licensing 10/06/2015	428.95
11/06/2015	J2020	Department of Transport	Licensing 11/06/2015	625.60
15/06/2015	J2021	Department of Transport	Licensing 15/06/2015	167.05
16/06/2015	J2022	Department of Transport	Licensing 16/06/2015	40.70
17/06/2015	J2026	Department of Transport	Licensing 17/06/2015	753.50
19/06/2015	J2027	Department of Transport	Licensing 19/06/2015	1,494.60
22/06/2015	J2032	Department of Transport	Licensing 22/06/2015	410.55
24/06/2015	J2037	Department of Transport	Licensing 24/06/2015	232.30
25/06/2015	J2038	Department of Transport	Licensing 25/06/2015	2,573.70
26/06/2015	J2039	Department of Transport	Licensing 26/06/2015	587.30
29/06/2015	J2044	Department of Transport	Licensing 29/06/2015	314.85
30/06/2015	J2045	Department of Transport	Licensing 30/06/2015	24.00
			Sub-total	11,731.55
Bank Fees				
02/06/2015	Debit	Commonwealth Bank of Australia	Merchant Fee - May 2015	72.72
03/06/2015	Debit	National Australia Bank	Transact Fee - Access & Usage May 2015	4.90
19/06/2015	Debit	National Australia Bank	Connect Fee - Access & Usage June 15	39.99
30/06/2015	J2048	National Australia Bank	Account Fees June 15 Muni Account	47.90
30/06/2015	J2049	National Australia Bank	Account Fees June 15 Trust Account	20.00
30/06/2015	J2050	National Australia Bank	Account Fees June 15 DPI Account	20.00
			Sub-total	205.51
VISA Payments				
03/06/2015	VISA	City of Perth	Parking for meeting with Minister	6.90
03/06/2015	VISA	Mundaring Artisan Bakery	Refreshments - trip to Perth for meeting with Minister	25.00
03/06/2015	VISA	Safety Culture	Subscription for May 15	5.50
03/06/2015	VISA	Westnet	Internet Office	89.95
03/06/2015	VISA	NAB	Credit card fee	9.00
			Sub-total	136.35

EFT Payments				
04/06/2015	EFT1487	Kellerberrin Pipeline Newsletter	Full page ads - FUSE Festival 2014	51.00
04/06/2015	EFT1488	Pacific Brands Workwear	Staff uniform - J Gemund	207.90
04/06/2015	EFT1489	Synergy	Electricity consumption 19/3 - 20/5/15	385.95
04/06/2015	EFT1490	Telstra	Telephone & Internet May 2015	461.81
04/06/2015	EFT1491	WA Contract Ranger Services	Ranger Services 12/05 - 25/05/15	490.87
04/06/2015	EFT1492	WALGA	West Australian advertising - Works Supervisor	673.37
04/06/2015	EFT1493	Western Lockservice	Padlocks and keys	478.80
04/06/2015	EFT1494	WOBM	Meter reading for Fuji Xerox Apeos port	136.24
11/06/2015	EFT1495	Avon Valley Glass	4 x Aplimesh screens - supply, installation & travel	779.00
11/06/2015	EFT1496	CNW Pty Ltd	Electrician - material purchases	313.41
11/06/2015	EFT1497	Courier Australia	Freight	628.26
11/06/2015	EFT1498	F-111 Engineering Pty Ltd	Service & repairs to various vehicles; build of new standpipe	28,976.15
11/06/2015	EFT1499	Geldens	Uniform - J Gemund	302.00
11/06/2015	EFT1500	Shire of Kellerberrin	Annual inspection of Community Bus	144.30
11/06/2015	EFT1501	Kellerberrin Tyre Service	Repair and bead seal rim - Toro Wheel	36.00
11/06/2015	EFT1502	St John Ambulance WA Inc.	2 x First Aid Kits	299.00
11/06/2015	EFT1503	State Library of WA	Freight recoup 2014-15	295.64
11/06/2015	EFT1504	Tammin Post Office	Stationery	92.70
11/06/2015	EFT1505	Telstra	Telephone & Internet May/June 2015	958.49
11/06/2015	EFT1506	Wright Express Australia (Puma)	Fuels and oils - June 2015	5,304.72
11/06/2015	EFT1507	Prime Super	Superannuation	74.22
11/06/2015	EFT1508	REST Superannuation	Superannuation	942.42
11/06/2015	EFT1509	WALG Superannuation	Superannuation	6,894.49
11/06/2015	EFT1510	LGRCEU	Union fees	58.20
11/06/2015	EFT1511	LGRCEU	Union fees	58.20
24/06/2015	EFT1512	Baileys Fertilisers	20kg Energy Turf/ Green Plus Liquid Fert	2,534.40
24/06/2015	EFT1513	Patricia Bell	Sitting fee & travel reimbursement	105.00
24/06/2015	EFT1514	Bunnings	Electrician - material purchases	58.51
24/06/2015	EFT1515	Chatfield's	Grave digging; manufacture of light guard	484.00
24/06/2015	EFT1516	CNW Pty Ltd	Electrician - material purchases	1,907.78
24/06/2015	EFT1517	Courier Australia	Freight	86.49
24/06/2015	EFT1518	Carol Crane	Sitting fee & travel reimbursement	105.00
24/06/2015	EFT1519	Cunderdin Farmers Co-operative Co Ltd	Windmaster for chemical shed; depot consumables	174.39
24/06/2015	EFT1520	DKT Rural Agencies	Parts - two-way radio, UHF antenna, weedmaster	1,115.50
24/06/2015	EFT1521	Forsyth NJ & CJ	Rates reimbursement	3,233.93
24/06/2015	EFT1522	Michael Greenwood	Sitting fee & travel reimbursement	153.20
24/06/2015	EFT1523	Gull Tammin Roadhouse	June 2015 - catering, drinks, papers	287.83
24/06/2015	EFT1524	IT Vision	SynergySoft Implementation Services May	6,050.00
24/06/2015	EFT1525	Kellerberrin Tyre Service	Puncture and tyre repairs	94.00
24/06/2015	EFT1526	Kleenheat Gas	Tamma Village - bulk gas	128.13
24/06/2015	EFT1527	Landgate	Rural UV Interim Valuation	77.00
24/06/2015	EFT1528	Dustin McCreery	Sitting fee & travel reimbursement	120.10
24/06/2015	EFT1529	McGrath Homes	Progress claim - completion of 5 & 7 Nottage Way Houses	97,000.00
24/06/2015	EFT1530	Officeworks	Whiteboard	134.73
24/06/2015	EFT1531	Perfect Computer Solutions Pty Ltd	SynergySoft upgrade	935.00
24/06/2015	EFT1532	Polytechnic West	1st Semester course fees - C Smith	523.13
24/06/2015	EFT1533	Reckon Limited	Annual renewal 2015	775.00
24/06/2015	EFT1534	Rural Press Regional Media (WA) Pty Ltd	Advert - Works Supervisor	387.48
24/06/2015	EFT1535	Sarah Symons	Accommodation & meal reimbursements	192.78
24/06/2015	EFT1536	Synergy	Electricity consumption 2/4 - 4/6/15	4,737.50
24/06/2015	EFT1537	Donald Thomson	Sitting fee & travel reimbursement	140.20
24/06/2015	EFT1538	Scott Uppill	Sitting fee & travel reimbursement	224.70
24/06/2015	EFT1539	WALGA	Rates training course - S Symons	1,045.00
30/06/2015	EFT1540	Australia Post	Postage June 2015	27.75
30/06/2015	EFT1541	Avon Waste	Domestic refuse collection	2,076.65
30/06/2015	EFT1542	Chatfield's	Service on Ammann Roller; repairs to loader	5,100.07
30/06/2015	EFT1543	Conplant Pty Ltd	Parts for Ammann Roller	31.58
30/06/2015	EFT1544	Country Arts WA	Annual subscribers membership fee	110.00
30/06/2015	EFT1545	Farmways Kellerberrin	2 x Padlock master	66.75
30/06/2015	EFT1546	Filters Plus	Filters for loaders	1,115.73
30/06/2015	EFT1547	Gull Tammin Roadhouse	October 2014 - catering, drinks, papers	119.41
30/06/2015	EFT1548	Hutton & Northey Sales	Parts for Case Loader	1,900.93
30/06/2015	EFT1549	MM Electrical Merchandising	Electrician - material purchases	1,175.17
30/06/2015	EFT1550	Officeworks	Stationery	267.92
30/06/2015	EFT1551	Pacific Brands Workwear	Staff uniforms - S Symons	393.90
30/06/2015	EFT1552	Perfect Computer Solutions Pty Ltd	SynergySoft update	170.00
30/06/2015	EFT1553	Telstra	Telephone & Internet June 2015	488.32
30/06/2015	EFT1554	WA Contract Ranger Services	Ranger Services 5/06 - 26/06/15	748.00
			Sub-total	185,646.10
Salaries & wages				
03/06/2015		Shire of Tammin	Salaries & wages	20,080.23
16/06/2015		Shire of Tammin	Salaries & wages	19,958.10
			Sub-total	40,038.33
			Total	256,689.73

Attachment item 11.2 Financial Report June 2015.