

## Shire of Tammin



### DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 25<sup>th</sup> June 2020 was confirmed at the Ordinary Council Meeting held on 23<sup>rd</sup> July 2020.

Name: Michael Greenwood

Signed: 

Being the person presiding at the meeting at which these minutes were confirmed.

Date: 23RD July 2020

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### MINUTES



An Ordinary meeting of Council was held on **Thursday 25 June 2020** in Council Chambers, 1 Donnan Street, Tammin, commencing at **5:10pm**.

Neville Hale  
Chief Executive Officer  
25 June 2020

#### 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. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS .....	4
8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	4
8.1 Ordinary Council Meeting Minutes – 28 May 2020 .....	4
9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	4
10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	4
11. MATTERS FOR CONSIDERATION – FINANCE.....	5
11.1 List of Payments for May 2020 .....	5
11.2 Financial Management Report for the month of May 2020 .....	11
11.3 Request to waive Lesser Hall hire fees for Tammin seniors exercise classes .....	13
11.4 Unbudgeted Transfer to Leave Reserve.....	16
12. MATTERS FOR CONSIDERATION – ADMINISTRATION .....	19
12.1 Proposed Amended Policy 3.8 – COVID- 19 Financial Hardship Policy.....	19
12.2 Proposed Policy 3.9 – Cash Handling Policy .....	21
12.3 Delegations Register – Adoption 2019.....	23
12.4 Aboriginal and Dual Naming Guidelines .....	25
12.5 Tamma Village Entry - Garden .....	27
12.6 Kadjininy Kep – Redevelopment – Revised concept June 2020 .....	30
12.7 Animal Welfare in Emergencies Plan .....	33
12.8 Local Emergency Management Committee Meeting - Minutes.....	35
12.9 Astrotourism Towns Project.....	37
13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH.....	40
14. MATTERS FOR CONSIDERATION – TOWN PLANNING.....	40
15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....	40
16. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23).....	40
17. CLOSURE OF MEETING .....	40

## **AGENDA**

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

The Shire President declared the meeting open at 5:10pm.

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

#### **Present:**

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

#### **In Attendance:**

Neville Hale	Chief Executive Officer
Morgan Ware	Manager of Finance & Administration
Fabian Houbrechts	Manager of Works & Services

#### **Leave of Absence previously granted:**

Nil

#### **Apologies:**

Nil

### **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

### **4. PUBLIC QUESTION TIME**

### **5. APPLICATIONS FOR LEAVE OF ABSENCE**

#### **TSC 48/20 MOTION**

**Council grant leave of absence for Cr Batchelor for 23 July 2020 Ordinary Council Meeting**

**Moved: Cr Nicholls**

**Seconded: Cr Daniels**

**Vote: Simple Majority**

**Carried: 5/0**

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

Cr Batchelor declared an interest affecting Impartiality in Item 11.3 due to being related to a Committee member.

Cr Thomson declared an interest affecting impartiality in Item 11.3 due to being related to a Committee member.

Cr Greenwood declared an interest affecting impartiality in Item 11.3 due to being related to a Committee member.

Cr Batchelor declared a Financial Interest in Item 12.9 due to being associated with a tourism venture that may benefit from the proposed activity.

**7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS**

Nil

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**8.1 Ordinary Council Meeting Minutes – 28 May 2020**

**TSC 49/20 MOTION**

**That the Minutes of the Ordinary Council Meeting held on 28 May 2020 be confirmed as a true record of proceedings.**

**Moved: Cr Caffell**

**Seconded: Cr Batchelor**

**Vote: Simple Majority**

**Carried: 6/0**

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

Nil

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

## 11. MATTERS FOR CONSIDERATION – FINANCE

### 11.1 List of Payments for May 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	3 June 2020
<b>Author:</b>	Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 11.1 – March Payment List Attachment Item 11.1 - Credit Card Statement

#### Background

Accounts paid for May 2020 totaling \$128,820.26 are listed below:

Cheque numbers	6754 - 6754	\$240.75
Direct debit payments	01/05/20 – 31/05/20	\$14,734.51
Licensing transfers	01/05/20 – 31/05/20	\$7,809.75
Bank fees	01/05/20 – 31/05/20	\$217.14
VISA payments	01/05/20 – 31/05/20	\$4,223.97
EFT payments	EFT3740 – EFT3796	\$58,979.14
Salaries and wages	01/05/20 – 31/05/20	\$42,615.00
<b>Total payments</b>	<b>01/05/20 – 31/05/20</b>	<b>\$128,820.26</b>

#### Comment

Nil

#### Financial Implications

Directly impacts the Shire of Tammin 2019/2020 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 50/20 MOTION**

That Council notes that during the month of May 2020, the Chief Executive Officer has made the following payments:

Municipal Fund payments totaling \$128,820.26, as per the attached list, on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

Moved: Cr Batchelor

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 6/0



Payment List May 2020

Ref	Date	Creditors Name	Description	Amount
<b>Licensing</b>				
59	01/05/2020	Department of Transport	Daily Licensing fee	\$ 125.75
59	05/05/2020	Department of Transport	Daily Licensing fee	\$ 1,932.60
59	07/05/2020	Department of Transport	Daily Licensing fee	\$ 253.70
59	12/05/2020	Department of Transport	Daily Licensing fee	\$ 260.05
59	13/05/2020	Department of Transport	Daily Licensing fee	\$ 485.75
59	15/05/2020	Department of Transport	Daily Licensing fee	\$ 1,065.60
59	18/05/2020	Department of Transport	Daily Licensing fee	\$ 44.05
59	20/05/2020	Department of Transport	Daily Licensing fee	\$ 1,110.30
59	22/05/2020	Department of Transport	Daily Licensing fee	\$ 896.55
59	25/05/2020	Department of Transport	Daily Licensing fee	\$ 811.55
59	26/05/2020	Department of Transport	Daily Licensing fee	\$ 780.55
59	27/05/2020	Department of Transport	Daily Licensing fee	\$ 43.30
			<b>Subtotal</b>	<b>\$ 7,809.75</b>
<b>Bank Fees</b>				
59	15/05/2020	BANK FEES	NAB CONNECT BANK FEES	\$ 30.49
59	29/05/2020	BANK FEES	TRUST ACCOUNT BANK FEES	\$ 20.00
59	29/05/2020	BANK FEES	MUNICIPAL ACCOUNT BANK FEES	\$ 31.40
59	29/05/2020	MERCHANT FEES	MERCHANT FEES	\$ 22.00
59	04/05/2020	MERCHANT FEES	CBA MERCHANT FEES	\$ 108.35
59	05/05/2020	BANK FEES	NAB TRANSACT BANK FEES	\$ 4.90
			<b>Subtotal</b>	<b>\$ 217.14</b>
<b>EFT Payment</b>				
EFT3740	07/05/2020	Avon Waste	Refuse collection for the month of April	\$ 2,967.17
EFT3741	07/05/2020	Farmways Kellerberrin	Rapid set concrete bags - Town Hall flooring	\$ 545.35
EFT3742	07/05/2020	ITVision	Monthly License fees for Synergysoft modules - April 2020	\$ 2,113.10
EFT3743	07/05/2020	Kellerberrin Farmers Co-Operative	Council meeting 23 April 2020 - refreshments	\$ 146.39
EFT3744	07/05/2020	Komatsu Australia Pty Ltd	Parts to repair and service Komatsu Grader	\$ 1,635.89
EFT3745	07/05/2020	Marketforce	Local Government Tenders. Advertisement 28/03/20 & 01/04/20, 44x1 line,	\$ 767.11
EFT3746	07/05/2020	Perfect Computer Solutions	Monthly fee for daily monitoring, Management and Resolution of Disaster Recovery Options at site - April	\$ 85.00
EFT3747	07/05/2020	Rylan Concrete	Mountable Kerbing to Uppill Street, Redmond Street & McLaren Street	\$ 6,160.00
EFT3748	07/05/2020	STS West	Light truck puncture repair	\$ 45.00
EFT3749	07/05/2020	Southern Cross Austereo Pty Ltd	12 x Around the town interviews campaign starts: Feb 2020 - Jan 2021 Triple M radio	\$ 88.00
EFT3750	07/05/2020	Stallion Homes	Repointing of brickworks at the front of the Hall	\$ 3,850.00
EFT3751	07/05/2020	Synergy	Electricity charges for street lighting 01/04/2020 - 04/05/2020	\$ 1,717.23
EFT3752	07/05/2020	Tammin Contracting	4 Tonnes stone @ \$30 lt	\$ 132.00
EFT3753	07/05/2020	Tanya Nicholls	Travel reimbursement Council training 15/11/2020 380km @ 95.54 per KM & parking costs	\$ 386.05
EFT3754	07/05/2020	Telstra	Telstra charges for Broadband service, Councillor tablets & MWS, LH & CEO Mobile phones 18/04/2020 - 17/05/2020	\$ 247.98
EFT3755	07/05/2020	WA Contract Ranger Services Pty Ltd	Ranger Services 16/04/2020 & 29/04/2020	\$ 748.00
EFT3756	07/05/2020	Wright Express Australia Pty Ltd (Puma)	Fuel charges for the months of April	\$ 4,293.98
EFT3757	14/05/2020	Ant Scutter	Empty septic tank at RV dump point near the Tammin Oval	\$ 499.50
EFT3758	14/05/2020	Central Regional TAFE	Delivery of dog handling course on 3rd of December at the Tammin depot	\$ 1,967.45
EFT3759	14/05/2020	DKT Rural Agencies	Tools for building works saw blade, Dewalt saw circular & Eyres safety sunglasses	\$ 409.75
EFT3760	14/05/2020	Elliotts Irrigation Pty Ltd	Irrigation to bowling green - Bowling club to reimburse Shire Gross amount	\$ 2,067.67
EFT3761	14/05/2020	Farmways Kellerberrin	PVC Slip pipe for Town Hall maintenance & hose for Tammin Oval	\$ 154.00

EFT3762	14/05/2020	Hills Concrete Products	Supply trafficable cover 1630mm diametre with Gattic insert cast iron	\$ 550.00
EFT3763	14/05/2020	Kleenheat Gas	LPG Tamma Village bulk gas - yearly facility fees for 190kg VAP CYL	\$ 299.20
EFT3764	14/05/2020	Komatsu Australia Pty Ltd	Element Hybird part for Komastu Grader	\$ 98.26
EFT3765	14/05/2020	LGRCEU	Payroll deductions	\$ 41.00
EFT3766	14/05/2020	Northam Hyundai	30,000km Service for 2TN	\$ 435.00
EFT3767	14/05/2020	Officeworks	Cleaning products for public toilets and recreation facilities	\$ 451.35
EFT3768	14/05/2020	Prestige Alarms	24 Hour monitoring of security alarm system, quarterly payable in advance @ \$10 per week 1/06/2020 - 31/08/2020	\$ 143.00
EFT3769	14/05/2020	State Library of WA	DDS Freight recoup 2019-20 financial year Tammin Public Library	\$ 317.66
EFT3770	14/05/2020	Telstra	Telstra phone charges office & internet, 22/04/2020 - 22/05/2020	\$ 973.23
EFT3771	14/05/2020	Toodyay Home Traders	6 x Spark plug to suit chainsaw & wrench	\$ 89.20
EFT3772	21/05/2020	Australia Post	Postage charges for the month of April 2020	\$ 56.07
EFT3773	21/05/2020	Baxters Rural Centre	Repairs on leaking hydraulic hose on wheel loader Liugong - Excess claim payment (6007371)	\$ 300.00
EFT3774	21/05/2020	Charmaine Thomson	Travel reimbursement Council training 15/11/2020 380km @ 95.54 per KM	\$ 387.89
EFT3775	21/05/2020	Farmways Kellerberrin	Bend Dww Pvc F f Plain 100mm 45 Deg pipe & Pipegrip Type P Green Solvent Cement 500ml Town hall Maintenance	\$ 61.50
EFT3776	21/05/2020	Glenice Batchelor	Travel reimbursement for Asset meeting 14th May 2020	\$ 5.00
EFT3777	21/05/2020	ITVision	Monthly License fee SynergySoft for the month of May 2020	\$ 2,113.10
EFT3778	21/05/2020	Komatsu Australia Pty Ltd	Gasket 15 - 20 Komatsu Grader	\$ 11.59
EFT3779	21/05/2020	Nicholas Caffell	Travel reimbursement for Asset meeting 14th May 2020, 20km @ 95.54 per km	\$ 19.10
EFT3780	21/05/2020	Tania Daniels	Travel reimbursement for Asset meeting 14th May 2020, 25km @ 95.54 per km	\$ 23.88
EFT3781	21/05/2020	Tanya Nicholls	Travel reimbursement for Asset meeting 14th May 2020, 21km @ 95.54 per km	\$ 20.06
EFT3782	21/05/2020	Telstra	Telstra Office internet charges 10/05/2020 - 09/06/2020	\$ 75.00
EFT3783	21/05/2020	Toll Ipec	Freight charges for Track loader parts	\$ 33.88
EFT3784	21/05/2020	Western Australian Local Government Association (WALGA)	1 x Pallet of 500ml Scotts Hand Sanitiser, Freight shared costs - Shire of Tammin, Shire of Quairading & the Shire of Cunderdin	\$ 7,748.40
EFT3785	21/05/2020	Wheatbelt Office and Business Machines	Photocopier charges 03/04/2020 - 13/05/2020	\$ 663.93
EFT3786	28/05/2020	ATOM	Comptec G40 Sport Safety King Gee K26455 Size 11 Black	\$ 148.65
EFT3787	28/05/2020	Bentnail Building	Reinstate floor boards in Tammin Town Hall - Materials, travel & labour	\$ 3,810.62
EFT3788	28/05/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 16.67
EFT3789	28/05/2020	Department of Fire and Emergency Services	2019/20 ESL Quarter 4, ESLB 4th Qtr Contribution	\$ 2,880.90
EFT3790	28/05/2020	LGRCEU	Payroll deductions	\$ 41.00
EFT3791	28/05/2020	MB Power & AirCon	Investigate and repairs faulty electrical cabling at the depot, wire repair toilet/bathroom, Replace faulty emergency fitting, repair sliding door and flood light at Depot. Disconnect/makeshift light fitting around amphitheatre grassed area & EWP Hire Kep & Labour - Inspect hot water system at Donnan Park Pavilion. Faulty circuit breaker places & 16AMCB	\$ 2,959.51
EFT3792	28/05/2020	Officeworks	Bin liners and various office supplies	\$ 289.59
EFT3793	28/05/2020	Perfect Computer Solutions	30/04/2020 set up restrictions on folder access, 15/05/2020 Upgrade Synergy to Live and play, rebuilding GL Rates and Property, DIY Cross references, uninstall SynergySoft and reinstall	\$ 425.00
EFT3794	28/05/2020	Position Partners	Repairs on rotation sensor - Komatsu grader	\$ 1,141.80
EFT3795	28/05/2020	Sunny Sign Company	Signage Hazard Board 2 way & Brackets C/W Bolt 200/Box	\$ 1,075.80
EFT3796	28/05/2020	Telstra	Telstra Councilor tablet charges, LH mobile, MWS mobile & CEO mobile charges	\$ 245.68
			<b>Subtotal</b>	<b>\$ 58,979.14</b>

Cheque Payments			
6754	28/05/2020	Shire of Tammin	Petty Cash Recoup 2020
			\$ 240.75
			<b>Subtotal</b>
			<b>\$ 240.75</b>

Direct Debits			
DD1485.1	12/05/2020	WA Local Government Superannuation Plan	Payroll deductions
			\$ 3,353.72
DD1485.2	12/05/2020	Australian Super	Superannuation contributions
			\$ 172.15
DD1498.1	14/05/2020	Western Australian Treasury Corporation	Loan 82 Principal & Interest Payment
			\$ 7,258.57
DD1494.1	19/05/2020	Messages on Hold	Interactive Voice Recordings 18/05/2020 - 17/06/2020
			\$ 169.00
DD1491.1	26/05/2020	WA Local Government Superannuation Plan	Payroll deductions
			\$ 3,608.92
DD1491.2	26/05/2020	Australian Super	Superannuation contributions
			\$ 172.15
			<b>Subtotal</b>
			<b>\$ 14,734.51</b>

NAB Visa Payment			
DD1483.1	04/05/2020	NAB Business Visa	NAB VISA Transactions from 28/02/2020 to 28/04/2020
			\$ 4,223.97
			<b>Subtotal</b>
			<b>\$ 4,223.97</b>

Salaries & Wages			
	26/05/2020	Shire of Tammin	Salaries & Wages
			\$ 21,945.67
	12/05/2020	Shire of Tammin	Salaries & Wages
			\$ 20,669.33
			<b>Subtotal</b>
			<b>\$ 42,615.00</b>

Total paid to Municipal Account for the month of May

\$128,820.26

## 11.2 Financial Management Report for the month of May 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	17 June 2020
<b>Author:</b>	Morgan Ware
<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 - May 2020 Monthly Financial Report

### Background

Enclosed is the Monthly Financial Report for the month of May 2020.

### Financial Implications

Financial Management of 2019/2020

### 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

#### **TSC 51/20 MOTION**

**That Council adopt the Monthly Financial Report for the period ending 31 May 2020 comprising;**

- a) Statement of Financial Activity**
- b) Note 1 to Note 12**

**Moved: Cr Nicholls**

**Seconded: Cr Daniels**

**Vote: Simple Majority**

**Carried: 6/0**

### 11.3 Request to waive Lesser Hall hire fees for Tammin seniors exercise classes

Cr Greenwood declared an interest affecting impartiality as he is related to a Committee member.  
Cr Batchelor declared an interest affecting impartiality as she is related to a Committee member.  
Cr Thomson declared an interest affecting impartiality as she is related to a Committee member.

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Cunderdin Health Centre
<b>Date:</b>	16 June 2020
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Manager of Finance & Administration
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM10
<b>Attachment/s:</b>	Attachment Item 11.3 – Cunderdin Health Centre Letter Attachment Item 11.3 – Tammin Senior Citizens Letter

#### Proposal/Summary

For Council to consider the waiver of fees associated with Lesser Hall hire, for the purpose of seniors exercises classes held on reoccurring Wednesdays.

#### Background

On 5 June 2020, Cunderdin Health Centre requested the use of the Tammin Lesser Hall free of charge for the purpose of seniors exercise groups. The exercise groups will be weekly on Wednesdays and are provided to the Community free of charge.

The Cunderdin Community Health Centre has a goal of maintaining health and reducing falls, recognising that regular activity is an important aspect of this.

On 8 June 2020, the Shire of Tammin received a letter of support from Joan Button, on behalf of the Tammin Senior Citizens, recognising the importance of exercise and social interaction following COVID-19 restrictions.

#### Comments

The letter of request from the Cunderdin Health Centre and Joan Button is attached for Council's consideration.

It is noted that the Cunderdin Health Centre will be providing a service to benefit the Tammin Community free of charge. Social interaction and physical activity is an important component of overall health and wellbeing for the members of the Community.

However, it is noted that grant funding is available to assist in the delivery of services such as that proposed exercise classes, moreover the Cunderdin Health Service is an agency of the WA Country Health Service, a State Government Agency. The State is better resourced than Tammin Shire.

It is important for the Shire to protect its revenue to ensure its long term sustainability. To provide concessions to government agencies at the expense of its own revenues is difficult to justify. To waive the fees would be an impost on the Shire, where at \$15/ class, would amount to \$780, the Shire would still be required to cover the costs of cleaning, electricity and maintenance. Which would exceed the fees foregone.

### **Consultation**

Cunderdin Health Centre  
Joan Button – On behalf of Tammin Senior Citizens

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Waiving the fees for the hire of the Lesser Hall reduces revenue for the Shire of Tammin and therefore negatively impacting cash flow. Consideration should be taken for the costs associated with the operating and maintenance costs for the Hall.

*Fees & Charges 2019/20 and 2020/21:*

*Lesser Hall – Full Day \$110.00*

*Lesser Hall – Half Day \$55.00*

*Zumba/Yoga/Dance/Fitness Classes – Per class \$15.00*

### **Strategic Implications**

#### **Social /Community Strategies**

Outcome 1.1 A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency

1.1.1 Continue to develop and support a healthy inclusive and accessible community providing facilities and services for all ages, abilities, visitors and tourists

*(Cunderdin-Tammin Age Friendly Communities Plan 2017; Shire of Tammin, Tammin Town Centre Visioning Plan 2017)*

1.1.2 Continue to support and strengthen community groups and networks

1.1.3 Actively promote and support community events and activities

Outcome 1.2 A growing, healthy and safe community

1.2.2 Improve recreation for all ages

### Civic Leadership Strategies

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

The following outcomes and strategies have been identified to achieve this vision.

### Outcome 6.2 An efficient and effective organisation

6.2.1 Ensure sound long-term financial management and deliver value for money

6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

### Officers Recommendation

**That Council:**

- 1. Decline the request to waive the fee for the use of the Lesser Hall by Cunderdin Health Centre.**
- 2. Authorise CEO, Neville Hale to notify Cunderdin Health Centre and Tammin Seniors in writing of Council's resolution.**

Moved: Cr \_\_\_\_\_      Seconded: Cr \_\_\_\_\_

Vote: Simple Majority      Carried/Lost: \_\_\_/\_\_\_

### TSC 52/20 MOTION

**That Council:**

- 1. Decline the request to waive the fee of \$110.00 per day for the use of the Lesser Hall by Cunderdin Health Centre, but will discount the fee to \$15.00 per class; and,**
- 2. Authorise CEO, Neville Hale to notify Cunderdin Health Centre and Tammin Seniors in writing of Council's resolution to provide a discounted fee.**

Moved: Cr Caffell      Seconded: Cr Nicholls

Vote: Absolute Majority      Carried: 6/0

Council agreed to provide a significant discount as it was deemed appropriate to provide support for its local seniors. The amended resolution required an absolute majority given it was agreed discount the Schedule of Fees and Charges



## 11.4 Unbudgeted Transfer to Leave Reserve

<b>Location:</b>	Administration
<b>Applicant:</b>	Shire of Tammin
<b>Date:</b>	16 June 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### Proposal/Summary

For Council to approve an unbudgeted transfer of surplus funds to the Leave Reserve to ensure that staff accumulated leave entitlements are adequately cash backed.

### Background

The Shire's Leave Reserve Account was established to provide a cash fund to off-set accumulated Long Service Leave entitlements that would otherwise be funded from the annual budget in the year such leave is taken.

It is noted that accumulated Annual Leave is also a significant current liability for which a cash provision should be made.

The estimate long service leave liability as at 30 June 2020 is \$40,500 whilst the current Leave Reserve balance is \$27,593, a shortfall of \$12,907. An unbudgeted transfer to the Leave Reserve of \$13,000 is proposed to ensure the long service leave liability is fully cash backed.

### Comments

Savings of approximately \$100,000 have been made in account 122107, Road Maintenance as a result of staff and equipment being deployed to undertake construction works on projects budgeted to be outsourced to contractors. The contractors being unavailable due to standing down as a result of COVID-19 impacts. Moreover, the Shire's Komatsu Grader could not be fully deployed due to a delay in the supply of parts also affected by transport limitations due to COVID- 19.

It is anticipated that leave entitlements will be reduced significantly during FY2020/21 following the retirement of Mr Graeme Button and holidays taken by the CEO. Provision has been made for this within the FY2020/21 Budget. However, the accumulated Annual Leave liability is now \$40,484 and it is recommended that provision be made to address this. It is proposed that the FY2020/21 Budget document change the Leave Reserve purpose to: "*to fund long service leave and annual leave requirements*" with appropriate transfers to the reserve to be included in the FY2020/21 Budget, calculated following the payout of Mr Button's entitlements.

## Consultation

Megan Shirt – Navsdron - Local Government Consultant

## Statutory Implications

### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

- (1a) In subsection (1) —

**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

### 6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
  - (a) changes\* the purpose of a reserve account; or
  - (b) uses\* the money in a reserve account for another purpose,

it must give one month's local public notice of the proposed change of purpose or proposed use.

*\* Absolute majority required.*

- (3) A local government is not required to give local public notice under subsection (2) —
  - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
  - (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.

- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

**Policy Implications**

N/A

**Financial Implications**

The required amount \$13,000 that is necessary to meet the estimated 30 June 2020 long service liability can be accommodated from savings achieved in FY2019/20 and would reduce the carried forward surplus by this amount.

**Strategic Implications**

Extract from Strategic Community Plan

**Civic Leadership Strategies**

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

The following outcomes and strategies have been identified to achieve this vision.

Outcome 6.2 An efficient and effective organisation

6.2.1 Ensure sound long-term financial management and deliver value for money

6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

**TSC 53/20 MOTION**

**That Council:**

- 1. Approve a transfer of \$13,000 from its Municipal Funds to the Leave Reserve using available surplus funds from Road Maintenance Account 122107 within the current FY2019/20 Budget;**
- 2. That Council note that in the FY2020/21 Budget, it is proposed that the purpose of the Leave Reserve be changed: *“to fund long service leave and annual leave requirements”*; and,**
- 3. That provision be made within the FY2020/21 Budget to transfer sufficient funds to meet the revised liability of both Long Service Leave and Annual Leave requirements.**

**Moved: Cr Batchelor**

**Seconded: Cr Daniels**

**Vote: Absolute Majority**

**Carried: 6/0**

## 12. MATTERS FOR CONSIDERATION – ADMINISTRATION

### 12.1 Proposed Amended Policy 3.8 – COVID- 19 Financial Hardship Policy

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	WALGA & Department of Local Government Sport and Culture
<b>Date:</b>	8 June 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM – 52
<b>Attachment/s:</b>	Attachment Item 12.1 - Draft Policy 3.8 COVID-19 Financial Hardship.

#### Proposal/Summary

For Council to adopt amendments to its policy in respect to the recovery of outstanding debts from residents facing financial hardship as a result of the COVID – 19 virus.

#### Background

In April 2020, following the WALGA State Council resolving on 27 March 2020 to support a suite of actions for Councils to consider in supporting their communities through the COVID – 19 pandemic, Council adopted the WALGA template rates hardship policy.

Subsequently, a Ministerial Order was Gazetted on 8 May 2020 in accordance with Part 10 of the Local Government Act 1995, prohibiting application of interest or penalty charges on an excluded person's rate and service charge debts in the 2020/21 financial year or until the Order is revoked or expires.

Clause 5 of the existing Policy has therefore been updated to align the current Council Policy with the Ministerial Order so that the policy is appropriate for Local Governments.

#### Comments

The amended policy is attached for Council's consideration.

It is noted that the clause dealing with Interest charges has been amended to conform to the Ministerial Order and now reads:

*"A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).*

*In the case of severe financial hardship, the Shire of Tammin may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts."*

It is further noted that the expectation is that those residents that have the capacity to pay will be expected to meet their obligations in a timely manner. The use of repayment plans would remain consistent with other Council delegations in respect to current delegations for the recovery of outstanding debts.

## Consultation

WALGA - Governance

## Statutory Implications

The management of debt recovery is a matter for Council and its CEO. However, the processes and outcomes are guided by provisions within both the Local Government Act 1995 and associated Local Government (Financial Management) Regulations 1996

## Policy Implications

Policy 3.8 – COVID – 19 Financial Hardship - Amended

## Financial Implications

The intention of the policy is to make it easier for residents to manage their debt obligations to the Shire, it is not an authority to waive a debt.

It is anticipated that there may be an impact on the Shire's cashflow, particularly during July to October 2020, but with the expectation that all debts should be recovered over time.

Debt repayment plans in respect to outstanding rates would be predicated on the full payment within the year for which the rates are levied.

## Strategic Implications

Extract from Strategic Community Plan 2017 - 2027

### Civic Leadership Strategies

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

The following outcomes and strategies have been identified to achieve this vision.

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

6.1.2 Undertake the civic duties of Council with the highest degree of ethics

### **TSC 54/20 MOTION**

**That Council:**

- 1. Adopt the attached Amended Policy 3.8 – COVID -19 Financial Hardship; and,**
- 2. Authorise the Chief Executive Officer to update Council's Policy Manual with the inclusion of this amended policy.**

**Moved: Cr Greenwood**

**Seconded: Cr Batchelor**

**Vote: Simple Majority**

**Carried : 6/0**

## 12.2 Proposed Policy 3.9 – Cash Handling Policy

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	WALGA & Department of Local Government Sport and Culture
<b>Date:</b>	10 June 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM – 52
<b>Attachment/s:</b>	Attachment Item 12.2 - Draft Policy 3.9 Cash Handling

### Proposal/Summary

For Council to adopt a policy in respect to cash handling requirements to fulfil its statutory financial obligations and to minimise risk of fraud and or mismanagement.

### Background

In May 2020, the Shire's auditors identified the lack of a cash handling policy to ensure all amounts due and receipted to the Shire are collected and deposited on a regular and timely basis. Consideration is to be given to appropriate procedures and consistency of process when dealing with cash at both the office and external events with a view to minimising risk of error and or misappropriation.

### Comments

The proposed policy is attached for Council's consideration.

The policy is based on similar documents developed by other local governments and includes guidance to Shire officers in the requirements of accountability and how to maintain the integrity of cash handling processes with a view to minimise risk.

### Consultation

WALGA - Governance

### Statutory Implications

The management of cash handling is critical to compliance with the provisions within both the Local Government Act 1995 and associated Local Government (Financial Management) Regulations 1996

### Policy Implications

Policy 3.9 – Cash handling & cash security – new policy

Ordinary Council Meeting Minutes – 25 June 2020

### **Financial Implications**

The intention of the policy is to provide guidance to staff on best practice in regards to cash handling and associated risk mitigation.

There are no direct costs associated with the implementation of the Policy.

### **Strategic Implications**

#### **Extract from Strategic Community Plan 2017 - 2027**

#### **Civic Leadership Strategies**

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

The following outcomes and strategies have been identified to achieve this vision.

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

6.1.3 Deliver sustainable governance through transparent and robust policy and processes

6.1.4 Undertake the civic duties of Council with the highest degree of ethics

#### **TSC 55/20 MOTION**

**That Council:**

- 1. Adopt the attached Policy 3.9 – Cash handling and cash security; and,**
- 2. Authorise the Chief Executive Officer to update Council’s Policy Manual with the inclusion of this policy.**

**Moved: Cr Caffell**

**Seconded: Cr Nicholls**

**Vote: Simple Majority**

**Carried: 6/0**

**Morgan Ware, Manager Finance and Administration, gave Council a briefing on the operation of the policy and the training being provided to staff.**

## 12.3 Delegations Register – Adoption 2019

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	15 June 2020
<b>Author:</b>	Niel Mitchell
<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 12.3 - Delegations Register 2020

### Proposal/Summary

For Council to adopt the revised Delegations Register as revised in June 2020.

### Background

Council's Delegations Register has been reviewed for relevance to current circumstances and operational effectiveness. It has also been updated to incorporate the previously amended Delegations.

The Delegations Register fits into a hierarchy of requirements, which are noted within the Appendix to the draft document. Accordingly, it is necessary that it integrates with legislative requirements and the local laws, planning policy and general policy as made by Council.

### Comments

Delegations may be made, amended or revoked at any time by absolute majority.

The general hierarchy of authority is –

1. legislation – including regulations and local planning scheme
2. local laws
3. delegations – being under direct authority of legislation or local laws, and being made by absolute majority
4. policy – as it outlines how the above three authorities are to be implemented and being made by simple majority

Although every delegation is at Council's discretion, they are essential for the effective and efficient operation of the Shire. In keeping with the principle of the Local Government Act 1995 s.5.42, wherever possible the delegation is made to the CEO, even those where the actual exercise of the duty must be by a qualified or registered person. In these cases the CEO has the duty to see that the task is carried out, even if not a qualified person.

Several delegations are not to the CEO. These are where the delegations –

- can only be to a qualified or registered person, as required by legislative head of power,
- are to persons who are not considered employees, as permitted by legislative head of power, or



- can only be to specified positions, as required by legislative head of power.

It is considered that the delegations made in 2019 remain appropriate.

The Delegations are structured so that Council may place limits on each delegation, including to whom a sub-delegation is permitted to be made. This does not require the CEO to further delegate, except in some instances as outlined. The CEO may impose further restrictions on any sub-delegation, so that the recipient of the sub-delegation is required to comply not only with the limits as resolved by Council, but also the restriction place by the CEO.

### **Consultation**

Niel Mitchell – Conway - Highbury

### **Statutory Implications**

Compliance with various Local Government Act requirements, and the provisions of other legislation relating to delegations.

### **Policy Implications**

A review of the Delegations Register for Council’s consideration

### **Financial Implications**

Nil

### **Strategic Implications**

Delegations Register is to enable the effective and efficient implementation of Council’s instructions, adopted annual budget, and legislative and local law obligations.

### **TSC 56/20 MOTION**

**That the attached Delegations Register 2020 be adopted.**

**Moved: Cr Batchelor**

**Seconded: Cr Daniels**

**Vote: Simple Majority**

**Carried: 6/0**

## 12.4 Aboriginal and Dual Naming Guidelines

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Geographic Naming Committee – Landgate
<b>Date:</b>	17 June 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM
<b>Attachment/s:</b>	Attachment Item 12.4 – Email from Landgate Attachment Item 12.4 – Aboriginal and Dual Naming Guidelines Attachment Item 12.4 – List of Tammin Reserves

### Proposal/Summary

For Council to be aware of the proposed Aboriginal and Dual Naming Guidelines and to provide feedback to Landgate.

### Background

Geographical features and places in Western Australia were named by Aboriginal people long before the arrival of non-Aboriginal people.

Landgate is committed to the continued recognition of Aboriginal cultural heritage by capturing and recording the original place names used by Aboriginal peoples to identify and connect to geographical features and places. Assigning Aboriginal names for Western Australian geographical features and places will help with the wider preservation of Aboriginal heritage and is an important way to progress reconciliation between Aboriginal and non-Aboriginal people in Western Australia.

The attached Aboriginal and Dual Naming Guidelines provides a framework for the naming of Western Australian geographical features and places with Aboriginal names.

Local governments have been asked to make comment on the Guidelines and in the longer term, consider opportunities to nominate potential dual naming of reserves within its district.

### Comments

Should Councillors wish to make a comment on the proposed Guidelines these can be provided to the CEO for remittance to Landgate.

In regard to the future dual naming of reserves and or other features within the district, these will generally result from community consultation and or other submissions through Landgate on which Council's comment would be requested.

Attached is a list of reserves within the district that could be considered under the proposed Guidelines.

**Consultation**

N/A

**Statutory Implications**

Land Administration Act 1997

State Policy: Policies and Standards for Geographical Naming in Western Australia

**Policy Implications**

N/A

**Financial Implications**

None

**Strategic Implications**

Social /Community Strategies

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

The following outcomes and strategies have been identified to achieve this vision.

Outcome 1.1 A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency

- 1.1.1 Continue to develop and support a healthy inclusive and accessible community providing facilities and services for all ages, abilities, visitors and tourists  
(Cunderdin-Tammin Age Friendly Communities Plan 2017;  
Shire of Tammin, Tammin Town Centre Visioning Plan 2017)
- 1.1.2 Continue to support and strengthen community groups and networks
- 1.1.3 Actively promote and support community events and activities

**TSC 57/20 MOTION**

**That Council receive the request from Landgate for comment on the proposed Aboriginal and Dual Naming Guidelines and provide feedback.**

**Moved: Cr Batchelor**

**Seconded: Cr Nicholls**

**Vote: Simple Majority**

**Carried: 6/0**

**It was noted that Council supported the proposed Aboriginal and Dual Naming Guidelines and will undertake local consultation to give effect to this initiative.**

## 12.5 Tamma Village Entry - Garden

<b>Location:</b>	Booth Street, Tammin
<b>Applicant:</b>	The Garden, Recycling & Heritage Club of Tammin (Veronica DeVis)
<b>Date:</b>	4 June 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	None
<b>File Reference:</b>	ADM – 65 - Streetscape
<b>Attachment/s:</b>	Attachment Item 12.5 – Letter from Veronica De Vis. Attachment Item 12.5 – Photos of proposed location of Wildflower Garden.

### Proposal/Summary

For Council to consider a proposal for the planting of a wildflower garden on Booth Street, Tammin adjacent to the entry to Tamma Village.

### Background

The Garden, Recycling & Heritage Club of Tammin (Veronica de Vis), has written to Cr Batchelor suggesting the establishment of a wildflower garden adjacent to the entry of the Tamma Village, (see attached letter). The garden envisages a number of grass trees, a low rosemary hedge together with various native wildflowers and shrubs. The garden could include a bench seat and a large rock with a bronze plaque commemorating the service of local seniors.

The garden would be within Reserve 8789, under the care, control and management of the Shire, along the western side of Booth Street north of the intersection with Shields Street.

### Comments

Council endorsement of the proposal is required before works can proceed. The proposal is consistent with Council's earlier approval for the planting of a limited number of Jacaranda trees within Donnan Park and the planting of some Poinciana trees further along Booth Street.

Cr Batchelor is Council's liaison with the Garden, Recycling & Heritage Club (GR&HC) of Tammin Inc and has provided the following comments:

- *I have met officially with the President so GR&HC is aware of opportunity to liaise with her. How this might occur is still to be progressed.*
- *There has been no discussion regarding this proposal except receipt of the attached letter from Ms DeVis*
- *Previous historical planning/planting and the "Walk and Talk" event of last month discussion indicated it would be good to introduce additional attractive local species into the area.*

Cr Batchelor will provide further detail following her proposed meeting with the Group.

It is noted that the letter makes reference to the recognition of Joan Button and her services to the Tammin Community. It is recommended that this be dealt with as a separate matter.

### **Consultation**

Veronica De Vis

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

The Shire may wish to contribute a bench seat and installation of a large rock to accommodate a future plaque. The estimated cost for both would be in the order of \$1,000.

### **Strategic Implications**

Environment Strategies

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

The following outcomes and strategies have been identified to achieve this vision.

Outcome 2.1 A well maintained attractive environment servicing the needs of the community

Outcome 2.2 Protect and enhance our natural environment and reserves

2.2.1 Enhance the town's open spaces and roadsides  
(Shire of Tammin, Tammin Town Centre Visioning Plan 2017)

2.2.2 Revegetate local areas as required  
(Shire of Tammin, Tammin Town Centre Visioning Plan 2017)

**TSC 58/20 MOTION**

**That Council advise the Garden, Recycling & Heritage Club of Tammin (Veronica De Vis) that it:**

- 1. supports the establishment of the proposed wildflower garden adjacent to the entry (south) of Tamma Village;**
- 2. in consultation with the Shire's liaison Cr Batchelor, the Club is to provide a site plan, showing measurements, of the proposed location and layout of the wildflower garden; and,**
- 3. is to liaise with the Shire's Manager of Works and Services to mark out the proposed area of works and to ensure no utility services are disturbed.**

**Moved: Cr Daniels**

**Seconded: Cr Nicholls**

**Vote: Simple Majority**

**Carried:6/0**

## 12.6 Kadjininy Kep – Redevelopment – Revised concept June 2020

<b>Location:</b>	Tammin
<b>Applicant:</b>	Tammin Shire Council
<b>Date:</b>	18 June 2020
<b>Author:</b>	Fabian Houbrechts
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM – 51
<b>Attachment/s:</b>	Attachment Item 12.6 – Tammin KEP Option 2 Attachment Item 12.6 –KEP Revised Image

### Proposal/Summary

For Council to give consideration to the future development of the Tammin Kadjininy Kep site.

### Background

It is noted that Tammin's Kadjininy Kep was previously a working hydrology model and Amphitheatre located in the center of the Tammin town-site behind Memorial Park, situated on Great Eastern Highway (Donnan Street) Tammin. It was well presented (see attached photo) and projected a high quality image to passing tourists.

The outdoor entertainment area served as a performance space and featured an Amphitheatre for outdoor concerts, theatre and seminars. The adjacent, but separate, Memorial Park provided a shady grassed area with BBQ facilities to those on day trips or when passing through.

Council, at its May 2020 Ordinary Meeting discussed options for the redevelopment of the Tammin Kadjininy Kep site and requested further iterations to be prepared for consideration.

In accordance with those discussions, the attached plan has been developed (see attached).

The key items for inclusion were:

A central access gate on the western fence;

A footpath from Shields Street, linking the bridge from Tamma Village to the Town Hall precinct also giving access to the above gate;

Possible water playground feature using existing pumps and piping to the former fountain; and,  
Seating and pathway on the auditorium elevated grassed area.

### Comments

The hydrology model was closed down due to high maintenance costs and reduced attendance numbers from school visitations and tourists in general.

As discussed at the previous meeting, Cr Thomson, reported that following discussion with various community members, the following suggestions were presented:

1. General consensus that the facility should once again be used by the public for events, i.e. concerts, possibly some Country Arts performances;
2. It was suggested that water again be used in the canals in front of the stage possible use of safety netting when the stage is in use;
3. The large canal area out the back to be developed as a garden;
4. Younger community members suggested all smaller canals to be redeveloped as low growing garden areas and preferred the large rear area be developed as a water playground, with a waterfall effect, possibly with a timer button to limit operation to times when people are in attendance;
5. It was suggested that the existing fence be removed or at least made lower, similar to Memorial Park, as the current fence is off-putting and sends the message that you not enter; and,
6. If improvements are made, it could be used for weddings or similar events.

The general consensus is that it is a great asset that needs to be revitalized and brought back to life for the benefit of the community.

Further investigations of these and other opportunities need to be progressed. In this regard, the following comments are made:

It is noted that the existing Kadjiny Kep area is distinctly separate from that of Memorial Park, a realigned fence, at a reduced height, could encompass both areas, including the playground, as a single community hub for both adults and children given its proximity to the Town Hall/Lesser Hall, Tamma Village and Bowling Club. Improvements to Booth Street would enhance the overall appeal of this community area that is also in close proximity to the local Primary School and Emergency Services facility. A new BBQ area, seating and shelter, on the north western corner adjacent to the car-park and also adjacent to the suggested water playground may better activate the area.

Looking at the area holistically, one could see a garden aligning with the public toilets extending along the Bowling Club Fence, say 10m width over the area of the leach drains/ATU/STS (known as secondary treatment system). It was agreed that the carpark area remain unsealed.

The proposed water playground could be limited to an area of say 7m x 6m with overhead water features to reduce damage often associated with ground level water jets being blocked. Furthermore, the suggested garden area could be developed as a nature playground turning the existing Kep area into a multi-use community hub.

One of the most expensive elements of such a community hub is providing access to public toilets which already exist and have recently been renovated.

### **Consultation**

Preliminary discussion held with some community members. Further consultation required once an agreed concept or options have been determined.



### **Statutory Implications**

Not applicable at this time

### **Policy Implications**

Not applicable at this time

### **Financial Implications**

No cost assumptions have been made at this concept stage. One would expect some form of community based grant funding could be sourced for the right project.

### **Strategic Implications**

Economic Development Strategies

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

The following outcomes and strategies have been identified to achieve this vision.

Outcome 4.1 Support and foster industry, initiative and innovation in seeking new opportunities to enhance our Shire's economic health

Outcome 4.2 An attractive destination for visitors

4.2.1 Maintain and enhance local iconic attractions and infrastructure  
(Shire of Tammin, Tammin Town Centre Visioning Plan 2017)

4.2.2 Participate in the Regional Tourism Strategy (Yorkrakine Rock signage); promote Tammin as a place to visit, live and work

### **TSC 59/20 MOTION**

**For Council to give consideration to possible redevelopment opportunities for the Tammin Kardjininy KEP site as per revised June 2020 concept plan.**

**Moved: Cr Thomson**

**Seconded: C Caffell**

**Vote: Simple Majority**

**Carried: 6/0**

It was noted that former Councillor Barry Leslie had been heavily involved in the development of the Kadjininy Kep and it was suggested that he be invited to the next Council Meeting to provide some background on the development.

## 12.7 Animal Welfare in Emergencies Plan

<b>Location:</b>	Shire of Tammin		
<b>Applicant:</b>	Kellerberrin-Tammin Management Committee	Local	Emergency
<b>Date:</b>	17 June 2020		
<b>Author:</b>	Neville Hale		
<b>Item Approved by:</b>	Chief Executive Officer		
<b>Disclosure of Interest:</b>	Nil		
<b>File Reference:</b>	ORGE – 05		
<b>Attachment/s:</b>	Attachment Item 12.7 - Local Animal Welfare Emergencies Plan		

### Proposal/Summary

For Council to adopt the Kellerberrin – Tammin Local Animal Welfare Emergency Plan (the Plan) as recommended by the Kellerberrin – Tammin Local Emergency Management Committee (KTLEMC).

### Background

The Department of Primary Industries and Regional Development (DPIRD) have developed a DRAFT *Local Animal Welfare in Emergencies Plan: Guide and Template*, which has been further developed specifically for the requirements of KTLEMC

The Plan was developed as a result of DPIRD's inaugural WA Local Government Animal Welfare in Emergencies Workshops, held in August 2019, and attended by a number of Local Government representatives. The workshops introduced participants to the importance of considering animals and their welfare in emergencies, highlighting the unique and sometimes challenging issues that arise. The Plan has been prepared to assist the Shires of Kellerberrin and Tammin to address animal welfare requirements relevant to their area of responsibility, the risks they face and the community they support.

### Comments

The Plan forms part of a suit of documents that are attachments to the Shire of Tammin's Local Emergency Management Arrangements

The attached Plan was considered by the KTLEMC at its 17 June 2020 Meeting and adopted.

### Consultation

WALGA – Emergency Management Policy section  
KTLEMC

### Statutory Implications

The Plan has been prepared in accordance with the general requirements of the Emergency Management Arrangements prepared under s41(1) of the *Emergency Management Act 2005* and endorsed by the Kellerberrin - Tammin Local Emergency Management Committee.

### Policy Implications

N/A

### Financial Implications

There are no specific financial implications with the adoption of this Plan, however in times of emergency there may be costs associated with the implementation of the animal welfare requirements.

### Strategic Implications

Social /Community Strategies

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

The following outcomes and strategies have been identified to achieve this vision.

Outcome 1.1 A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency

1.1.1 Continue to develop and support a healthy inclusive and accessible community providing facilities and services for all ages, abilities, visitors and tourists  
(Cunderdin-Tammin Age Friendly Communities Plan 2017;  
Shire of Tammin, Tammin Town Centre Visioning Plan 2017)

1.1.2 Continue to support and strengthen community groups and networks

Outcome 1.2 A growing, healthy and safe community

1.2.3 Support provision of emergency services and encourage community volunteers

#### **TSC 60/20 MOTION**

**That Council adopt the attached Kellerberrin – Tammin Local Animal Welfare Emergency Plan as an appendix to its Local Emergency Management Plan**

**Moved: Cr Daniels**

**Seconded: Cr Nicholls**

**Vote: Simple Majority**

**Carried: 6/0**

## 12.8 Local Emergency Management Committee Meeting - Minutes

<b>Location:</b>	Kellerberrin Recreation Centre
<b>Applicant:</b>	Shire of Kellerberrin & Shire of Tammin Local Emergency Management Committee (KTLEMC)
<b>Date:</b>	18 June 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADM
<b>Attachment/s:</b>	Attachment Item 12.8 - KTLEMC Minutes

### Proposal/Summary

For Council to receive the Minutes of the Kellerberrin Tammin Local Emergency Management Committee held on Wednesday, 17 June 2020.

### Background

Local governments are key players in the State's emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

The LEMC is to be managed and chaired by the local government, with representation from organisations and agencies that play a key role in emergency management within their district.

The functions of a LEMC, in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The KTLEMC is scheduled to meet quarterly and to undertake at least one (1) training exercise each year.

### Comments

The Minutes of the Meeting held on Wednesday, 17 June 2020 are attached for Council's information.

### Consultation

N/A

**Statutory Implications**

Under section 38 of the *Emergency Management Act 2005*, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government’s district. However, local governments may unite for the purposes of emergency management and establish one or more LEMC for their combined districts.

**Policy Implications**

N/A

**Financial Implications**

N/A

**Strategic Implications**

**Social /Community Strategies**

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

The following outcomes and strategies have been identified to achieve this vision.

- |             |   |
|-------------|---|
| Outcome 1.1 | A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency |
| 1.1.2       | Continue to support and strengthen community groups and networks                                      |
| Outcome 1.2 | A growing, healthy and safe community   |
| 1.2.3       | Support provision of emergency services and encourage community volunteers                            |

**TSC 61/20 MOTION**

**That Council receive, for its information, the minutes of the Shire of Kellerberrin and Shire of Tammin Local Emergency Management Committee Meeting held on Wednesday, 17 June 2020.**

**Moved: Cr Nicholls**

**Seconded: Cr Caffell**

**Vote: Simple Majority**

**Carried: 6/0**

## 12.9 Astrotourism Towns Project

Cr Batchelor submitted a Declaration of Financial Interest in Item 12.9 and therefore vacated the meeting at 6:20pm

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Astrotourism Western Australia
<b>Date:</b>	17 <sup>th</sup> June 2020
<b>Author:</b>	Sam Pimlott
<b>Item Approved by:</b>	Community Development & Finance Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	PUB08
<b>Attachment/s:</b>	Attachment Item 12.9 – Tammin Astotourism Economic Opportunity 2020-21 Attachment Item 12.9 - Astrotourism WA Pricing and Prospectus Attachment Item 12.9 – Stargazers initial request Attachment Item 12.9 – Return on Investment Astrotourism WA

### Proposal/Summary

Astrotourism Western Australia is proposing that the Shire of Tammin become an Astrotourism Towns destination.

### Background

In July 2019, Stargazers Club WA approached the Shire with a view to establish its activities in Tammin as a potential tourism promotion. Subsequent discussions identified the need to establish the basis for a controlled network of towns so as not to jeopardise the viability of each. Further clarification of costs was also discussed.

On 18<sup>th</sup> May 2020, Astrotourism Western Australia (Stargazers Club) wrote to the Shire of Tammin offering an opportunity to become involved in its Astrotourism Towns Project.

Astrotourism Western Australia are a different organisation to the already locally established Astronomical Society of Western Australia that have an established stargazing location on Lowles Road, North Tammin.

### Comments

The letter of offer from Astrotourism Western Australia has indicated that it would like the Shire of Tammin to participate in its Astrotourism Towns Project with an initial establishment fee of \$8,000.00. This fee would include:

- Assistance to select suitable locations for Astrotourism activities.
- A free stargazing event to engage the local community.

- Website promotion of your town as an Astrotourism destination; and
- Local visitor servicing upskilling

While it is always encouraging to offer activities within the community that may encourage passing travellers to stop and stay in Tammin we lack the sort of facilities that surrounding communities have to offer which may in-turn see that surrounding communities reap the benefits of our affiliation investment with Astrotourism Western Australia.

There are 15 local governments that have taken up the opportunity offered by Astrotourism Western Australia to become part of the Astrotourism Towns Project. These towns include Bindoon, Carnamah, Cervantes, Coorow, Darkan, Lake Grace, Mingenew, Moora, Morawa, Mullewa, Northam, Perenjori, Three Springs, Wagin and Wongan Hills. These towns are predominately north and south of Perth with Northam being the only eastern branching location.

An Astrotourism Market Research Study that is currently being undertaken by Tourism WA has yet to be released which would give an estimate to the size of the Astrotourism market indicating what the economic opportunities may be and what investment requirements will be necessary to enter the market.

Council would be aware of the Shire's existing relationship with the Astronomical Society of Western Australia which agreed to hold a public viewing and information evening similar to the events held in the past. They are happy to arrange one of these functions in the near future now that the COVID-19 restrictions have relaxed.

### **Consultation**

Astrotourism Western Australia

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Initial establishment year \$8,000.00 (ex GST).

Ongoing years affiliation to Astrotourism Western Australia - \$3000.00 (ex GST) to have the town of Tammin listed as a participating member. In addition, to be recognised at the annual Astrofest event held in Perth, a sponsorship charge of \$1,100 (GST Inc) is payable.

If holding an event, in addition to the administration costs of co-opting local visitor servicing volunteers, Customer Service Add-ons required to hold any future events in ongoing years include:

- Community Stargazing Event - \$2,200 (inc GST)

- Business /Product Development- \$3,300 (inc GST)
- Astrophotography Workshop - \$1,650 (inc GST)

### **Strategic Implications**

#### **Social /Community Strategies**

Outcome 1.1 A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency

1.1.1 Continue to develop and support a healthy inclusive and accessible community providing facilities and services for all ages, abilities, visitors and tourists

*(Cunderdin-Tammin Age Friendly Communities Plan 2017; Shire of Tammin, Tammin Town Centre Visioning Plan 2017)*

1.1.3 Actively promote and support community events and activities

#### **TSC 62/20 MOTION**

**That Council decline the request to be affiliated with Astrotourism Western Australia.**

**Moved: Cr Thomson**

**Seconded: Cr Daniels**

**Vote: Simple Majority**

**Carried: 5/0**

Cr Batchelor returned to the meeting at 6:27pm.



- 13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH**
  
- 14. MATTERS FOR CONSIDERATION – TOWN PLANNING**
  
- 15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**
  
- 16. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)**
  
- 17. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 6:30pm.