

Shire of Tammin

ORDINARY COUNCIL MEETING

AGENDA



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Thursday 17 December 2020** in Council Chambers, 1 Donnan Street, Tammin, commencing at **5:00pm**.

Neville Hale
Chief Executive Officer
11 December 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.....	3
8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	4
8.1 Ordinary Council Meeting Minutes – 25 November 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 November 2020	5
11.2 Financial Management Report for the month of November 2020	11
11.3 Budget Amendment – Vehicle Replacement	14
11.4 Golf Clubhouse Renovation – Allocation of Local Roads and Community Infrastructure Funds	17
12. MATTERS FOR CONSIDERATION – ADMINISTRATION.....	20
12.1 Ordinary Council Meeting Dates for 2021	20
12.2 Shire of Tammin Annual Report 2019/20	22
14. MATTERS FOR CONSIDERATION – TOWN PLANNING.....	23
15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.....	23
16. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)	23
16.1 Chief Executive Officer Contract Renewal	23
17. CLOSURE OF MEETING	23

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

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

Present:

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

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 Ordinary Council Meeting Minutes – 25 November 2020

Recommendation

That the minutes of the Ordinary Council Meeting held on 25 November 2020 be confirmed as a true and accurate record of proceedings.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ____/____

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11. MATTERS FOR CONSIDERATION – FINANCE

11.1 List of Payments for November 2020

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	01 December 2020
Author:	Keira Wirth
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 11.1 – Payment List Attachment Item 11.1 - Credit Card Statement

Purpose of Report

For Council to ratify the accounts paid under Delegated Authority.

Background

The attached List of Accounts paid during the month of November 2020 totaling \$222,205.81 by way of:

Cheque numbers	6771 - 6772	\$672.95
Direct debit payments	01/11/20 – 30/11/20	\$16,615.88
Licensing transfers	01/11/20 – 30/11/20	\$11,524.80
Bank fees	01/11/20 – 30/11/20	\$231.26
VISA payments	01/11/20 – 30/11/20	\$3,584.59
EFT payments	EFT 4169 – EFT 4238	\$146,653.46
Salaries and wages	01/11/20 – 30/11/20	\$42,922.87
Total payments	01/11/20 – 30/11/20	\$222,205.81

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2020/2021 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

Recommendation

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

Municipal Fund payments totaling \$222,205.81 on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ____/ ____

Payment List				
Ref	Date	Creditor	Description	Amount
Licensing				
65	02/11/2020	Department of Transport	Daily Licensing Fee	\$ 2,483.80
65	04/11/2020	Department of Transport	Daily Licensing Fee	\$ 2,592.35
65	05/11/2020	Department of Transport	Daily Licensing Fee	\$ 107.50
65	03/11/2020	Department of Transport	Daily Licensing Fee	\$ 24.50
65	06/11/2020	Department of Transport	Daily Licensing Fee	\$ 50.70
65	11/11/2020	Department of Transport	Daily Licensing Fee	\$ 792.10
65	12/11/2020	Department of Transport	Daily Licensing Fee	\$ 3,854.85
65	13/11/2020	Department of Transport	Daily Licensing Fee	\$ 206.15
65	16/11/2020	Department of Transport	Daily Licensing Fee	\$ 558.95
65	17/11/2020	Department of Transport	Daily Licensing Fee	\$ 430.00
65	18/11/2020	Department of Transport	Daily Licensing Fee	\$ 82.25
65	19/11/2020	Department of Transport	Daily Licensing Fee	\$ 124.10
65	20/11/2020	Department of Transport	Daily Licensing Fee	\$ 217.55
			Subtotal	\$ 11,524.80
Bank Fees				
65	03/11/2020	MERCHANT FEES	CBA MERCHANT FEES	\$ 226.36
65	04/11/2020	BANK FEES	NAB TRANSACT BANK FEES	\$ 4.90
			Subtotal	\$ 231.26
EFT Payments				
EFT4169	02/11/2020	Wheatbelt East Regional Organisation of Councils (WEROC)	New member joining fee & annual financial contribution to WEROC, As per council motion TSC 81/20, Ordinary Council meeting - 27/08/2020	\$ 46,200.00
EFT4170	05/11/2020	AIT Specialists Pty Ltd	Accounting services - Fuel tax credit 01/07/2020 - 30/09/2020	\$ 165.00
EFT4171	05/11/2020	Adapt Electrical Solutions	Relocate the heating element at the Memorial Park Electric BBQ	\$ 165.00
EFT4172	05/11/2020	Avon Waste	Refuse Collection for the month of October 2020	\$ 2,925.82
EFT4173	05/11/2020	Cunderdin Farmers Cooperative Company Ltd	45 Droppers 117cm crt - Survey work on all roads	\$ 48.85
EFT4174	05/11/2020	Department of Mines, Industry Regulation and Safety	BSL Payment for the month of October	\$ 323.30
EFT4175	05/11/2020	Fulton Hogan	Cold mix - Road maintenance	\$ 1,683.00
EFT4176	05/11/2020	Global Workwear Investments Pty Ltd T/AS Totally Workwear	2020/21 Uniform Order, All outside works crew	\$ 2,764.38
EFT4177	05/11/2020	Goodfield Quality Meats	Melbourne Cup refreshments for Office & Outside staff, Tuesday 3 November 2020.	\$ 60.00
EFT4178	05/11/2020	KW & AJ Swann	Push up gravel at Caffell's property on Clarke Rd 6000m³	\$ 7,216.00
EFT4179	05/11/2020	Kellerberrin Community Resource Centre	Full Page pipeline advert - Edition 18, Page 24 - Seniors Luncheon	\$ 23.00
EFT4180	05/11/2020	Mayday Earthmoving	Dry hire Tyred roller 01/10/2020 - 21/10/2020	\$ 3,756.50
EFT4181	05/11/2020	Navsdron Pty Ltd ATF Navsdron Trust	Financial Assistance - September preparation of draft financial report for audit	\$ 3,630.00
EFT4182	05/11/2020	Raymond Jefferies	OHS Training meals reimbursement - Outside staff	\$ 200.59
EFT4183	05/11/2020	State Library of WA	Better Beginnings Promgram 2020/21	\$ 38.50
EFT4184	05/11/2020	Stewart & Heaton Clothing Co	Safety clothing for fire protection - works crew	\$ 798.80
EFT4185	05/11/2020	Synergy	Electricity charges Street lighting 25/09/2020 - 24/10/2020	\$ 1,690.94

EFT4186	05/11/2020	Telstra	Councillors tablet charges, mobile charges for CEO, LH & MWS	\$ 244.93
EFT4187	05/11/2020	Toll Ipec	Freight charges for Komastu grader parts, Case Tractor parts and State Library Delivery	\$ 631.52
EFT4188	05/11/2020	Wright Express Australia Pty Ltd (Puma)	Fuel charges for various vehicles for the month of October	\$ 3,857.51
EFT4189	12/11/2020	Adapt Electrical Solutions	Replace failing reticulation controller, Install conduit for wiring and install new wiring to solenoid. Replace solenoids (5) and reprogram stations.	\$ 1,202.65
EFT4190	12/11/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 215.03
EFT4191	12/11/2020	DKT Rural Agencies	2x Gas bottle refills 45kg & Steel Blue Boot Argyle - Outside staff	\$ 478.00
EFT4192	12/11/2020	Daves Tree Service	Trim and shape trees out of Western Power line to approved standards as per 90 days notice supplied, Quote n°82.	\$ 5,720.00
EFT4193	12/11/2020	Farmways Kellerberrin	Diamond Blade Concrete 115m	\$ 43.90
EFT4194	12/11/2020	KW & AJ Swann	Push up gravel as per rates of \$0.99/m³ gst incl. approximately 5,000m³ at Bungulla Farms pit on Turon Rd	\$ 4,928.00
EFT4195	12/11/2020	Kellerberrin Farmers Co-Operative	Council meeting 22/10/2020 and Public Hearing 28/10/2020 Refreshments	\$ 41.70
EFT4196	12/11/2020	LGRCEU	Payroll deductions	\$ 20.50
EFT4197	12/11/2020	Prestige Alarms	24 Hour monitoring of security alarm system quarterly payment 01/12/2020 - 28/02/2020	\$ 143.00
EFT4198	12/11/2020	Public Libraries WA Inc.	Payment for PLWA - Category 1 Subscription 20/21	\$ 110.00
EFT4199	12/11/2020	RCPA (WA) Pty Ltd	Supply 525 diameter RRJ class 2 concrete pipe - Bungulla North Road	\$ 196.90
EFT4200	12/11/2020	Samantha Pimlott	Reimbursement for IT Vision Training 09/11/2020 & 10/11/2020 parking and travel 274km Return	\$ 312.29
EFT4201	12/11/2020	Southern Cross Austereo Pty Ltd	Around the town interviews campaign starts: Feb 2020 - Jan 2021 Triple M radio	\$ 88.00
EFT4202	12/11/2020	Tammin Community Christmas Tree	2020 Community Christmas Tree Donation	\$ 1,000.00
EFT4203	12/11/2020	Telstra	Telstra charges Admin line charges and internet 22/10/2020 - 22/11/2020	\$ 935.45
EFT4204	12/11/2020	The Workwear Group Pty Ltd	Work uniform 20/21 MWS - Fabian Houbrechts	\$ 412.00
EFT4205	12/11/2020	Toodyay Home Traders	Shade cloth and fixing strip for rear patio 3 & 5 Nottage Way	\$ 1,606.99
EFT4206	12/11/2020	Wheatbelt Plumbing & Gas	Co-Ordinate drain jetting & CCTV by Tunnel vision at Tamma Village - Rot intrusion found in main sewer, Travel & Drain Jetting & CCTV	\$ 1,146.20
EFT4207	19/11/2020	Adapt Electrical Solutions	Replace faulty light on the BBQ at Memorial park and test	\$ 264.00
EFT4208	19/11/2020	Aqua Pump & Irrigation	Sprinkler Falcon 6504 Full circle and part circle for oval reticulation as per quote SO-10469	\$ 1,002.00
EFT4209	19/11/2020	Australia Post	Postage charges for the month of October and A4 Paper 30 reams	\$ 233.95
EFT4210	19/11/2020	Department of Fire and Emergency Services	2020/21 ESLB 2nd Qtr Contribution	\$ 8,667.90
EFT4211	19/11/2020	Filters Plus	John Deere Slasher parts for vehicle maintenance parts	\$ 82.51
EFT4212	19/11/2020	Moore Stephens	Updates to Annual Financial Statement templates due to change in regulations effective June 2020. Quoted \$180 + GST. To be uploaded to Shire of Tammin portal.	\$ 198.00
EFT4213	19/11/2020	Neville Anthony Hale	Fuel for 2TN 16/11/2020 reimbursement	\$ 49.38
EFT4214	19/11/2020	Perfect Computer Solutions	04/11/2020 Cleared temp files, fixed error with server, 09/11/2020 & 11/11/2020 update Audio file to phone system	\$ 255.00
EFT4215	19/11/2020	Sunny Sign Company	Signs for all roads - 3.4m Post yellow 76x38, Post cap yellow & Bolt setup	\$ 1,328.25
EFT4216	19/11/2020	Tyrepower Limited	Hyundai Santa Fe Elite Supply and fit 4 tyres & alignment	\$ 1,161.37
EFT4217	19/11/2020	Wheatbelt Office and Business Machines	Fuji Xerox photo copier charges from 02/10/2020 - 17/11/2020	\$ 682.06
EFT4218	30/11/2020	Adapt Electrical Solutions	Repair Tamma Village bollard lights	\$ 1,180.00

EFT4219	30/11/2020	Ag Implements	John Deere Ride on Mower - Part n° CP1571 5 Litres Turf Gard - 10W/40 engine oil	\$ 86.22
EFT4220	30/11/2020	Charmaine Thomson	Ordinary Council Meeting 25/11/2020 Sitting and Travel fee	\$ 149.68
EFT4221	30/11/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4222	30/11/2020	Glenice Batchelor	Ordinary Council Meeting Minutes 25/11/2020 Sitting and travel fee	\$ 105.00
EFT4223	30/11/2020	ITVision	SynergySoft license fee, November 2020 including Purchase Ordering	\$ 4,042.50
EFT4224	30/11/2020	JR & A Hersey Pty Ltd	OHS Supplies, Sundry item for Depot and hand cleaner	\$ 259.60
EFT4225	30/11/2020	LGRCEU	Payroll deductions	\$ 20.50
EFT4226	30/11/2020	Landgate	Extract and provision of Satellite Imagery	\$ 141.90
EFT4227	30/11/2020	Michael Greenwood	Ordinary Council Meeting 25/11/2020 Sitting and Travel fee	\$ 236.49
EFT4228	30/11/2020	Nicholas Caffell	Ordinary Council Meeting 25/11/2020 Sitting and Travel fee	\$ 138.21
EFT4229	30/11/2020	Perfect Computer Solutions	21/10/2020 Fixed OHS mounted folder, 22/10/2020 Apply tax patch daily monitoring fee for the month of October	\$ 212.50
EFT4230	30/11/2020	Pestex Co	Pestex treatment - Spider, flies & mosquitoes for all Shire owned buildings	\$ 4,994.00
EFT4231	30/11/2020	Tania Daniels	Ordinary Council Meeting 25/11/2020 Sitting and Travel fee	\$ 121.01
EFT4232	30/11/2020	Tanya Nicholls	Ordinary Council Meeting 25/11/2020 Sitting and Travel fee	\$ 138.21
EFT4233	30/11/2020	Northam Mazda	35,000km service on 1TN Mazda CX5 sport, 26 November 2020 1pm	\$ 342.72
EFT4234	30/11/2020	Officeworks	Printing and stationary supplies, Public toilet supplies & Kettle for the Town Hall	\$ 341.82
EFT4235	30/11/2020	Porter Equipment Australia Pty Ltd	replaced drive Axle & bearing repairs on Ammann Roller AP240 serial number 2061 as per quote QTE0002411	\$ 9,486.65
EFT4236	30/11/2020	T & T Wilkins	Materials for maintenance at Tamma Villa all Units	\$ 8,620.87
EFT4237	30/11/2020	Telstra	Telstra mobile & tablet charges	\$ 247.98
EFT4238	30/11/2020	Twinkle Nominees Pty Ltd	Accommodation Comedy Gold - 4 rooms for comedians	\$ 360.00
EFT	30/11/2020	Brikmakers Pty Ltd	Vistapave 60 Atique Blend - Paver for footpath near Kep	\$ 6,204.55
			Subtotal	\$146,653.46
Direct Debit				
DD1628.1	10/11/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,278.94
DD1628.2	10/11/2020	Australian Super	Superannuation contributions	\$ 381.34
DD1632.1	11/11/2020	LGIS Broking (Local Government Insurance Services)	2019/20 Good driver rebate, Policy N# 632533376 VFT	\$ 1,721.68
DD1635.1	16/11/2020	Western Australian Treasury Corporation	Loan 82 Principal & Interest payment	\$ 7,258.57
DD1639.1	19/11/2020	Messages on Hold	Interactive Voice Recordings 18/11/2020 to 17/12/2020	\$ 177.45
DD1641.1	24/11/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,387.27
DD1641.2	24/11/2020	Australian Super	Superannuation contributions	\$ 410.63
			Subtotal	\$ 16,615.88
NAB Visa Payments				
DD1625.1	03/11/2020	NAB Business Visa	NAB Visa Transactions from 29/09/2020 to 28/10/2020	\$ 3,584.59
			Subtotal	\$ 3,584.59
Cheque Payments				
6771	12/11/2020	Shire of Tammin	TN0 12 Month licence renewal	\$ 558.95
6772	30/11/2020	Australian Communications and Media Authority (ACMA)	Fire and Emergency Services, 4km South of Tammin	\$ 114.00
			Subtotal	\$ 672.95
Salaries & Wages				
	11/11/2020	Shire of Tammin	Salaries & Wages	\$ 21,196.94
	25/11/2020	Shire of Tammin	Salaries & Wages	\$ 21,725.93
			Subtotal	\$ 42,922.87
Total Paid Municipal Account for the month of November				\$222,205.81

11.2 Financial Management Report for the month of November 2020

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	10 December 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.2 - November 2020 Monthly Financial Report

Purpose of Report

For Council to receive the Monthly Financial Statements

Background

Enclosed is the Monthly Financial Report for the month of November 2020 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

At this stage of the budgeted income and expenditure cycle, we have received over 85% of our rates income together with the various grants whilst we have yet to incur expenditure on the major road works program. Accordingly, our cash flow position is currently strong.

Financial Implications

There are currently no financial implications as income and expenditure is in accordance with Budget. It is noted that approval has been given for unbudgeted expenditure to be incurred in October 2020 with provision made to cover this expenditure prior to the mid-year budget review.

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.

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

Recommendation

That Council adopt the Monthly Financial Report for the period ending 30 November 2020 comprising;

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

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ____/____

11.3 Budget Amendment – Vehicle Replacement

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	9 December 2020
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Includes CEO Vehicle as per contract of employment
File Reference:	Nil
Attachment/s:	

Proposal/Summary

For Council to endorse a change to the 2020/21 Budget to facilitate the replacement of two senior officer vehicles.

Background

The 2020/21 Budget makes provision for the replacement of a 3 tonne Dual Cab light truck for a net changeover of \$38,090. The vehicle remains in good condition and is used for light duties. There is no immediate need for replacement and it is not expected to accumulate significant kilometers over the next 6 to 8 months with replacement deferred until the 2021/22 budget.

Both the CEO and Manager Works & Services vehicle will be approaching the recommended change over kilometerage of 60,000 km by February 2021. Both remain in good condition but additional kilometers will adversely affect the trade-in value.

Comments

To mitigate the adverse impact of increased kilometers and to keep changeover costs to a minimum it is recommended that the CEO and MWS vehicles be changed over rather than the 3 tonne light truck as provided in the 2020/21 Budget.

It is estimated that the current changeover cost for the vehicles would be:

CEO

Hyundai Santa Fe Highlander/Kia Sorento GT Line \$18,882 excl GST
(Based on a trade in price of \$37,000 inc GST for the existing Hyundai Santa Fe Elite)

MWS

Ford Ranger Dual Cab (steel tray) 3.2 Ltr 4x4 \$14,450 excl GST
(Based on a trade in price of \$27,000 inc GST for the existing Isuzu MUX Wagon)

The combined changeover cost would be approximately \$33,332 excl GST.

Consultation

N/A

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 proposed amendment to the 2020/21 Budget would defer the replacement of the 3 tonne Dual Cab Truck at the budgeted changeover of \$38,090 and be replaced with the changeover of two senior officer vehicles with a combined changeover of \$33,332.

It is anticipated that the two senior officer vehicles will continue to lose value at a greater rate than the 3 tonne dual cab.

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

Recommendation

That Council approve the variation to the 2020/21 Budget and endorse the changeover of executive vehicles at a combined cost of \$33,332 excl GST, being:

- Kia Sorento /Hyundai Highlander at a changeover cost of \$18,882; and,
- Ford Ranger Dual Cab 3.2 4x4 at a changeover of \$14,450.

in-lieu of the 3 Tonne Dual Cab light truck at a budgeted cost of \$38,090 excl GST.

Moved: Cr _____

Seconded: Cr _____

Vote: Absolute Majority

Carried/Lost: ____/____

11.4 Golf Clubhouse Renovation – Allocation of Local Roads and Community Infrastructure Funds

Location:	Tammin Golf Club
Applicant:	Shire of Tammin
Date:	10 December 2020
Author:	Neville Hale
Item Approved by:	Chief executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.4 - Proposed renovation design

Proposal/Summary

For Council to approve an allocation of unbudgeted funds to assist in the renovation of the Tammin Clubhouse.

Background

Council, at its 25 November 2020 Ordinary Meeting received a report on the state of the existing clubhouse, alternative options for its renovation or replacement and identified an alternative funding source in the absence of the CSRFF grant applications that had proven to be unsuccessful.

The Tammin Golf Club (the Club) is an incorporated entity within the Shire of Tammin that seeks to provide a sporting opportunity to the local and surrounding community. Over the past 20 years the clubhouse has been subject to a white ant infestation that has caused considerable structural damage to the middle section of the club house.

Two applications were made to the Department of Local Government Sport and Cultural Industries - Community Sporting and Recreation Facilities Fund, small grant application rounds in March and August 2020. Both of the applications were unsuccessful. The DLSCI sited that there were higher priority projects submitted in both funding rounds.

However, a second round of Commonwealth funding, under its Local Roads and Community Infrastructure program, has been announced from which the Shire will be allocated \$159,521. The guidelines and funding parameters have yet to be finalised but is to be expended by 31 December 2021.

Preliminary enquiries to the Commonwealth suggest a proportion of these funds could be utilised to assist with the renovation of the Clubhouse.

It was agreed at the 25 November 2020 Council Meeting that in view of the alternative funding available that Council meet with the Golf Club Executive and as many members as possible to discuss the options available and determine how best to move forward.

Subsequently, a meeting was held on Wednesday, 9 December 2020 with all Councillors and some twenty plus members in attendance.

Comments

The Tammin Golf Club Inc. is an important community facility providing an essential meeting place and sporting facility that should be supported for both recreation requirements and community wellbeing. It is one of a number of community buildings that require improvements and is considered to be a high priority given its current state of repair.

A recent inspection, in October 2020, of the Clubhouse building by an LGIS asbestos inspector identified a number of concerns about the integrity of the building structure. Council, at its 25 November 2020 Ordinary Meeting agreed that remedial action of some kind is required at the earliest possible time to ensure a facility is available to Club members and others.

As a result of the 9 December 2020 meeting with the Golf Club members, it was agreed that the central section of the existing building be removed and replaced with a steel structure with concrete floors. A steering committee would be formed to oversee the progress of the renovations and coordination of volunteer input into various aspects of the works required. It would be necessary for the Club to put forward two members as delegates.

It is noted that the project cost is likely to be in the order of \$200,000 and accordingly is within the limits for which tenders would otherwise be required.

Consultation

Golf Club, Executive and Members
Department of Local Government Sport and Cultural Industries.

Statutory Implications

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions & General) Regulations, 1996.

Division 2 — Tenders for providing goods or services (s. 3.57) [Heading inserted: Gazette 2 Feb 2007]

11. When tenders have to be publicly invited (1A) In this regulation — state of emergency declaration has the meaning given in the Emergency Management Act 2005 section 3.

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.

Other statutory considerations include:

- *Occupational Safety and Health Act 1984 (WA)*

- *Occupational Safety and Health Regulations 1996 (WA)*
- *Building Code*

Whilst the LRCI funding is unbudgeted, it is being used to off-set budgeted CSRFF funds not received. Moreover, the associated expenditure is budgeted within FY2020/21 and complies with statutory requirements.

Policy Implications

9.4 - Asbestos Management.

Financial Implications

In the absence of funding from the DLGSC and the poor condition of the Golf Clubhouse building, urgent consideration is required as to what options are available for renovation or repair to the building.

Council would be aware of the Commonwealth Government's Local Road and Community Infrastructure Grants Program which has recently announced a further allocation of \$159,521 for the Shire of Tammin. It may be possible to allocate some of this unbudgeted funding, either directly or indirectly, towards the renovation requirements of the Golf Clubhouse.

Strategic Implications

Social: Building a Sense of Community

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.

Recommendation

That Council:

1. Approve an allocation of \$70,000 from the second tranche (\$159,521) of the Commonwealth's Local Roads and Community Infrastructure fund to support the renovation of the Tammin Golf Club building with expenditure from A/C 113521 – Job GC001; and,
2. Allocate the balance of the Local Roads and Community infrastructure funds within the mid year FY2020/21 budget review.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ____/____

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

Recommendation

That TSC 107/20 motion to lay item 12.1 Ordinary Council Meeting dates for 2021 on the table from 25 November 2020 Ordinary Council meeting, be lifted for adoption.

Moved: Cr Greenwood

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ___/___

12.1 Ordinary Council Meeting Dates for 2021

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	9 November 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

For Council to approve the Ordinary meeting of Council dates for 2021, to be held on the third Thursday of each month, with the exception of January 2021 where there will be no Council meeting.

Background

In previous years Council meetings were held on the fourth Thursday of each month, commencing at 5.00pm, in the Council Chambers at 1 Donnan Street, with the exception of the March Council Meeting which is traditionally held in Yorkrakine Hall.

The Shire of Tammin's participation in Wheatbelt East Regional Organisation of Council (WEROC) has resulted in a clash with the current Council meeting schedule, being on the fourth Thursday, and therefore it was proposed, and subsequently endorsed, that the Ordinary Council Meetings for 2021 and beyond be held on the third Thursday of each month.

Comment

The change of date was discussed at a Council forum held prior to the 22 October 2020 Ordinary Council meeting. Whilst it poses some additional time constraints on staff to prepare required financial statements etc., it is noted that Council Meetings were previously held on the third Thursday of the month.

Consultation

N/A

Statutory Implications

Regulation 12 of the Local Government (Administration) Regulations provides:

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Recommendation

That Council:

1. Meetings are to be held on the third Thursday of the month at 5:00pm, in Council Chambers at 1 Donnan Street, Tammin as follows:

- January 2021 – no Council Meeting
- 18 February 2021
- 18 March 2021 (Yorkrakine Hall)
- 15 April 2021
- 20 May 2021
- 17 June 2021
- 15 July 2021
- 19 August 2021
- 16 September 2021
- 21 October 2021
- 18 November 2021
- 16 December 2021

2. Authorise the CEO to give local public notice of the above meeting schedule in accordance with the requirements of the Local Government (Administration) Regulations 1996.

3. That Committee meetings will be held as and when required with public notice being provided.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ___/___

12.2 Shire of Tammin Annual Report 2019/20

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	10 December 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	

Item 12.2 awaiting the Audit Report, expected to be received on Monday 14 December 2020.

13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

14. MATTERS FOR CONSIDERATION – TOWN PLANNING

Nil

15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

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

The meeting be closed to discuss matters relating to the Chief Executive Officer 2021 contract renewal

Recommendation

That the meeting be moved behind closed doors at _____pm.

Moved: Cr _____ Seconded: Cr _____

Vote: Simple Majority Carried/Lost: ____/____

16.1 Chief Executive Officer Contract Renewal

See report provided under separate cover.

Recommendation

That the meeting move from behind closed doors at _____pm.

Moved: Cr _____ Seconded: Cr _____

Vote: Simple Majority Carried/Lost: ____/____

The President will read aloud the resolution pertaining to confidential items.

17. CLOSURE OF MEETING

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