

Shire of Tammin

ORDINARY COUNCIL MEETING

CONFIRMED MINUTES



An Ordinary meeting of Council of the Shire of Tammin was held on **Thursday 19 December 2019** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:02pm**.

Neville Hale
Chief Executive Officer

MISSION STATEMENT

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

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5:02pm.

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

Present:

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

In Attendance:

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

Leave of Absence previously granted:

Cr C Thomson	Member
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Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

At 5:03 Scott Uppill, Jayne York and Glenn Bradley from Tammin Golf Club attended Council Meeting for Public Question Time.

Mr Uphill offered to respond to questions from Council in respect to the agenda item being considered by Council. Glenn Bradley advised the application is to be submitted for the Department of Local Government, Sport and Cultural Industries CSRFF Grant scheme and CBH grass roots funding prior to tender. Mrs York advised of the Golf Clubs motion to conduct a membership drive, including for previous members and donations.

Mr Uphill thanked Council and Community Development Officer, Samantha Pimlott for their assistance with the project.

Mr Uphill, Mrs York and Mr Bradley left the meeting at 5:16.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Nil

7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 Ordinary Council Meeting Minutes – 28 November 2019

TSC 122/19 MOTION

That the Minutes of the Ordinary Council Meeting held on 28 November 2019 confirmed as a true record of proceedings.

Moved: Cr Batchelor

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 5/0

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS FOR CONSIDERATION – FINANCE

11.1 List of Payments for November 2019

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	10 December 2019
Author:	Keira Wirth
Item Approved by:	Chief Executive Officer – Neville Hale
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 11.1 – November Payment List Attachment Item 11.1 - Credit Card Statement

Background

Accounts paid for November 2019 totaling \$172,104.26 are listed below:

Cheque numbers	6747 – 6747	\$296.53
Direct debit payments	01/11/19 – 30/11/19	\$8,450.33
Licensing transfers	01/11/19 – 30/11/19	\$5,981.00
Bank fees	01/11/19 – 30/11/19	\$301.87
VISA payments	01/11/19 – 30/11/19	\$975.34
EFT payments	EFT3384 – EFT3447	\$97,041.33
Salaries and wages	01/11/19 – 30/11/19	\$59,057.86
Total payments	01/11/19 – 30/11/19	\$172,104.26

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

Ordinary Council Meeting Minutes – 19 December 2019

- (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 123/19 MOTION

That Council notes that during the month of November 2019, the Chief Executive Officer has made the following payments:

Municipal Fund payments totaling \$172,104.26 on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

Moved: Cr Daniels

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 5/0

Payment list November 2019				
Ref	Date	Creditors Name	Description	Amount
Licensing				
53	01/11/2019	Department of Transport	Daily Licensing transactions	\$ 785.35
53	04/11/2019	Department of Transport	Daily Licensing transactions	\$ 351.70
53	05/11/2019	Department of Transport	Daily Licensing transactions	\$ 378.80
53	06/11/2019	Department of Transport	Daily Licensing transactions	\$ 981.35
53	07/11/2019	Department of Transport	Daily Licensing transactions	\$ 33.50
53	11/11/2019	Department of Transport	Daily Licensing transactions	\$ 29.25
53	12/11/2019	Department of Transport	Daily Licensing transactions	\$ 43.10
53	14/11/2019	Department of Transport	Daily Licensing transactions	\$ 1,845.30
53	15/11/2019	Department of Transport	Daily Licensing transactions	\$ 126.50
53	19/11/2019	Department of Transport	Daily Licensing transactions	\$ 329.70
53	21/11/2019	Department of Transport	Daily Licensing transactions	\$ 73.00
53	25/11/2019	Department of Transport	Daily Licensing transactions	\$ 317.90
53	26/11/2019	Department of Transport	Daily Licensing transactions	\$ 27.70
53	27/11/2019	Department of Transport	Daily Licensing transactions	\$ 44.05
53	28/11/2019	Department of Transport	Daily Licensing transactions	\$ 613.80
			Subtotal	\$ 5,981.00
Bank Fees				
53	01/11/2019	MERCHANT FEES	MERCHANT FEES	\$ 22.00
53	04/11/2019	MERCHANT FEES	MERCHANT FEES	\$ 155.98
53	05/11/2019	BANK FEES	NAB TRANSACT FEE	\$ 4.90
53	28/11/2019	BANK FEES	NAB CONNECT FEE	\$ 29.99
53	29/11/2019	BANK FEES	MUNICIPAL BANK FEE	\$ 47.00
53	29/11/2019	BANK FEES	TRUST BANK FEE	\$ 20.00
53	29/11/2019	MERCHANT FEES	MERCHANT FEES	\$ 22.00
			Subtotal	\$ 301.87
EFT Payments				
EFT3384	07/11/2019	AMPAC Debt Recovery (WA) Pty Ltd	Debt recovery for the month of October 2019	\$ 293.19
EFT3385	07/11/2019	Avon Waste	Rubbish collection for the month of October 2019	\$ 2,697.71
EFT3386	07/11/2019	Conway Highbury Pty Ltd	Authorisation queries Finalise Certificates and Cards	\$ 893.75
EFT3387	07/11/2019	Dowerin Community Resource Centre	Seniors Luncheon advertisement	\$ 90.00
EFT3388	07/11/2019	IT Vision	Monthly license fee for SynergySoft	\$ 2,113.10
EFT3389	07/11/2019	KW & AJ Swann	Pushing gravel in Cubbine Road, Gravel Pit Push 2,500m ³	\$ 3,630.00
EFT3390	07/11/2019	Landgate	Data Manipulation Service Charge	\$ 702.80
EFT3391	07/11/2019	Marketforce	Local Government Extraordinary Election advertisement	\$ 2,949.43
EFT3392	07/11/2019	Perfect Computer Solutions	Monthly fee for daily monitoring	\$ 85.00
EFT3393	07/11/2019	QC Ultimate Clean	Unit 9 Tamma Village steam cleaned tiled	\$ 159.50
EFT3394	07/11/2019	RAMM Software Pty Ltd	Supply and delivery of Ikey Keyboard	\$ 615.00
EFT3395	07/11/2019	RPCA (WA) Pty Ltd	Culvert and drainage supplies - various roads	\$ 3,702.60
EFT3396	07/11/2019	Shire of Cunderdin	Reimbursement of Dinner cost Local Government Week	\$ 474.08
EFT3397	07/11/2019	Shire of Quairading	CESM Shared billing, July - September 2019	\$ 3,177.81
EFT3398	07/11/2019	Telstra	Telstra landline charges and internet charges 22/10/2019 - 22/11/2019	\$ 923.97
EFT3399	07/11/2019	WA Contract Ranger Services Pty Ltd	Ranger services on the 14/10/2019 & 28/10/2019	\$ 631.12
EFT3400	07/11/2019	Wright Express Australia Pty Ltd (Puma)	Monthly Fuel Charges - October 2019	\$ 4,633.72
EFT3401	15/11/2019	Ag Implements	Faulty air-conditioning system on multi wheel roller	\$ 407.00
EFT3402	15/11/2019	Australia Post	Postage charges & stationary ,01/11/2019 - 30/11/2019	\$ 323.31
EFT3403	15/11/2019	Australian Taxation Office - BAS	BAS - October 2019	\$ 5,850.00
EFT3404	15/11/2019	DKT Rural Agencies	Rapid Set concrete bag 20kg (drainage works)	\$ 456.60
EFT3405	15/11/2019	Earthstyle Contracting Pty Ltd	Shoulder work Tammin - Wyalkatchem Road & Tammin South Road	\$ 24,200.00
EFT3406	15/11/2019	Goodfield Quality Meats	Roast beef and gravy for Melbourne cup lunch	\$ 144.00
EFT3407	15/11/2019	IT Vision	Altus Enablement computer software	\$ 1,100.00
EFT3408	15/11/2019	Kleenheat Gas	Tamma Village Bulk LPG	\$ 105.74
EFT3409	15/11/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT3410	15/11/2019	Metal Artwork Creations	Desk name plaques & name badges for Councillors	\$ 125.95
EFT3411	15/11/2019	Navsdron Pty Ltd ATF Navsdron Trust	Assistance with annual financial reporting	\$ 2,530.00
EFT3412	15/11/2019	Officeworks	Toilet roll various building	\$ 340.25
EFT3413	15/11/2019	Perfect Computer Solutions	Computer maintenance -07/11/2019 Create new user EHBS, 08/11/2019 Upload audio file phone system, 11/11/2019 create new emails for Councillors & install Adobe, 18/10/2019 hard drive maintenance, 21/10/2019 CDO printer computer maintenance, 29/10/2019 create access to CDO and Rates via email, 05/11/2019 connect new backup drive	\$ 1,190.00
EFT3414	15/11/2019	Prestige Alarms	Quarterly payment for security alarm system	\$ 143.00
EFT3415	15/11/2019	Synergy	Street lighting electricity charges - 25/09/2019 - 24/10/2019	\$ 1,688.70

EFT3416	15/11/2019	T & T Wilkins	Repairs to Lock storage door at Unit 6 Tamma Village	\$ 132.00
EFT3417	15/11/2019	Toll Ipec	Freight charges	\$ 21.45
EFT3418	15/11/2019	Wheatbelt Plumbing & Gas	14 Russell Street - Repairs to solar HWU repair 4x retic connections . Leach drain Tammin Shire Office replace pump line on septic tanks and ground water pump. 12 Russell Street - HWU replace temp valve, replace 2x basket waste under kitchen sink	\$ 2,341.90
EFT3419	21/11/2019	Avon Valley Glass	Glass repairs at bowling club and Pavilion, Due to vandalism on 11/12/2019	\$ 1,344.60
EFT3420	21/11/2019	David Thomas Rees	Reimbursement for snake bite bandages	\$ 15.00
EFT3421	21/11/2019	Keira Wirth	Travel reimbursement for WALGA Accounts Payable training - 18/11/2019	\$ 359.04
EFT3422	21/11/2019	Samantha Pimlott	Travel reimbursement for WALGA Rates training - 11/11/2019	\$ 328.86
EFT3423	21/11/2019	Telstra	Office internet charges, 09/10/2019 - 07/11/2019	\$ 152.50
EFT3424	21/11/2019	The Workwear Group Pty Ltd	Uniform 19/20, Samantha Pimlott CDO/Finance	\$ 69.00
EFT3425	21/11/2019	Toll Ipec	State Library freight charges	\$ 16.17
EFT3426	21/11/2019	WA Hino Sales & Service	Supply One Clutch Kit For Hino Tipper	\$ 744.48
EFT3427	29/11/2019	Adapt Electrical Solutions	Replace faulty power at unit 5 Tamma Village	\$ 305.50
EFT3428	29/11/2019	Autopro Northam	Battery model MFN100 (for grader)	\$ 378.22
EFT3429	29/11/2019	Charmaine Thomson	Reimbursement for November Council meeting	\$ 124.84
EFT3430	29/11/2019	DKT Rural Agencies	Various reticulation items - Tamma Village	\$ 428.75
EFT3431	29/11/2019	Department of Fire and Emergency Services	2019/20 ESLB Quarter 2, Part 6a - Emergency Services	\$ 8,642.70
EFT3432	29/11/2019	Fly's R Gone	Flies R Gone insect spraying various Shire buildings	\$ 4,096.00
EFT3433	29/11/2019	Glenice Batchelor	Reimbursement for November Council meeting	\$ 105.00
EFT3434	29/11/2019	Greenacres Turf Group	Final turf to complete cricket pitch	\$ 255.10
EFT3435	29/11/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT3436	29/11/2019	Nicholas Caffell	Reimbursement for November Council meeting	\$ 121.01
EFT3437	29/11/2019	Officeworks	Ink cartridges for desktop printers	\$ 349.56
EFT3438	29/11/2019	Perfect Computer Solutions	Computer maintenance	\$ 510.00
EFT3439	29/11/2019	Roadswest Engineering Group Pty Ltd	Amendment to design and drawings for Chappell Wheelodon Road Floodway	\$ 445.50
EFT3440	29/11/2019	Shire of Koorda	Wheatbelt secondary freight Network Co-Contribution	\$ 6,600.00
EFT3441	29/11/2019	Shire of Merredin	Central Wheatbelt Map & Guide	\$ 481.00
EFT3442	29/11/2019	Synergy	Electricity charges various buildings , 20/09/2019 - 21/11/2019	\$ 547.82
EFT3443	29/11/2019	Tania Daniels	Reimbursement for November Council meeting	\$ 123.88
EFT3444	29/11/2019	Tanya Nicholls	Reimbursement for November Council meeting	\$ 121.97
EFT3445	29/11/2019	Telstra	Telstra mobile charges 18/11/2019 - 17/12/2019	\$ 249.47
EFT3446	29/11/2019	Toll Ipec	Delivery of replacement keys for Tamma village units	\$ 84.68
EFT3447	29/11/2019	Western Australian Local Government Association	Training short course rates in Local Government	\$ 1,045.00
			Subtotal	\$ 97,041.33
Cheque Payments				
6747	21/11/2019	Shire of Tammin	Petty Cash Recoup	\$ 296.53
			Subtotal	\$ 296.53
Direct Debts				
DD1352.1	12/11/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,883.11
DD1352.2	12/11/2019	Australian Super	Superannuation contributions	\$ 172.15
DD1359.1	19/11/2019	Messages on Hold	Interactive Voice Recordings	\$ 169.00
DD1364.1	26/11/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 4,053.92
DD1364.2	26/11/2019	Australian Super	Superannuation contributions	\$ 172.15
			Subtotal	\$ 8,450.33
NAB Visa Payments				
DD1348.1	04/11/2019	NAB Business Visa	NAB Visa transactions	\$ 975.34
			Subtotal	\$ 975.34
Salaries & Wages				
	12/11/2019	Shire of Tammin	Salary & Wages	\$ 31,307.54
	12/11/2019	Shire of Tammin	Salary & Wages	\$ 1,802.92
	26/11/2019	Shire of Tammin	Salary & Wages	\$ 25,947.40
			Subtotal	\$ 59,057.86
Total paid Municipal Account for the month of November				\$172,104.26

11.2 Financial Management Report for the month of November 2019

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	10 December 2019
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer – Neville Hale
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment 11.2 - November 2019 Monthly Financial Report

Background

Enclosed is the Monthly Financial Report for the month of November 2019.

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

Community Consultation

Nil

TSC 124/19 MOTION

That Council adopt the Monthly Financial Report for the period ending November 2019 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Simple Majority

Carried:5/0

11.3 Shire of Tammin Annual Report 2018/19

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	12 December 2019
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 – Audit Report – 30 June 2019 Attachment Item 11.3 - Annual Financial Statement – 30 June 2019 Attachment Item 11.3 - Management Letter to President – 30 June 2019 Attachment Item 11.3 – Management Letter to President Attachment – 30 June 2019 Attachment Item 11.3 – Opinion – 30 June 2019 Attachment Item 11.3 – Annual Report 30 June 2019

Proposal/Summary

Council is requested to:

- a) accept the recommendations of the Audit Committee meeting held on 19 December 2019,
- b) accept the Annual Report for the 2018/19 Financial Year inclusive of the Auditors Report, and
- c) set a date for the holding of the Annual General Meeting of Electors.

Background

The Shire of Tammin has received the Audit Report for the 2018/19 financial year from the Auditor of General (Attachment Item 11.3 –Audit Report – 30 June 2019).

Following the receipt of the Audit Report, the Shire’s Audit Committee met at 3:30pm today, Thursday 19 December 2019. The committee has recommended to Council the adoption of the Financial Statement (Attachment Item 11.3 – Annual Financial Statement 30 June 2019), Audit Report and Management Letter from the Auditor General for the 2018/19 financial year.

The Annual Report (Attachment Item 11. 3 –Annual Report 30 June 2019), which includes the Annual Financial Statements and the Audit Report referred to above, is now submitted for acceptance by Council.

Having accepted the Annual Report, a date is to be set for the Annual General Meeting of Electors.

Comment

A copy of the Audit Committee agenda and the Annual Report has been circulated to Councillors. The Annual report inclusive of the 2018/19 Annual Financial Statement and the Auditors Report.

Following adoption of the Annual Report the Shire is required to hold its Annual Electors Meeting within 56 days being no later than 13 February 2020.

Statutory Environment

Local Government Act 1995

5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) *the financial report for the financial year; and*
 - (g) *such information as may be prescribed in relation to the payments made to employees; and*
 - (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require;**and*
 - (i) *such other information as may be prescribed.*

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*
- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. *Publication of annual reports*

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

Local Government (Administration) Regulations 1996

19B. *Information about numbers of certain employees to be included (Act s. 5.53(2)(g))*

For the purposes of section 5.53(2)(g) the annual report of a local government for a financial year is to contain the following information –

- (a) the number of employees of the local government entitled to an annual salary of \$100 000 or more;*
- (b) the number of those employees with an annual salary entitlement that falls within each band of \$10 000 over \$100 000.*

5.27. *Electors' general meetings*

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.*

TSC 125/19 MOTION

That Council adopt the recommendations of the Audit Committee meeting held on 19 December 2019, being to;

- 1) Accept the 2018/19 Annual Report inclusive of the Audit Report;**
- 2) Authorise the Chief Executive Officer to give local public notice of the availability of the Annual Report;**
- 3) Recognise the significant adverse finding identified in both the 2019 Interim and Final Audit Report for the year ended 30 June 2019 in respect to non-compliance with internal purchasing policy 3.1(b) noting that:**
 - a) In accordance with s7.12A(4)(a) of the Local Government Act, 1995 a report on this matter was presented to the 25 July 2019 Audit Committee and 25 July 2019 Council Meetings; wherein the adverse finding was immediately addressed.**
 - b) A copy of the Report was forwarded to the Minister in July 2019 in accordance with s7.12A(4)(b) ; and,**
 - c) A copy of the Report has been published on the Shire's website since July 2019 (s7.12A(5)).**
- 4) Publish the Annual Report on the Shire's official website;**
- 5) Hold the Annual General Electors Meeting on Thursday 6 February 2020 commencing at 6.00pm at the Shire of Tammin Lesser Hall, 3 Donnan Street, Tammin.**

Moved: Cr Batchelor

Seconded: Cr Caffell

Vote: Absolute Majority

Carried: 5/0

11.4 Bowling Club Greens replacement – Unbudgeted Expenditure

Location:	Shire of Tammin
Applicant:	Tammin Bowling Club Inc
Date:	11 December 2019
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.4 – Tammin Bowling Club Special Meeting Minutes Attachment Item 11.4 – Tammin Bowling Club Quotes Attachment Item 11.4 – Tammin Bowling Club Green Contract

Proposal/Summary

For Council to approve an unbudgeted expenditure of \$128,842 incl GST for the replacement of the Tammin Bowling Greens.

Background

The Bowling Greens were previously listed as an asset (no. 1080) of the Shire. However, the Tammin Bowling Club is a separate legal entity that operates on land leased from the Shire, which includes the Greens. Due to damage sustained over the past twelve months it has become necessary to replace the existing surface as a matter of urgency.

The Bowling Club had indicated the likely cost of replacement to be in the order of \$120,000 to be funded by way of:

1. \$50,000 held in the Shire's Bowling Green Replacement Reserve;
2. \$70,000 self supporting loan (SSL); and,
3. the balance to be funded by The Tammin Bowling Club Inc.

The successful supplier, Evergreen Synthetic Grass (WA) Pty Ltd, has agreed to the following specifications:

Supply and install 1 X Ultra Plus Gold Bowling Green 36.5m x 38.7m

Inclusions:

- Supply, deliver and install 5mm of Gin Gin Quartz sand .Laser grade level, water bind. Hand screed to ensure accurate matching with the existing plinths and to obtain a final flatness tolerance of 3mm under a 3m straight edge
- Surface Supply and install an Evergreen Ultra Plus Gold 12mm synthetic bowls surfacing system using a straight across (90 degrees)installation methodology
- Freight of materials to site (grass and white infill sand)
- Travel time to and from including freight of machinery, fuel
- Accommodation, living away and food allowance for 5 workers for approx. 8 days
7 Year pro rata Gold surface warranty

Councillors may recall that at its 26 September 2019 Ordinary Meeting, it agreed to provide the SSL and these funds have since been secured and are held in the Shire's Municipal Bank Account as per the following motion.

TSC 91/19 MOTION

That Council:

- 1. Agree to provide the Tammin Bowling Club Inc. with a self-supporting loan facility of \$70,000 through the Treasury Corporation at 1.2% p.a. (approximately) over a term of five (5) years;*
- 2. In accordance with the requirements of s6.20(2) of the Local Government Act, 1995 give one (1) months public notice of the Shire's intention to borrow prior to the draw-down of funds: and,*
- 3. Authorise the President and Chief Executive Officer to affix the common seal to execute the required loan documentation.*

The request for the Shire to undertake the replacement requires consideration of the need to comply with its Purchasing Policy and statutory requirements in regard to purchasing and unbudgeted expenditures.

Comments

I refer Council to its previous 26 September 2019 Ordinary Meeting – Item 11.4 Self Supporting Loan for background on this matter.

The replacement cost for the new greens is less than the \$150,000 limit that requires tenders to be publicly called. In accordance with Shire Policy, quotes have been obtained from the two potential providers that could meet the specification requirements of the Bowling Club (see attached).

No provision for these works was included in the Shire's 2019/20 Budget and as such requires Council's specific authorization by way of resolution with an absolute majority endorsement.

Consultation

N/A

Statutory Implications

Local Government Act, 1995

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.

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.

Local Government (Functions & General) Regulations

11. When tenders have to be publicly invited

- (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 \$150 000 unless subregulation (2) states otherwise.

Policy Implications

Shire Policy 3.1 - Purchasing Framework

Financial Implications

Council has previously approved the use of up to \$50,000 from its Bowling Green Replacement Reserve and has secured the \$70,000 Self Supporting Loan which is to be paid for by the Bowling Club over a five (5) year term. The combined funds are adequate to meet the anticipated cost net of GST, being \$117,129.10.

Any costs incurred in excess of the funds available are to be met by the Tammin Bowling Club Inc, with any savings being retained within the Shires Bowling Green Replacement Reserve

Strategic Implications

Nil

TSC 126/19 MOTION

That Council:

- 1. Approve an unbudgeted expenditure of up to \$128,842, GST inclusive from Account 113522 – Tammin Bowling Green Replacement;**
- 2. Approve payment for works to be in accordance with the agreed contract schedule, i.e. \$2,000 deposit, 30% (\$38,052.65) on order of materials being 03.02.2020 and final (\$88,789.35) on completion;**
- 3. Require that should the final cost be less than the combined available Reserve and Loan funds, then any savings are to be retained within the Shire’s Bowling Green Replacement Reserve;**
- 4. Enter into a contract with Evergreen Synthetic Grass Pty Ltd ATF The M&N Trust T/A Evergreen Synthetic Grass to supply, deliver and install 1 X Ultra Plus Gold Bowling Green 36.5m x 38.7m with the inclusions as specified in the attached Contract dated 09 December 2019; and,**
- 5. Authorise the Shire President and Chief Executive Officer to sign the contract under Seal.**

Moved: Cr Batchelor

Seconded: Cr Nicholls

Vote: Absolute Majority

Carried: 5/0

11.5 Tammin Golf Club – Renovation Project.

Location:	Shire of Tammin
Applicant:	Tammin Golf Club
Date:	12 December 2019
Author:	Samantha Pimlott
Item Approved by:	Community Development Officer
Disclosure of Interest:	Nil
	Nil
File Reference:	FIN27
Attachment/s:	Attachment Item 11.5 - Letter to Tammin Shire Council 11 December 2019
	Attachment Item 11.5 – Tammin Golf Club Special Meeting Minutes
	Attachment Item 11.5 – Tammin Golf Clubhouse Project Costs

Proposal/Summary

For council to consider it's contribution to the building renovation of the Tammin Golf Club Clubhouse proposed by the Tammin Golf Club Inc.

Background

The Tammin Golf Club (the Club) is an incorporated entity within the Shire of Tammin that seek to provide a sporting opportunity to it's 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.

The Club has provided cost estimates for the proposed works totaling \$213,805 excluding GST and has requested Shire funding of \$110,730 based on its project amount of \$190,000 with the Shire fully funding the 10% provision for cost overruns.

On the 10th December 2019 the committee and members of the Tammin Golf Club met to discuss the project options for the refurbishment of the Tammin Golf Club building where the members in attendance voted and carried the following motion:

“Members have endorsed that the project proceed to submit grant and funding applications and the project committee continue to meet and liaise with the Tammin Shire and associated parties”.

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.

The project will see the middle section of the existing clubhouse removed and replaced with a steel frame structure to inhibit further inhabitation of white ants.

The Tammin Golf Club has limited capacity to generate profit from its operations given its operating costs are equal to its incoming receipts. This has led to the club approaching Council for support and the expenditure of \$70,000 to \$110,000 from 'Tammin Sports Recreation Community Facilities Upgrade and Improvements Reserve'. However, it has the opportunity to raise funds by way of member contributions and community cropping programme.

Given the project is expected to be greater than the \$150,000 threshold it would require the calling of public tenders.

Moreover, the project is reliant on the Club securing external grant funding necessitating the delay of the tender process until all agreed funding is in place.

Consultation

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

Statutory Implications

Local Government Act, 1995.

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.

11. When tenders have to be publicly invited

- (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 \$150 000 unless subregulation (2) states otherwise.

Occupational Safety and Health Act 1984 (WA)
Occupational Safety and Health Regulations 1996 (WA)

Policy Implications

9.4 Asbestos Management.

Financial Implications

The CSRFF grant will fund up to 1/3 of the entire project costs exclusive of GST. Grant application to CBH for an amount of \$20,000.00 is also anticipated.

Total proposed redevelopment cost \$215,941.00 inclusive GST.

Detailed;

Building including demolition and earthworks.	\$186,052.54
Steel frames	\$700.00
Plumbing	\$2,662.00
Flooring	\$9,116.00
Electrical	\$3,530.80
Painting	\$6,380.00
Asbestos Removal	\$7,444.00
Total Costs	\$215,885.34
Plus 10% Contingency	\$20,000.00
Total	\$235,885.34
Excluding GST	\$214,441.22

Builders quote includes provision of \$33,500.00 and earthworks of \$17,000.00. The Golf club has indicated that they could undertake this as in-kind works.

Based on the above, the required funding arrangements are likely to be CSRFF (1/3 contribution) grant funding of approx. \$71,480. Similarly, the Tammin Golf Club and Shire would be required to contribute equivalent funds. The Club's contribution of \$71,480 being (\$21,480 cash, \$33,500 in-kind demolition and \$17,000 in-kind earthworks). Shire of Tammin \$71,480.

An amount of \$70,000 has been included in the Shire's 2019/20 budget to be sourced from the 'Tammin Sports Recreation Community Facilities Upgrade and Improvements Reserve'

Council may consider increasing its contribution to \$75,000 to mitigate the cash required from the Club.

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.

TSC 127/19 MOTION

That Council :

- 1. Support the Tammin Golf Club in its application to the Department of Local Government, Sport and Cultural Industries CSRFF Grant scheme; and,**
- 2. Reconfirm its commitment of \$70,000 from the "Tammin Sports Recreation Community Facilities Upgrade and Improvements Reserve" for this project.**

Moved: Cr Batchelor

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 5/0

11.6 Amendment to Fees and Charges - 2019/20

Location:	Shire of Tammin
Applicant:	Manager of Works & Services
Date:	16 December 2019
Author:	Fabian Houbrechts
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

For Council to consider adjusting the cost of its water charge at the commercial standpipes set in the 2019/20 Budget- fees and Charges.

Background

Currently, in accordance with the Fees and Charges set by Council for its 2019/20 Budget for Commercial standpipe supply is \$5.00 per Kilolitre. The cost of water incurred as per the revised contract with Water Corporation is \$8.562 per Kilolitre.

Comments

At present, the 2 locked standpipes have only been used once for commercial purpose wherein a commercial supplier purchased one semi load of water for a Tammin resident.

It is noted that the Shire of Kellerberrin is charging \$10.50 and Shire of Cunderdin is charging \$10 per Kilolitre for their commercial standpipes. It is proposed that Tammin's commercial charge be increased to \$10/kl. Without such a change, the Shire of Tammin would stand to lose on all water transactions.

Consultation

Water Corporation
Shires of Cunderdin and Kellerberrin

Statutory Implications

Subdivision 2 — Fees and charges

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* *Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

** Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications

Nil

Financial Implications

Without change the Shire of Tammin stands to lose \$3.562 /kl and given the dry season would likely face increased demand.

Strategic Implications

Nil

TSC 128/19 MOTION

That Council:

- 1. Authorise the change to its schedule of Fees and Charges – Commercial standpipes price to \$10 per Kilolitre (GST free) as from 13 January 2020; and,**
- 2. Advertise the change in accordance with the requirements of s6.19 of the Local Government Act, 1995.**

Moved: Cr Daniels

Seconded: Cr Caffell

Vote: Absolute Majority

Carried: 5/0

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

12.1 Review of Risk Management, Internal Control and Legislative Compliance – Risk Management Governance Framework – *Local Government (Audit) Regulations 1996* - eg. 17

Location:	Shire of Tammin
Applicant:	Council
Date:	12 December 2019
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.1 – SOTA Risk Profile Reporting Tool

Proposal / Summary

For Council to note the results of the Risk Dashboard Review of the *Risk Management Governance Framework as prepared by LGIS and adopted by Council in December 2014 in response to the introduction of Reg 17 of the Local Government (Audit) Regulations 1996*.

Background

The Framework is a comprehensive overview of identified risks likely to impact the operations of the Shire and reflects the appropriateness and effectiveness of the Shire's systems in regard to risk management, internal control and legislative compliance.

The Risk Framework was first adopted by Council in October 2014 and was the subject of a desk-top review in August 2015. A further review was undertaken in February 2019.

The *Local Government (Audit) Regulations 1996* prescribe the requirements for local governments in relation to the engagement of auditors, the annual compliance Audit Return and the functions of the Audit Committee.

The amendments extend the responsibilities of the Audit Committee and Chief Executive Officer of local governments in relation to the reviewing and reporting of the local government's systems and procedures in regard to risk management, internal control and legislative compliance.

The Risk Management Governance Framework, developed by LGIS, is in response to the requirements of Reg.17 of the Local Government (Audit) Regulations, 1996 and encapsulates those requirements.

Comment

The Chief Executive Officer has reviewed the Shire's systems in relation to risk management, internal control and legislative compliance and considers that they are appropriate and effective with the

exception of those identified on the attached Dashboard Report. The details of the review are outlined below.

Furthermore, consideration was to be given to the introduction of an appropriate framework for controls in relation to Fraud and Corruption as per AS8001-2008. Council, at its October 2019 Ordinary Meeting adopted a Fraud and Corruption Plan and associated Policy.

Informing / Guiding Documents

Risk Management Framework

Council adopted the *Risk Management Governance Framework* ("the Framework") at its October 2014 Meeting. The Framework describes the principles of risk management and details the roles and responsibilities of risk management from the Audit Committee to individual employees. The Framework includes a risk level matrix and criteria for assessing risks in terms of likelihood and consequences. The Chief Executive Officer, Manager of Corporate Services and Finance and Manager Works & Services are to regularly review the Framework with assistance from Council Staff to ensure it is current and reflects the latest Australian Standards.

Risk Management Policy

The Shire has previously developed a *Risk Management Policy* which states the objectives for, and commitment to, risk management. The policy is designed to align with this and make a statement on the Shire's objectives, approach and commitment to effective risk management across all its operations. The policy includes the following statement:

"It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public."

This Framework, in support of Council's Risk Management Policy, is subject to six monthly review.

The previous review was undertaken in February 2019. This current review was completed in September 2019 and held over until the Fraud and Corruption Plan and Policy had been adopted by Council and finalisation of the October 2019 Elections.

Emergency Management Risk Register

Local government has statutory obligations for emergency management and the risk register which is currently being updated following a recent workshop in September 2019 held in Kellerberrin. The process is essential to identify risks, their severity and to identify the agencies responsible for mitigation of the risk. Council's Emergency Management Arrangements are overseen by the Kellerberrin- Tammin Local Emergency Management Committee chaired by the Kellerberrin Shire President.

The Risk Framework identifies a number of areas of emergency management to be reviewed on a regular basis

Purchasing Policy

Council reviewed and adopted its *Purchasing Policy* at the Ordinary Meeting of Council held 28 June 2018. The Policy identifies purchasing protocols that ensure that goods and services are procured in an equitable and transparent manner that complies with legislative requirements and delivers value for money.

The Purchasing Policy was the subject of Audit qualification in 2019 and subsequent staff training and revised procedures has been undertaken.

Audits / Reviews / Assessments

Financial Management Review

Pursuant to Regulation 5(2)(c) of the Local Government Financial Management Regulations, Council engaged Billy–Joe Thomas of Auditors Anderson Munroe Wyllie to undertake the “Financial Management Review” and the resultant Report was received by Council at its Ordinary Meeting on 21nd August 2018.

Compliance Audit Return

The Return focuses on key areas of legislation and the Shire has consistently demonstrated a high level of compliance. Council’s latest Return for the Period ended 31st December 2017/8 was considered by both the Audit Committee and Council Meetings held on the 28th March 2019 and subsequently forwarded to the Department of Local Government.

External Audit Services

The Local Government Amendment (Auditing) Act 2017, giving the Auditor General a mandate to audit local governments, was assented to on 1 September 2017. On 14 March 2019 the Auditor General’s Office advised the Shire that it had appointed RSM as OAG’s contract Auditor for the year ended 30 June 2019. It is noted that under the contract arrangement with OAG RSM may not seek or undertake any other work for the Shire during the term of the contract without the prior written consent of the Auditor General.

The Auditors are currently completing their Audit of the Annual Financial Statements for the year ended 30th June 2019 and the Audit Report and Management Letter will be considered by this Audit Committee when available and forwarded on to the next Council meeting.

RISK MANAGEMENT CONSIDERATIONS – The amendments to the *Local Government (Audit) Regulations 1996* will enhance the reporting of the Shire’s approach to risk management, internal controls and legislative compliance with increased transparency and involvement for the Elected Members.

CHIEF EXECUTIVE OFFICER’S OVERVIEW – I consider that with the Measures and Systems in place, that Council’s Risk Management, Internal Control and Legislative Compliance is appropriate and effective notwithstanding areas identified in need of improvement as outlined within the attached Dashboard Report.

Consultation

Ordinary Council Meeting Minutes – 19 December 2019

Chief Executive Officer - Neville Hale
Manager Corporate Services & Finance - Morgan Ware
Manager of Works and Services – Fabian Houbrechts

Legislative Requirements

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

Policy Implications

Policy 2.5 Administration/Organisation Risk Management

This Framework sets out the areas of risk that have been identified and the actions necessary and or taken to mitigate those risks.

Financial Implications

Nil

Strategic Implications

Tammin Community Strategic Plan

Civic Leadership

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

TSC 129/19 MOTION

For Council to receive the results of the Local Government (Audit) Regulations, 1996 -Regulation 17, Management, Internal Control and Legislative Compliance and Risk Review as at October 2019

Moved: Cr Caffell

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 5/0

12.2

Councillor Training – Continuous Professional Development – Policy 1.10

Location:	Shire of Tammin
Applicant:	Department of Local Government, Sport & Cultural Industries
Date:	10 December 2019
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADM-52
Attachment/s:	Attachment Item 12.2 – Policy – Continuing Professional Development

Proposal/Summary

For Council to adopt a Councillors Continuing Professional Development Policy.

Background

On 27 June 2019 the Local Government Legislation Amendment Act was passed by the Western Australian Parliament, coming into effect on 6 July 2019.

Changes to the Local Government Act requires all Council members to complete prescribed training courses, i.e. Council Members Essentials, within 12 months of being elected. The Council Member Essential course comprises the following five units:

- Understanding local government;
- Serving on council;
- Meeting procedures;
- Conflict of interests; and
- Understanding financial reports and budgets.

The training is valid for five years, so a Council member will only be required to undertake the training at every second election. Some exemptions apply to Council members who have passed specific training within the past five years, including the Diploma in Local Government.

Each Council will also be required to develop a policy outlining the continuing professional development of its council members. The content of the policy will be determined by the Council and should include opportunities for each Councillor and a statement of how the local government will support this.

Comments

The Policy requires continuing professional development opportunities to be provided to Councillors, and for councillors to undertake at least 8 hours of professional development training every financial year.

Furthermore, the policy requires funding to be made available within the annual budget to facilitate training.

Consultation

Governance consultants

Statutory Implications

Section 2.7(2)(b) of the Local government Act 1995 Council is to have due regard to its policies to be able to govern its affairs and performance.

Section 5.128 requires Council to adopt a Councillor continuing professional development policy.

Policy Implications

New policy requirement – Policy 1.10 – Continuous Professional Development

Financial Implications

A budget amount of \$9,000 per annum will be required for Councillor professional development. In addition, funds of up to \$10,000 in an Election year will be required for newly elected Councillors to complete the mandatory Council Member Essential Course.

An amount of \$14,000 is included in the 2019/20 Budget for Members Training

Strategic Implications

Good governance

TSC 130/19 MOTION

That Council adopts Council Policy 1.10 – Councillors Continuing Professional Development as contained within attachment 1 to this Item.

Moved: Cr Daniels

Seconded: Cr Batchelor

Vote: Absolute Majority

Carried: 5/0

12.3 Councillor Training Options

Location:	Shire of Tammin
Applicant:	Council
Date:	11 December 2019
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADM-41
Attachment/s:	Attachment Item 12.3 – Tammin CME 2020 Attachment Item 12.3 – CME Registration Form

Proposal/Summary

For Council to endorse its training arrangements with WA Local Government Association (WALGA).

Background

Council, at its 28 November 2019 Ordinary Meeting considered various options for its Members to complete the training modules now required to be undertaken in accordance with the provisions of s5.126 of the Local Government Act, 1995 and resolved:

TSC 118/19 MOTION

Council's preferred option for its training requirements are:

- a) Councillor training topics Understanding Local Government and Local Government and Conflicts of Interest to be done via E-Learning;*
- b) The remaining three required training modules to be delivered via a late February 2020 face to face workshop with the inclusion of other Shires; and.*
- c) The CEO to investigate the availability of these options and report back to the December 2019 Council Meeting.*

Following discussions with WALGA's Training Services Manager, it is recommended that Option 5 of the various Training Delivery Modes be selected.

Comments

Option 5 consists of a combination of "elearning" and "face to face" courses and is consistent with Council's previously determined preference. The cost of this Option is \$18,340 plus travel and accommodation for the trainers for all 6 Councillors to complete the training courses. (see financial implications).

The cost of on-site training may be partially off-set by attendees from neighbouring shires.

In order to proceed with these options, WALGA is seeking confirmation of the preferred dates for the on-site training which is proposed to be delivered in two blocks of two days.

Consultation

WALGA Training Services

Statutory Implications

5.126. Training for council members

- (1) Each council member must complete training in accordance with regulations.
- (2) Regulations may —
 - (a) prescribe a course of training; and
 - (b) prescribe the period within which training must be completed; and
 - (c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and
 - (d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.

[Section 5.126 inserted: No. 16 of 2019 s. 61.]

5.127. Report on training

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.
- (2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

Policy Implications

N/A

Financial Implications

The three Training Modules:

- Serving on Council (2 days)
- Meeting Procedures (1 day)
- Understanding Financial Reports and Budgets (1 Day)

These are proposed to be delivered in two blocks of two days at a cost of \$16,000 plus travel and accommodation costs for the trainers.

Should Councillors from other shires attend, then the total cost could be defrayed across all attendees.

In addition, eLearning Courses to be undertaken for Modules:

- Understanding Local Government; and,
- Conflicts of Interest.

This will incur a cost of \$390 per councillor (\$2,340 for 6) for both courses.

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.

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

Officers Recommendation

That Council advise WA Local Government Association, Training Services that:

1. it will take up Option 5 of its Training Delivery Modes at a cost of \$18,340 plus travel and accommodation;
2. register all six (6) Councillors for the eLearning Courses
 - Understanding Local Government, and
 - Conflicts of Interest
3. Register all six (6) Councillors for Face to Face Courses to be held at the Shire of Tammin Council Chambers for:
 - Serving on Council (2 days) to be held ____/____ 2020 to ____/____ 2020
 - Meeting Procedures (1 day) to be held ____/____ 2020 ;
 - Understanding Financial Reports and Budgets ____/____ 2020

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ____/____

TSC 131/19 MOTION

That Council agree to undertake WALGA's Council Member Essentials Training Course - Option two (2) i.e. all 5 courses for all Councillors to be via E-Learning, at a cost of \$975 per Elected Member.

Moved: Cr Greenwood

Seconded: Cr Daniels

Vote: Simple Majority

Carried:5/0

Reason for Change: Following discussion on its preferred Option for Member Training, it was agreed that on-line E-learning provided a more flexible and cost effective option given the difficulty that some Members would have in attending two, two day, workshops due to work commitments.

13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

14. MATTERS FOR CONSIDERATION

Christmas Bonus – 2019/20 Budget Provision

The CEO advised Council that a provision had been included in the 2019/20 Budget for the payment of a Christmas bonus of \$200 and that this had been again endorsed by the Shire President subject to ratification by Council.

TSC 132/19 MOTION

That Council ratify the payment of a \$200.00 Christmas bonus to staff on the payroll for the fortnight ended 24 December 2019 as provided in 2019/20 budget.

Moved: Cr Greenwood

Seconded: Cr Daniels

Vote: Simple Majority

Carried:5/0

Chief Executive Officer – Leave without Pay

The Chief Executive Officer has requested LWOP for the period 2 January 2020 to 10 January 2020, being 7 days. The leave will off-set an anticipated cost overrun to the budgeted provision.

TSC 133/19 MOTION

That Council in accordance with Policy 2.2 ratify the President's approval for the CEO to take leave without pay for the period 2 January 2020 to 10 January 2020.

Moved: Cr Caffell

Seconded: Cr Daniels

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)

Nil

17. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5:55pm.