

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### Minutes



#### NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin was held on **Wednesday 21<sup>st</sup> February 2024** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

A handwritten signature in black ink, appearing to read 'Joanne Soderlund'.

Joanne Soderlund  
Chief Executive Officer  
22 February 2024

#### MISSION STATEMENT

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

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## **AGENDA**

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

The Shire President will declare the meeting open at 5.07 pm.

### **2. ACKNOWLEDGEMENT TO COUNTRY**

We begin today by acknowledging the Ballardong Noongar People as traditional custodians of the land and skies on which we gather, and we pay our respects to their Elders, past, present and emerging.

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

**Present:** Cr Charmaine Thomson, Cr Nicholls, Cr Courtney Thomson, Cr Leslie, Cr Stephens (via teams) and Cr Caffell (via phone)

**In Attendance:**

**Leave of Absence previously granted:**

**Apologies:**

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

### **5. PUBLIC QUESTION TIME**

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

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

### **8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS**

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 Ordinary Council Meeting Minutes – 15 December 2023**

**TSC Motion 1/24**

That the minutes of the Ordinary Council Meeting held on 15 December 2023 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Leslie

Vote: Simple Majority

Carried/Lost: 6/0

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

**11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

## 12. MATTERS FOR CONSIDERATION – FINANCE

### 12.1 List of Payments for December 2023

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	12 January 2024
<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 12.1 – Payment List Attachment Item 12.1 - Credit Card Statement Attachment Item 12.1 – Credit Card Summary Attachment Item 12.1 – Fuel allocation costs

#### Purpose of Report

For Council to ratify the accounts paid under delegated authority.

#### Background

The attached List of Accounts paid during the month of December 2023 totaling \$328,933.02 by way of:

Cheque numbers	6833 - 6835	\$3,040.36
Direct debit payments	01/12/2023 – 31/12/2023	\$10,362.17
Licensing transfers	01/12/2023 – 31/12/2023	\$14,047.65
Bank fees	01/12/2023 – 31/12/2023	\$337.57
VISA payments	01/12/2023 – 31/12/2023	\$3,465.51
EFT payments	EFT6598- EFT6680	\$241,883.59
Salaries and wages	01/12/2023 – 31/12/2023	\$55,796.09
<b>Total payments</b>	01/12/2023 – 31/12/2023	<b>\$328,933.02</b>

The Shire of Tammin made the following significant purchases during the month of December 2023:

<b>South West Removals &amp; Storage</b> Relocation expenses for Works Manager	<b>\$5,500.00</b>
<b>Merredin Carpets &amp; Flooring Centre</b> Supply and install vinyl planks though out 12 Russel Street living areas	<b>\$ 5,535.47</b>
<b>RCPA (WA) Pty Ltd</b> Supplies for road works on Bungulla North Road	<b>\$ 5,677.41</b>
<b>Wright Express (Caltex)</b> Fuel for month of November 2023	<b>\$ 7,376.48</b>
<b>Telstra Corporation Limited (Damages)</b> Damages to Telstra Property - 2 - 14 Walston Street, Tammin	<b>\$ 10,249.78</b>
<b>Department of Fire and Emergency Services</b> 2023/24 ESL Quarter - ESLB 2nd Qtr Contribution	<b>\$ 10,369.92</b>
<b>Accwest</b> Accounting assistance for monthly reports, budget preparation and general accounting	<b>\$10,824.00</b>
<b>Wheatbelt Plumbing &amp; Gas</b> Pavilion ladies toilet renovations and other plumbing works at various shire locations	<b>\$ 18,051.11</b>
<b>P Manera</b> Supply and install wall and floor tiles, removal of tiles. removal of rubbish and paint public toilets pavilion	<b>\$ 42,231.20</b>
<b>Valley Ford Northam Hyundai</b> Ranger 2022 Double Cab chassis XL 2.0L Bit DSL	<b>\$49,304.65</b>

**Comment**

Nil

**Financial Implications**

All liabilities have been settled in accordance with the Shire of Tammin 2023/2024 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 & Corporate Business Plan Implications**

### 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

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 MOTION 2/24**

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 December 2023 to 31 December 2023 totaling \$328,933.02 as contained in attachments 12.1.

Municipal Fund payments totaling \$328,933.02 detailed:

Cheque numbers	6833 - 6835	\$3,040.36
Direct debit payments	01/12/23 – 31/12/23	\$10,362.17
Licensing transfers	01/12/23 – 31/12/23	\$14,047.65
Bank fees	01/12/23 – 31/12/23	\$337.57
VISA payments	01/12/23 – 31/12/23	\$3,465.51
EFT payments	EFT 6600 – EFT6680	\$241,883.59
Salaries and wages	01/12/23 – 31/12/23	\$55,796.09

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 6/0



## 12.2 List of Payments for January 2024

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	15 February 2024
<b>Author:</b>	Teresa Brindley-Stevens
<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 12.1 – Payment List Attachment Item 12.1 - Credit Card Statement Attachment Item 12.1 – Credit Card Summary Attachment Item 12.1 – Fuel allocation costs

### Purpose of Report

For Council to ratify the accounts paid under delegated authority.

### Background

The attached List of Accounts paid during the month of January 2024 totaling \$186,973.69 by way of:

Cheque numbers	6836 – 6837	\$151.71
Direct debit payments	01/01/2024 – 31/01/2024	\$30,213.29
Licensing transfers	01/01/2024 – 31/01/2024	\$5,250.00
Bank fees	01/01/2024 – 31/01/2024	\$86.08
VISA payments	01/01/2024 – 31/01/2024	\$4,290.96
EFT payments	EFT6681- EFT6719	\$66,385.05
Salaries and wages	01/01/2024 – 31/01/2024	\$80,596.60
<b>Total payments</b>	<b>01/01/2024 – 31/01/2024</b>	<b>\$186,973.69</b>

The Shire of Tammin made the following significant purchases during the month of January 2024:

Office of the Auditor General Fee for the Audit for the year ended 30 June 2023	\$35,024.00
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**Comment**

Nil

**Financial Implications**

All liabilities have been settled in accordance with the Shire of Tammin 2023/2024 Operating Budget.

**Policy Implications**

Nil

**Statutory Implications**

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

**11. Payment of accounts**

(2) 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 —

c) 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

d) Petty cash systems.

(4) 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.

(5) Payments made by a local government —

c) Subject to sub-regulation (4), are not to be made in cash; and

d) 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.

(6) 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**

(3) A payment may only be made from the municipal fund or the trust fund —

c) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

d) Otherwise, if the payment is authorised in advance by a resolution of the council.

- (4) *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**

- (4) *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 —*
- e) The payee's name;*
  - f) The amount of the payment;*
  - g) The date of the payment; and*
  - h) Sufficient information to identify the transaction.*
- (5) *A list of accounts for approval to be paid is to be prepared each month showing —*
- c) For each account which requires council authorisation in that month —*
    - (iv) The payee's name;*
    - (v) The amount of the payment; and*
    - (vi) Sufficient information to identify the transaction; and*
  - d) The date of the meeting of the council to which the list is to be presented.*
- (6) *A list prepared under sub-regulation (1) or (2) is to be —*
- c) Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - d) Recorded in the minutes of that meeting.*

## **Strategic Plan & Corporate Business Plan Implications**

### **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

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 MOTION 3/24**

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 January 2024 to 31 January 2024 totaling \$186,973.69 as contained in attachments 12.2.

Municipal Fund payments totaling \$186,973.69 detailed:

Cheque numbers	6836 – 6837	\$151.71
Direct debit payments	01/01/2024 – 31/01/2024	\$30,213.29
Licensing transfers	01/01/2024 – 31/01/2024	\$5,250.00
Bank fees	01/01/2024 – 31/01/2024	\$86.08
VISA payments	01/01/2024 – 31/01/2024	\$4,290.96
EFT payments	EFT 6681 – EFT6719	\$66,385.05
Salaries and wages	01/01/2024 – 31/01/2024	\$80,596.60

Moved: Cr Courtney Thomson

Seconded: Cr Leslie

Vote: Simple Majority

Carried/Lost: 6/0

### 12.3 Financial Management Report for the month of December 2023

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Corporate Services
<b>Date:</b>	8 January 2024
<b>Author:</b>	Racheal King
<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 - December 2023 Monthly Financial Report

#### **Purpose of Report**

For Council to receive the Monthly Financial Statement.

#### **Background**

Enclosed is the Monthly Financial Report for the month of December 2023 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

#### **Comment**

Rates were issued on 8 August 2023 with payments due in full by 12 September 2023. Payment arrangements have been made with rate payers if required. 89.1% of rates have been received as of 31 December 2023 with minimal overdue rates. 20 Assessments chose to use the installment option, with the majority of the remaining ratepayers having paid their rates in full. The Capex job of the toilets at the pavilion has been completed, as well as the air-conditioning installed at 5 Nottage Way. Works have commenced on footpaths and Bungulla North Road.

#### **Financial Implications**

There are currently no financial implications as income and expenditure is in accordance with Budget. Amendments will be made at Budget review in terms of Grant Income and Expenditure.

#### **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.
- (5) 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.
- (7) 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.

### **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 & Corporate Business Plan Implications**

#### **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

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 MOTION 4/24**

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.3 for the period ending 31 December 2023 comprising;

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

Moved: Cr Courtney Thomson

Seconded: Cr Stephens

Vote: Simple Majority

Carried/Lost: 6/0

## 12.4 Financial Management Report for the month of January 2024

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Corporate Services
<b>Date:</b>	15 February 2024
<b>Author:</b>	Racheal King
<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 12.4 – January 2024 Monthly Financial Report

### Purpose of Report

For Council to receive the Monthly Financial Statement.

### Background

Enclosed is the Monthly Financial Report for the month of January 2024 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

### Comment

Rates were issued on 8 August 2023 with payments due in full by 12 September 2023. Payment arrangements have been made with rate payers if required. 89.40% of rates have been received as of 31 January 2024 with minimal overdue rates. 20 Assessments chose to use the installment option, with the majority of the remaining ratepayers having paid their rates in full.

Capex jobs have been progressing, with more work completed on Bungulla North Road. Damage from the storm that occurred in January has been largely resolved, with our Works Manager Bevan playing a large role in the fast cleanup of the town. The works crew put in a number of extra hours during the storm and the following days to address the damage.

### Financial Implications

There are currently no financial implications as income and expenditure is in accordance with Budget. Amendments will be made at Budget review in terms of Grant Income and Expenditure.

### 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.*

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(3) 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 —

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

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

- d) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- e) an explanation of each of the material variances referred to in sub regulation (1)(d); and
- f) such other supporting information as is considered relevant by the local government.

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

- d) according to nature and type classification; or
- e) by program; or
- f) by business unit.

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

- c) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- d) 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.

### **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 & Corporate Business Plan Implications**

#### **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

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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

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 MOTION 5/24**

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.4 for the period ending 31 January 2024 comprising;

c) Statement of Financial Activity

d) Note 1 to Note 12

Moved: Cr Nicholls

Seconded: Cr Leslie

Vote: Simple Majority

Carried/Lost: 6/0

## 12.5 Budget Amendment – Excavator

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager Work and Services
<b>Date:</b>	13 February 2024
<b>Author:</b>	Bevan Klein
<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 endorse an amendment to the 2023/24 Budget to allow for the purchase of a more suitable excavator.

### Background

During the 23/24 Budget Workshop Councillors asked if the planned purchase of a new Excavator for \$90,000 could instead be with a second hand model. As such the budget for the purchase was reduced to \$40,000 from \$90,000 to reflect a second hand model.

### Comments

An extensive search has been carried out around Western Australia to find a suitable excavator to meet the Shire of Tammin’s operational needs. Up until recently secondhand machines that were available to buy were too old with excess working hours on the clock. The search was then extended to Australia wide, which only came up with unsuitable machines with too many hours or appeared to be not in good condition.

Recently a 2023 Caterpillar 5.5-ton excavator, with 250 hours become available from Millard Machinery in Perth. The machine is in near new condition, with an air-conditioned cabin and the balance of the manufacturer’s warranty. Caterpillar is a reputable brand, with field and workshop service 24 hours a day. This machine can legally be towed by our medium truck and tag trailer we operate from the Tammin Depot.

For the above reason, it is recommend that Council increase the budget and purchase this machine.

### Consultation

Machinery Dealers

### Statutory Implications

**Local Government Act, 1995**

#### **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 –

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- (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*

### **Policy Implications**

N/A

### **Financial Implications**

The increase in the cost of the second hand excavator compared to budget will be funded through the plant replacement reserve.

### **Strategic Implications**

#### **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.

#### **Outcome 6.2 An efficient and effective organisation**

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

#### **TSC MOTION 6/24**

That Council, *pursuant to Section 6.8 of the Local Government Act 1995*, approve the below budget amendment:

- Increase expenditure budget for Job PT013 – Excavator by \$29,000
- Increase Transfer from Plant Reserve GL 17010020 – by \$29,000

Moved: Cr Courtney Thomson

Seconded: Cr Caffell

Vote: Absolute Majority

Carried/Lost: 6/0

## 12.6 Budget Amendment – Donnan Park Maintenance

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager Work and Services
<b>Date:</b>	13/02/2024
<b>Author:</b>	Bevan Klein
<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 endorse an amendment to the 2023/24 Budget to for proactive maintenance at Donnan Park.

### Background

The Shire has been working on a gradual refreshment to the Pavilion at Donnan Park. So far the Home Change rooms and the ladies toilet areas have had all new plumbing and tiling completed over the last two financial years.

The ladies change rooms have been complete \$9,100 under budget. The budget we have for lights at Donnan Park oval are also not likely to be used this financial year. The Shire's application under the Night Light program was not successful however after feedback we will be applying once again in the March 2024 Round. This round means if successful we will have until June 2025 for complete the project.

The Shire's new Manager Works and Services would like to do some pro-active painting maintenance to the building.

### Comments

Quotations have been sought from various contractors to undertake the following repairs and painting, which will in the long term preserve the building and its materials as well as freshen up these locations, which will be aesthetically pleasing to patrons.

#### **Grandstand:**

- Sand the internal metal framing, treat rusted areas and paint.
- Sand and paint grandstand seating.

#### **Umpire Room:**

- Patch up cracked areas.
- Paint walls and floor.

#### **Club Room:**

- Prepare and Paint walls, all internal doors, and skirtings.

- Clean and repair water damaged sealing.

**Exterior:**

- Prepare and paint external doors and down pipes.

From the quotes received for the work it is anticipated that this maintenance work will cost \$27,500. This can be funded through the underspend in the ladies toilets retiling and the deferral of the lights project.

**Consultation**

Nil

**Statutory Implications**

**Local Government Act, 1995**

**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*

**Policy Implications**

N/A

**Financial Implications**

The increase in the expenditure for Pavilion Building Maintenance will be funded by the underspend in the Ladies Toilets retiling project and the deferral of the lights project to next financial year.

**Strategic Implications**

**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.

**Outcome 6.2 An efficient and effective organisation**

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

**TSC MOTION 7/24**

That Council, *pursuant to Section 6.8 of the Local Government Act 1995*, approve the below budget amendment:

- Increase expenditure budget for Job TPBM – Tammin Pavilion Building Maintenance by \$27,500
- Decrease expenditure budget for Job DPB10 – Donnan Park Ladies Toilets Retiling & Plumbing \$9,100
- Decrease expenditure budget for Job DPLU1 – Donnan Park Lighting Upgrade \$18,400

Moved: Cr Nicholls

Seconded: Cr Leslie

Vote: Absolute Majority

Carried/Lost: 6/0

## 12.7 Donation Request – CWA 85<sup>th</sup> Birthday

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Tammin CWA Branch
<b>Date:</b>	16 February 2024
<b>Author:</b>	Joanne Soderlund
<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 12.7 - Request Letter

### Purpose of Report

For Council to determine a donation request from the Tammin CWA Branch.

### Background

A request has been received from the Tammin CWA Branch asking if the Shire would support their 85<sup>th</sup> Birthday celebrations by make a donation towards their raffles.

### Comments

A letter requesting support was received by the Shire on the 14<sup>th</sup> of February 2024. The letter outlines the Tammin CWA Branches intention to celebrate their 85<sup>th</sup> Birthday milestone. They are requesting some support for the raffles they intent to run during the celebrations.

The Shire has a Donations and Contributions Budget that currently has \$2390 remaining. It is suggested that the Shire could donate \$200 to the CWA that they could use to buy items for their raffles. The Shire's Chief Executive Officer has spoken to the Tammin CWA Branch president and confirmed that this is the kind of support they were seeking.

### Consultation

Tammin CWA Branch

### Statutory Implications

Local Government Act, 1995

#### 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.

Notwithstanding s 6.8 1(a), provision is made in the Shire’s FY2023/24 Budget, A/C 041115 – Donations and Contributions for instances such as this request.

### **Policy Implications**

N/A

### **Financial Implications**

The Shire has budgeted \$2,890 for donations & contributions in FY2023/24 of which \$500 has been spent to date. Therefore there is \$2,390 remaining in the current budget.

### **Risk Implications**

Nil

### **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.

### **Voting Requirements**

Simple Majority

#### **TSC MOTION 8/24**

That Council agree to provide a \$200 donation to the Tammin CWA Branch to assist towards raffles at their 85<sup>th</sup> Birthday celebrations.

Moved: Cr Nicholls

Seconded: Cr Courtney Thomson

Vote: Simple Majority

Carried/Lost: 6/0

### 13. MATTERS FOR CONSIDERATION – ADMINISTRATION

#### 13.1 Tammin Achievement Awards 2024

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	19 February 2024
<b>Author:</b>	Kelsey Cox
<b>Item Approved by:</b>	Chief Executive Officer – Joanne Soderlund
<b>Disclosure of Interest:</b>	Nil PUB00
<b>File Reference:</b>	Attachment Item 13.2 – Private & Confidential Nomination
<b>Attachment/s:</b>	Citizen of the Year.

#### Proposal/Summary

Council is asked to consider the nominations received for the Tammin Achievement Awards 2023 to be held on Friday, 22<sup>nd</sup> March 2024 from 6pm.

#### Background

The Tammin Achievement Awards acknowledge Tammin residents for their contribution in making a difference to our community and recognise those who put in the extra effort to become role models and encourage and motivate others to step out and set new boundaries of achievement.

Nominations opened mid-January with copies of the nomination form available on the Shire of Tammin’s Website as well as hard copies from the Post Office, Coinda, Administration Office and a mail drop to all post office boxes. Opening of nominations were advertised on the electronic notice board, the Shire Facebook page, website, Tabloid publication, in Coinda and Shire newsletter.

There are four (4) categories which a local community member or group can be nominated for:

- a) 2023 Citizen of the Year Award
- b) 2023 Senior Citizen of the Year Award (for a person over 65 years)
- c) 2023 Youth Citizen of the Year Award (for a person under 25 years)
- d) 2023 Recognition Award

The Tammin Achievement Awards are also a good opportunity for new members in our community to get to know the ‘locals’ and find out what Tammin has to offer. It is an open invitation for all residents.

## **Comments**

Only one (1) nomination has been received from the community for this years awards. This nomination is for the Citizen of the Year category.

At Council's discretion, it may wish to nominate a deserving recipient to fill the remaining categories of or leave the positions unfilled for this year's Achievement Awards Night.

## **Consultation**

- Tammin's Sporting Clubs and Community Groups
- Shire of Tammin's Newsletter Email Groups
- Shire of Tammin's Newsletter
- Tammin Tabloid (Community Newsletter)
- Tammin Post Office

## **Statutory Implications**

Nil

## **Policy Implications**

### **7.1 Tammin Achievement Awards**

#### **POLICY STATEMENT**

1. The purpose of the Awards is to –
  - a) Acknowledge Tammin residents for their contribution in making a difference to our community and recognise those who put in that extra effort not only in their contribution, but those that become role models and encourage and motivate others to step out and set new boundaries of achievement.
  - b) Honour and recognise Tammin residents who have achieved success in sporting, cultural and community pursuits.

#### **APPLICATION**

2. Categories
  - a) These include, but are not limited to –
    - arts and culture,
    - sports and recreation,
    - environment,
    - education,
    - civic duty,
    - community volunteerism and
    - youth or seniors' leadership.
  - b) Sporting Awards, as recommended by each respective Tammin Sports Club, for example–
    - best & fairest winners,
    - club champion,

- team achievement,
- c) Nominees will have made a significant contribution through a unique achievement or outstanding service –
  - as a volunteer;
  - in the course of their work, or
  - in any area that provides a benefit to the Tammin community.

3. Nominations and eligibility

- a) All Tammin clubs and organisations will be invited to nominate members and/or teams for an award. The nominees do not have to be the winner or champions of their respective sport. Who is nominated is entirely at the discretion of the respective club.
- b) To nominate, a completed nomination form including a description of why the person and or team should be considered for an award, is to be submitted within the deadline.
- c) No awards will be granted without a duly completed nomination and nominations received which do not meet the criteria will not be accepted.

4. When

The presentation shall be held on Friday, 24<sup>th</sup> March 2023 from 6pm.

5. Venue

Kadjininy Kep.

6. Format

- a) Smart-casual attire.
- b) Drinks, canapes and light refreshments will be provided.

**OBJECTIVE**

To recognise achievements by members of the community and invite new residents to make social connections within the Tammin Community.

**STATUTORY CONTEXT**

None

**CORPORATE CONTEXT**

Annual Budget

**REFERENCES**

None

**Financial Implications**

2023 / 2024 Budget - \$3,015.79

**Strategic Implication**

**TSC MOTION 9/24**

For Council to recognize the following Tammin Achievement Awards 2023 recipients:

- a) 2023 Citizen of the Year: Pat Bell
- b) 2023 Senior Citizen of the Year (over 65): Joan Button
- c) 2023 Youth Citizen of the Year (25 & Under): Steele Anderson
- d) 2023 Recognition Award: Corey Dixon

Moved: Cr Nicholls

Seconded: Cr Courtney Thomson

Vote: Simple Majority

Carried/Lost: 6/0

**14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH**

Nil

**15. MATTERS FOR CONSIDERATION – TOWN PLANNING**

**16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**18. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 5:47pm.

