

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 22nd April 2021 was confirmed at the Ordinary Council Meeting held on 27th May 2021.

Name: Michael Greenwood

Signed: 

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

Date: 27th May 2021

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



An Ordinary meeting of the Shire of Tammin was held on **Thursday 22 April 2021** in Council Chambers, 1 Donnan Street Tammin, commencing at **5:00pm**.



Neville Hale
Chief Executive Officer
22 April 2021

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 5:00pm.

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

Present:

Cr M Greenwood	Shire President
Cr G Batchelor	Member
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

Nil

4. PUBLIC QUESTION TIME

Nil

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 – 25 March 2021

TSC 30/21 MOTION

That the minutes of the Ordinary Council Meeting held on 25 March 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 6/0

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS FOR CONSIDERATION – FINANCE

11.1 List of Payments for March 2021

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	08 April 2021
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 February 2021 totaling \$253,299.98 by way of:

Cheque numbers	6781 - 6781	\$3,314.19
Direct debit payments	01/03/21 – 31/03/21	\$11,483.28
Licensing transfers	01/03/21 – 31/03/21	\$45,271.70
Bank fees	01/03/21 – 31/03/21	\$105.59
VISA payments	01/03/21 – 31/03/21	\$1,207.52
EFT payments	EFT 4390 – EFT 4462	\$135,948.15
Salaries and wages	01/03/21 – 31/03/21	\$55,969.55
Total payments	01/03/21 – 31/03/21	\$253,299.98

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

TSC 31/21 MOTION

That Council notes that during the month of March 2021, the Chief Executive Officer has made the following payments:

Municipal Fund payments totaling \$253,299.98 detailed:

Cheque numbers	6781 - 6781	\$3,314.19
Direct debit payments	01/03/21 – 31/03/21	\$11,483.28
Licensing transfers	01/03/21 – 31/03/21	\$45,271.70
Bank fees	01/03/21 – 31/03/21	\$105.59
VISA payments	01/03/21 – 31/03/21	\$1,207.52
EFT payments	EFT 4390 – EFT 4462	\$135,948.15
Salaries and wages	01/03/21 – 31/03/21	\$55,969.55

Moved: Cr Caffell

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 6/0

Payment List

Ref	Date	Creditors	Description	Amount
Licensing				
69	02/03/2021	Department of Transport	Daily Licensing Fee	\$ 1,296.50
69	03/03/2021	Department of Transport	Daily Licensing Fee	\$ 650.25
69	08/03/2021	Department of Transport	Daily Licensing Fee	\$ 779.90
69	09/03/2021	Department of Transport	Daily Licensing Fee	\$ 37,138.25
69	11/03/2021	Department of Transport	Daily Licensing Fee	\$ 34.60
69	12/03/2021	Department of Transport	Daily Licensing Fee	\$ 1,982.80
69	16/03/2021	Department of Transport	Daily Licensing Fee	\$ 14.95
69	17/03/2021	Department of Transport	Daily Licensing Fee	\$ 182.10
69	19/03/2021	Department of Transport	Daily Licensing Fee	\$ 611.50
69	23/03/2021	Department of Transport	Daily Licensing Fee	\$ 280.55
69	24/03/2021	Department of Transport	Daily Licensing Fee	\$ 1,158.70
69	25/03/2021	Department of Transport	Daily Licensing Fee	\$ 479.35
69	26/03/2021	Department of Transport	Daily Licensing Fee	\$ 185.00
69	30/03/2021	Department of Transport	Daily Licensing Fee	\$ 477.25
			Subtotal	\$ 45,271.70
Bank Fees				
69	29/03/2021	BANK FEES	NAB CONNECT BANK FEES	\$ 23.24
69	03/03/2021	MERCHANT FEES	CBA MERCHANT FEES	\$ 82.35
			Subtotal	\$ 105.59
EFT Payment				
EFT4390	04/03/2021	Adapt Electrical Solutions	RCD Tests to Kep, Tammin Hall, Pavilion & Depot	\$ 1,823.89
EFT4391	04/03/2021	Avon Waste	Refuse collection for the month of February, recycle cardboard only bins	\$ 2,665.86
EFT4392	04/03/2021	Baxters Rural Centre	Inspection and repair on air-conditioning on Roller, supply new compressor and install, regas aircon. Include labour and parts for Multiwheel roller	\$ 2,704.05
EFT4393	04/03/2021	Charmaine Thomson	Electors Meeting 04/02/2021 sitting fee and travel	\$ 299.36
EFT4394	04/03/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4395	04/03/2021	Farmways Kellerberrin	WAP28482WAW Bosch 9KG Front loader washer delivery included & SRL456LS Samsung 458L Bottom Mount refrigerator for CEO house, delivery included	\$ 2,592.30
EFT4396	04/03/2021	Glenice Batchelor	Electors Meeting 04/02/2021 sitting fee and travel	\$ 210.00
EFT4397	04/03/2021	John Hughes, Rohanna Pty Ltd as Trustee for the Skippers Unit Trust	Purchase of Kia MQ4 Sorento GT-Line Diesel Auto, Silky Silver - Trim Colour - Black one tone, Towbar, Window Tint, Dealer Delivery & Registration. As per quote 168484. Potential trade in of Hyundai Santé Fe. Plus 1 year registration	\$ 58,133.90
EFT4398	04/03/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4399	04/03/2021	Landgate	Mining Tenements chargeable schedule No. M2021/2 dated 16/01/2020 - 16/02/2021	\$ 40.60
EFT4400	04/03/2021	Marketforce	Death notices, Saturday 06/02/2021, 16x1 lines, Margaret Wheeldon	\$ 22.76
EFT4401	04/03/2021	Michael Greenwood	Electors Meeting 04/02/2021 sitting fee and travel	\$ 472.98
EFT4402	04/03/2021	Navsdron Pty Ltd ATF Navsdron Trust	Financial assistance, Review & update Dec/Jan Report, Budget review prep - Feb 2021, Review BAS working, correct loan workings, check journals, assist with grant commission return Jan & Feb 2021, Recompile annual report doc, Roll asset register - review P&E	\$ 5,170.00
EFT4403	04/03/2021	Nicholas Caffell	Electors Meeting 04/02/2021 sitting fee and travel	\$ 238.20
EFT4404	04/03/2021	Northam Hyundai	60,000km Service on Hyundai Santa Fe Elite	\$ 601.70

EFT4405	04/03/2021	SMEC Australia	Supply preliminary design for route alignment , proposed purple route as per email sent on Wednesday 16/12/2020, including areas of land severed and road reserve location. Extra over work and design for Tammin Southern Link, consultation and engineering.	\$ 4,078.80
EFT4406	04/03/2021	Southern Cross Austereo Pty Ltd	12x Around the tows interviews for the month of February	\$ 99.00
EFT4407	04/03/2021	Speciale Smash Repairs	Supply & Fit aftermarket screen for Hyundai Santé Fe (2TN), Fit & Clean, Load & Tow for dealership calibration, Radar Calibration & Freight.	\$ 1,217.70
EFT4408	04/03/2021	Tania Daniels	Electors Meeting 04/02/2021 sitting fee and travel	\$ 243.94
EFT4409	04/03/2021	Tanya Nicholls	Electors Meeting 04/02/2021 sitting fee and travel	\$ 243.94
EFT4410	04/03/2021	Wright Express Australia Pty Ltd (Puma)	Fuel charges for the month of February 2021	\$ 1,631.49
EFT4411	12/03/2021	Adapt Electrical Solutions	RCD Testing in Tamma Village Units 1-3, 5/7/9 & 10	\$ 875.60
EFT4412	12/03/2021	Australia Post	Postage charges for the month of February & Reflex A4 copy paper 25 reams	\$ 212.21
EFT4413	12/03/2021	Chatfields Tree Nursery	Payment of hockey goals as per Community Grant application 2020/21	\$ 3,080.00
EFT4414	12/03/2021	Exurban Rural & Regional Planning	Town Planning consultation service January & February 2021	\$ 3,607.31
EFT4415	12/03/2021	KW & AJ Swann	Maintenance grader on Rabbit Proof Fence road SLK 0.0 to 5.42 & Maintenance grader on Quatermaine road SLK 0.0 to 1.34	\$ 1,848.00
EFT4416	12/03/2021	Kellerberrin Farmers Co-Operative	Disposable face masks	\$ 316.75
EFT4417	12/03/2021	Kellerberrin Medical Centre	Pre Employment Medical. Medical Examination & Drug & Alcohol Test	\$ 143.00
EFT4418	12/03/2021	Synergy	Street lighting electricity charges 25/01/2021 - 24/02/2021	\$ 1,766.19
EFT4419	12/03/2021	Telstra	Administration Office, Depot and Tabloid office Telstra line rental	\$ 1,183.91
EFT4420	12/03/2021	Toll Ipec	Freight charges for library books	\$ 18.87
EFT4421	12/03/2021	Zacks Commercial Artists	Business Cards, MFA, Minimum purchase of 250 cards, premium, to send via TOLL Account: S241300	\$ 90.00
EFT4422	19/03/2021	Adapt Electrical Solutions	RCD testing for Unit 3, 6, 8 & 9 Tamma Village	\$ 1,773.80
EFT4423	19/03/2021	Bunnings Warehouse	Reticulation parts for Tamma Village gardens	\$ 53.03
EFT4424	19/03/2021	Charmaine Thomson	Special Council meeting 15/03/2021 sitting fee and travel	\$ 149.68
EFT4425	19/03/2021	Cunderdin Farmers Cooperative Company Ltd	Refreshments for Special Council Meeting held 15/03/2021	\$ 9.60
EFT4426	19/03/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4427	19/03/2021	DKT Rural Agencies	Reimbursement for bond - bus hire on 16/03/2021	\$ 200.00
EFT4428	19/03/2021	Dave's Tree Service	Western Power Tree trimming away from power lines at various locations & Removal of tree for crossover construction on Underwood Rd, ground level cut and leave wood on site.	\$ 3,410.00
EFT4429	19/03/2021	Glenice Batchelor	Special Council meeting 15/03/2021 sitting fee and travel	\$ 105.00
EFT4430	19/03/2021	ITVision	SynergySoft license fee, March 2021	\$ 2,172.50
EFT4431	19/03/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4432	19/03/2021	Local Community Insurance Services	One-off event public & product Liability - Fuse Festival	\$ 812.66
EFT4433	19/03/2021	Merredin Carpets & Flooring Centre	Deposit for supply and install flooring to Unit 1 Tamma Village	\$ 1,700.00
EFT4434	19/03/2021	Michael Greenwood	Special Council meeting 15/03/2021 sitting fee and travel	\$ 236.49
EFT4435	19/03/2021	Nicholas Caffell	Special Council meeting 15/03/2021 sitting fee and travel	\$ 119.10
EFT4436	19/03/2021	Officeworks	HP 80A Standard toner FSO printer & Office refreshments	\$ 278.40
EFT4437	19/03/2021	Primrose Passion	Floral arrangement / funeral service	\$ 50.00
EFT4438	19/03/2021	Rylan Concrete	Installation of kerbing at info bay & Shields Street	\$ 19,167.50
EFT4439	19/03/2021	SMEC Australia	Extra over for work and design for the Tammin Southern Link, consultation and engineering for the month of February as per sheet attached.	\$ 3,601.36
EFT4440	19/03/2021	Shire of Kellerberrin	hire of road sweeper 2.5hrs	\$ 387.50
EFT4441	19/03/2021	Tania Daniels	Special Council Meeting 15/03/2021 sitting fee and travel	\$ 122.92
EFT4442	19/03/2021	Tanya Nicholls	Special Council meeting 15/03/2021 sitting fee and travel	\$ 122.92
EFT4443	19/03/2021	Tinwerx Engineering	Repair on auger, lathing and welding - Small plant	\$ 237.00
EFT4444	19/03/2021	VisiMax	Item number 40273 - Permit book - bush fires Act Plus postage	\$ 262.10

EFT4445	19/03/2021	Western Lockservice	Supply and deliver 5 padlocks 38mm shackles to master Key system WLG6178/1-11 and GMK as per quote 10,877,286	\$ 380.00
EFT4446	19/03/2021	Wheatbelt Office and Business Machines	Fuji Xerox ApeosPort Printing costs for periods 03/02/2021 - 16/03/2021	\$ 796.64
EFT4447	29/03/2021	Central Mobile Mechanical Repairs	5,000hrs service of Komatsu Grader, all oils and parts supplied by the Shire of Tammin	\$ 1,500.40
EFT4448	29/03/2021	Charmaine Thomson	Ordinary Council Meeting sitting fee & travel	\$ 149.68
EFT4449	29/03/2021	Farmways Kellerberrin	Various materials for garden maintenance, steel blue boots	\$ 514.00
EFT4450	29/03/2021	Framous Picture Framing	2020 Group Councillor photo, picture print frame and plaque	\$ 135.00
EFT4451	29/03/2021	Goodfield Quality Meats	Special Council meeting refreshments 15/03/2021	\$ 50.00
EFT4452	29/03/2021	Hills Fire Equipment Service	Supply 9kg fire extinguisher	\$ 132.00
EFT4453	29/03/2021	Kellerberrin Pipeline Newsletter	Tammin FUSE Festival advertising. Colour Front Page	\$ 100.00
EFT4454	29/03/2021	Landgate	Rural UV'S chargeable Schedule 11/07/2020 - 19/03/2021 & 28/11/2020 - 05/03/2021	\$ 69.20
EFT4455	29/03/2021	Metal Artwork Creations	Gold Aluminium Plaques - Blue Marble Mount - Achievement Awards - Colour Logo - Individually typeset & postage charges	\$ 161.59
EFT4456	29/03/2021	Michael Greenwood	Ordinary Council Meeting sitting fee & travel	\$ 236.49
EFT4457	29/03/2021	Morgan Ware	Accommodation subsidy for LG Finance Professionals Conference, 10 - 11 March 2021, Privately arranged accommodation as per policy 8.1	\$ 60.90
EFT4458	29/03/2021	Nicholas Caffell	Ordinary Council Meeting sitting fee & travel	\$ 119.10
EFT4459	29/03/2021	Tania Daniels	Ordinary Council Meeting sitting fee & travel	\$ 122.92
EFT4460	29/03/2021	Tanya Nicholls	Ordinary Council Meeting sitting fee & travel	\$ 123.88
EFT4461	29/03/2021	Telstra	Office internet charges 10/03/2021 - 09/04/2021	\$ 75.00
EFT4462	29/03/2021	Toll Ipec	Postage charges for signage and water samples from town dam	\$ 27.72
Subtotal				\$135,948.15

NAB Visa Payments				
DD1722.1	04/03/2021	NAB Business Visa	NAB Visa Transactions from 28/01/2021 to 26/02/2021	\$ 1,207.52
Subtotal				\$1,207.52

Cheque Payments				
6781	04/03/2021	Water Corporation	Water charges for Bungulla North Road, Tammin South Road and various road works	\$ 3,314.19
Subtotal				\$ 3,314.19

Direct Debit				
DD1711.1	02/03/2021	Aware Super	Superannuation contributions	\$ 2,945.71
DD1711.2	02/03/2021	Australian Super	Superannuation contributions	\$ 175.16
DD1719.1	16/03/2021	Aware Super	Superannuation contributions	\$ 3,105.17
DD1719.2	16/03/2021	Australian Super	Superannuation contributions	\$ 364.36
DD1725.1	18/03/2021	Messages on Hold	Interactive Voice Recordings 18/03/2021 to 17/04/2021	\$ 177.45
DD1727.1	29/03/2021	Netlink Group	Phone line - TBS Maintenance (Reversal of Direct Debit - amended)	\$ 385.00
DD1732.1	22/03/2021	Bond Administrator	Bond, 3 Nottage Way Tammin WA 6409. (4 x weeks rent @ \$220.00 - non shire employee)	\$ 880.00
DD1734.1	30/03/2021	Aware Super	Superannuation contributions	\$ 3,086.07
DD1734.2	30/03/2021	Australian Super	Superannuation contributions	\$ 364.36
Subtotal				\$ 11,483.28

Salaries & Wages				
	2/03/2021	Shire of Tammin	Salaries & Wages	\$ 17,294.33
	16/03/2021	Shire of Tammin	Salaries & Wages	\$ 19,451.11
	30/03/2021	Shire of Tammin	Salaries & Wages	\$ 19,224.11
Subtotal				\$ 55,969.55

Total Paid Municipal Account for the month of March **\$253,299.98**

11.2 Financial Management Report for the month of March 2021

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	16 March 2021
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.2 - March 2021 Monthly Financial Report

Purpose of Report

For Council to receive the Monthly Financial Statement.

Background

Enclosed is the Monthly Financial Report for the month of March 2021 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

TSC 32/21 MOTION

That Council adopt the Monthly Financial Report for the period ending 31 March 2021 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr Batchelor

Seconded: Cr Nicholls

Vote: Simple Majority

Carried:6/0

11.3 Contribution to CRISP Wireless – Digital Farm Grant

Location:	Shire of Tammin
Applicant:	Maree Gooch CRISP Wireless
Date:	13 April 2021
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 - Crisp Wireless Letter

Purpose of Report

For Council to approve payment of its \$20,000 contribution to CRISP Wireless for the roll out of a digital internet service for agricultural businesses within the Shire of Tammin.

Background

CRISP Wireless has successfully made application to the Digital Farm Grants Program, DPIRD for its project covering the Shires of Beverley, Kulin, Quairading, Tammin and Yilgarn and is now seeking the Shire's agreed contribution of \$20,000 prior to 30 June 2021.

Comments

The Shire's FY2020/21 Original Budget made provision for its \$20,000 contribution to the CRISP Wireless project.

However, during the mid-year budget review process, this amount was removed as it was anticipated that the project would not commence until next financial year.

It is noted that DPIRD has yet to sign-off on the funding agreement.

Whilst CRISP Wireless has requested early payment, it is suggested that payment be deferred until signed agreements are in place with DPIRD, the five participating shires and CRISP and a project timeline has been established.

Furthermore, CRISP Wireless is seeking an additional \$10,000 contribution, to bring our contribution into line with the other Shires. An amount which could be considered during the Council's FY2021/22 Budget deliberations. Both Quairading and Beverley Shires will be required to make provision in their FY2021/22 budgets before being in a position to make payment.

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.*

- (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.

Policy Implications

N/A

Financial Implications

The payment of the Shire's agreed contribution of \$20,000, having been removed from the current FY2020/21 Budget, can be accommodated by re-establishing A/C 132153 and applying sufficient funds released by the deferment of the Golf Club Roof project. Contractors will not be available for the Roof project until September of FY2021/22.

However, it is proposed that payment of any contribution be subject to secured DPIRD funding a signed agreement with the five participating Shires with work commencing in accordance with an approved project budget, work timelines and milestones, inclusive of a map showing specific locations of facilities to be provided within each shire.

Risk Implications

The project is subject to funding being secured by CRISP Wireless and there is a minor risk that the project would not proceed to a point where agri-businesses with the Shire would not have access to the proposed digital solution.

Strategic Implications

(Refer to Strategic Community Plan), (Workforce Plan), Corporate Business Plan

Economic Development Strategies

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

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

Outcome 4.3 Support digital connectivity opportunities.

-
- 4.3.1 Pursue opportunities with neighbouring local governments to develop regional connectivity Outcomes; and,
 - 4.3.2 Participate in the WA Digital Inclusion Blueprint Strategy

Officers Recommendation

That Council, should it be required, approve an unbudgeted expenditure of \$20,000 from A/C 132153 for FY2020/21, as its contribution to the CRISP Wireless Digital Farm Internet Service subject to:

1. Evidence of approved DPIRD Grant funding; and,
2. A signed agreement with the five participating Shires detailing an agreed timeline for works, milestones and a map showing specific locations of facilities to be provided within each shire.

Moved: Cr

Seconded: Cr

Vote: Absolute Majority

Carried: /

TSC 33/21 MOTION

That Council confirm its commitment of \$20,000 to the project and make provision in the 2021/22 budget from A/C 132153 as its contribution to the CRISP Wireless Digital Farm Internet Service subject to:

1. Evidence of approved DPIRD Grant funding; and,
2. A signed agreement with the five participating Shires detailing an agreed timeline for works, milestones and a map showing specific locations of facilities to be provided and area of coverage within each shire.

Moved: Cr Batchelor

Seconded: Cr Caffell

Vote: Absolute Majority

Carried: 6/0

11.4 Subject Donation – Tropical Cyclone Seroja - Appeal

Location:	Shire of Tammin
Applicant:	Lord Mayor’s Distress Relief Fund (LMDRF)
Date:	13 April 2021
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Purpose of Report

For Council to endorse a donation of \$3,000 to \$5,000 to the Lord Mayor’s Distress Relief Fund

Background

On Sunday 11 April 2021, Tropical Cyclone Seroja crossed the Western Australia coast at Kalbarri, had a significant impact on the communities of Kalbarri and Northampton through to Southern Cross with many locations suffering damage to homes, businesses and local community infrastructure.

The damage has been extensive and will most likely take many months to clean up and repair whilst the trauma to the people involved may last much longer.

The Lord Mayor, Basil Zempilas announced on Tuesday, 13 April 2021 that the Lord Mayor’s Distress Relief Fund Appeal has been opened to receive donations. The LMDRF will coordinate the distribution of funds in support of victims of the Cyclone.

Comments

The LMDRF is the recognized state emergency fund and provides relief for personal hardship and distress arising from natural disasters occurring within Western Australia. Through the LMDRF members of the wider community can help those who are affected by this unprecedented disaster to rebuild their lives.

The Fund is operated by an independent Board and donations over \$2 are tax deductible. The cost of administrating the Fund are generally absorbed by the City of Perth, so all money raised will go directly to those who need it most.

Consultation

Nil

Statutory Implications

Local Government Act, 1995

6.8. Expenditure from municipal fund not included in annual budget

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

* *Absolute majority required.*

- (1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Notwithstanding s 6.8 1(a), provision is made in the Shire's FY2020/21 Budget, A/C 041115 – Donations and Contributions for instances such as this likely request.

Policy Implications

N/A

Financial Implications

The Shire has budgeted \$2,537.50 for donations & contributions in FY2020/21 of which zero (0) has been spent to date. Accordingly, a donation to the LMDRF is not an unbudgeted expenditure.

Risk Implications

There is no identifiable risk associated with a donation of up to \$5,000.

Strategic Implications

Social /Community Strategies

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

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

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

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

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

1.1.2 Continue to support and strengthen community groups and networks

1.1.3 Actively promote and support community events and activities

Support of communities in distress is considered to be a natural extension of the above

Voting Requirements

Simple Majority

TSC 34/21 MOTION

That Council:

- 1. Agree to make a donation of \$2,500 to the Lord Mayor's Distress Relief Fund; and,**
- 2. Authorise the Chief Executive Officer to arrange payment of \$2,500 to the Fund in support of those impacted by tropical cyclone Seroja.**

Moved: Cr Nicholls

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 6/0

11.5 Long Term Financial Plan (LTFP) – Review

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	15 April 2021
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer – Neville Hale
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.5 – Long Term Financial Plan

Proposal/ Summary

For Council to review the Long Term Financial Plan (LTFP) and advise staff of its priority capital expenditure in relation to the 2021/22 budget and beyond.

Background

The Long Term Financial Plan is a plan that informs the Corporate Business Plan in the activation of Strategic Community Plan priorities. It is also an indicator of a local government's long term financial sustainability and allows early identification of financial issues and their longer term impacts. The review considers the 2021/22 budget as well as anticipated expenditure in the out-years, particularly proposed capital expenditure.

Comment

To assist Council, it is noted that the following items have previously been raised for consideration:

- Additional window to be fitted in the south eastern wall of the Sports Pavilion;
- Air conditioning upgrade to the Lesser Hall Kitchen area
- Town Hall - painting the interior

In addition, there will be the carry- over of the Golf Club Roof project.

Consultation

Navsdron
Chief Executive Officer

Celeste Smith
Neville Hale

Policy Implications

Nil

Statutory Environment

Part 5 — Annual reports and planning

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - a. set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
 - b. govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
 - c. develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

[Regulation 19DA inserted: Gazette 26 Aug 2011 p. 3484-5.]

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

TSC 35/21 MOTION

That Council give consideration to its required buildings, plant and equipment and infrastructure projects and advise staff on of its priorities for the 2021/22 capital expenditure program and other requirements in respect to the review of the current Long Term Financial Plan.

Moved: Cr Greenwood

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 6/0

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

12.1 Audit Planning Memorandum

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	15 April 2021
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer – Neville Hale
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.1 – Audit Plan 2021

Proposal/ Summary

For Council to review the Shire of Tammin Audit Planning Memorandum for the year ending 30 June 2021.

Background

The primary purpose of this Audit Planning Memorandum (**APM**) is to brief the Shire of Tammin (**Shire**) on the proposed approach by MACRI Partners, on behalf of the Office of the Auditor General (**OAG**), to audit the financial report of the Shire for the year ending 30 June 2021. The APM is a key tool for discharging MACRI'S responsibilities in relation to communicating with those charged with governance of the Shire.

Comment

To facilitate the implementation of the Audit, Macri Partners propose holding a pre-planning meeting with members of the Audit & Risk Committee and the Shire's management team, OAG (if required) prior to the proposed date of the site visit for the Interim Audit commencing 10 and 11 May 2021.

The meeting will discuss current developments at the Shire and any changes in governance and/or systems.

Consultation

Director, Financial Audit (OAG)	Surak Karki
Audit Senior Manager (MACRI Partners)	Suren Herathmudalige

Policy Implications

Nil

Statutory Environment

Local Government Act, 1995 – Part 7 – Audit Local Government (Audit) Regulations

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

TSC 36/21 MOTION

That Council adopt the attached Shire of Tammin Audit Planning Memorandum – 30 June 2021 as proposed by MACRI Partners Pty Ltd on behalf of the Western Australian Office of the Auditor General.

Moved: Cr Batchelor

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 6/0

13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

14. MATTERS FOR CONSIDERATION – TOWN PLANNING

Nil

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 6:05pm