

Shire of Tammin



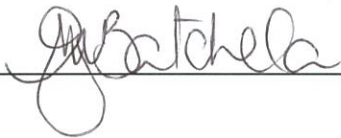
DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 26 March 2020 was confirmed at the Ordinary Council Meeting held on 23 April 2020.

Name: Glenice Batchelor

Signed: _____



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

Date: _____

14 | 5 | 2020

Shire of Tammin

ORDINARY COUNCIL MEETING

CONFIRMED MINUTES



An Ordinary Meeting of Council of the Shire of Tammin was held on **Thursday 26 March 2020** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:00pm**.

Neville Hale
Chief Executive Officer
26 March 2020

MISSION STATEMENT

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

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

In the absence of the Shire President, the Deputy Shire President will declare the meeting open at 5:00pm.

The Deputy President informed Council that the President had authorised attendance of Cr Batchelor, Cr Nicholls and Cr Caffell as electronic attendees in accordance with the Local Government (Administration) Regulations 1996, Regulation 14 C (2).

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

Present:

Cr G Batchelor	Deputy President – Presiding (by electronic means)
Cr N Caffell	Member (by electronic means)
Cr T Daniels	Member (in-person)
Cr T Nicholls	Member (by electronic means)
Cr C Thomson	Member (in-person)

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:

Cr M Greenwood	Shire President
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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

Cr Thomson declared a Financial Interest in Item 12.2 as she would be seeking reimbursement of expenses

Cr Nicholls declared a Financial Interest in Item 12.2 as she would be seeking reimbursement of expenses

7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 Ordinary Council Meeting Minutes – 27 February 2020

TSC 20/20 MOTION

That the Minutes of the Ordinary Council Meeting held on 27 February 2020 be confirmed as a true record of proceedings.

Moved: Cr Thomson

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 5/0

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

The Presiding Member, Cr Batchelor informed Council that Item 12.1 regarding the ALGA – National General Assembly will be withdrawn from the Agenda. This is due to the cancellation of the conference following regulations set by State Government in relation to COVID-19.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS FOR CONSIDERATION – FINANCE

11.1 List of Payments for February 2020

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	4 March 2020
Author:	Keira Wirth
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 11.1 – February Payment List Attachment Item 11.1 - Credit Card Statement

Background

Accounts paid for February 2020 totaling \$553,746.10 are listed below:

Cheque numbers	6751 - 6752	\$34,555.01
Direct debit payments	01/02/20 – 29/02/20	\$7,840.78
Licensing transfers	01/02/20 – 29/02/20	\$4,427.65
Bank fees	01/02/20 – 29/02/20	\$209.08
VISA payments	01/02/20 – 29/02/20	\$683.80
EFT payments	EFT3551 – EFT3608	\$460,465.99
Salaries and wages	01/02/20 – 29/02/20	\$45,563.79
Total payments	01/02/20 – 29/02/20	\$553,746.10

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 21/20 MOTION

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

Municipal Fund payments totaling \$553,746.10 on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

Payment List February 2020

Ref	Date	Creditors Name	Description	Amount
Licensing				
56	03/02/2020	Department of Transport	Daily Licensing Fee	\$ 496.65
56	04/02/2020	Department of Transport	Daily Licensing Fee	\$ 153.45
56	05/02/2020	Department of Transport	Daily Licensing Fee	\$ 382.55
56	06/02/2020	Department of Transport	Daily Licensing Fee	\$ 16.75
56	10/02/2020	Department of Transport	Daily Licensing Fee	\$ 1,083.50
56	11/02/2020	Department of Transport	Daily Licensing Fee	\$ 571.00
56	12/02/2020	Department of Transport	Daily Licensing Fee	\$ 74.75
56	13/02/2020	Department of Transport	Daily Licensing Fee	\$ 70.60
56	14/02/2020	Department of Transport	Daily Licensing Fee	\$ 87.95
56	19/02/2020	Department of Transport	Daily Licensing Fee	\$ 335.60
56	24/02/2020	Department of Transport	Daily Licensing Fee	\$ 433.45
56	25/02/2020	Department of Transport	Daily Licensing Fee	\$ 178.75
56	26/02/2020	Department of Transport	Daily Licensing Fee	\$ 498.60
56	28/02/2020	Department of Transport	Daily Licensing Fee	\$ 44.05
Subtotal				\$ 4,427.65

Bank Fees				
56	03/02/2020	MERCHANT FEES	CBA MERCHANT FEES	\$ 100.24
56	05/02/2020	BANK FEES	NAB TRANSACT BANK FEES	\$ 4.90
56	25/02/2020	BANK FEES	NAB CONNECT BANK FEES	\$ 21.24
56	28/02/2020	MERCHANT FEES	MERCHANT FEES	\$ 22.00
56	28/02/2020	BANK FEES	MUNICIPAL BANK FEES	\$ 40.70
56	28/02/2020	BANK FEES	TRUST BANK FEES	\$ 20.00
Subtotal				\$ 209.08

EFT Payments				
EFT3551	06/02/2020	Adapt Electrical Solutions	Install HDMI lead from the north wall to the projector in Council Chambers, Parts & Labour Double power point and add circuit to projector 3.5 hours labour. Repair faulty power point at 14 Russell Street, Tammin. Call out to repair projector mount admin office.	\$ 1,388.85
EFT3552	06/02/2020	Advanced Traffic Management WA Pty Ltd (ATM)	Provide Traffic Management (3 X TC and 2 X vehicle Monday to Friday flat rates) Tammin South Road - 30/02/2020 & 31/01/2020	\$ 3,801.60
EFT3553	06/02/2020	Avon Valley Isuzu Ute	15,000km service and part on vehicle TN1	\$ 391.26
EFT3554	06/02/2020	Avon Waste	Refuse collection, Domestic bin collection & Comingled collection	\$ 3,679.24
EFT3555	06/02/2020	Cutting Edges Equipment Parts	Supply and deliver grader blades GB6858 BLK Curv (red) 1828 X 203 X 16 X 13H (5/8)"	\$ 561.73
EFT3556	06/02/2020	Department of Mines, Industry Regulation and Safety	BSL Levy for the month of January 2020	\$ 506.79
EFT3557	06/02/2020	Downer EDI Works Pty Ltd	Cement stabilisation (1.5%) at a depth of 150mm and width of 9m on Tammin Wyalkatchem Rd (SLK 4.47 to 6.20) Mobilisation and demobilisation of crew and cement spreader truck (50% on this order) Allowance for second water truck including mobilisation	\$ 90,376.70
EFT3558	06/02/2020	Earthstyle Contracting Pty Ltd	Box out and replace base work at the tennis court, install and compact supplied road base. Supply and install emulsion spray (stone supplied by the Shire of Tammin)	\$ 10,560.00
EFT3559	06/02/2020	Executive Media	Winter edition 2020 Caravanning Australia	\$ 950.00
EFT3560	06/02/2020	Goodfield Quality Meats	40x BBQ Sausages for staff farewell	\$ 40.91
EFT3561	06/02/2020	IT Vision	Monthly License fee for SynergySoft modules, January 2020	\$ 2,113.10
EFT3562	06/02/2020	Komatsu Australia Pty Ltd	Service kit as per quotation n° Q001516424 for Komatsu Grader GD555-5 (4750hr service)	\$ 333.67
EFT3563	06/02/2020	LGRCEU	Payroll deductions	\$ 41.00
EFT3564	06/02/2020	Marketforce	Notice of Annual General Meeting of Electors, Annual Report, 35x1 lines, West Australian Saturday 18/01/2020	\$ 387.64
EFT3565	06/02/2020	Office of the Auditor General	Audit fee, Fee for the attest audit for the year ending 30 June 2019	\$ 33,000.00
EFT3566	06/02/2020	Perfect Computer Solutions	Monthly monitoring fee, management and resolution of disaster Recovery Options at site January	\$ 85.00
EFT3567	06/02/2020	Public Libraries WA Inc	PLWA Membership - Tier 1 Subscription renewal 2019 / 2020	\$ 110.00
EFT3568	06/02/2020	Shaun's mobile mechanical service	On site service for the Grader Komatsu GD 555-5 (4750hrs) Parts and oil supplied by the Shire of Tammin	\$ 187.00
EFT3569	06/02/2020	Sunny Sign Company	Supply and deliver 900X600X1.6 Aluminium sign, Franklin, Nelson & Gold fields 2x	\$ 250.25
EFT3570	06/02/2020	Synergy	Street light electricity charges 25/12/2019 - 24/01/2020	\$ 1,722.53

EFT3570	06/02/2020	Synergy	Street light electricity charges 25/12/2019 - 24/01/2020	\$ 1,722.53
EFT3571	06/02/2020	T & T Wilkins	Ceiling repairs, fit timbers to ceiling at 600mm spacing and paint. Repairs to wall and paint as per quote 45	\$ 8,981.10
EFT3572	06/02/2020	Toll Ipec	Freight charges - Library books month of January	\$ 20.41
EFT3573	06/02/2020	Wright Express Australia Pty Ltd (Puma)	Fuel charges various vehicles for the month of January 2020	\$ 2,982.78
EFT3574	06/02/2020	Youlie and Son Spreading Services	Roadworks on Tammin Wyalkatchem road as per day rates for grader, 2 rollers and water cart wet hire roadworks on Tammin South road, on quote , 2 rollers and water cart wet hire Water cart wet hire on hourly rates for base preservation prior sealing Water cart wet hire on hourly rates for base preservation prior sealing	\$ 39,336.00
EFT3575	13/02/2020	Adapt Electrical Solutions	Cooinda lighting upgrade. Replace the old lights with new LED battens	\$ 1,480.60
EFT3576	13/02/2020	Advanced Traffic Management WA Pty Ltd (ATM)	3 Traffic controllers with signs and cones to worksite (2 vehicles). Tammin Wyalkatchem Road Tammin. 4/02/2020	\$ 2,217.60
EFT3577	13/02/2020	Australia Post	Postage charges from the 7th January until the 31st of January	\$ 27.46
EFT3578	13/02/2020	COLAS West Australia Pty Ltd	Supply and install SAMI BIOPRIME-ECO at 0.5l/m ² (SLK 4.47 to 6.20) Supply and install 14mm (Shire supplied) SSR PMB 1st coat at 1.4l/m ² (SLK 4.47 to 6.20) Supply and install 10mm (Shire supplied) SSR PMB 2nd coat at 0.9l/m ² (SLK 4.47 to 6.20)	\$ 154,519.83
EFT3579	13/02/2020	DKT Rural Agencies	Various reticulation materials Donnan Park Oval & Tamma Village	\$ 1,327.88
EFT3580	13/02/2020	EverGreen Synthetic Grass	30% of full payment prior to work completion - Evergreen Synthetic Grass	\$ 38,052.65
EFT3581	13/02/2020	Kellerberrin Farmers Co-Operative	Staff farewell & Council meeting re-stock of refreshments, January 2020	\$ 248.44
EFT3582	13/02/2020	Local Community Insurance Services	Fuse Festival Insurance Quote number #91733165322	\$ 812.66
EFT3583	13/02/2020	Officeworks	Stationary supplies & refreshments for admin office kitchen	\$ 122.14
EFT3584	13/02/2020	Perfect Computer Solutions	10/01/2020 Maintenance to Tabloid laptop, 23/01/2020 SFO Access to temp super file, 30/01/2020 Ran scan on Admin computer for potential hacking, 30/01/2020 Installed copy TransHEIC for MSF, 30/01/2020 Rate Outlook maintenance, 31/01/2020 MWS restored sidebar on SynergySoft, 04/02/2020 Email correspondence to admin regarding suspicious email	\$ 425.00
EFT3585	13/02/2020	Ransberg Pty Ltd Trustee for Ransberg unit trust t/as WA Blue metal	Supply and deliver 10mm Washed aggregate to Tammin Wyalkatchem Rd Tammin Supply and deliver 14mm Washed aggregate to Tammin Wyalkatchem Rd Tammin	\$ 34,681.15
EFT3586	13/02/2020	Shire of Kellerberrin	Provide services for mosquito fogging on the 23rd of January 2020	\$ 600.00
EFT3587	13/02/2020	Synergy	Electricity charges various buildings 10/12/2019 - 12/02/2020	\$ 2,541.17
EFT3588	13/02/2020	Telstra	Telstra charges internet and phone line charges	\$ 964.69
EFT3589	13/02/2020	Toodyay Home Traders	Service on chainsaw MS311 New chains, combination wrenches 13/19mm, handles and files	\$ 412.65
EFT3590	13/02/2020	Wheatbelt Office and Business Machines	Photo copier charges 04/12/2019 - 11/02/2020	\$ 1,200.20
EFT3591	20/02/2020	ATOM	Uniform for all staff and Council members	\$ 645.70
EFT3592	20/02/2020	Adapt Electrical Solutions	Supply and install down lights at the public toilets as per quote Q-0051	\$ 933.60
EFT3593	20/02/2020	Advanced Traffic Management WA Pty Ltd (ATM)	Provide Traffic Management (3 X TC and 2 X vehicle Monday to Friday flat rates) as per quote 01743	\$ 2,217.60
EFT3594	20/02/2020	Avon Valley Glass	Repair aluminium fixed window with 6.38mm clear laminate safety glass Repair mirrors with new 4mm vinyl back mirror and reinstall travel costs. Due to vandalism damages. Insurance claim made to LGIS	\$ 725.55
EFT3595	20/02/2020	Farmways Kellerberrin	3 x spark plugs for chainsaw	\$ 16.50
EFT3596	20/02/2020	LGRCEU	Payroll deductions	\$ 41.00
EFT3597	20/02/2020	Perfect Computer Solutions	03/02/2020 Clean up printer options in Synergy, 06/02/2020 set up cloudflare DNS account, 11/02/2020 CDO email reconfiguration	\$ 297.50
EFT3598	20/02/2020	Prestige Alarms	24 hour monitoring of security alarm system, quarterly payment	\$ 143.00

EFT3599	20/02/2020	Shire of Cunderdin	Light House project Mental Health Training 40% Contribution - Cunderdin Shire	\$ 1,177.18
EFT3600	20/02/2020	Shire of Merredin	Advertising in The Eastern Wheatbelt WA - A Visitors Guide Edition 6	\$ 255.00
EFT3601	20/02/2020	Sunny Sign Company	Supply and deliver brackets to install street blades (2 per set)	\$ 184.80
EFT3602	20/02/2020	Tammin Women's Hockey Club	2019 Christmas wind up - catering	\$ 960.00
EFT3603	26/02/2020	Department of Fire and Emergency Services	2019/20 Quarter 3, Emergency Services Levy. ESLB 3rd Quarter Contribution	\$ 8,642.70
EFT3604	26/02/2020	OCLC (UK) Ltd	Amlib annual maintenance - 11/01/2020 - 10/01/2021	\$ 1,651.43
EFT3605	26/02/2020	Perfect Computer Solutions	12/02/2020 reconnect terminal server & find missing outlook email contact group admin. 13/02/2020 upload Messages on Hold, 18/02/2020 Reset password EH8S, fix printer selection CDO computer & upload Message on Hold Audio file	\$ 467.50
EFT3606	26/02/2020	Telstra	Office internet 10/02/2020 - 09/03/2020	\$ 90.00
EFT3607	26/02/2020	Toll Ipec	Freight charges for Grader service kit parts	\$ 14.25
EFT3608	26/02/2020	WA Contract Ranger Services Pty Ltd	Ranger Services 03/02/2020 & 17/02/2020	\$ 561.00
Subtotal				\$ 460,465.99

Cheque Payments				
6751	20/02/2020	Water Corporation	Water usage charges 09/12/2019 - 13/02/2020 Standpipe Barrack Road. Tammin - Wyalkatchem Road works, Tammin South Road road works	\$ 21,234.11
6752	26/02/2020	Water Corporation	Standpipe - Station Road behind Tamma Village	\$ 13,320.90
Subtotal				\$ 34,555.01

Direct Debits				
DD1417.1	04/02/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,407.67
DD1417.2	04/02/2020	Australian Super	Superannuation contributions	\$ 172.15
DD1427.1	18/02/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,919.81
DD1427.2	18/02/2020	Australian Super	Superannuation contributions	\$ 172.15
DD1433.1	18/02/2020	Messages on Hold	Interactive Voice Recordings, 18/02/2020 - 17/03/2020	\$ 169.00
Subtotal				\$ 7,840.78

NAB Visa Payments				
DD1423.1	03/02/2020	NAB Business Visa	NAB Visa Transactions from 28/12/2019 to 28/01/2020	\$ 683.80
Subtotal				\$ 683.80

Salaries & Wages				
	04/02/2020	Shire of Tammin	Salary & Wages	\$ 22,580.01
	18/02/2020	Shire of Tammin	Salary & Wages	\$ 22,983.78
Subtotal				\$ 45,563.79

Total paid Municipal Account for the month of February

\$ 553,746.10

11.2 Financial Management Report for the month of February 2020

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	17 March 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.2 - February 2020 Monthly Financial Report

Background

Enclosed is the Monthly Financial Report for the month of February 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 22/20 MOTION

That Council adopt the Monthly Financial Report for the period ending 29 February 2020 comprising;

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

Moved: Cr Daniels

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

11.3 Mid-Year Budget Review 2019/20 Financial Year

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	15 March 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 – FY 2019-20 Budget Review

Proposal/ Summary

The purpose of this report is for the Shire of Tammin to consider and adopt the Budget Review Report, with any amendments, for the period 1 July 2019 to 29 February 2020.

Background

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

- (1) *During the period from 1st June in a financial year to 31st August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30th June next following that 31st August.*

**Absolute majority required.*

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget.

33A. Review of Budget

- (1) *Between 1st January and 31st March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
- (a) consider the local government's financial performance in the period beginning on 1st July and ending no earlier than 31st December in that financial year; and*
 - (b) consider the local government's financial position as at the date of the review; and*
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- *Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2020, for the period ending 29 February 2020, is presented for consideration. Statements of Financial Activity at 29 February 2020 have been prepared to provide a summary of the budget review results, as well as a Statement of Closing Funds detailing a projected surplus as at 30 June 2020 of \$1,093, down from the original budget forecast of \$3,880.

Comment

The budget review has been prepared to include the information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and the Australian Accounting Standards. Council adopted a 10% minimum or \$10,000 for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The adopted budget contained an opening surplus of \$956,397 with a forecast closing position at 30th June 2020 of \$3,880. Following completion of the annual financial audit of FY18/19 results, the actual opening surplus has been revised to \$952,429, an adjustment of \$3,968.

Following review and taking into account all proposed budget amendments as detailed in the attached Report, a surplus of \$1,093 is predicted. The key items influencing this forecast result are as follows:

A. Revenue

(Decrease) Increase in the following Items:	\$	
Opening Surplus	(3,968)	(3,968)
Grants Commission Funding	(16,932)	
Interest on Reserves	(17,020)	
Reimbursement of legal costs	(11,500)	(45,452)
Law, Order & Public Safety - AWARE		(3,404)
Non cash adjustment- Profit on sale	(18,068)	
Rentals – Shire housing	(15,882)	(33,950)
Interest recoup – SSL	466	466
Standpipe Water charges	(20,000)	(20,000)
Non-cash adjustment	7,727	
Insurance & Other Reimbursements	13,500	21,227
Decrease in Revenue		(\$85,081)

B. Expenditure

(Increase)/decrease in the following items:

Audit Fees (additional costs)	(7,000)	
Accounting Support Fees	(10,000)	
Other minor adjustments	3,890	(13,110)
Adjust Legal and Rates Salary alloc	11,810	11,810
Fire Control & minor general exp	(1,760)	(1,760)

Non Cash Adjust Loss on 20 Ridley	1,361	1,361
Cemetery Maintenance	8,000	8,000
Maintenance –Sports facilities	30,000	30,000
Maintenance Roads	14,000	
RAMM Capture	10,000	24,000
Area Promotion	(2,843)	
Building Officer	(4,450)	(7,293)
Tyres & Tubes	(13,551)	
Sundry Plant	18,398	
Other adjustments as per Note	961	5,808
Decrease in Expenditure		\$57,799

Review of capital expenditure requirements for the remainder of the 2019/20 Financial Year, carried out as part of the budget review process, has identified a requirement for the following proposed significant amendments to the capital expenditure budget:

NEW Capital Expenditure Items (not previously budgeted)

Bowling Green Replacement \$117,129

Funded by:

New Debenture 70,000

Transfer from Reserve 47,129

Removed / Deferred Capital Expenditure Items (Previously Budgeted)

Plant Trailer \$31,000

Off set by

Transfer from Reserve cancelled (\$31,000)

Financing Adjustments - Additional transfer to Reserve

Bowling Green Replacement 2017 funds adjustment (\$12,000)

Financing Adjustment – Additional transfer from Reserves

Bowling green replacement \$49,216

Budget adjustments proposed for the remainder of the Shire’s existing budgeted capital projects are as outlined in Note 5 of the Budget Review Report.

The 2019/20 Annual Budget Review, for the period 1 July 2019 to 29 February 2020, is based on current trends and anticipated addition revenue and expenditure.

Consultation

Chief Executive Officer
Manager of Works & Services
Megan Shirt –Local Government Financial Consultant

Statutory Implications

Sound financial management is an important cornerstone of good governance.

Policy Implications

Nil

Statutory Environment

Local Government Act 1995 Section 6.2
Local Government (Financial Management) Regulations 1996, Regulation 33A

TSC 23/20 MOTION

That Council:

- 1. Adopt the 2019/20 Annual Budget Review, as presented in Attachment Item 11.4 – FY 2019-20 Budget Review and notes that the estimated closing funds are based on current revenue and expenditure trends.**
- 2. Authorise the budget amendments as per the attachment to item 11.4 and as detailed in the agenda item report.**

Moved: Cr Nicholls

Seconded: Cr Daniels

Vote: Absolute Majority

Carried:5/0

11.4 Outstanding Debt – Write off

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	17 March 2020
Author:	Manager of Finance and Administration
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.4 – Payment Arrangement Letter Attachment Item 11.4 – Notice of Intention to Defend Attachment Item 11.4 – Email – Debt Load Pack Attachment Item 11.4 – Proceeding with Legal action

Proposal/Summary

The purpose of this report is for Council to consider writing off a bad debt that the Shire has been carrying since June 2018, totaling \$6,752.77.

Background

The outstanding debt relates to an overpayment of leave entitlements upon termination of a previous staff member. Final payment was made on 26 June 2018 for the 2017/18 financial year. Contact was made with the staff member via email and mail to ensure he was aware of the situation and the obligation to return the overpayment amount of \$6,752.77.

Comment

Attempts to recover the outstanding monies via several avenues including debt collection have proven to be unsuccessful. A contract of payment agreed upon by the Chief Executive Officer was emailed and mailed to the former staff member on 23 January 2019 with terms of clearing the outstanding debt over the course of a 2 year period. This option was dismissed by the former staff member.

The matter was sent to AMPAC Debt Recovery on 21 March 2019. In response, the former staff member commenced counter legal action claiming that the Shire is unlawfully seeking this debt. The notice of intention served against the Shire of Tammin was allegedly emailed by AMPAC to the Shire on 10 December 2019. This notice of intention was not received by the Shire of Tammin until after the 14 day defence lodgment period, by which time it must lodge and serve a statement of defence. Subsequent correspondence between the Shire and AMPAC revealed that the email sent by AMPAC, with the notice of intention, was not recognized until too late to proceed. Refer Attachment Item 11.4 – Email – Debt Load Pack.

Notwithstanding the elapse of the 14 day period, the Shire could have proceeded, however there is a strong case for the former employee to dismiss the Shire's defence application on account that the Shire did not file and serve a statement of claim within 14 days. Furthermore, the ongoing fees to AMPAC Debt Recovery and the associated legal charges to secure a Judgement, as described in Attachment Item 11.4 - Proceeding with legal action, it is recommended that Council discontinue with its legal pursuit of the debt and reluctantly write off the amount of \$6,752.77.

Consultation

AMPAC Debt Collection Agency.

Statutory Implications

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —*
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) waive or grant concessions in relation to any amount of money; or*
 - (c) write off any amount of money, which is owed to the local government.*

** Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

Policy Implications

Policy 1.21 – Outstanding Debts Policy

Delegations Register – LGA 30 Write off of Debts and other than Rates & Service Charges

Financial Implications

It is anticipated that the write off of the \$6,752.11 debt will be less costly than pursuing a legal recovery process that will incur greater expense than the debt itself. Moreover, there is no certainty that the legal action would result in a successful outcome of recovery.

Strategic Environment

Outcome 6.2 An efficient and effective 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 24/20 MOTION

That Council agree to write off the bad debt owed by the former staff member for the amount of \$6,752.77.

Moved: Cr Thomson

Seconded: Cr Daniels

Vote: Absolute Majority

Carried: 5/0

11.5 Outstanding Rates Report

Location:	Shire of Tammin
Applicant:	Council
Date:	16 March 2020
Author:	Rates Officer
Item Approved by:	Chief Executive Officer – Neville Hale
Disclosure of Interest:	Nil
File Reference:	FIN06
Attachment/s:	Nil

Proposal/Summary

For Council to be advised of the rates outstanding as at 16 March 2020 being the final instalment date of the 2019/20 rating year for which notice was issued 31 January 2020.

Background

The 2019/20 Budget made provision to raise \$1,132,960 in rates with \$22,659 for discounts of 2% (net \$1,110,301) if receipted or paid into the Shire's bank account by the close of business on the 9 September 2019. Only \$19,840 of discounts were provided against the Budget provision of \$22,659 but it did serve its purpose of securing circa 90% of rates paid by the Due Date.

As at 1 July 2019, the Shire had \$41,360 of rates outstanding. Following the issue of the 2019/20 rates and the passing of the Due Date for the fourth (4th) Installment, there remains \$79,715 outstanding excluding Waste and ESL Debtors as at 16 March 2020. Further excluding pensioners, the overdue amount is \$62,045.

In addition to the above, there remains \$4,172 outstanding for waste collection charges and \$5,214 for ESL charges, giving a total outstanding of \$89,100.

Comments

The Shire has 328 rateable properties of which 81 attract minimum rates of \$573.

The outstanding balance of \$89,100 represents 7.86% of the current year's rates, reduced to 6.3% when one excludes pensioners.

There are currently 101 Assessments listed on the 16 March 2020 Overdue Rates Report, up from 75 Assessments listed on the Overdue Rates Report of 9 October 2019. The increase reflects those additional assessments that were previously excluded as having taken up one of the instalment options that have now fallen due. There are:

- 13 assessments totaling \$16,107.59 under ongoing repayment plans;

- 3 assessments totaling \$24,179.53 for which legal action is in process of which one (1) is now over the three (3) year recovery limit;
- 85 assessments have overdue amounts, some as a result of underpayment as a result of missing the Due Date for discount and some with carried forward interest. The balance being those that have yet to fully meet the rates levied to date. A final Notice will be sent on the 27 March 2020 with payment due on 3 April 2020.

Consultation

N/A

Statutory Implications

Local Government Act 1995
 Part 6 — Financial management
 Division 6 — Rates and service charges
 Subdivision 5 — Recovery of unpaid rates and service charges

Policy Implications

Policy 3.6 – Rates – Discount/Prize eligibility

Financial Implications

The current outstanding rates, excluding pensioners, is 6.3%

It is essential for good governance that outstanding rates are monitored and pursued where necessary to ensure that the Shire can meet its budgeted obligations. A target for outstanding rates in any given year is in the order of 3% or \$33,300. For the 2018/19 year the Shire achieved an outcome of 4%.

Strategic Implications

Civic Leadership

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

Outcome 6.2 – An efficient and effective organisation

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

TSC 25/20 MOTION

That Council receives the report for its noting.

Moved: Cr Nicholls

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 5/0

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

12.1 ALGA - National General Assembly

WITHDRAWN

12.2 Councillor Reimbursements

Cr Nicholls and Cr Thomson submitted a Declaration of Financial Interest in relation to Agenda Item 12.2 and therefore vacated the meeting at 5:58pm.

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	13 March 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer – Neville Hale
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 – Extract from Policy Manual – 1.7 Elected Members – Conference & Training Expenses

Proposal/Summary

The purpose of this report is for Council to consider endorsing the WALGA New Councillor Seminar training held on Friday 15 November 2019 as an authorised training course.

Background

The WALGA Induction Seminar for New Councillors was recommended for all newly elected members following the October 2019 Elections. It was also recommended as a refresher for previously elected Councillors. The Seminar was held at the Perth Convention and Exhibition Centre.

By authorising the WALGA New Councillor Seminar, expenses incurred can be reimbursed to Councillors in attendance. The Seminar was a free event.

Comments

Cr Tanya Nicholls & Cr Charmaine Thomson attended the WALGA Councillor Induction training, expenses incurred include vehicle travel and parking costs to be reimbursed as per the Policy 1.7 – Conference & Training expenses.

These expenses will be covered as per policy 1.7 and will be reimbursed on authorisation of the WALGA Councillor Induction training.

Consultation

Nil

Statutory Implications

Local Government Act, 1995

5.98. Fees etc. for council members

- (2) A council member who incurs an expense of a kind prescribed as being an expense —
- (a) to be reimbursed by all local governments; or
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement,
- is entitled to be reimbursed for the expense in accordance with subsection (3).
- (3) A council member to whom subsection (2) applies is to be reimbursed for the expense —
- (a) where the extent of reimbursement for the expense has been determined, to that extent; or
 - (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.
 - (4) If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.

Local Government (Administration) Regulations, 1996

32. Expenses that may be approved for reimbursement (Act s. 5.98(2)(b) and (3))

- (1) For the purposes of section 5.98(2)(b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are —
- (a) an expense incurred by a council member in performing a function under the express authority of the local government; and
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

Policy Implications

Policy 1.7 – Conference & Training expenses

Financial Implications

The costs incurred to Council will be costs associated with vehicle travel and parking expenses parking expenses in accordance with the prescribed vehicle travel rate for reimbursement and parking receipts or other acceptable evidence.

Strategic Implications

Nil

TSC 26/20 MOTION

For Council to recognise the WALGA New Councillor Seminar held on Friday, 15 November 2019 as an authorised event for the purpose of reimbursement of demonstrated incurred expenses associated to those members in attendance.

Moved: Cr Daniels

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 5/0

Cr Nicholls and Cr Thomson returned to the Meeting at 6:05pm

13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

14. MATTERS FOR CONSIDERATION – TOWN PLANNING

14.1 Tammin Volunteer Fire and Emergency Services Building – Proposed redevelopment

Location:	Shire of Tammin
Applicant:	Department of Fire & Emergency Services
Date:	16 March 2020
Author:	N. Jurmann
Item Approved by:	Neville Hale
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

This information report is a recommendation to Council regarding the Department of Fire and Emergency Services (DFES) request regarding the old DFES Building situated on the corner of Redmond and Donnan Streets, Tammin.

Background

The Shire received the following email from Darrel Krammer, District Officer Northam, Department of Fire and Emergency Services ;

“Just following up on our phone conversation earlier in the week seeking Shire input to the requirements around the preservation of part and/or all of the Tammin Volunteer Fire and Emergency Services (VFES) building next to the Shire Office as below.

The building was built in 1935 and is in a state of disrepair that requires substantial and potentially expensive works to bring it back to an acceptable standard, including but not limited to restumping, asbestos works, structural works, leach drains, plumbing etc.

DFES are currently investigating different options for the building, and recognise the historical value of the building, especially the front brick façade and doors that are facing the highway.

No decision has been made on the future of the building, i.e. repair, demolish and rebuild, demolish and build onto existing station etc. However, for DFES to make informed cost effective options in moving forward could you please advise to what degree of the building is to remain should it be more costs effective to demolish (i.e. maintain the brick façade and doors etc.)?

We understand that the building is not on the State Heritage Register and the Shire does not have a register of historical buildings, but DFES would like to maintain the front as much as possible.

Could you please provide information appropriate to the above?"

Given the significance of the Building, the request was referred to the Shire's Planning Consultant for comment and advice.

Comments

As the DFES building is listed in the Heritage Council of WA database – "InHerit". The database contains information on statutory and non-statutory heritage listings and the results of heritage surveys and studies. The Tammin Fire Station building is also listed in Shire of Tammin's recently completed Draft Heritage Strategy as a Category 1 building. Accordingly, it is likely that the Tammin Fire Station building will be subject to State Heritage assessment upon adoption of the Heritage Strategy.

Should this be the case, DFES will be required to prepare a heritage report on the current state of the building and that report will need to be referred to the Department of Planning, Lands and Heritage for its assessment. The outcome of the assessment will determine what action is to be taken in regard to any future renovations and or structural outcomes.

Consultation

The proposal will need to be referred to the Department of Planning Lands and Heritage.

Statutory Implications

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
The Shire of Tammin Heritage Strategy

Policy Implications

The proposed Shire of Tammin Heritage Survey

Financial Implications

Nil

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 4.2 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)

TSC 27/20 MOTION

That Council receive this information report and inform the District Officer Northam, Department of Fire and Emergency Services (DFES) that:

1. The VFES Building on the corner of Redmond and Donnan Streets, Tammin is listed as a Category 1 Building in the Shire's Heritage Strategy; and,
2. A heritage report for the building is required to be presented to the Department of Planning, Lands and Heritage prior to any works being undertaken.
3. That Council agreed that the VFES building façade and other heritage components be retained and protected under all circumstances as it is important to the Community of Tammin.

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 5/0

15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

16. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)

The meeting be closed to discuss matters relating to Regional Organisation of Councils

TSC 28/20 MOTION

That the meeting be moved behind closed doors at 6:14pm.

Moved: Cr Caffell

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 5/0

16.1 Regional Organisation of Councils - Participation

TSC 29/20 MOTION

That the meeting move from behind closed doors at 6:33 pm.

Moved: Cr Caffell

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

The Presiding Member read aloud the resolution pertaining to the confidential item.

TSC 30/20 MOTION

That Council continue to engage in further discussion with WEROC, NEWROC, SEAVROC and other Shires within Great Eastern Country Zone with a view to establishing potential membership.

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 5/0

For Notation

Council resolve that should the Public Health emergency or state of emergency remain in place, the Shire President give consideration to the 23 April 2020 Ordinary Council meeting be a mix of in person attendance and electronic attendance by Councillors in accordance with the Local Government Act Regulations 1996, Regulation 14 C (2).

17. CLOSURE OF MEETING

There being no further business the Presiding Member, Cr Batchelor declared the meeting closed at 6:36pm.