

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 22nd August 2019 was confirmed at the Ordinary Council Meeting held on 26th September 2019.

Name: Michael D Greenwood

Signed: [Signature]

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

Date: 26-09-2019

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



The ordinary meeting of the Shire of Tammin was held on **Thursday 22nd August 2019** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:01pm**.

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 5:01pm.

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

Present:

Cr M Greenwood	Shire President
Cr D Thomson	Deputy President
Cr N Caffell	Member
Cr Daniels	Member

In Attendance:

Neville Hale	Chief Executive Officer
Kelsey Pryer	Manager of Finance & Administration
Fabian Houbrechts	Manager of Works & Services

Leave of Absence previously granted:

Cr G Batchelor	Member
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Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Veronica DeVis

Q.1 – Ms DeVis requested permission to plant Jacaranda Trees at Donnan Park, near the entrance of the oval and at the cemetery, as per her submitted Plan, and further advised that there would be no cost to Council to plant the trees and/or to maintain them as she would do so at her cost.

A formal written response would be provided by the Shire

Q.2 Ms DeVis enquired as to whether she could be a member of a Shire committee to deliver her proposed 10 year beautification of Tammin Project.

Ms DeVis advised Council that she had put together a gardening group to assist with the project. In response, Council, through the CEO, advised Ms DeVis for the gardening Group to write to Council detailing what projects they would like to propose giving details of the Group's membership and confirming that there will be no cost to the Shire in respect to the projects being proposed.

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

Cr T Daniels Pommy Ag Labour Purchase of gravel EFT3140 11/07/2019

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 Ordinary Council Meeting Minutes – 25 July 2019

TSC 77/19 MOTION

That the Minutes of the Ordinary Council Meeting held on 25 July 2019 be confirmed as a true record of proceedings.

Moved: Cr Thomson

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 4/0

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11. MATTERS FOR CONSIDERATION – FINANCE

11.1 List of Payments for July 2019

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	07 August 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 – July Payment List Attachment Item 11.1 - Credit Card Statement 29/05/2019 – 28/06/2019

Background

Accounts paid for July 2019 totaling \$284,011.56 are listed below:

Cheque numbers	6735 - 6735	\$414.20
Direct debit payments	01/07/19 – 31/07/19	\$30,451.48
Licensing transfers	01/07/19 – 31/07/19	\$5,498.45
Bank fees	01/07/19 – 31/07/19	\$171.44
VISA payments	01/07/19 – 31/07/19	\$1,233.70
EFT payments	EFT3111 – EFT3154	\$212,079.70
Salaries and wages	01/07/19 – 31/07/19	\$34,162.59
Total payments	01/07/19 – 31/07/19	\$284,011.56

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 – 22 August 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 78/19 MOTION

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

Municipal Fund payments totaling \$284,011.56 on licensing transactions, bank fees, EFT, Cheques, Visa, Direct Debit and salaries and wages payments.

Moved: Cr Caffell

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 4/0

Payment List for July 2019

Ref	Date	Creditors Name	Description	Amount
Licensing				
49	01/07/2019	Department of Transport	Daily Licensing transactions	\$ 143.25
49	02/07/2019	Department of Transport	Daily Licensing transactions	\$ 30.05
49	04/07/2019	Department of Transport	Daily Licensing transactions	\$ 40.35
49	05/07/2019	Department of Transport	Daily Licensing transactions	\$ 863.40
49	09/07/2019	Department of Transport	Daily Licensing transactions	\$ 160.20
49	11/07/2019	Department of Transport	Daily Licensing transactions	\$ 1,731.70
49	16/07/2019	Department of Transport	Daily Licensing transactions	\$ 919.65
49	18/07/2019	Department of Transport	Daily Licensing transactions	\$ 16.75
49	19/07/2019	Department of Transport	Daily Licensing transactions	\$ 44.45
49	22/07/2019	Department of Transport	Daily Licensing transactions	\$ 414.20
49	23/07/2019	Department of Transport	Daily Licensing transactions	\$ 14.95
49	25/07/2019	Department of Transport	Daily Licensing transactions	\$ 178.15
49	31/07/2019	Department of Transport	Daily Licensing transactions	\$ 941.35
			Subtotal	\$ 5,498.45
Bank Fees				
49	03/07/2019	BANK FEES	TRANSACT FEES	\$ 4.90
49	03/07/2019	MERCHANT FEES	MERCHANT FEES	\$ 73.60
49	26/07/2019	BANK FEES	NAB CONNECT FEE	\$ 26.24
49	31/07/2019	BANK FEES	ACCOUNT FEE	\$ 46.70
49	31/07/2019	BANK FEES	ACCOUNT FEE	\$ 20.00
			Subtotal	\$ 171.44
EFT Payments				
EFT3111	01/07/2019	Northam Motors Unit Trust	2019 Hyundai Santa Fe Elite 2.2litre CRDI AWD Automatic Wagon	\$ 49,030.80
EFT3112	04/07/2019	AMPAC Debt Recovery (WA) Pty Ltd	Debt recovery	\$ 645.54
EFT3113	04/07/2019	Arrow Bronze	Niche Wall plaque - D Caffell	\$ 254.76
EFT3114	04/07/2019	Avon Waste	Avon Waste Refuse Collection	\$ 2,578.51
EFT3115	04/07/2019	Conway Highbury Pty Ltd	Consultancy services 2019/2020	\$ 2,002.00
EFT3116	04/07/2019	Toll Ipec	Freight charges	\$ 13.86
EFT3117	04/07/2019	Crowe Certification	4th Quarter 2018/19 - Building Surveying and Environmental Health	\$ 2,750.00
EFT3118	04/07/2019	DKT Rural Agencies	Fusilade 5ltr	\$ 352.00
EFT3119	04/07/2019	Glenwarra Development Services	4th Quarter 2018/19 - Planning Services, Scheme Review	\$ 1,661.00
EFT3120	04/07/2019	IT Vision	Annual licencing fee, maps enquiry	\$ 4,778.40
EFT3121	04/07/2019	Jtagz Pty Ltd	2022 Dog and Cat registration tags	\$ 220.00
EFT3122	04/07/2019	LMW (WA) Pty Ltd	Valuation of property - 20 Ridley Street, Tammin WA 6409	\$ 660.00
EFT3123	04/07/2019	Navsdron Pty Ltd ATF Navsdron Trust	Accounting Support	\$ 16,940.00
EFT3124	04/07/2019	RANMM Software Pty Ltd	Annual support and maintenance fee 01/07/2019 - 30/06/2020	\$ 7,692.94
EFT3125	04/07/2019	The Workwear Group Pty Ltd	Work uniforms administration office staff	\$ 1,130.25
EFT3126	04/07/2019	Western Australian Local Government Association	WALGA Accounts Payable training 24th September 2019	\$ 578.00
EFT3127	04/07/2019	Wright Express Australia Pty Ltd (Puma)	Fuel charges for the month of June	\$ 6,280.91
EFT3128	11/07/2019	Adapt Electrical Solutions	Donnan Oval light tower	\$ 9,014.55
EFT3129	11/07/2019	Ag Implements	Mower Blades for slasher	\$ 86.23
EFT3130	11/07/2019	Australia Post	Postage and freight Period ending 30/06/2019	\$ 52.47
EFT3131	11/07/2019	Australia's Golden Outback	2019/20 GOLD membership of Australia's Golden Outback	\$ 295.00
EFT3132	11/07/2019	Avon Valley Glass	14 Russell Street - Door repairs	\$ 293.80
EFT3133	11/07/2019	Cunderdin Farmers Cooperative Company Ltd	Kleenheat gas bottle for 14 Russell Street	\$ 115.00
EFT3134	11/07/2019	Goodfield Quality Meats	Meal for Council meeting	\$ 60.00
EFT3135	11/07/2019	Kellerberrin Farmers Co-Operative	Council meeting refreshments 27/06/2019	\$ 42.39
EFT3136	11/07/2019	Komatsu Australia Pty Ltd	Parts for Graders service, fuel pumps and air filter	\$ 222.20
EFT3137	11/07/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT3138	11/07/2019	Local Health Authorities Analytical Committee	Analytical services 2019/2020	\$ 396.00
EFT3139	11/07/2019	Officeworks	Office stationary	\$ 158.28
EFT3140	11/07/2019	Pommy Agricultural Labour	Supply Gravel for Turon Road	\$ 4,326.70
EFT3141	11/07/2019	Regional Concrete & Plumbing	Test Backflow Devices on stand pipes within the Shire of Tammin	\$ 3,382.50
EFT3142	11/07/2019	Telstra	Telstra Phone charges	\$ 994.10
EFT3143	11/07/2019	Toll Ipec	Freight charges	\$ 27.28
EFT3144	11/07/2019	WA Hino Sales & Service	Parts for TN15 to repair brakes	\$ 2,215.73
EFT3145	18/07/2019	CBH Group	Hall Hire Bond reimbursement	\$ 300.00
EFT3146	18/07/2019	DKT Rural Agencies	3 x fruit trees for Tamma Village	\$ 363.00
EFT3147	18/07/2019	F-111 Engineering Pty Ltd	Replace Brake Pads on Hino Truck TN15	\$ 1,100.00
EFT3148	18/07/2019	LGIS (WA)	LGIS Property protection	\$ 28,563.77
EFT3149	18/07/2019	LGIS Broking (Local Government Insurance Services)	Motor Vehicle - Policy no 63 2533376 VFT	\$ 28,352.28
EFT3150	18/07/2019	Shire of Cunderdin	Hire of General hand / Road counter installation	\$ 227.85
EFT3151	18/07/2019	Shire of Quairading	CESM expenses from April 2019 - June 2019	\$ 3,603.24
EFT3152	18/07/2019	Synergy	Electricity - street lighting	\$ 1,711.60
EFT3153	18/07/2019	Telstra	Telstra cable damages - 23 Dreyer Street	\$ 5,173.13
EFT3154	18/07/2019	Western Australian Local Government Association	WALGA Subscription 1st July 2019 - 30th June 2020	\$ 23,372.13
			Subtotal	\$212,079.70

Cheque Payments				
6735	18/07/2019	Shire of Tammin	1TN Licensing 1 year registration	\$ 414.20
Subtotal				\$ 414.20

Direct Debit				
DD1241.1	01/07/2019	Western Australian Treasury Corporation	Loan payments	\$ 23,050.71
DD1250.1	09/07/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 2,522.04
DD1250.2	09/07/2019	Australian Super	Superannuation contributions	\$ 95.64
DD1257.1	09/07/2019	Bond Administrator	Bond for 14 Russell Street Tammin - Neville Hale	\$ 640.00
DD1264.1	18/07/2019	Messages on Hold	Interactive Voice Recordings from 18/07/19 - 17/08/19	\$ 169.00
DD1267.1	23/07/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 2,901.81
DD1267.2	23/07/2019	Australian Super	Superannuation contributions	\$ 95.64
DD1269.1	23/07/2019	Western Australian Treasury Corporation	Government Guarantee Fee for the period ending 30 June 2019	\$ 976.64
Subtotal				\$ 30,451.48

NAB Visa Payment				
DD1246.1	04/07/2019	NAB Business Visa	Visa transactions from 29/05/19 to 28/06/19	\$ 1,233.70
Subtotal				\$ 1,233.70

Salaries & Wages				
	9/07/2019	Shire of Tammin	Salary & Wages	16343.07
	23/07/2019	Shire of Tammin	Salary & Wages	17819.52
Subtotal				\$ 34,162.59

Total paid Municipal Account for the month of July \$284,011.56

11.2 Financial Management Report for the month of July 2019

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	13 August 2019
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer – Neville Hale
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment 11.2 - July 2019 Monthly Financial Report

Background

Enclosed is the Monthly Financial Report for the month of July 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 79/19 MOTION

That Council adopt the Financial Report for the month of July 2019 comprising;

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

Moved: Cr Thomson

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 4/0

11.3 Disposal of Property – 20 Ridley Street, Tammin

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	16 August 2019
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer – Neville Hale
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 – Public Notice of Proposed Sale of Property

Purpose

For Council to determine whether it wishes to proceed with the disposal of 20 Ridley Street, Tammin and if so under what conditions.

Background

At the Ordinary Council Meeting held 25th July 2019, Council resolved to consider the offer of \$115,000 received from Raymond Jefferies on 18 July 2019 for the purchase of 20 Ridley Street, Tammin and authorised the Chief Executive Officer to give local public notice of the proposed disposition of 20 Ridley Street, Tammin in accordance with the provisions of section 3.58(3) of the Local Government Act, 1995.

A public notice of the proposed disposition of property was advertised on 30/07/2019, with a closing date of 19/08/2019. No submissions were received.

Financial Implications

The house was originally purchased in 2005 for \$165,000 and has an anticipated written down value of \$158,127 plus \$8,000 for land being \$166,127 at the time of sale, after adjustment for fair value reviews.

The Shire of Tammin's 2019/20 Budget has identified the potential sale of the property at a price of \$115,000 resulting in a loss on disposal of \$51,127.

There will be no costs associated with the settlement of the property, as Mr Jefferies will be responsible for all settlement agency costs.

Statutory Implications

LOCAL GOVERNMENT ACT 1995 - SECT 3.58

3.58. Disposing of property

(1) In this section –

***dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***property** includes the whole or any part of the interest of a local government in property, but does not include money.*

- (2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before disposing of the property —*
- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
 - and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Comment

Nil

Policy Implications

Nil

Strategic Plan Implications

Housing and Facilities Strategies

Our local area will be maintained through the provision of housing and employment choices for all ages, whilst protecting our viable farmland.

Community Consultation

A public notice of the proposed disposition of property was advertised on 30/07/2019, with a closing date of 19/08/2019. No submissions were received.

TSC 80/19 MOTION

That Council;

- 1) Note that no submissions were received in response to the advertised disposal of 20 Ridley Street, Tammin;
- 2) Agree to the disposal of 20 Ridley Street, Tammin to Mr Raymond Jefferies for \$115,000;
- 3) Appoint Vicki Phillipoff Settlement Agency as the Settlement Agent for the Sale of 20 Ridley Street, Tammin;
- 4) Notifies Mr Raymond Jefferies that the sale is subject to him being responsible for all purchaser and seller costs associated with the settlement of 20 Ridley Street, Tammin;
- 5) In accordance with s3.58(3)(b) of the Local Government Act, 1995 the reasons for the disposal include:
 - Desire to update current housing stock;
 - Reduce future building maintenance expenditures;
 - Assist in retaining staff member in the community
- 6) Authorises the Chief Executive Officer to prepare a Sale by Offer and Acceptance Form to give effect to the disposition of 20 Ridley Street, Tammin;
- 7) Authorise the Shire President and Chief Executive Officer to affix the Common Seal to the sale and transfer documents where required.

Moved: Cr Thomson

Seconded: Cr Caffell

Vote: Absolute Majority

Carried: 4/0

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

12.1 Complaint Management Policy

TSC 81/19 MOTION

TSC60/19 – 27 June 2019

That the item be lifted from the table.

Moved: Cr Caffell

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 4/0

Location:	Shire of Tammin
Applicant:	Property & Rates Officer
Date:	13 August 2019
Author:	Brooke Davidson
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 – DRAFT Complaint Management Policy

Proposal/Summary

That Council adopts the Draft Complaint Management Policy and includes it in the Shire's Policy Manual.

Background

At the Ordinary Council Meeting in March 2019, Council requested a Grievance/Complaints policy be created for Tamma Village residents. At the Ordinary Council Meeting on June 27th the item was laid on the table as Councillors wanted the policy to be more specific to time frames.

Niel Mitchell of Conway Highbury has created a Draft Complaint Management Policy for the Shire, which all residents of the Shire are able to follow.

Comments

The previous draft policy has been reviewed and amended to include specific time lines to ensure appropriate action is taken in a timely manner.

Consultation

Niel Mitchell - Conway Highbury

Statutory Implications

Nil

Policy Implications

The Complaint Management Policy will form part of the Shire's existing Policy Manual.

Financial Implications

Nil

Strategic Implications

CMC Leadership

Outcome 6.2 -An efficient and effective organisation

TSC 82/19 MOTION

That Council;

- a) Adopt the Draft Complaint Management Policy and;**
- b) Include the Complaint Management Policy in the Shire's Policy Manual**

Moved: Cr Caffell

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 4/0

12.2 Proposed RAV upgrade on various roads, North Tammin

Location:	Shire of Tammin
Applicant:	Manager of Works & Services
Date:	13 August 2019
Author:	Fabian Houbrechts
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 – Prime Mover Trailer Combination, Vehicle Categories as at November 2016

Proposal/Summary

For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating on various roads within the Shire of Tammin (as detailed below).

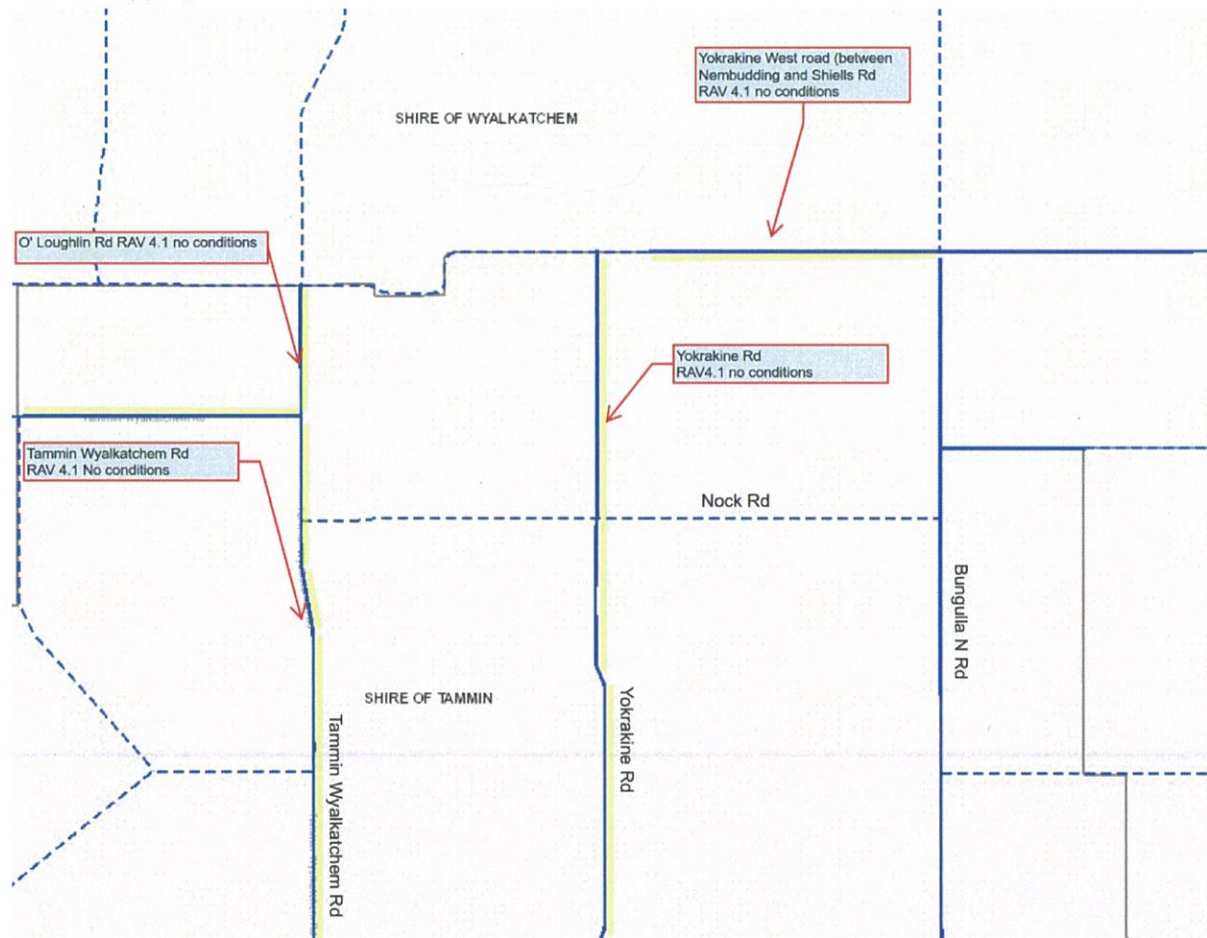
Background

An application was submitted to Main Roads WA requesting the upgrade for the RAV rating from RAV 4 to RAV 5 by Prime Time Haulage Pty Ltd.

Road Owner	Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
Shire of Tammin	4250015	O'Loughlin Rd	Tammin Wyalkatchem Rd (0.00)	Yorkrakine West Rd (1.60)	RAV 4	RAV 5
Shire of Tammin	4250043	Yorkrakine West Rd	Nembudding South Rd (0.00)	Yorkrakine West Rd (3.50)	RAV 4	RAV 5
Shire of Tammin	4250080	Tammin Wyalkatchem Rd	Great Eastern Hwy (0.00)	Tammin Wyalkatchem Rd (32.10)	RAV 4	RAV 5
Shire of Tammin	4250006	Yorkrakine Rd	Great Eastern Hwy (0.00)	Yorkrakine West Rd (31.07)	RAV 4	RAV 5

Please be aware if the road is deemed unsuitable to be added to the relevant RAV network when assessed, it may be considered for a Restricted Local Access Permit (RLAP). This permit is for individual access to a road with a specific combination and with suitable conditions to mitigate any risk.

RAV 4 Mapping



Currently only Bungulla North Rd and a section of Yorkrakine Cemetery Rd are rated RAV 5.1 within the council road network (Great Eastern Hwy not included).

AMMS Mass Levels

There are three (3) approved mass levels under AMMS, as shown in the table.

	Single Steer Axle	Tandem Axle Group	Tri Axle Group
Level 1	6.0 -7.0 t	17.0t	21.5t
Level 2	6.0 -7.0 t	17.0t	22.5t
Level 3	6.0 -7.0 t	17.5t	23.5t

Comments

It has to be noted that currently all base RAV's from now on carry level 1 for Accredited Mass Management Scheme. Therefore the application is actually for a RAV 5.1 (confirmed by HVS). This will allow trucks to load 17 tonnes on a bogey and 21.5t on a tri-axle. Previous Standards axle weights were 16.5 tonnes and 20 tonnes on tri-axle.

Whilst the permitted maximum mass for RAV 4 is 87.5t, the permitted maximum mass for RAV 5 is 84t. If the level 1 is added, the difference in extra weight is around 5t depending on the truck combination (see Prime Mover sheet attached). As a result, the difference in weight is minimal. The current RAV 4 network is under length restriction of 27.5m and RAV 5 network is 27.5 to 36.5m.

On the application made to HVS, it has been stated that this application is only for a 28.5m vehicle during the months of harvest (October-February). I have made contact with the Manager of Works from the Shire of Wyalkatchem to ensure connectivity when entering neighboring shire using the same roads. The manager has confirmed that they will support the RAV upgrade but will put a restriction on the length of vehicles to 28.5m.

I have assessed the roads and came to the conclusion that they are suitable for the RAV upgrade, my only concern being for Yorkrakine Rd, where the Northern section may not accommodate very long vehicles as it is not gravel sheeted in some sections, which could pose a stability issue for B triple combination trucks.

For the process to move ahead the Shire will need to either:

- Support to have the roads assessed by MRWA, with the view to upgrading the RAV classification of the roads; or,
- Decline the request.

Accordingly,

1. If the Shire is in favour of supporting the request, HVS will assess the mentioned roads and a condition report will be sent to the Shire on its findings.
2. If the roads are suitable and are to the RAV 5 requirements then they will be added to the network as per the requested RAV rating.
3. Any roads that require maintenance or works will not be added to the network until the condition of the road, as assessed, is to the requirements of the RAV 5 standards (noting that either the applicant or the Shire will need to get the road to the required standard) for it to be upgraded to the RAV 5 rating.
4. The Shire impose a restriction of 28.5m on vehicle length for the RAV 5 upgrade.

It is noted that currently there are a number of short sections of the northern part (north of Nock Rd) that are formed but not gravel sheeted and which would require an upgrade to facilitate the safe operation of RAV 5 truck combinations. Any such upgrade will require increased on-going maintenance.

Consultation

Main Roads WA Heavy Vehicle Services (HVS)
Managers of Works Shire of Wyalkatchem and Shire of Dowerin

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

There is no immediate financial implication until such time as an assessment has been undertaken; however a change on RAV Network rating for all or part of the roads has the potential to reduce the life of the roads and increase the maintenance cost of tho may need to be considered in future budget deliberations.

Strategic Implications

Infrastructure - appropriate for local business operations.

Officers Recommendation

That Council:

Agrees to the amendments of the RAV rating of current approved roads in the Restricted Access Vehicle (RAV) network

Road Owner	Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
Shire of Tammin	4250015	O'Loughlin Rd	Tammin Wyalkatchem Rd (0.00)	Yorkrakine West Rd (1.60)	RAV 4	RAV 5
Shire of Tammin	4250043	Yorkrakine West Rd	Nembudding South Rd (0.00)	Yorkrakine West Rd (3.50)	RAV 4	RAV 5
Shire of Tammin	4250080	Tammin Wyalkatchem Rd	Great Eastern Hwy (0.00)	Tammin Wyalkatchem Rd (32.10)	RAV 4	RAV 5
Shire of Tammin	4250006	Yorkrakine Rd	Great Eastern Hwy (0.00)	Yorkrakine West Rd (31.07)	RAV 4	RAV 5

Subject to:

1. Advise Main Roads WA Heavy Vehicle Services that council support having it assessed for the above mentioned roads.
2. Any roads that require maintenance or works, not to be added to the network until the condition of the road is to the requirements of the assessment.
3. Require the applicant to fund the necessary works (point 3) if they wish the upgrade to proceed and be added to the applied RAV rating.
4. Restrict the length of vehicle to a maximum length of 28.5m for the above mentioned roads.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ___/___

TSC 83/19 MOTION

That Council:

Agrees to the amendments of the RAV rating of current approved roads in the Restricted Access Vehicle (RAV) network

Road Owner	Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
Shire of Tammin	4250015	O'Loughlin Rd	Tammin Wyalkatchem Rd (0.00)	Yorkrakine West Rd (1.60)	RAV 4	RAV 5
Shire of Tammin	4250043	Yorkrakine West Rd	Nembudding South Rd (0.00)	Yorkrakine West Rd (3.50)	RAV 4	RAV 5
Shire of Tammin	4250080	Tammin Wyalkatchem Rd	Great Eastern Hwy (0.00)	Tammin Wyalkatchem Rd (32.10)	RAV 4	RAV 5
Shire of Tammin	4250006	Yorkrakine Rd	Great Eastern Hwy (0.00)	Yorkrakine West Rd (31.07)	RAV 4	RAV 5

Subject to:

1. Advise Main Roads WA Heavy Vehicle Services that council support having it assessed for the above mentioned roads.
2. Any roads that require maintenance or works, not to be added to the network until the condition of the road is to the requirements of the assessment.
3. Restrict the speed of vehicles to a maximum speed of 60km per hour on all unsealed sections of roads.

Moved: Cr Thomson

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 4/0

The recommendation was amended to reflect Council's recognition that any road improvements required by MRWA Heavy Vehicle assessment, would benefit all users and that the vehicle length should be consistent with the RAV rating limits. The length restriction between Tammin requirements and other Shires will be the responsibility of the operator to manage.

12.3 Select Committee Inquiry into Local Government – WALGA Submissions

Location:	Shire of Tammin
Applicant:	WA Local Government Association
Date:	13 August 2019
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.3 - LG Act advocacy positions with background info - July 2019 Attachment Item 12.3 - Submission - Select Committee into Local Government August 2019

Proposal/Summary

For Council to review and comment on the WALGA Draft Submission to the Select Committee into Local Government.

Background

WALGA has previously advised local governments that:

The Legislative Council recently passed a motion to establish a Select Committee into Local Government. The terms of reference are broad and incorporate the following:

- whether the *Local Government Act 1995* and related legislation is generally suitable in its scope, construction and application
- the scope of activities of Local Governments
- the role of the Department of State administering the *Local Government Act 1995* and related legislation
- the role of Elected Members and Chief Executive Officers/employees and whether these are clearly defined, delineated, understood and accepted
- the funding and financial management of Local Governments, and
- any other related matters the Select Committee identifies as worthy of examination and Report.”

The Select Committee has advised that submissions are being called and will now close on Friday, 13 September 2019. This extended timeframe will enable submissions to be prepared and considered at the August 2019 Council meeting.

WALGA has prepared the attached draft submission for Council consideration and following feedback from the local government sector, WALGA will finalise an interim submission to be considered by State Council’s Executive Committee prior to submission to the Parliamentary Select Committee.

It is important to make the distinction between the Select Committee process and the Local Government Act Review process. These are separate and unrelated processes. The Minister for Local Government is

continuing with phase two of the Act review process which is working towards the development of a new Local Government Act.

Comments

The attached Draft Submission is self-explanatory and highlights the key role that local governments play in representing local communities and advocating for improved services for the community and local business.

The Draft Submission identifies the high level of trust communities have for their *“local government representatives to do a good job in carrying out its responsibilities”*.

Support is given within the Draft Submission for the current Local Government Act Review together with the associated Regulations. Moreover, State Council has set out Key Principles it believes are fundamental drivers of future local government legislation (pages 10-12).

It is noted that the role of local government has changed considerably over recent times and the complexity of management and expectations of community have also experienced change and is not necessarily matched by improved financial capacity.

The Draft Submission provides a comprehensive assessment and detailed comment on the factors that impact on current local government performance and provides a positive assessment of achievements to date whilst embracing the opportunity provided by the Select Committee Review.

Consultation

WALGA

Statutory Implications

N/A

Policy Implications

N/A

Financial Implications

N/A

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

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 84/19 MOTION

That Council:

1. endorse the WA Local Government Association's *"Draft Submission, Select Committee into Local Government"*; and,
2. authorise the Chief Executive Officer to advise the WA Local Government Association of the Shire of Tammin's support.

Moved: Cr Greenwood

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 4/0

12.4 Policy – Recruitment and Selection of Staff

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	15 August 2019
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.4 - Recruitment and Selection Policy Attachment Item 12.4 - Recruitment and Selection Procedure

Proposal/Summary

For Council to adopt a policy in respect to the recruitment and selection of staff.

Background

In June 2019 the Western Australian Auditor General released a report titled Verifying Employee Identity and Credentials.

Eight WA Local Governments were audited by the Auditor General, and assessed on whether they had appropriate policies and procedures in place to screen new employees, and to monitor existing employees, for changes in their circumstances.

The findings of the Report indicated that:

- only a few Local Governments had policies and procedures for verifying employee identity and credentials
- in some cases staff identity or eligibility to work in Australia was not checked
- for more than half of the new employees assessed in the audit, reference checks were not completed
- some Local Governments did not consistently obtain Working with Children Checks when required, and
- Local Governments need to improve their processes to monitor current employees for changes in their status.

Given the findings, Local Governments in WA are encouraged to undertake a review of their policies, procedures and measures in place to screen new employees as part of their pre-employment processes, including how they monitor employees on an ongoing basis for changes in their circumstances.

Page 10 of the Report outlined recommendations for WA Local Governments to improve their processes and Appendix 1 outlined the measures that Local Governments are expected to adopt.

In this respect, WALGA Employee Relations has:

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- a. Reviewed and amended its template Recruitment and Selection Policy.
- b. Developed a new template:
 - i. Recruitment and Selection Procedure
 - ii. Pre-employment Checklist, and
 - iii. Annual Employee Declaration Form.

These documents have been introduced to current procedures and the amended Policy is presented for Council's adoption.

Comments

The attached policy together with newly introduced procedures should ensure that the Shire meets appropriate standards. It is noted that both the Local Government Act, 1995 and regulations detail the base requirements for the recruitment of employees.

Consultation

WALGA Employee Relations
Office of Auditor General Guidelines

Statutory Implications

Local Government Act, 1995 – s5.37 & 5.40
Local Government Administration) Regulations

Policy Implications

Proposed new policy

Financial Implications

Nil

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 85/19 MOTION

That Council:

- 1. Adopt the attached Policy 8.7 - "Recruitment and Selection Policy"; and**
- 2. Authorise the CEO to include this new policy in its Policy Manual**

Moved: Cr Thomson

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 4/0

12.5 LGIS – WALGA Mutual Insurance Scheme – Distribution of Surplus

Location:	Shire of Tammin
Applicant:	LGIS Mutual Insurance Scheme & WALGA
Date:	15 August 2019
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADM35
Attachment/s:	Attachment Item 12.5 – Letter addressed to Shire President from Lynne Craigie OAM President, WALGA

Proposal/Summary

For Council to determine how it wishes to apply any surplus generated by the LGIS Mutual Insurance Scheme to which it might be entitled.

Background

The LGIS Mutual Insurance arrangements were established in 1995 at the request of WALGA as a means of providing insurance cover in areas subject to higher than normal price variation.

Due to lower than expected claims in Property and Workcare, a better than expected performance in investments and a reduced requirement for capital, the premiums paid are expected to be in excess of requirements (see attached letter).

The surplus distribution amounts are expected to be determined in October 2019.

Comments

Council has been given the opportunity to select one of two options in regard to any surplus it may receive, being:

1. Immediate distribution of funds directly to the Shire; or,
2. Retention of the surplus by LGIS and to be offset against next year's contribution requirement.

It has been requested by WALGA State Council, as recommended by the LGIS Board, that this year's distribution be submitted to each Council for a decision as to what method of distribution is most appropriate to its needs.

Consultation

LGIS/WALGA

Statutory Implications

N/A

Policy Implications

N/A

Financial Implications

The surplus distribution for Tammin is not expected to be significant but would assist in meeting any unbudgeted and or over expenditures'.

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

Outcome 6.2 An efficient and effective organisation

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

TSC 86/19 MOTION

That Council advise WALGA that the Shire of Tammin wishes to seek an immediate cash refund of any surplus generated by the LGIS Scheme.

Moved: Cr Thomson

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 4/0

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.