

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### MINUTES



#### NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Thursday March 22<sup>nd</sup>, 2018** in the **Yorkrakine Hall**, at **5pm**.

Neville Hale  
Chief Executive Officer

#### MISSION STATEMENT

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

## **Contents**

AGENDA .....	3
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	3
2. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES .....	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. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	4
7.1 Ordinary Council Meeting Minutes .....	4
8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION .....	4
9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	4
10. MATTERS FOR CONSIDERATION – FINANCE .....	5
10.1 List of Payments for February 2018 .....	5
10.2 Financial Management Report for the month of February 2018 .....	8
10.3 Trent Nicholls – Financial Assistance .....	10
10.4 Wheatbelt Conference – 5 – 6 April 2018 .....	12
10.5 Trailer Mounted Toilet Facility .....	14
10.6 Tennis Court Landscaping .....	17
11. MATTERS FOR CONSIDERATION – ADMINISTRATION .....	20
11.1 Corporate Business Plan Report .....	20
11.2 Tammin Town Centre Visioning Plan .....	23
11.3 Community Crop .....	27
11.4 Local Law – Meeting Procedures Local Law .....	29
11.5 Compliance Audit Return - 2017 .....	31
12. MATTERS FOR CONSIDERATION - TOWN PLANNING .....	33
12.1 Grain Handling Facility – Lot 251 Great Eastern Highway, Tammin .....	33
13. Elected Members Motions of which Notice has been Given .....	35
14. Matters for which the Meeting may be Closed .....	35
15. Closure of Meeting .....	35
14. REFERENCES .....	36

## **AGENDA**

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at 5:03pm.

**2. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES**

**Present:**

Cr M Greenwood	Shire President
Cr D Thomson	Deputy President
Cr G Batchelor	Member
Cr T Daniels	Member
Cr N Caffell	Member

**In Attendance:**

Neville Hale	Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration

**Leave of Absence previously granted:**

Cr C Crane	Member
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**Apologies:**

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**

**TSC 16/18 MOTION**

That the Minutes of the Ordinary Council meeting held on 22<sup>nd</sup> February 2018 be confirmed as a true and correct record.

Moved: Cr Thomson

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 5/0

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

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

## 10. MATTERS FOR CONSIDERATION – FINANCE

### 10.1 List of Payments for February 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration / Finance Officer
<b>Date:</b>	14 <sup>th</sup> March 2018
<b>Author:</b>	Georgie Crane
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 10.1 - Payment List for February 2018 & Attachment Item 10.1 - Credit Card Statement 29.12.2017 - 29.01.2018

#### Background

Accounts paid for February 2018 is listed totaling:

Cheque numbers	6686 - 6690	\$8,183.71
Direct debit payments	01/02/18 - 28/02/18	\$5,655.22
Licensing transfers	01/02/18 - 28/02/18	\$5410.30
Bank fees	01/02/18 - 28/02/18	\$54.27
VISA payments	01/02/18 - 28/02/18	\$1995.45
EFT payments	EFT 2010 - 2066	\$138,918.02
Salaries and Wages	01/02/18 - 28/02/18	\$42,634.79
<b>Total payments</b>	01/02/18 - 28/02/18	<b>\$202,851.76</b>

#### Comment

Nil

#### Financial Implications

Directly impacts the Shire of Tammin 2017/2018 Operating Budget

#### Policy Implications

Nil

#### Statutory Implications

*Local Government (Financial Management) Regulations 1996*

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

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

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

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

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

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

## **13. Lists of accounts**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - a) The payee's name;
  - b) The amount of the payment;
  - c) The date of the payment; and
  - d) Sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - a) For each account which requires council authorisation in that month —
    - (i) The payee's name;
    - (ii) The amount of the payment; and
    - (iii) Sufficient information to identify the transaction; and
  - b) The date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —

- a) *Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- b) *Recorded in the minutes of that meeting.*

**Strategic Plan Implications**

Nil

**Community Consultation**

Nil

**TSC 17/18 MOTION**

That Council notes that during the month of February 2018, the Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$202,851.76 on licensing transactions, bank fees, EFT, Cheque, Visa, Direct Debit and salaries and wages payments.

Moved: Cr Caffell

Seconded: Cr Thomson

Simple Majority Required

Carried: 5/0

## 10.2 Financial Management Report for the month of February 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	9 <sup>th</sup> March 2018
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 10.2 - Monthly Financial Report February 2018

### Background

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

### Financial Implications

Financial Management of 2017/2018

### Statutory Implications

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

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

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

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

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

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

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



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

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

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

b) *by program; or*

c) *by business unit.*

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

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

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

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

#### **Comment**

Nil

#### **Policy Implications**

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

#### **Strategic Plan Implications**

Nil

#### **Community Consultation**

Nil

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

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

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr Batchelor

Seconded: Cr Caffell

Simple Majority Required

Carried: 5/0

### 10.3 Trent Nicholls – Financial Assistance

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Clinton & Tanya Nicholls
<b>Date:</b>	8 <sup>th</sup> March 2018
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	ADM00
<b>Attachment/s:</b>	Attachment Item 10.3 – Trent Nicholls

#### Proposal/Summary

For Council to consider a request for financial assistance for Trent Nicholls to attend the 2018 Cricket Australia Junior National Indoor Cricket Titles (the Titles).

#### Background

Clinton and Tanya Nicholls have made application on behalf of their son Trent for assistance in accordance with Shire Policy. Trent has been selected in the Western Australian Indoor Cricket 13 and Under Boys Team. The Titles are being held in Toowoomba, Queensland from 7 July 2018 to 14 July 2018. Refer to letter attached.

#### Comments

The application is made in accordance with Shire Policy 1.2. The requisite conditions of the policy have been satisfied to the best of the author's knowledge.

#### Consultation

N/A

#### Statutory Implications

Nil

#### Policy Implications

##### **Policy 1.2 Requests for financial assistance**

The key relevant points of the Policy are:

- For people who have been selected to represent the State or Nation in interstate or international championships, competitions...
- Must be residents
- Must be selected to represent Western Australia
- Supported by relevant governing body of the sport
- A demonstrated selection process

- One application per financial year for any one individual
- A maximum grant of \$200 for interstate travel

### **Financial Implications**

The Policy provides for a maximum grant of \$200 for interstate travel. The Shire's 2017/18 Budget has a provision for Donations and Contributions with a current available balance of \$2,500

### **Strategic Implications**

Nil

### **TSC 19/18 MOTION**

That Council approves the payment of \$200.00 to Clinton & Tanya Nicholls to assist with travel and accommodation expenses for Trent Nicholls to attend the National Indoor Cricket Titles in July 2018.

Moved: Cr Caffell

Seconded: Cr Batchelor

Vote – Simple Majority

Carried: 5/0

#### 10.4 Wheatbelt Conference – 5 – 6 April 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Council
<b>Date:</b>	8 <sup>th</sup> March 2018
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM41
<b>Attachment/s:</b>	Attachment Item 10.4 – Wheatbelt Conference 18 - Partners Program & Wheatbelt Conference 18 - Conference Program and Registration

#### Proposal/Summary

For Council to determine what funding it will provide for Councillors attending the Wheatbelt Conference to be held on 5 – 6 April 2018 at the Jurien Bay Sport and Recreation Centre.

#### Background

The Wheatbelt Conference is held every two years as an opportunity for Councillors in the Wheatbelt Region to come together and discuss issues of importance to this region.

This year, the Wheatbelt 2018 Conference will focus on “Small Towns – BIG Dreams: Transitioning Regional Economies”, with delegates afforded the opportunity to develop ideas in this arena. The keynote speaker, Barry Urquhart, is enthusiastic in assisting here. The Conference will be held in Jurien Bay on 5-6 April 2018.

The cost of attending is as follows:

Conference Delegate:	\$370
Conference Dinner	\$130

Plus accommodation which can be arranged by contacting Rebecca Pereira at Keynote Conferences on 93613224 or email: [rebecca@keynotewa.com](mailto:rebecca@keynotewa.com).

#### Comments

Details of the Conference have been circulated to Councillors.

The Conference is an event organised jointly by the WALGA Great Eastern Country Zone, Avon Midland Zone and Central Country Zone and brings together representatives from across a broad spectrum of the Wheatbelt.

It is pleasing to note that Minister Templeman will be in attendance on the Thursday, including the Dinner, which will provide an opportunity for Councillors to raise matters of interest.

Cr Greenwood is away at the time of the Conference whilst Cr Batchelor has expressed an interest in attending.

**Consultation**

N/A

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Financial Implications**

The cost of attending the Conference is \$500 per delegate plus a further cost for accommodation.

The Shire currently has \$ nil in its 2017/18 Budget allocation for Conference Expenses. However, should Council wish to send one or two delegates, there is a balance of \$2,900 for Governance Other and possibly \$1,000 available in the Donations & Contributions account from which a contribution could be sourced.

**Strategic Implications**

Nil

**TSC 20/18 MOTION**

That Council agrees to meet the Conference Registration and Dinner expense for each of its delegates at a cost of \$500 plus 1 night accommodation.

Moved: Cr Thomson

Seconded: Cr Daniels

Vote – Simple Majority

Carried: 5/0

**TSC 21/18 MOTION**

That Council nominates Cr Batchelor as its delegates to the 2018 Wheatbelt Conference to be held in Jurien Bay on 5 – 6 April 2018.

Moved: Cr Greenwood

Seconded: Cr Caffell

Vote – Simple Majority

Carried: 5/0

## 10.5 Trailer Mounted Toilet Facility

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	OH&S Committee
<b>Date:</b>	14 <sup>th</sup> March 2018
<b>Author:</b>	Manager Works and Services
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Manager Works and Services is the owner of the toilet unit being considered for purchase
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 10.5 - LGIS member dividend funding claim form 2017

### Proposal/Summary

For Council to consider the purchase of a portable toilet to be mounted on a Shire trailer for works.

### Background

As part of the duty of care for staff working away from facilities such as toilet amenities, the Shire as the employer should provide workers with access to clean, hygienic and conveniently located toilets at all times.

Our road construction and maintenance workers are usually working some kilometres from facilities, this item has been discussed at the OH&S meetings where it was identified as necessary to have a trailer mounted toilet on site/or at a close location for staff to utilise whilst out working away from the depot or towns was needed.

Attention was taken to the time spent whilst out in semi remote areas within the shire whilst staff are away from the worksite - either to drive back to Tammin or Yorkrakine where there were ablution facilities available, noting that the south region of the shire there were no facilities available.

This item was raised last year with the former CEO who requested quotations for a trailer mounted toilet facility for works within the shire. An opportunity arose where 2 Portable toilets 'in excellent condition' were available from an online auction so the Manager of Works, Greg Stephens purchased the units (with his own funds) to take advantage of the savings that would be beneficial to either the Shire (if purchased) or sale to other parties.

### Comment

Prices and quotations for a new trailer mounted toilet unit have been sourced and it was in the range of between \$4,500 and \$5,100

Prices and quotations for a second hand trailer mounted toilet unit have been sourced and it was in the range of between \$3,000 and \$3,500 (for a fairly good unit).

Prices to hire a trailer mounted toilet unit have been sourced and were around \$100 per week.

It is proposed to use funds held by our insurers, Local Government Insurance Services (LGIS) to:

1. Purchase the second hand portable toilet unit (in very good condition) that Greg Stephens had purchased for \$650 (actual price paid for the unit).
2. Purchase the access ramp for the trailer for \$330 including GST
3. Mount the toilet unit on the shire owned 6 x 4 trailer ready for use.

The extra space at the front of the trailer will be used for extra water, signs and road cones and safety equipment.

There is, set aside in the LGIS - OH&S fund, a total of \$3,186 being the Shire's share of insurance premium rebates, to be used as Council see fit in risk related areas.

A recommendation, supported by the LGIS representative, has been made by the Shire's Occupational Safety and Health Committee, at its March 2018 meeting, to proceed with this agenda item to Council for the purchase of the mobile toilet unit and Access ramp to be funded from the monies held in the LGIS/OH&S account

### **Consultation**

Consultation has been carried out with the Occupational Safety and Health Committee and Council Staff

Worksafe information is also provided

- MOBILE, TEMPORARY OR REMOTE WORKPLACES

*If work is undertaken away from base locations or at outdoor sites (for example, road construction and maintenance), workers must have access to other toilets, for example public toilets or toilets at other premises.*

*Where it is not reasonably practicable to provide access to permanent toilets (for example, short-term temporary workplaces and workplaces in remote areas), portable toilets should be provided. Portable toilets should be located in a secure place with safe access and close to the worksite.*

### **Statutory Implications**

N/A

### **Policy Implications**

N/A

### **Financial Implications**

The monies for the purchase will be sourced from the LGIS/OH&S fund allocated for the Shire of Tammin

**Strategic Implications**

Nil

**TSC 22/18 MOTION**

That Council agrees to the use of \$980, inclusive of GST, from monies held in the LGIS/OH&S fund to:

1. Purchase a second hand portable toilet unit (in very good working condition) for \$650 including GST;
2. Purchase a new access ramp for \$330 including GST; and,
3. Authorise the Chief Executive Officer to complete the LGIS Member Dividend/Funding Claim form to meet the above costs.

Moved: Cr Daniels

Seconded: Cr Thomson

Vote – Simple Majority

Carried: 5/0



## 10.6 Tennis Court Landscaping

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager Works and Services
<b>Date:</b>	14 <sup>th</sup> March 2018
<b>Author:</b>	Manager Works and Services
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 10.6 - Tammin Tennis Club and Bowling Club Landscape Quotation 16 03 18 Attachment Item 10.6 - Tammin Tennis Courts - Proposed Landscape Plan Option 1 JK-1456-01 Rev A pdf Attachment Item 10.6 - Tammin Tennis Courts - Proposed Landscape Plan Option 2 JK-1456-02 Rev A pdf Attachment Item 10.6 - bric_Quote_Pic Attachment Item 10.6 - bric_Quote_JN13945 Attachment Item 10.6 - bric_Quote_JN13946 Attachment Item 10.6 - bric_Quote_JN13947 Attachment Item 10.6 - bric_Quote_JN13948 Attachment Item 10.6 - bric_Quote_JN13949

### Proposal/Summary

That Council considers the scope of works proposed for the Tammin Tennis court surrounds.

### Background

The initial project tender did not include any works other than design and construct of the tennis courts and fencing.

The item was raised at the February Ordinary Council Meeting budget review where Resolution TSC 12/18 MOTION\_Tennis Court landscaping provided \$23,131 funding for the project.

Cr Batchelor and Community Development Officer with assistance of the Manager Works and Services were asked to look at possible landscape designs to suit the area around the tennis courts.

An onsite meeting was held on the Thursday 27<sup>th</sup> February 2018 to go through the proposed works, a member from the adjoining Bowling Club was also present to discuss landscape ideas.

### Comment

Proposed works will be

- The area between the Bowling Club and the Tennis court fence
- The area between the Council office car park kerb and the Tennis court fence
- The area between the GEH frontage existing footpath and the Tennis court fence
- The north side of Council office car park and bowling club (proposed plantings)

The intent is to landscape this area to enhance the appearance of the 'somewhat barren' current unfinished project prior to the official opening that is planned for the 26<sup>th</sup> April 2018.

Quotes have been received for specific areas of work as follows:

- JK-1456-01 Rev A
- JK-1456-02 Rev A
- 13945
- 13946
- 13947
- 13948
- 13949

**Staff will continue to obtain pricing options in the week leading up to the Council Meeting.**

### **Consultation**

Landscape companies and contractors  
Council Representative  
CEO and Council officers

### **Statutory Implications**

All the proposed works need to comply with Australian Standard 1428

### **Policy Implications**

N/A

### **Financial Implications**

The monies for the proposed works will be sourced from the 2017/18 budget as per Resolution TSC 12/18 MOTION.

### **Strategic Implications**

Consistent with the Tammin Town Centre Visioning Plan.

**TSC 23/18 MOTION**

That the Council proceeds with the improvements of the Tennis Court surrounds as indicated on the below plan, being:

1. Brick paving of pathway
2. Brick paving of pathway between Bowling Club and Tennis Courts
3. Brick paving and artificial turf between Tennis Courts and Shire carpark
4. Cracker dust between Tennis Courts and Footpath (GEH)
5. Rosemary hedge garden behind Shire Office carpark and Bowling Club

The following items will be considered subject to the available funding:

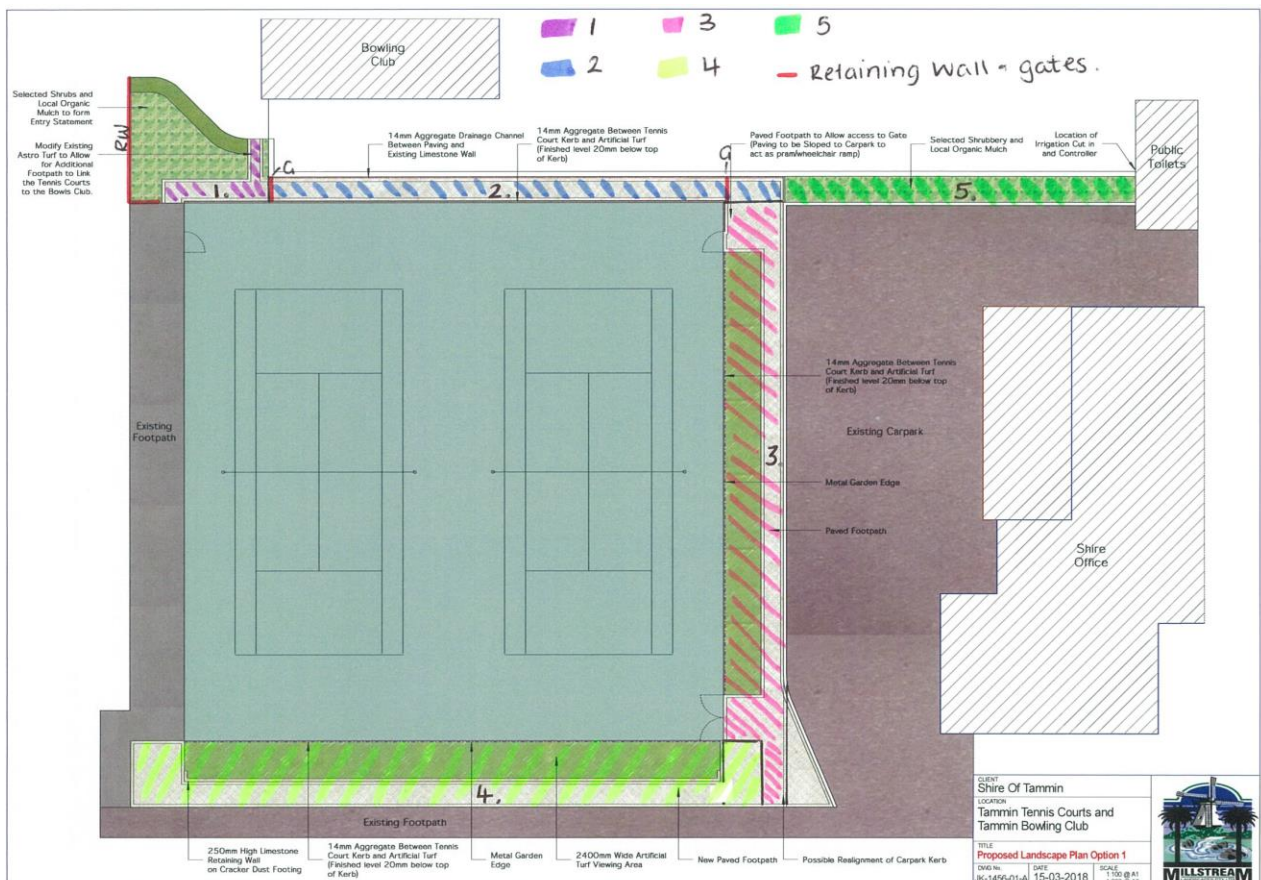
- Retaining wall at entrance of Bowling Club as discussed
- Gates at either end of pathway between Bowling Club and Tennis Courts

Moved: Cr Daniels

Seconded: Cr Batchelor

Vote – Simple Majority

Carried: 5/0



## 11. MATTERS FOR CONSIDERATION – ADMINISTRATION

### 11.1 Corporate Business Plan Report

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	15 <sup>th</sup> March 2018
<b>Author:</b>	Sarah Symons
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	PUB00
<b>Attachment/s:</b>	Attachment Item 11.1 – Corporate Business Plan Report

#### Proposal/Summary

For Council to receive the Corporate Business Plan Report as attached.

#### Background

All local governments are currently required to produce a plan for the future under Sec. 5.56 (1) of the *Local Government Act 1995*.

Regulations made under the Act outline the minimum requirements of a plan for the future namely:-

- A **Strategic Community Plan** to cover a period of at least 10 financial years.
- A **Corporate Business Plan** to cover a period of at least 4 financial years.

On 19th December 2017, Council adopted the format of the attached Corporate Business Plan spreadsheet report for quarterly reporting to the ordinary meetings of Council held in the months of September, December, March and June of each financial year.

#### Comments

The spreadsheet identifies the strategies and actions for each Community Strategic Plan objective and the year/s of implementation for the four-year life of the Corporate Business Plan. It also identifies the particular Shire officer's position charged with responsibility for implementing the action while noting that ultimate responsibility for the officer concerned rests with the CEO.

#### Consultation

Staff  
Chief Executive Officer

#### Statutory Implications

*Local Government (Administration) Regulations 1996*

Ordinary Council Meeting Minutes – 22<sup>nd</sup> March 2018

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**TSC 24/18 MOTION**

That Council receives and endorses the Corporate Business Plan Report.

Moved: Cr Thomson

Seconded: Cr Caffell

Vote – Simple Majority

Carried: 5/0

## 11.2 Tammin Town Centre Visioning Plan

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	15 <sup>th</sup> March 2018
<b>Author:</b>	Sarah Symons
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.2 – Tammin Town Centre Visioning Plan

### Proposal/Summary

Council is requested to adopt the Tammin Town Centre Visioning Plan as attached.

### Background

The purpose of the report and the reassessment of the town is to consolidate past tourism infrastructure investments with proposed new developments, to make better use of natural and built assets. A more strategic approach to the planning of the town is required in order to capture tourists. Drawing upon the desire to use resources more effectively, this strategic vision also proposes to consider the most effective location of a dump point for RVs and caravans. The plan provides a basis from which Tammin can work with potential future funding, demonstrating the ability to maintain a small-scale tourism industry.

The Tammin Town Centre Visioning Plan was circulated to all members of the Tammin community inviting comments and discussion immediately after the Annual Electors Meeting on 12th February 2018.

The following presents a summary of key findings from the Councillor and community engagement process which by large are in line with the Visioning Plan:

- Signage: It was suggested that signage is erected on the highway to direct travellers to Yorkrakine Rock.
- RV rest site: There was general concern about the plan's proposed location with the old tennis courts providing too noisy, disruptive and too visual an environment. Suggestions were made to utilise the old running track next to Tamma Village instead.
- New tennis courts: There was general consensus that the new tennis court surrounds required further consideration. Suggestions were made to remove the planter boxes, or alternatively to fill them in again using suitable Wheatbelt plants. Comment was made that the seating around the garden beds outside the Shire office required some shade while it was also suggested that improvements to the seating in the parking bay, by laying artificial turf, would help enhance this area aesthetically.
- Kadjininy Kep: One suggestion was to fill the front pond with water. While another proposal envisaged turning an area of the hydrology model into a Community Garden. A possible opportunity to get the Tammin Primary School and Seniors involved.

- Needle: Attendees of the community consultation agreed that the currently underutilised Needle should become a feature by relocating this to a more central area.
- CBH silos: Suggestions were made to liaise with CBH again regarding the possibility of painting the grain silos making them a tourist attraction.
- Parking area behind Town Hall: The state of the parking area at the back of the Town Hall was of considerable concern. It was suggested that this could be sealed and marked, and security lighting installed.
- Drainage near Tamma Village: This is proving a breeding ground for mosquitos. Further attention to the water pooling in this area is required, and it was suggested that the townsite be fogged regularly.
- Parking directly across from Bowling Club (Packham land)
- Employment in the town: Can the Shire let small businesses know in advance that a tender is coming up so that they can work with others to keep money local?
- Barry Leslie project: Comment was made that this was an eyesore on the highway. And enquiries were made as to the time limited approval of the project?
- State of some houses within the town site: What happened with some of the orders that have previously been put on houses within the town site?
- Feral cats around the roadhouse
- Rubbish tip: Considerable amounts of waste are blowing into the surrounding paddocks. What can be done to remedy this?

### **Comment**

Of the above community feedback issues raised, it is noted that:

- Council is progressing the enhancement of the new tennis court surrounds having allocated funds for this purpose in its mid-year budget review – see separate Agenda Item in this month’s Ordinary Meeting.
- The “Barry Leslie development” is the subject of a separate Agenda Item in this month’s Ordinary Meeting.
- The Shire of Tammin has already committed to the funding of a dump point for RVs and caravans for which a dump tank structure has been donated by RV Association Australia. The Shire is required to install and connect the structure to its sewerage scheme once a location has been agreed.

It is recognised that a RV traveler’s rest area would provide the basis for further opportunities on which the local community could build. The plan's proposed location for the RV dump site provides direct access to the Town’s sewerage scheme thus avoiding the need for costly pump-outs.

As a result of the proposed construction of a RV rest site, when promoting Tammin as a tourist attraction and a place to stop, emphasis could be placed on promoting the services available (access



to food from the Tammin Hotel, mechanical services and the 24-hour services the roadhouse has to offer), and therefore developing this as our point of difference.

In adopting the plan, it should be recognised that this will provide the basis to identify further projects for future funding opportunities.

### **Consultation**

Community consultation via mail-out survey  
Workshop with residents and Councillors

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

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

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

### **Social**

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

### **Environmental**

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

### **Economic**

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

**TSC 25/18 MOTION**

That Council adopts the Tammin Town Centre Visioning Plan with a view to implementing strategies as part of its annual budget deliberations.

Moved: Cr Daniels

Seconded: Cr Caffell

Vote – Simple Majority

Carried: 5/0

### 11.3 Community Crop

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	11 <sup>th</sup> March 2018
<b>Author:</b>	Sarah Symons
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ORGL21
<b>Attachment/s:</b>	Nil

#### Proposal/Summary

Council is requested to acknowledge and endorse all expressions of interests received for the 2018 community cropping program.

#### Background

Expressions of Interest were extended to all Tammin Sporting and Community Groups to participate in the annual community cropping program.

EOI period closed on 12<sup>th</sup> March 2018.

#### Comments

At the close of the submission period expressions of interest were received from the following:

- Tammin Golf Club
- Tammin P&C
- Tammin CWA
- Tammin Women's Hockey Club
- KATS Football Club
- Tammin Cricket Club

#### Consultation

Nil

#### Statutory Implications

3.58. *Disposing of property*

(1) *In this section —*

**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;

**property** includes the whole or any part of the interest of a local government in property, but does not include money.

30. Dispositions of property to which section 3.58 of Act does not apply

(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**TSC 26/18 MOTION**

That Council agree to allow the Tammin P&C, Tammin Golf Club, Tammin Cricket Club, Tammin CWA, Tammin Women's Hockey Club and KATS Football Club use of Lot 52 Tammin-Wyalkatchem Road during 2018, for the purpose of fundraising through a community crop.

The Shire to convene a meeting of representatives from each club who will then be responsible for coordinating the program and the Shire accepts no liability whatsoever.

Moved: Cr Thomson

Seconded: Cr Batchelor

Vote – Absolute majority

Carried: 5/0

## 11.4 Local Law – Meeting Procedures Local Law

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Council
<b>Date:</b>	13 <sup>th</sup> March 2018
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	LLAW00
<b>Attachment/s:</b>	Attachment Item 11.4 - Meeting Procedures Local Law Template

### Proposal/Summary

For Council to consider the merits of introducing a Meeting Procedure Local Law

### Background

A review of Council's existing local laws indicates that it has no Meeting Procedures/Standing Orders Local Laws. Moreover, the review of local laws undertaken in 2006/2007 shows that the 15 January 2006 Repeal Local Law did not include reference to either Standing Orders or Meeting Procedure Local Laws.

One may therefore suggest that the Shire has not previously had such local laws but rather relied on the Local Government Act, 1995 (the *Act*) and associated Regulations for direction. The Department of Local Government also provides publications such as "Guide to Meetings" and "Operational Guidelines" in addition to the Shire's required "Rules of Conduct" all of which provide an alternative methodology of maintaining good governance during meetings.

### Comments

Not all local governments have Meeting Procedure or Standing Orders Local Laws and it is noted that the Shire of Cunderdin repealed its local law following a recent review.

It is noted that many of the clauses in the "Template" simply make reference to the *Act* or Regulations.

### Consultation

WALGA

### Statutory Implications

Should the Council wish to proceed with the making of a Meetings Procedures Local Law it should do so in accordance with the requirements of the Local Government Act 1995, s3.12 & 3.14

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

The review of the Strategic Community Plan undertaken in August 2017 recognised Civic Leadership as a Key Focus Area

**TSC 27/18 MOTION**

That Council receives the Meeting Procedure Template for consideration and provides feedback to the Chief Executive Officer on any variations that may be required.

Moved: Cr Batchelor

Seconded: Cr Caffell

Vote – Simple Majority

Carried: 5/0

## 11.5 Compliance Audit Return - 2017

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	13 <sup>th</sup> March 2018
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.5 - Tammin Compliance Audit Return 2017

### **Proposal/ Summary**

For Council to adopt the 2017 Compliance Audit Return.

### **Background**

Each local government is to carry out a compliance audit (following the end of each calendar year) against the requirements included in the Compliance Audit Return (CAR).

In cases of non-compliance, additional information explaining or qualifying the issues together with remedial action taken or proposed is to be included in the Agenda. Each Councillor is to be provided the opportunity to review the completed Return and make comment.

The adoption of the Return is to be recorded in minutes of the meeting.

The Return is to be submitted to the Department of Local Government by 31st March 2018.

### **Comment**

The Compliance Audit Return has been completed and no areas of non-compliance were found.

This year's CAR involved a total of 94 questions.

### **Consultation**

Chief Executive Officer

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

## **Statutory Environment**

*Section 7.13(1)(i) of the Local Government Act 1995 provides Regulations may make provision –*

- (i) Requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*
  - (i) Of a financial nature or not; or*
  - (ii) Under this Act or another written law*

*Clause 14 of the Local Government (Audit) Regulation 1996 provides that:*

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) After carrying out compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) A compliance audit return is to be –*
  - (a) presented to the council at a meeting of the council;*
  - (b) adopted by the council; and*
  - (c) recorded in the minutes of the meeting at which it is adopted.*

### **TSC 28/18 MOTION**

That the 2017 Compliance Audit Return for the Shire of Tammin be:

- Adopted by Council;
- Certified by the Shire President and Chief Executive Officer; and,
- Returned to the Department of Local Government, Sport and Cultural Industries.

Moved: Cr Thomson

Seconded: Cr Daniels

Simple Majority Required

Carried: 5/0



## 12 MATTERS FOR CONSIDERATION - TOWN PLANNING

### 12.1 Grain Handling Facility – Lot 251 Great Eastern Highway, Tammin

<b>Location:</b>	Lot 251 Great Eastern Highway, Tammin
<b>Applicant:</b>	Australian Cereal Grains Pty Ltd
<b>Date:</b>	14 <sup>th</sup> March 2018
<b>Author:</b>	Jacky Jurmann – Consultant Planner
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	A1501
<b>Attachment/s:</b>	1 – Original DA Determination Report 2 – Amended DA Determination Report

#### Proposal/Summary

This Report is to provide Council background and an update on the proposed Grain Handling Facility at the old railway station located at Lot 251 Great Eastern Highway, Tammin.

#### Background

Council at its Ordinary Meeting held on 18 July 2013 resolved to grant conditional approval to use the old Tammin railway station as a grain handling facility. The property is zoned Rural and the use is defined as 'Industry – Rural' under the provisions of the Tammin Town Planning Scheme No. 1. (Report attached at Attachment 1.)

Following a request from the Applicant, Council at a Special Meeting held on 9 July 2014 resolved to remove an advice note relating to the removal of trees to facilitate the development. (Report attached at Attachment 2.)

The approved grain handling facility was to include the establishment of a grain loading plant and associated works (augers, grid, etc), several silos (to be progressively installed), a weighbridge, and cosmetic improvements to the existing station building that will be used for administration, grain testing and storage of samples. The facility was to provide grain packaging, transporting and weighing services to local growers for niche overseas grain markets.

#### Comments

The property is owned freehold by Australian Cereal Grains Pty Ltd. The property description has changed since Council granted development approval – formerly known as Lot 250 on DP 75782 and is now known as Lot 251 on Plan 401154. The area of the lot has increased from 3.7 hectares to 4.8 hectares, which could be the result of preparation towards implementing the development approval.

#### Consultation

Further consultation with the Applicant is required to determine if the application has been substantially commenced.

### **Statutory Implications**

The development approval was granted by Council on 18 July 2013. Development approvals are granted for a period 2 years from the date of determination and must be substantially commenced within that period or the approval lapses. If an application is substantially commenced, then the approval remains valid for an indefinite period unless it is superseded by another approval or the use becomes non-conforming following the gazettal of a new local planning scheme.

The *Planning and Development (Local Planning Schemes) Regulations 2015* define 'substantially commenced' as meaning: *"that some substantial part of work in respect of a development approved under a planning scheme or under an interim development order has been performed"*. Accordingly, as indicated in the Consultation section of this Report, the approval may be valid if the Applicant can demonstrate substantial commencement.

### **Policy Implications**

There are no policy implications associated with this proposal.

### **Financial Implications**

There are no financial implications associated with this Report.

### **Strategic Implications**

The goals of the Tammin Strategic Community Plan are:

#### Social

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

#### Environmental

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

#### Economic

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

Establishing a grain handling facility that was proposed would contribute to achieving the goals of the SCP.

**TSC 29/18 MOTION**

That Council:

1. Request the Chief Executive Officer to contact the Applicant to determine if the development approval has been substantially commenced and to discuss the future intentions for the use of the subject site at Lot 251 Great Eastern Highway, Tammin.
2. Receive a further report providing the outcome of the consultation.

Moved: Cr Thomson

Seconded: Cr Batchelor

Vote – Simple Majority

Carried: 5/0

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

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

**15 Closure of Meeting**

There being no further business the Shire President declared the meeting closed at 5:58pm.

## 14 REFERENCES

### 6 DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

*The Local Government Act (Section 5.60 – 5.62) provides that it is the Councillor's obligation to declare an interest if they believe that they have a financial interest, proximity interest, closely associated persons interest or an interest affecting impartiality in a matter being discussed by Council.*

*The Act provides that the interest may be declared in writing to the CEO prior to the meeting or declared prior to discussion of the agenda item at the meeting. Forms for this purpose are available to Councillors.*

*The Act further provides that the extent of the interest needs to be declared if the Councillor seeks to remain in the Chamber during the discussion, debate or voting on the item.*

*A Councillor declaring a financial or proximity interest must leave the meeting prior to the matter being discussed or voted on (including the question as to whether they are permitted to remain in the Chamber). Councillors remaining in the Chamber may resolve to allow the member to return to the meeting to participate in the proceedings.*

### 7.1 STATUTORY ENVIRONMENT

*Section 5.22(2) of the Local Government Act provides that minutes of all meetings to be kept and submitted to the next full Council meeting for confirmation.*

### 11.1 List of Financial Payments Reference -STATUTORY ENVIRONMENT

*Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that:*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee's name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee's name;*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction;**and*
  - (b) *the date of the meeting of the Council to which the list is to be presented.*
- (3) *A list prepared under sub regulation (1) or (2) is to be —*
  - (a) *presented to the Council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

### 11.2 Financial Report Reference - STATUTORY ENVIRONMENT

*Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a Statement of Financial Activity to be prepared each month, which is to contain the following details:*

- (a) *annual budget estimates;*
- (b) *budget estimates to the end of the month;*
- (c) *actual amount of expenditure and revenue;*
- (d) *material variances between comparable amounts in (b) and (c) above; and*
- (e) *the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).*

*The Statement is to be accompanied by:*

- (a) *explanation of the composition of net current assets, less committed assets and restricted assets;*
- (b) *explanation of the material variances; and*
- (c) *such other information considered relevant by the local government.*