

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Thursday November 22nd, 2018** in the Council Chambers, 1 Donnan St, Tammin, at **5:25pm**.

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 5:25pm.

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

Present:

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

In Attendance:

Neville Hale	Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration

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

TSC 102/18 MOTION

That in accordance with 14a of the Local Government (Administration) Regulations 1996 that Cr Batchelor be authorised to attend the Ordinary Council Meeting by telephone on Tuesday 18th December 2018 from 5 Wundu Entrance, South Guildford WA 6055, which is within an authorised town site further than 150km from Tammin .

Moved: Cr Thomson

Seconded: Cr Caffell

Vote: Absolute Majority

Carried: 4/0

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Cr Greenwood, Cr Thomson, Cr Batchelor, Cr Daniels and Cr Caffell in respect to Item 11.1 as each Councilor has a financial interest and is the potential beneficiary of the proposed policy.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting Minutes – 25th October 2018

TSC 103/18 MOTION

That the Minutes of the Ordinary Council Meeting held on 25th October 2018 be confirmed as a true record of proceedings, subject to:
Item 11.2 be amended so that the Ordinary Council Meeting of April 2019 be held on Wednesday, 24th April 2019 due to Anzac Day.

Moved: Cr Daniels

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS FOR CONSIDERATION – FINANCE

10.1 List of Payments for October 2018

Location:	Shire of Tammin
Applicant:	Administration / Finance Officer
Date:	16 th November 2018
Author:	Georgie Crane
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 10.1 - Credit Card Statement 29.08.18 – 28.09.18

Background

Accounts paid for October 2018 is listed totaling:

Cheque numbers	6713 - 6714	\$7,844.94
Direct debit payments	01/10/18 – 31/10/18	\$13,331.11
Licensing transfers	01/10/18 – 31/10/18	\$6,566.75
Bank fees	01/10/18 – 31/10/18	\$202.47
VISA payments	01/10/18 – 31/10/18	\$1,410.89
EFT payments	EFT 2519 - 2590	\$126,571.45
Salaries and wages	01/10/18 – 31/10/18	\$38,492.17
Total payments	01/10/18 – 31/10/18	\$194,419.78

Comment

Nil

Financial Implications

Directly impacts the Shire of Tammin 2018/2019 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 Implications

Nil

Community Consultation

Nil

TSC 104/18 MOTION

That Council notes that during the month of October 2018, the Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$194,419.78 on licensing transactions, bank fees, EFT, Cheques, Visa, Direct Debit and salaries and wages payments.

Moved: Cr Thomson

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 5/0

Ref	Date	Name	Description	Amount
Licensing Transfer				
40	01/10/2018	Department of Transport	Daily licensing transfer	\$ 21.80
40	03/10/2018	Department of Transport	Daily licensing transfer	\$ 292.40
40	04/10/2018	Department of Transport	Daily licensing transfer	\$ 189.75
40	08/10/2018	Department of Transport	Daily licensing transfer	\$ 258.55
40	09/10/2018	Department of Transport	Daily licensing transfer	\$ 118.70
40	10/10/2018	Department of Transport	Daily licensing transfer	\$ 26.85
40	11/10/2018	Department of Transport	Daily licensing transfer	\$ 919.30
40	12/10/2018	Department of Transport	Daily licensing transfer	\$ 993.45
40	16/10/2018	Department of Transport	Daily licensing transfer	\$ 430.75
40	19/10/2018	Department of Transport	Daily licensing transfer	\$ 41.05
40	23/10/2018	Department of Transport	Daily licensing transfer	\$ 896.65
40	24/10/2018	Department of Transport	Daily licensing transfer	\$ 597.35
40	22/10/2018	Department of Transport	Daily licensing transfer	\$ 417.30
40	31/10/2018	Department of Transport	Daily licensing transfer	\$ 1,362.85
			Subtotal	\$ 6,566.75
Bank Fees				
40	03/10/2018	1 - BANK FEES	NAB TRANSACT FEE	\$ 10.85
40	03/10/2018	5 - MERCHANT FEES	MERCHANT FEES	\$ 54.32
40	04/10/2018	1 - BANK FEES	BANK FEES	\$ 70.00
40	31/10/2018	1 - BANK FEES	BANK FEES	\$ 47.30
40	31/10/2018	1 - BANK FEES	BANK FEES	\$ 20.00
			Subtotal	\$ 202.47
EFT Payments				
EFT2519	04/10/2018	Adapt Electrical Solutions	Replace 2 fluro lights in Cooida	\$ 345.40
EFT2520	04/10/2018	Australian Taxation Office - BAS	BAS for August 2018	\$ 3,917.00
EFT2521	04/10/2018	Autopro Northam	94B Battery for TN6 (Grader)	\$ 925.43
EFT2522	04/10/2018	Avon Waste	Account charges for September 2018	\$ 2,149.79
EFT2523	04/10/2018	Bruce Rock Community Resource Centre	Seniors luncheon advertising	\$ 64.00
EFT2524	04/10/2018	Brummells Brew	50% Deposit Seniors Luncheon catering	\$ 1,950.00
EFT2525	04/10/2018	Crosby Tiles	Purchase tiles for Public Toilet Renovations	\$ 2,992.00
EFT2526	04/10/2018	Crowe Certification	Building surveying and environmental health services	\$ 2,750.00
EFT2527	04/10/2018	Cunderdin CRC	Seniors Luncheon (Full page) - 20th September	\$ 30.00
EFT2528	04/10/2018	David Thomas Rees	Purchase of polisher/buffer	\$ 300.00
EFT2529	04/10/2018	Farmways Kellerberrin	Paint for poles/ fence at Donnan Park	\$ 739.92
EFT2530	04/10/2018	Glenice Batchelor	Siting fee and travel expenses for September OCM	\$ 105.00
EFT2531	04/10/2018	Glenwarra Development Services	Planning services	\$ 1,375.00
EFT2532	04/10/2018	JR & A Hersey Pty Ltd	Various depot items	\$ 1,540.69
EFT2533	04/10/2018	Kellerberrin Pipeline Newsletter	Full page - 17th September	\$ 23.00
EFT2534	04/10/2018	LGRCEU	Payroll deductions	\$ 41.00
EFT2535	04/10/2018	Michael Greenwood	Siting fee and travel expenses for September OCM	\$ 236.50
EFT2536	04/10/2018	Nicholas Caffell	Siting fee and travel expenses for September OCM	\$ 119.11
EFT2537	04/10/2018	Perfect Computer Solutions	New front counter PC and other IT support	\$ 2,497.50
EFT2538	04/10/2018	Tania Daniels	Siting fee and travel expenses for September OCM	\$ 119.11
EFT2539	04/10/2018	The Workwear Group Pty Ltd	Staff uniform - Georgie Crane	\$ 388.36
EFT2540	04/10/2018	Wheatbelt Office and Business Machines	Fuji Xerox meter reading for September 2018	\$ 634.25
EFT2541	04/10/2018	Wheatbelt Renovations	Install new downpipe	\$ 558.25
EFT2542	10/10/2018	AMPAC Debt Recovery (WA) Pty Ltd	Commissions and costs for the month of September 2018	\$ 3,639.30
EFT2543	10/10/2018	Ag Implements	M136194 blade for slasher pack of 3	\$ 75.57
EFT2544	10/10/2018	Australia Post	Account charges for September 2018	\$ 500.45
EFT2545	10/10/2018	Australian Taxation Office - BAS	September 2018 BAS payment	\$ 20,137.00
EFT2546	10/10/2018	Avon Valley Glass	Replace smashed mirror in Donnan Park ablution block	\$ 355.80
EFT2547	10/10/2018	Brummells Brew	Balance of catering for Seniors Luncheon	\$ 1,950.00
EFT2548	10/10/2018	Cutting Edges Equipment Parts	Grader parts	\$ 999.55
EFT2549	10/10/2018	Department of Fire and Emergency Services	2018/19 Emergency Services Levy	\$ 1,734.31
EFT2550	10/10/2018	Gull Tammin Roadhouse	Account charges for October 2018	\$ 90.44
EFT2551	10/10/2018	IT Vision	Monthly SynergySoft fee for September 2018	\$ 2,065.80
EFT2552	10/10/2018	Johnnie Motion Music	Johnnie Motion Music - 2018 Tammin Seniors Luncheon	\$ 350.00
EFT2553	10/10/2018	Kellerberrin Farmers Co-Operative	Account charges for September 2018	\$ 26.66
EFT2554	10/10/2018	Kleenheat Gas	Account charges for September 2018	\$ 330.81
EFT2555	10/10/2018	LGIS (WA)	Insurance renewals	\$ 25,615.83

EFT2556	10/10/2018	Samantha Pimlott	Items for 2018 seniors luncheon	\$ 242.77
EFT2557	10/10/2018	Synergy	Electricity charges	\$ 2,259.50
EFT2558	10/10/2018	Telstra	Telstra charges	\$ 982.72
EFT2559	18/10/2018	Adapt Electrical Solutions	Replaced and rewired retic and solenoids in Tamma Village	\$ 2,105.20
EFT2560	18/10/2018	Baxters Rural Centre	Parts for loader	\$ 39.49
EFT2561	18/10/2018	Bencubbin Community Resource Centre	Travel reimbursement for Seniors Luncheon	\$ 220.00
EFT2562	18/10/2018	Bitutek Pty Ltd	Supply and spray CRS emulsion	\$ 6,146.14
EFT2563	18/10/2018	Courier Australia	Freight charges	\$ 1,173.49
EFT2564	18/10/2018	Daniel Birleson	Refreshments for BFAC meeting	\$ 48.00
EFT2565	18/10/2018	F-111 Engineering Pty Ltd	Pick up and deliver tanks to four sites	\$ 723.80
EFT2566	18/10/2018	Hanson Construction Materials Pty Ltd	Washed white sand	\$ 2,163.73
EFT2567	18/10/2018	JR & A Hersey Pty Ltd	Supply PPE clothing for outside staff	\$ 1,714.09
EFT2568	18/10/2018	Kellerberrin Medical Centre	Blood test assessment - David Rees	\$ 76.30
EFT2569	18/10/2018	LGRCEU	Payroll deductions	\$ 61.50
EFT2570	18/10/2018	Merredin Senior Centre Inc.	Travel reimbursement for Seniors Luncheon	\$ 162.00
EFT2571	18/10/2018	Optometrist On Call	Prescription safety glasses for Ray Jefferies	\$ 427.90
EFT2572	18/10/2018	Perfect Computer Solutions	Computer maintenance	\$ 467.50
EFT2573	18/10/2018	Regional Concrete & Plumbing	Remove support pole from Donnan Park function area	\$ 4,180.00
EFT2574	18/10/2018	Shire of Kellerberrin	Sweeping Donnan Park oval	\$ 500.00
EFT2575	18/10/2018	Synergy	Electricity charges	\$ 2,421.50
EFT2576	18/10/2018	Tammin P & C	Donation for assistance serving at the Seniors Luncheon	\$ 500.00
EFT2577	18/10/2018	The Gimlett Newspaper	Advertising Seniors Luncheon - 20/09/18	\$ 16.00
EFT2578	18/10/2018	WA Contract Ranger Services Pty Ltd	Ranger services - 25/09/18 & 08/10/18	\$ 467.50
EFT2579	18/10/2018	Wright Express Australia Pty Ltd (Puma)	Account charges for September 2018	\$ 5,270.09
EFT2580	25/10/2018	Adapt Electrical Solutions	Tennis court sirens	\$ 1,170.00
EFT2581	25/10/2018	Dowerin Companion Club	Travel reimbursement for 2018 Seniors Luncheon	\$ 115.20
EFT2582	25/10/2018	Focus Networks	IT Audit service	\$ 1,210.00
EFT2583	25/10/2018	Framous Picture Framing	President & councillor photos	\$ 260.00
EFT2584	25/10/2018	IT Vision	Purchase requisitions/ extended security & implementation	\$ 2,923.28
EFT2585	25/10/2018	MB Power & AirCon	Lights at Donnan Park entrance	\$ 3,707.00
EFT2586	25/10/2018	Moore Stephens	Nuts & Bolts and Finance Essentials Workshop for K. Pryer	\$ 1,595.00
EFT2587	25/10/2018	Officeworks	Stationery, paper and coffee pods	\$ 130.92
EFT2588	25/10/2018	Quairading Community Resource Centre	Seniors Luncheon - 27th September	\$ 55.00
EFT2589	25/10/2018	Tammin Community Christmas Tree	2018 Community Christmas Tee donation per 18/19 budget	\$ 1,000.00
EFT2590	25/10/2018	Work Clobber	Uniforms for Patrick McDermott	\$ 363.00
			Subtotal	\$ 126,571.45
Cheques				
6713	18/10/2018	Water Corporation	Water charges	\$ 2,844.94
6714	25/10/2018	Cooinda Centre	Contribution to the 2018/19 staff wages as per budget	\$ 5,000.00
			Subtotal	\$ 7,844.94
Direct Debit Payments				
DD1031.1	01/10/2018	Western Australian Treasury Corporation	Loan payment - 78 & 79	\$ 7,845.45
DD1033.1	02/10/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,443.07
DD1033.2	02/10/2018	Australian Super	Superannuation contributions	\$ 214.96
DD1042.1	16/10/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,522.04
DD1042.2	16/10/2018	Australian Super	Superannuation contributions	\$ 252.19
DD1047.1	18/10/2018	Messages on Hold	Messages on Hold from 18/10/18 - 17/11/18	\$ 169.00
DD1053.1	30/10/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,632.21
DD1053.2	30/10/2018	Australian Super	Superannuation contributions	\$ 252.19
			Subtotal	\$ 13,331.11
NAB Visa Payment				
DD1038.1	04/10/2018	NAB Business Visa	NAB Visa transactions from 29/08/18 - 28/09/18	\$ 1,410.89
			Subtotal	\$ 1,410.89
Salaries and Wages				
	02/10/2018	Shire of Tammin	Salaries and wages	\$ 12,215.01
	16/10/2018	Shire of Tammin	Salaries and wages	\$ 12,497.85
	30/10/2018	Shire of Tammin	Salaries and wages	\$ 13,779.31
			Subtotal	\$ 38,492.17
			Total for Municipal Account	\$ 194,419.78

10.2 Financial Management Report for the month of October 2018

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	13 th November 2018
Author:	Kelsey Pryer
Item Approved by:	Neville Hale, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 10.2 - October 2018 Monthly Financial Report

Background

Enclosed is the Monthly Financial Report for the month of October 2018.

Financial Implications

Financial Management of 2018/2019

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 105/18 MOTION

That Council adopt the Financial Report for the month of October 2018 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr Thomson

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 5/0

11. MATTERS FOR CONSIDERATION – ADMINISTRATION

11.1 Policy – Elected Member Recognition of Service

From Item 11.4 at the Ordinary Council meeting held 23rd August 2018.

Declarations of Financial Interest received from Cr Greenwood, Cr Thomson, Cr Batchelor, Cr Daniels and Cr Caffell.

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	10 th November 2018
Author:	Neil Mitchell, Consultant
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	All Councillors
File Reference:	Nil
Attachment/s:	Attachment Item 11.1 – Draft Policy Elected Members – Recognition of Service Attachment Item 11.1 – Signed letter from Michael Connolly, Deputy Director General – Regulation, Department of Local Government, Sport and Cultural Industries

Proposal/Summary

Consideration of a draft Policy for Elected Member Recognition of Service.

Background

Many Councils have a policy for recognition of the service given by elected members to the community.

Comments

The *Local Government Act 1995* s.5.100A specifies that a gift cannot be given to a Council member except as prescribed. The Administration Regulations r.34AC restricts the gift to –

- elected members who have completed at least one 4 year term.
- maximum amount of gifts is up to \$100 per year of service to a maximum of \$1,000.

As a decision to adopt a decision to make a gift is a financial interest for any person who may benefit from the adoption of the policy, it must therefore be declared under the Act. For the Councillors to consider the matter, the approval of the Minister under the Act s.5.69, has been received for the named councillors to consider and vote on the matter.

Consultation

Ordinary Council Meeting Minutes – 22nd November 2018

Niel Mitchell, Conway – Highbury
Neville Hale, CEO

Statutory Implications

Local Government Act 1995 –

- *s.5.60 – when a person has an interest.*
- *s.5.60A – financial interest.*
- *s.5.69 – Minister may allow members disclosing interests to participate etc. in meetings.*
- *s.5.100A – gifts to elected members may only be made in prescribed circumstances.*

Local Government (Administration) Regulations 1996 –

- *r.34AC – gifts to council members, when permitted etc.*
 - (1) at least one 4 year term must be completed.*
 - (2) maximum gift of \$100 per year of service to maximum of \$1,000.*

Policy Implications

Nil

Financial Implications

Cost of gifts to departing councillors.

Strategic Implications

Nil

TSC 106/18 MOTION

That Council approves the attached draft Policy for Elected Members Recognition of Service.

Moved: Cr Greenwood

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 5/0

11.2 Appointments – Bush Fire Act 1954

Location:	Shire of Tammin
Applicant:	Shire of Tammin
Date:	13 th October 2018
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	BUSH00
Attachment/s:	Nil

Proposal/Summary

This report is provided to Council to consider and endorse appointments in accordance with the Bush Fire Act 1954.

Background

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the Bush Fires Act 1954, in fulfilling their duty. The Annual General meeting of the Tammin Bushfire Brigade was held in October 2018 and included the appointments of officers. Council is required to endorse the appointments in order to meet requirements as an appointed Bush Fire Control Officer under the Bush Fire Act 1954.

Comment

Appointments remain unchanged.

Consultation

Tammin Bushfire Brigade Committee
Acting Chief Executive Officer – Gary Martin
Community Emergency Services Manager – Simon Bell
Manager of Works & Services – Fabian Houbrechts

Statutory Implications

Bush Fire Act 1954

Policy Implications

Shire of Tammin Policy Manual – Section 5, Fire Control

Financial Implications

There are no financial implications in relation to this item.

Strategic Implications

Outcome 1.2 A growing, healthy and safe community

- 1.2.1 Maintain and enhance sport and recreation facilities
- 1.2.2 Improve recreation for all ages
- 1.2.3 Support provision of emergency services and encourage community volunteers

TSC 107/18 MOTION

That Council makes the following appointments under section 38 of the Bush Fire Act 1954:

1. That Mr Haydn Dixon be appointed as the Shire of Tammin Chief Bush Fire Control Officer.
2. That Mr Shayne Mackin and Mr Tim York be appointed as the Deputy Chief Bush Fire Control Officer.

Moved: Cr Batchelor

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 5/0

11.3 Appointment of Dual Fire Control Officers

Location:	Shire of Tammin/ Shire of Kellerberrin
Applicant:	Manager of Finance & Administration
Date:	19 th October 2018
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	BUSH00
Attachment/s:	Attachment Item 11.3 – Dual Fire Control Officer Appointments

Proposal/Summary

Council is to consider the appointment of Dual Bush Fire Control Officers with the Shire of Kellerberrin for the 2018/2019 Bush Fire Season.

Background

The Shire of Tammin considers annually the appointment of locally based Bush Fire Control Officers recommended by the Bush Fire Advisory Committee.

For the efficiency of bush fire responses in areas near to the boundary of local governments, Shires have the capacity to formally appoint dual fire control officers with their neighbouring Shires to act in an emergency if local fire control officers are unavailable or delayed in attending an emergency.

Comments

Council endorsement is required for the following Fire Control Officers to act in a Dual FCO capacity with the Shire of Tammin, in accordance with S40 of the Bush Fires Act 1954:

Shire of Kellerberrin

- Mr Kelvin Tiller– Central Kellerberrin Bush Fire Brigade
- Mr Murray McDonald – Mt Caroline Bush Fire Brigade
- Mr Gavin Morgan – North Kellerberrin Bush Fire Brigade

Shire of Cunderdin

- Stuart Mussared – Cunderdin Bush Fire Brigade

Consultation

Community Emergency Services Manager -
Correspondence from the Shire of Kellerberrin

Statutory Implications

Bush Fires Act 1954

38. Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
- (2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the FES Commissioner may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
- (2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint a person who is not employed in the Department to the vacant office.
- (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the FES Commissioner, by the FES Commissioner.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
 - (a) carrying out normal brigade activities;
 - [(b), (c) deleted]*
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provisions of Part III.
- (5A) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
- (5B) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions issued under subsection (5A) carry out the directions but subject to the provisions of this Act.

(5C) The provisions of subsections (5A) and (5B) are not in derogation of those of subsection (4).

Policy Implications

Shire of Tammin Policy Manual – Section 5, Fire Control

Financial Implications

Nil

Strategic Implications

Outcome 1.2 A growing, healthy and safe community

- 1.2.1 Maintain and enhance sport and recreation facilities
- 1.2.2 Improve recreation for all ages
- 1.2.3 Support provision of emergency services and encourage community volunteers

TSC 108/18 MOTION

That Council endorse the appointment of the following Fire Control Officers as Dual Fire Control Officers for the 2018/2019 Bush Fire Season:

Shires of Kellerberrin and Tammin

- Mr Kelvin Tiller – Central Kellerberrin Bush Fire Brigade
- Mr Murray McDonald – Mt Caroline Bush Fire Brigade
- Mr Gavin Morgan – North Kellerberrin Bush Fire Brigade

Shires of Cunderdin and Tammin

- Stuart Mussared – Cunderdin Bush Fire Brigade

Shires of Trayning and Tammin

- Mr Marlon Hudson
- Mr Peter Barnes

Moved: Cr Caffell

Seconded: Cr Thomson

Vote: Simple majority

Carried: 5/0

11.4 Shire of Tammin – Fixed Standpipe Management Review

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	9 th November 2018
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.4 - Shire of Tammin Standpipe locations Attachment Item 11.4 - Water Corporation Standpipe Information 1 Attachment Item 11.4 - Water Corporation Standpipe Information 2

Proposal/Summary

Council to consider the reclassification of fixed standpipes within the Shire of Tammin.

Background

In early 2017, Water Corporation commenced a review to collate corporate knowledge of fixed standpipes.

They critically analysed all aspects of the management process including receipt and processing of applications, classification of account types, infrastructure installed at the point of distribution, pricing and the policy governing use of fixed standpipes.

A major issue has been commercial operators gaining water at Local Government Authority (LGA) concessional rates which in some instances has caused a shortage of water in some regional towns.

In September 2017, an 'Issues Paper' was published summarising the information gathered, issues identified and Water Corporation's position on these matters. All 156-standpipe owners, WALGA, the Regional Development Commissions and Department of Fire and Emergency Services were invited to provide feedback on this paper which helped the Water Corporation model the new process for managing fixed standpipes in the future.

Based on this feedback, the Water Corporation will now be implementing a new management and billing structure from 1st July 2019. The major change is the way standpipes are billed.

They will now be based on four categories:

1. LA Standpipe - (use by Local Government only) and must be locked or controlled in some way so the public has no access and can be any size meter. Concessional rates applied. No service charge.

2. Community Standpipe - this is only available at a 20mm or 25mm size now. 20mm service charge will apply.
3. Commercial Standpipe – any meter above 25mm will now be seen as being used for commercial purposes and will be charged at commercial rates.
4. Fire-fighting Standpipe – no change just a new category to identify easier. 100% discount still applies. These need to be controlled to ensure commercial operators are not accessing them which could become problematic in the future if insufficient water is not available if a fire occurs.

The new pricing structure is linked to the size of the standpipe meter, as this determines the flow rate. Small standpipes (20mm and 25mm) generally deliver between 20 – 40 litres per minute. Large standpipes (any pipe larger than 25mm) generally deliver from 80 litres per minute and above.

All LGA standpipes with a meter size of 20mm to 25mm will receive concessional rates and are to be used by the LGA or for community purposes only (such as drought assistance for farmers or households not connected to scheme water when a drought condition is announced by the Government).

All standpipes with a meter size above 25mm will be charged at a commercial rate, but an exemption to consumption charges will apply for water used for firefighting purposes. Standpipes with a meter above 25mm that are locked or in a Shire Depot for Shire use only will be able to access the concessional rate by providing evidence of the ability to control user access.

The concessional rate is cut off at 25mm water main size because it is regarded that the lower flow rate is less likely to be able to deliver more than 49 kilolitres per day which would qualify for a major consumer agreement. Anything above 25mm is viewed as being used for a commercial purpose.

These changes have been made due to some commercial customers accessing LGA owned standpipes with concessional rates which are below the regulated Town Class rate for the location as set by Government. Water is a precious resource and is regulated like any other valuable resource and correct pricing must be enforced.

Fixed standpipes provide an essential source of water for customers that are remote from reticulated water schemes, amenities to communities by enabling local governments to maintain infrastructure and building activities, and enable economic growth by supplying businesses that rely on carted water as an input to production.

These changes will ensure the rate commercial customers pay is consistent across the State.

Comment

Information has been provided by the Community Emergency Services Manager and the Acting Manager of Works and Services. The standpipe changes were also discussed at the recent Bush Fire Advisory Committee Meeting (October 2018).

Council has 13 fixed standpipes within its Shire boundary. With the exception of one metre of 20mm (at the intersection of Tammin Wyalkatchem & Mackin Rds) these standpipes have a meter size of 40mm to 50mm. If the standpipes remain and not reclassified as required by the Department of Water, they will be classed as commercial which will attract a commercial service charge per annum and higher usage charge from 1st July 2019 as follows:

- 4 standpipes have a meter size of 50mm, which if used for commercial purposes, will have a service charge at \$1,658.93 each per annum and water usage charge ranging from \$5.011 to \$8.353 per kilolitre (kL).
- 8 standpipes have a meter size of 40mm which will have a service charge at \$1,061.73 per annum and water usage charge \$5.011 per kilolitre (kL) as per the Water Corporation Class.
- 1 standpipe has a metre size of 20mm which will have a service charge of \$265.41

It is recommended that the various standpipes be classified as either Bushfire use, Local Authority use or Commercial use, thereby reducing the significant cost increases if not reclassified appropriately.

e.g. Local Authority use has a \$0 service charge per annum and water usage charge of \$2.534 per kilolitre. Fire Standpipes attract no service or usage charges provided evidence is available of local fire incident.

Shire of Tammin's existing Standpipes are located as per attached map.

The Council may need to consider the installation of a cost recovery option for its proposed Commercial standpipe, i.e. swipe card or credit card.

Consultation

Acting Manager of Works and Services – Fabian Houbrechts
Community Emergency Services Manager – Daniel Birleson
Shire of Cunderdin Bush Fire Advisory Committee
Water Corporation – Wendy Matthews

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

As per attachment.

Notwithstanding the unaccounted for water usage in the past, this system aims to reduce costs to the Shire of Tammin.

Based on 2017/18 consumption and associated charges the indicative costs post 1st July 2019 without appropriate reclassification of standpipes could result in the following increase:

Year	Metre Size	Water Use 2017/18(KL)	2017/18 Charges	Estimated Commercial \$	Estimated Local Govt \$
EK1700203	40	606	1,656.82	4,098.40	1,535.60
ED0300346	40	3	215.04	1,076.76	7.60
WED0325471	40	0	207.87	1,061.73	0
L148787	20	7	224.61	283.15	17.74
FK9701190	50	11	234.17	1,714.05	27.87
FK1150064	50	0	207.87	1,658.93	0
FK1150106	50	4,940	12,019.42	42,922.75	12,517.96
EK0640020	40	0	252.95	1,061.73	0
FK9731044	40	3	260.12	1,076.76	7.60
FK9731047	40	0	252.95	1,061.73	0
EK0701121	40	0	207.87	1,061.73	0
FK9701184	50	462	1,312.51	3,974.01	1,170.71
EK0900459	40	0	207.87	1,061.73	0
TOTAL		6,029	17,260.07	62,113.46	15,285.08

The above costs exclude administration.

It is anticipated that the proposed padlock system and reclassification will ensure that all costs are accounted for in budgeting processes and appropriate recovery of commercial charges.

Strategic Implications

1. Infrastructure and Transport

Our local town, amenities and facilities will be maintained and enhanced, ensuring that our town is one that community loves to be in and is proud of.

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

Outcome 5.1 A well-connected and serviced community accessible to all

5.1.1 Advocate for the needs of our residents for improved levels of health, water, energy, communications and transport infrastructure to be provided by State Government, to meet increasing demand and to support our growth as a community

5.1.2 Develop partnerships with government agencies for improved services.

Officers Recommendation

That Council:

- endorse the following standpipe classifications as per the below table; and;
- authorises the Chief Executive Officer to sign the “Standpipe Classification Action Plan” and submit it to the Water Corporation:

Meter Number	Details of Site	Indicative Class
EK1700203	Bungulla North Road	Close
ED0300346	Tammin South Road	Fire Use
WED0325471	Waltham Road	Fire Use
L148787	Tammin – Wyalkatchem Road	Community Use
FK9701190	Tammin – Wyalkatchem Rd & Youoring Rd	Close
FK1150064	45L Donnan Street, Tammin	Local Government Use
FK1150106	Barrack Road, Tammin (Railway Reserve)	Commercial Use
EK0640020	Goldfields Road	Close
FK9731044	Rabbit Proof Fence Road	Close
FK9731047	Quartermaine Road	Fire Use
EK0701121	Tammin – Wyalkatchem Road	Close
FK9701184	Bungulla North Road	Fire Use
EK0900459	Great Eastern Highway (West Tammin)	Close

TSC 109/18 MOTION

That Council:

- endorse the following standpipe classifications as per the below table; and;
- authorises the Chief Executive Officer to sign the “Standpipe Classification Action Plan” and submit it to the Water Corporation:

Meter Number	Details of Site	Indicative Class
EK1700203	Bungulla North Road	Fire Use
ED0300346	Tammin South Road	Fire Use
WED0325471	Waltham Road	Fire Use
L148787	Tammin – Wyalkatchem Road	Community Use
FK9701190	Tammin – Wyalkatchem Rd & Youoring Rd	Close
FK1150064	45L Donnan Street, Tammin	Local Government Use
FK1150106	Barrack Road, Tammin (Railway Reserve)	Commercial Use
EK0640020	Goldfields Road	Fire Use
FK9731044	Rabbit Proof Fence Road	Close
FK9731047	Quartermaine Road	Fire Use
EK0701121	Tammin – Wyalkatchem Road	Fire Use
FK9701184	Bungulla North Road	Fire Use
EK0900459	Great Eastern Highway (West Tammin)	Fire Use

Moved: Cr Thomson

Seconded: Cr Batchelor

Vote: Absolute majority

Carried: 5/0

11.5 Lease Agreement – 3 Redmond Street, Tammin

Location:	Shire of Tammin
Applicant:	Rates Officer
Date:	15 th November 2018
Author:	Brooke Jasper
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	A1074
Attachment/s:	Attachment 11.5- Lease Agreement- 3 Redmond Street (Old Depot) Greg Stephens

Proposal/Summary

For Council to call tenders for the lease of 3 Redmond Street, Tammin being the Old Depot site.

Background

Council would be aware that the current agreement between the Shire of Tammin and Gregory Stephens to lease the property at 3 Redmond Street is due to expire on the 3rd December 2018.

A second party has expressed interest in leasing the property at 3 Redmond Street. In accordance with section 3.58 of the Local Government Act, Disposal of Property, a Local Government is required to put the disposal of property to tender.

Due to the fact that the timeline necessary to go through due process, it is recommended that a 3 month extension be offered to Gregory Stephens to facilitate the calling of tenders.

Gregory Stephens submitted a letter to the Shire of Tammin on the 22nd November 2015 expressing his interest in leasing the property at 3 Redmond Street Tammin.

Chief Executive Officer, Peter Naylor, responded to the aforementioned letter on the 3rd December 2015, advising that under delegated authority Council were prepared to enter into a 12 month lease agreement.

This agreement was extended, with the current agreement expiring on the 3rd December 2018.

Comments

Greg is seeking to extend the lease for a further 6 or 12 months under the same conditions of the current agreement.

However, given the requirements of the Local Government Act and the interest shown by more than one party it is recommended that tenders be called.

Consultation

Brooke Jasper	Rates & Property
Neville Hale	Chief Executive Officer
Gregory Stephens	Current lessee of 3 Redmond Street

Statutory Implications

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 agreeing to dispose 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 by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Policy Implications

Nil

Financial Implications

A tender process should provide the most financially beneficial outcome for the Shire

Strategic Implications

HOUSING & FACILITIES

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

Officers Recommendation

That Council:

1. agree to extend the current agreement in place with Gregory Stephens to lease 3 Redmond Street, Tammin for a further 3 months in accordance with the current lease agreement; and
2. authorise the Chief Executive Officer to call tenders (expression of interest) for the lease of the Old Depot site at 3 Redmond Street, Tammin.

TSC 110/18 MOTION

That Council:

1. agree to extend the current agreement in place with Gregory Stephens to lease 3 Redmond Street, Tammin for a further 3 months in accordance with the current lease agreement; at which time he must vacate the premises.

Moved: Cr Daniels

Seconded: Cr Thomson

Vote: Simply majority

Carried: 5/0

12 MATTERS FOR CONSIDERATION - TOWN PLANNING

Nil

13 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN=

Nil

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)

Nil

15 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 6:15pm.