

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### AGENDA



### NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Thursday 22 October 2020** in Council Chambers, 1 Donnan Street, Tammin, commencing at **5:00pm**.

Neville Hale  
Chief Executive Officer  
16 October 2020

### 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 will declare the meeting open at \_\_\_\_\_ pm.

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

**Present:**

Cr M Greenwood	Shire President
Cr N Caffell	Member
Cr T Daniels	Member
Cr C Thomson	Member

**In Attendance:**

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

**Leave of Absence previously granted:**

Cr T Nicholls	Member
Cr G Batchelor	Deputy President

**Apologies:**

Nil

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**4. PUBLIC QUESTION TIME**

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

**6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS**

**7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS**

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**8.1 Ordinary Council Meeting Minutes – 24 September 2020**

**Recommendation**

That the minutes of the Ordinary Council Meeting held on 24 September 2020 be confirmed as a true and accurate record of proceedings.

Moved: Cr \_\_\_\_\_                      Seconded: Cr \_\_\_\_\_

Vote: Simple Majority                      Carried/Lost: \_\_\_/\_\_\_

**9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

## 11. MATTERS FOR CONSIDERATION – FINANCE

### 11.1 List of Payments for September 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	08 October 2020
<b>Author:</b>	Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 11.1 – Payment List Attachment Item 11.1 - Credit Card Statement

#### Background

Accounts paid for August 2020 totaling \$177,921.33 are listed below:

Cheque numbers	NIL	\$0
Direct debit payments	01/09/20 – 30/09/20	\$18,995.23
Licensing transfers	01/09/20 – 30/09/20	\$36,057.05
Bank fees	01/09/20 – 30/09/20	\$891.62
VISA payments	01/09/20 – 30/09/20	\$1,707.08
EFT payments	EFT 4015 – EFT 4092	\$78,369.05
Salaries and wages	01/09/20 – 30/09/20	\$41,901.30
<b>Total payments</b>	<b>01/09/20 – 30/09/20</b>	<b>\$177,921.33</b>

#### Comment

Nil

#### Financial Implications

Directly impacts 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 Implications**

Nil

**Recommendation**

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

Municipal Fund payments totaling \$177,921.33 on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

**Payment List September 2020**

Ref	Date	Creditors	Description	Amount
<b>Licensing</b>				
63	01/09/2020	Department of Transport	Daily Licensing Fee	\$ 402.10
63	02/09/2020	Department of Transport	Daily Licensing Fee	\$ 1,664.90
63	04/09/2020	Department of Transport	Daily Licensing Fee	\$ 27,741.35
63	07/09/2020	Department of Transport	Daily Licensing Fee	\$ 791.50
63	09/09/2020	Department of Transport	Daily Licensing Fee	\$ 722.75
63	10/09/2020	Department of Transport	Daily Licensing Fee	\$ 67.40
63	11/09/2020	Department of Transport	Daily Licensing Fee	\$ 995.60
63	14/09/2020	Department of Transport	Daily Licensing Fee	\$ 381.95
63	15/09/2020	Department of Transport	Daily Licensing Fee	\$ 284.05
63	16/09/2020	Department of Transport	Daily Licensing Fee	\$ 28.60
63	17/09/2020	Department of Transport	Daily Licensing Fee	\$ 323.50
63	21/09/2020	Department of Transport	Daily Licensing Fee	\$ 485.75
63	22/09/2020	Department of Transport	Daily Licensing Fee	\$ 553.55
63	23/09/2020	Department of Transport	Daily Licensing Fee	\$ 53.40
63	24/09/2020	Department of Transport	Daily Licensing Fee	\$ 485.90
63	25/09/2020	Department of Transport	Daily Licensing Fee	\$ 586.05
63	29/09/2020	Department of Transport	Daily Licensing Fee	\$ 28.60
63	30/09/2020	Department of Transport	Daily Licensing Fee	\$ 460.10
			<b>Subtotal</b>	<b>\$ 36,057.05</b>
<b>Bank Fees</b>				
63	01/09/2020	MERCHANT FEES	MERCHANT FEES	\$ 22.00
63	03/09/2020	BANK FEES	NAB TRANSACT BANK FEES	\$ 4.90
63	03/09/2020	MERCHANT FEES	CBA MERCHANT FEES	\$ 833.73
63	28/09/2020	BANK FEES	NAB CONNECT BANK FEES	\$ 20.99
63	30/09/2020	BANK FEES	MUNICIPAL BANK FEES	\$ 10.00
			<b>Subtotal</b>	<b>\$ 891.62</b>
<b>EFT Payments</b>				
EFT4015	08/09/2020	Avon Waste	Refuse collection for the month of August	\$ 2,657.42
EFT4016	08/09/2020	Baxter's Rural Centre	Check braking system on dolly front right hand side axle	\$ 299.30
EFT4017	08/09/2020	Charmaine Thomson	Ordinary Council meeting sitting fee and travel - 27/08/2020	\$ 124.84
EFT4018	08/09/2020	Combined Tyres Cunderdin	Labour, Replace tracks on Bobcat Skid Steer Cat 239D	\$ 1,507.00
EFT4019	08/09/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 66.67
EFT4020	08/09/2020	Dennis Heppell	Reimbursement for payment - White card & Certificate	\$ 57.49
EFT4021	08/09/2020	Farmways Kellerberrin	Weed control supplies for road maintenance	\$ 796.30
EFT4022	08/09/2020	Glenice Batchelor	Ordinary Council meeting sitting fee and travel - 27/08/2020	\$ 105.00
EFT4023	08/09/2020	IT Vision	Monthly SynergySoft fee for the month of August	\$ 2,172.50
EFT4024	08/09/2020	KW & AJ Swann	Gravel pit test excavation with 12t excavator at various location as per site visit	\$ 1,771.00
EFT4025	08/09/2020	Keira Wirth	Reimbursement for wellness day supplies 02/09/2020	\$ 53.85



EFT4026	08/09/2020	Kellerberrin Farmers Co-Operative	Ordinary Council meeting 27/08/2020 refreshments	\$ 187.01
EFT4027	08/09/2020	LGRCEU	Payroll deductions	\$ 20.50
EFT4028	08/09/2020	Marketforce	Local Government Tenders, Tender 2-2020 Gravel Re-Sheeting work, Various roads, 45x1 lines, Saturday 22/08/2020, Wednesday 26/08/2020	\$ 780.25
EFT4029	08/09/2020	Mayday Earthmoving	Dry Hire of 12t roller, Mobilisation & Demobilisation	\$ 3,839.00
EFT4030	08/09/2020	Michael Greenwood	Ordinary Council meeting sitting fee and travel - 27/08/2020	\$ 236.49
EFT4031	08/09/2020	Nicholas Caffell	Ordinary Council meeting sitting fee and travel - 27/08/2020	\$ 119.10
EFT4032	08/09/2020	Perfect Computer Solutions	17/08/2020 Install windows update, 24/08/2020 Create LGIS Rep an account (LGIS). Monthly monitoring fee	\$ 255.00
EFT4033	08/09/2020	Quinn's Butchers	300 BBQ Sausages Supplied for Community Wellness Event	\$ 279.67
EFT4034	08/09/2020	Southern Cross Austereo Pty Ltd	Radio Advertisement - Comedy Gold	\$ 1,078.00
EFT4035	08/09/2020	St John Ambulance Western Australia Ltd.	Vehicle, Depot and building service on all first aid kits	\$ 433.43
EFT4036	08/09/2020	Synergy	Street lighting electricity 25/07/2020 - 24/08/2020	\$ 1,747.32
EFT4037	08/09/2020	Tammin Primary School	Financial assistance as per 20/21 Budget	\$ 2,000.00
EFT4038	08/09/2020	Tania Daniels	Ordinary Council meeting sitting fee and travel - 27/08/2020	\$ 119.10
EFT4039	08/09/2020	Tanya Nicholls	Ordinary Council meeting sitting fee and travel - 27/08/2020	\$ 121.01
EFT4040	08/09/2020	Toll Ipec	Freight charges for various creditors	\$ 128.15
EFT4041	08/09/2020	WA Contract Ranger Services Pty Ltd	Ranger services - 06/08/2020 and 18/08/2020	\$ 561.00
EFT4042	08/09/2020	Wheatbelt Office and Business Machines	Administration photo copier charges for the period 06/08/2020 - 04/09/2020	\$ 499.80
EFT4043	08/09/2020	Wright Express Australia Pty Ltd (Puma)	Fuel charges for the month of August	\$ 5,059.92
EFT4044	10/09/2020	Australia Post	Postage & stationary supplies for the month of August	\$ 173.29
EFT4045	10/09/2020	Dawn Henry	Wheatbelt Mental Health event - Catering for Wellness Day	\$ 800.00
EFT4046	10/09/2020	Marie Henry	Wheatbelt Mental Health event, Welcome to Country - Wellness Day	\$ 400.00
EFT4047	10/09/2020	Mayday Earthmoving	Dry Hire of Multi wheel roller Bungulla North Road 25/08/2020 - 31/08/2020	\$ 1,919.50
EFT4048	10/09/2020	Netlink Group	MiVoice Business Security - Telephone system	\$ 511.50
EFT4049	10/09/2020	Toll Ipec	Freight charges	\$ 110.83
EFT4050	17/09/2020	Adapt Electrical Solutions	Re-wired the North West Security light to the Town Hall 45m x 1.5mm cable & labour	\$ 810.85
EFT4051	17/09/2020	Avon Valley Isuzu Ute	Replace damaged front grill on Isuzu Mux rego TN1	\$ 545.57
EFT4052	17/09/2020	Combined Tyres Cunderdin	Repair on tyre multiwheel Amman Multitured Roller	\$ 154.00
EFT4053	17/09/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 66.67
EFT4054	17/09/2020	Frank Davis	Cultural Services for the Tammin Wellbeing Day 2nd September 2020	\$ 400.00
EFT4055	17/09/2020	LGRCEU	Payroll deductions	\$ 20.50
EFT4056	17/09/2020	Navsdrone Pty Ltd ATF Navsdrone Trust	Accounting support, Monthly financial statement, Annual financial reporting & general assistance	\$ 5,005.00
EFT4057	17/09/2020	Officeworks	Office and stationary supplies	\$ 112.87
EFT4058	17/09/2020	Perfect Computer Solutions	28/08/2020 - Create Netlink account, 28/08/2020 assist CDO with infinite redirect issue on Facebook, 02/09/2020 Update Mitel audio file phone system	\$ 212.50
EFT4059	17/09/2020	Sunny Industrial Brushware	Tractor Broom 2 pieces 915mm long X 20 diam 1/4 square drive Poly and Wire as per quote 22299"	\$ 847.77
EFT4060	17/09/2020	Sunny Sign Company	Various road safety signs	\$ 698.50
EFT4061	17/09/2020	Telstra	Telstra land line and internet charges 23/08/2020 - 22/09/2020	\$ 924.68
EFT4062	17/09/2020	Westrac CAT	16MM X 203MM curved high carbon part for Komatsu Grader	\$ 779.85
EFT4063	24/09/2020	AP Concreting Pty Ltd	Supply and install 72m2 of footpath near railway station crossover	\$ 4,329.60
EFT4064	24/09/2020	Ag Implements	Bolt for zero turn mower	\$ 62.15
EFT4065	24/09/2020	Baxters Rural Centre	Repairs on brake system and valves on dolly	\$ 2,104.63
EFT4066	24/09/2020	Bruce Rock Community Resource Centre	Seniors Luncheon advertisement; 25/09/2020, 2/10/2020 & 9/10/2020	\$ 96.00

EFT4067	24/09/2020	Farmways Kellerberrin	Hikoki 36v 3/4 High Torque impact wrench & freight	\$ 924.00
EFT4068	24/09/2020	Guardian Tactile Systems	Supply and deliver Guardian Tactile Indicators	\$ 393.65
EFT4069	24/09/2020	Heswa Hyperlift	Supply and deliver snatch strap 32t X12m as per quote received 8/09/2020	\$ 473.00
EFT4070	24/09/2020	ITVision	Monthly SynergySoft Fee - September	\$ 2,172.50
EFT4071	24/09/2020	Porter Equipment Australia Pty Ltd	Travel and inspection of multi wheel back axle and wheel estimate	\$ 1,537.42
EFT4072	24/09/2020	Synergy	Depot, Bush Fire Repeater and Oval Reticulation electricity charges from 25/07/09 - 18/09/2020	\$ 569.98
EFT4073	24/09/2020	Tammin Bowling Club	Bowling Club hire and refreshments for Achievement awards night 17/09/2020	\$ 400.00
EFT4074	24/09/2020	Telstra	Internet charges Office wifi connection	\$ 75.00
EFT4075	24/09/2020	Toll Ipec	Freight charges for various materials	\$ 514.37
EFT4076	24/09/2020	WA Contract Ranger Services Pty Ltd	Ranger services 01/09/2020, 15/09/2020	\$ 467.50
EFT4077	24/09/2020	Australian Taxation Office - BAS	BAS - August 2020	\$ 16,565.00
EFT4078	30/09/2020	Baxters Rural Centre	Parts for Compact track loader coupling hyd & BSPPM X 11/16 ORFSM	\$ 247.65
EFT4079	30/09/2020	Bird on the Wall Photography	Two individual new Councillor Photos, one group photo Councillors and CEO	\$ 550.00
EFT4080	30/09/2020	Charmaine Thomson	Ordinary Council meeting sitting and travel fee 24/09/2020	\$ 124.84
EFT4081	30/09/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 66.67
EFT4082	30/09/2020	Glenice Batchelor	Deputy President allowance 2020/21	\$ 455.00
EFT4083	30/09/2020	Komatsu Australia Pty Ltd	Travel to Tammin and investigate faulty KOMTRAX & New antenna for Komtrax.	\$ 1,776.69
EFT4084	30/09/2020	LGRCEU	Payroll deductions	\$ 20.50
EFT4085	30/09/2020	Michael Greenwood	President Allowance 2020/21 & Ordinary Council Meeting sitting and travel fee 24/09/2020	\$ 1,636.49
EFT4086	30/09/2020	Neville Anthony Hale	Reimbursement for Council dinner at WALGA Conference, 25/09/2020, MODO MIO Crown Perth	\$ 189.47
EFT4087	30/09/2020	Officeworks	Administration stationary	\$ 91.88
EFT4088	30/09/2020	Perfect Computer Solutions	02/09/2020 - Assist with AG issues, 09/09/2020 - Remedied Facebook redirect issue, Install Firefox on FSO computer, 17/09/2020 - Expand database c drive added 10gb, 17/09/2020 Update Mitel Hold Audio	\$ 425.00
EFT4089	30/09/2020	Tania Daniels	Ordinary Council meeting sitting and travel fee 24/09/2020	\$ 121.01
EFT4090	30/09/2020	Tanya Nicholls	Ordinary Council meeting sitting and travel fee 24/09/2020	\$ 121.01
EFT4091	30/09/2020	Telstra	Mobile phone and Councillor tablet charges 18/09/2020 - 17/10/2020	\$ 247.23
EFT4092	30/09/2020	Toll Ipec	Freight charges State Library & Wangara Trophies	\$ 40.81
			<b>Subtotal</b>	<b>\$ 78,369.05</b>
<b>Direct Debits</b>				
DD1572.1	01/09/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,186.77
DD1572.2	01/09/2020	Australian Super	Superannuation contributions	\$ 371.59
DD1581.1	15/09/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,400.99
DD1581.2	15/09/2020	Australian Super	Superannuation contributions	\$ 371.59
DD1593.1	22/09/2020	Messages on Hold	Interactive voice recordings 18/09/2020 to 17/10/2020	\$ 177.45
DD1595.1	29/09/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,270.43
DD1595.2	29/09/2020	Australian Super	Superannuation contributions	\$ 370.96
DD1599.1	30/09/2020	Western Australian Treasury Corporation	Principal & Interest loan payment (78), Principal & Interest loan payment (79)	\$ 7,845.45
			<b>Subtotal</b>	<b>\$ 18,995.23</b>

<b>NAB Visa Payments</b>				
DD1579.1	03/09/2020	NAB Business Visa	NAB Visa Transactions from 29/07/2020 to 28/08/2020	\$ 1,707.08
			<b>Subtotal</b>	<b>\$ 1,707.08</b>
<b>Salaries &amp; Wages</b>				
	1/09/2020	Shire of Tammin	Salaries & Wages	20798.65
	15/09/2020	Shire of Tammin	Salaries & Wages	21228.26
	29/09/2020	Shire of Tammin	Salaries & Wages	20673.04
			<b>Subtotal</b>	<b>\$ 41,901.30</b>
<b>Total Paid Municipal Account for the month of September</b>				<b>\$177,921.33</b>

## 11.2 Financial Management Report for the month of September 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	15 October 2020
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.2 - September 2020 Monthly Financial Report

### Background

Enclosed is the Monthly Financial Report for the month of September 2020.

### Financial Implications

Financial Management of 2020/2021

### 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 Implications**

Nil

### **Recommendation**

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

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

## 12. MATTERS FOR CONSIDERATION – ADMINISTRATION

### 12.1 Office Closure – Christmas/ New Year Period December 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	13 October 2019
<b>Author:</b>	Morgan Ware/Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### Proposal/Summary

Council to consider the closure of the Shire Administration Office over the Christmas and New Year period in December 2020.

#### Background

The Shire office has traditionally been closed over the Christmas and New Year period.

#### Comment

No complaints and/ or adverse comments have been received in relation to the office closure in the past.

Christmas Day falls on a Friday with Monday, 28 December 2020 being a public holiday in lieu of Boxing Day. New Years' Day will be on the following Friday. It is generally accepted that the office close earlier on Christmas Eve to allow staff to travel during daylight hours as one is conscious of the increased traffic at this time. It is suggested that the office close at 3.00pm on Christmas Eve.

Given the timing of the Christmas and New Year holidays it is proposed that the Office be closed for the period Friday, 25 December to Thursday 31 December 2020. With New Years' Day falling on Friday, 1 January 2021, the Office will reopen on Monday, 4 January 2021.

As a general rule no significant business is conducted between the Christmas and New Year period, therefore it is considered an ideal time to close the office and allow staff to clear some of their accrued leave entitlements and enjoy a safe, relaxed festive period with their families.

Notification of the office closure will be advertised to the public leading up to the closing period.

#### Consultation

Nil

#### Statutory Implications

Nil

**Policy Implications**

Nil

**Financial Implications**

The leave is taken as annual leave and or RDO entitlement thus reducing the accumulated leave provisions within the FY2020/21 budget

**Strategic Implications**

Nil

**Recommendation**

That Council:

1. Approve the closure of the Shire Administration Office during the Christmas and New Year period from Friday, 25 December 2020 to Thursday, 31 December 2020 inclusive, reopening on Monday, 4 January 2021;
2. Endorse the early closure of the Office at 3.00pm on Thursday, 24 December 2020; and,
3. Advertise the Administration Office closure to the public leading up to the Office closure.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

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

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Audit & Risk Committee
<b>Date:</b>	14 October 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.4 – SOTA Risk Profile Reporting Tool May 2020

### Proposal / Summary

For Council to adopt the recommendation of its Audit & Risk Committee in respect to the CEO's April 2020 review as presented in the Risk Dashboard Review Report of the "*Risk Management Governance Framework*" previously prepared by LGIS and adopted by Council in December 2014 in response to the introduction of Reg 17 of the Local Government (Audit) Regulations 1996.

### Background

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

The Risk Framework was first adopted by Council in October 2014 and was the subject of a desk-top review in August 2015. A further review was undertaken in February 2019, October 2019 and April 2020.

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

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

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

### Comment

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



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

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

In response to legislative changes and to reflect legislative compliance requirements, Council adopted its Attendance at Events Policy in February 2020.

Furthermore as part of its COVID 19 response, Council at its April 2020 Ordinary Meeting adopted a COVID 19 Financial Hardship Policy as part of its rates revenue risk mitigation strategy.

### Informing / Guiding Documents

#### *Risk Management Framework*

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

#### *Risk Management Policy*

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

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

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

The previous review was undertaken in April 2020 and adopted by Council in May 2020. This current review was completed in October 2020.

Furthermore, in this regard the Manager Works & Service and the A/Manager Finance & Administration will, on 12 November 2020, be attending a LGIS workshop on leadership, risk management and conflict management. This workshop will increase management’s capacity and understanding of the potential impacts on staff management and attendant risks to the Shire.

### *Emergency Management Risk Register*

Local government has statutory obligations for emergency management and the risk register. The Risk Framework identifies a number of areas of emergency management to be reviewed on a regular basis. Council's Emergency Management Arrangements are overseen by the Kellerberrin- Tammin Local Emergency Management Committee chaired by the Kellerberrin Shire President. The process is essential to identify risks, their severity and to identify the agencies responsible for mitigation of the risk.

The Shire's Local Emergency Management Arrangements have recently been updated following recent workshops held in September 2020 in both Merredin and Quairading in regard to the Shire's disaster recovery obligations and responsibilities.

Council has, at its September 2020 Ordinary Meeting, adopted its updated Local Emergency Management Arrangements in compliance with the Emergency Management Act 2005.

### *Purchasing Policy*

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

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

The Policy was amended by Council in May 2020 to reflect the increase to the tender threshold for expenditures of \$250,000 or more.

### Audits / Reviews / Assessments

#### *Financial Management Review*

Pursuant to Regulation 5(2)(c) of the Local Government Financial Management Regulations, Council engaged Billy-Joe Thomas of Auditors Anderson Munroe Wyllie to undertake the "Financial Management Review" and the resultant Report was received by Council at its Ordinary Meeting on 21<sup>nd</sup> August 2018. The next review is required to be undertaken in the first half of the year 2021.

#### *Compliance Audit Return*

The Return focuses on key areas of legislation and the Shire has consistently demonstrated a high level of compliance. Council's latest Return for the Period ended 31<sup>st</sup> December 2019 was considered by both the Audit Committee and Council Meetings held on the 27<sup>th</sup> February 2020 and subsequently forwarded to the Department of Local Government, Sport and Cultural Industries.

#### *External Audit Services*

The Local Government Amendment (Auditing) Act 2017, giving the Auditor General a mandate to audit local governments, was assented to on 1 September 2017. On 14 March 2019 the Auditor General's Office advised the Shire that it had appointed RSM as OAG's contract Auditor for the year ended 30 June 2019. This appointment has been extended to include the financial year ending 30 June 2020. It is noted

that under the contract arrangement with OAG, RSM may not seek or undertake any other work for the Shire during the term of the contract without the prior written consent of the Auditor General.

The RSM Auditors has recently completed their Interim Audit for the 2019/20 Financial Year ending 30<sup>th</sup> June 2020 which identified two areas of moderate consequence in need of remedial action to overcome process deficiency. Staff have provided comment on each finding and have undertaken the necessary action to ensure compliance. In this regard, a Cash Handling Policy and appropriate procedures have been implemented along with Staff instruction. Furthermore, in respect to changes to employee and supplier master-file data, a new procedure for the authorisation of audit trail reports for both, together with oversight sign-off has been introduced.

RSM Auditors will be undertaking its final audit for the financial year ended 30 June 2020 in October 2020 and the Audit Report and Management Letter will be considered by the Audit Committee and Council when available later this year and forwarded on to the next available Council meeting.

#### *Other Matters*

In response to the outbreak of COVID 19, a number of the risk areas have been amended to reflect the potential impact on staff, shire operations and the community. In accordance with Directions from the State Government, facilities such as the Library, Recreation Pavilion, Town Hall and Coinda were closed to the public for a period of time. Council has utilized electronic meeting options where considered necessary and or appropriate. Social distancing has been put in place as too increased social hygiene practices.

To date, it has not proven necessary to implement working from home requirements.

The Shire has made available services to seniors in regard to shopping for food and other essentials, with pick up and home delivery being arranged by staff and community volunteers. Library services have been made available on-line with book exchanges being facilitated.

COVID 19 Safety Plans have been developed for the return to more normal services and have been adjusted to reflect the latest guideline requirements.

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

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

#### **Consultation**

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

## **Legislative Requirements**

### **17. CEO to review certain systems and procedures**

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

## **Policy Implications**

### Policy 2.5 Administration/Organisation Risk Management

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

## **Financial Implications**

Nil

## **Strategic Implications**

### Tammin Community Strategic Plan

#### Civic Leadership

- Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values
- 6.1.1 Deliver sustainable governance through transparent and robust policy and processes

## **Recommendation**

For Council to adopt the recommendation of its Audit & Risk Committee in respect to the CEO's April 2020 report as presented in the Risk Dashboard Report undertaken in accordance with the "*Risk Management Governance Framework*" previously prepared by LGIS and adopted by Council in December 2014 in response to the introduction of Reg 17 of the Local Government (Audit) Regulations 1996.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: 0/0

## 12.3 Wheatbelt East Regional Organisation Council Inc. (WEROC) - Participation

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Council
<b>Date:</b>	1 October 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.3 – Regional Organisation of Council – Participation Attachment Item 12.3 – Confidentiality Agreement Attachment Item 12.3 - WEROC Constitution WEROC By-Laws Attachment Item 12.3 - WEROC Strategic Plan 2020 Attachment Item 12.3 – WEROC Inc. By – Laws Attachment Item 12.3 – WEROC Inc CEO Committee Terms of Reference

### Proposal/Summary

For Council to appoint representatives to WEROC following the 1 October 2020 acceptance of the Shire of Tammin’s application for membership and to consider a change of meeting date for November 2020.

### Background

Council, at its 27 August 2020 Ordinary Meeting considered making application for membership to WEROC Inc and resolved as follows:

*That Council:*

- 1. agree to make application for membership of Wheatbelt East Regional Organisation of Councils Inc.(WEROC);*
- 2. Authorise unbudgeted expenditure of a one off entry fee of \$30,000 and an annual membership fee of \$12,000 from A/c 132110 – WEROC Membership, which is to be funded from monies set aside in FY2020/21 Budget A/C O1001 – IT Communications\Economic Services\Tourism & Area Promotion – Other Infrastructure and the use of \$20,000 budgeted to be set aside in FY2020/21 to be transferred to the Information Technology Reserve; and,*
- 3. Authorise the Chief Executive Officer to write to the Executive Officer of WEROC Inc seeking its consideration of the Shire of Tammin’s application for membership.*

A letter requesting membership of WEROC was subsequently sent and I am pleased to confirm that on 1 October 2020, WEROC Inc resolved

**Moved:** Ms. Julie Flockart

**Seconded:** Mr. Rod Forsyth

**RESOLUTION:**

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*That the Shire of Tammin's application to be admitted as a Member of the Wheatbelt East Regional Organisation of Councils Inc. be accepted.*

**CARRIED UNANIMOUSLY**

Council is now requested to appoint its delegates to WEROC.

It is noted that the Shire of Tammin representatives will be required to complete a WEROC Confidentiality Agreement, a copy of which is enclosed.

**Comments**

WEROC meetings are generally held following the WALGA Great Eastern Country Zone meetings at the same location, i.e. Merredin or Kellerberrin. Delegates generally consist of a Councillor and the CEO.

Prior to the Annual General Meeting and General Meeting scheduled for 26 November 2020, the Shire of Tammin will need to confirm in writing the names of the two representatives to be nominated by the Shire of Tammin Council to be representatives on the WEROC Inc. Board.

The representatives are elected for a two-year term subject to remaining an elected member or CEO of the Shire.

The Executive Officer, WEROC has now confirmed acceptance of the changes to the WEROC Inc. Constitution to facilitate the Shire of Tammin membership and has provided the Shire of Tammin with an invoice for the annual financial contribution (\$12,000) and new member fee (\$30,000).

The Shire has also been provided with:

- A copy of the WEROC Inc. Constitution and By-Laws
- A copy of the Terms of Reference for the WEROC Inc. CEO Committee
- A Confidentiality Agreement which needs to be signed by all Members
- A copy of the WEROC Inc. Strategic Plan adopted in August 2020

The 26 November 2020 WEROC date clashes with Council's scheduled November Ordinary Council Meeting (OCM) and consideration could be given to re-scheduling the OCM to Wednesday, 25 November 2020 or to some other suitable date.

**Consultation**

Rebekah Burges

## **Statutory Implications**

WEROC is an incorporated not-for-profit association in accordance with the Associations Incorporation Act 2015.

The WEROC Constitution states:

### *6.4 Representatives qualifications*

*Representatives of Local Governments must be sitting Councillors or the Chief Executive Officer and must be approved by WEROC Board.*

All existing Member Shires have the CEO and a Councillor as their representatives.

Proxies can be nominated in advance of meetings and written notification must be provided to the Executive Officer.

## **Local Government (Functions & General) Regulations, 1996**

### **32. Local government permitted to form incorporated association (Act s. 3.60)**

- (1) A local government may form or take part in forming an association that is to be incorporated under the *Associations Incorporation Act 2015* and may do things for the purpose of the incorporation of the association under that Act.
- (2) A local government may form or take part in forming a body corporate established under the *Strata Titles Act 1985* section 14(1).

## **Policy Implications**

N/A

## **Financial Implications**

To become a member of WEROC Inc, an up-front joining fee of \$30,000 is payable together with an annual contribution of \$12,000. The joining fee represents a buy-in to the existing funding pool accumulated for the purpose of undertaking agreed projects through the “vehicle” of the incorporated association.

Council, at its 27 August 2020 Ordinary Meeting agreed to this FY2020/21 unbudgeted expenditure.

## Strategic Implications

### **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 4.1 Support and foster industry, initiative and innovation in seeking new opportunities to enhance our Shire's economic health**

4.1.1 Facilitate local industry growth by participating in the development of a regional Economic Plan

#### **Outcome 4.3 Support digital connectivity opportunities**

4.3.1 Pursue opportunities with neighbouring local governments to develop regional connectivity outcomes

4.3.2 Participate in the WA Digital Inclusion Blueprint Strategy

### Recommendation

That Council:

1. appoint as its delegates to WEROC Inc: President Cr Greenwood and the Chief Executive Officer, subject to endorsement of the WEROC Inc Board;
2. appoint Deputy President Cr Batchelor as Council's proxy for Cr Greenwood; and,
3. give notice of a change of meeting date for November 2020 to be held on Wednesday, 25 November 2020 OR some other agreed date, in Council Chambers, 1 Donnan Street Tammin, commencing 5.00pm to facilitate participation of Shire delegates in the Annual General Meeting of WEROC.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: 0/0



## 12.4 Amendment to Council Policy Manual item 13.1 Road reserves - Crossovers

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Works Department
<b>Date:</b>	13 October 2020
<b>Author:</b>	Fabian Houbrechts
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	None
<b>File Reference:</b>	N/A
<b>Attachment/s:</b>	Attachment Item 12.4 - Amended policy 13.1 crossover

### Proposal/Summary

For Council to approve an amendment to policy 13.1 Road Reserves – Crossovers specifications.

### Background

Currently the policy manual stipulates under the "application" heading that crossovers are to have a width up to 2.5m as per the following extract:

#### **APPLICATION**

1. *A standard urban crossover specification is –*
  - a) *one crossover per property,*
  - b) *where adjoining road is bitumised, from the bitumen edge of the road to the property boundary, with the following materials –*
    - *reinforced concrete – up to **2.5 metre wide**, 125 mm thick,*
    - *pavers – up to **2.5 metres wide**, minimum 60mm thick on 150mm compacted gravel base course*
    - *bitumen seal – up to **2.5 metres wide**, 2 coat seal on 150mm compacted gravel base course*
    - *asphalt – up to **2.5 metres wide**, minimum 60mm thick on 150mm compacted gravel base course*
    - *if gravel / natural surface – to 4.0 metres wide, 150mm compacted gravel*
  - c) *where the adjoining road is not bitumised, as per standard rural crossover specifications except to a width of 4.88m wide,*
  - d) *drainage under the crossover at Shire cost if required.*

### Comments

Research through documentation available from neighboring Local Governments has revealed that the standard sizes for crossovers are a minimum width of 3m for residential crossovers and 4m for industrial / commercial crossovers.

To bring the Shire of Tammin standard in line with current specifications across various local Governments, it is recommended to amend the width of crossovers to a minimum of 3m for residential

crossovers and 4m for industrial crossovers. Associated Schedules 13.1 a, b and c have been developed and are attached to this agenda item.

### **Consultation**

Manager Works – Fabian Houbrechts  
CEO – Neville Hale  
Shires of Kellerberrin and Cunderdin, City of Gosnells

### **Statutory Implications**

*Local Government Act 1995 –*

- Sch 9.1(7) – crossing from public thoroughfare to private land or thoroughfare

*Uniform Local Provisions Regulations 1996 –*

- r.12 – application and approval for crossing
- r.13 – requirement to repair

*Activities on Thoroughfares and Public Places and Trading Local Law 2019*

### **Policy Implications**

Policy 13.1 Road Reserves - Crossovers

### **Financial Implications**

No financial implication

### **Strategic Implications**

#### **Infrastructure & Transport Strategies**

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.

Outcome 5.2 Improved road maintenance

5.2.1 Review roads, kerbs and footpaths for safety breaches. Consider the use of gophers and wheelchairs utilising these facilities

(Cunderdin - Tammin Age Friendly Communities Plan 2017)

**Recommendation**

That Council adopt the amendment to policy 13.1 Road Reserves – Crossovers , reflecting the change to 3m width for residential crossovers and the addition of drawings to schedule 13.1 a, b and c.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_/\_\_\_

**13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH**

Nil

**14. MATTERS FOR CONSIDERATION – TOWN PLANNING**

Nil

**15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

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

**The meeting be closed to discuss matters relating to Wireless Wheatbelt and Regional Connectivity Program**

**Recommendation**

That the meeting be moved behind closed doors at \_\_\_\_\_pm.

Moved: Cr \_\_\_\_\_                      Seconded: Cr \_\_\_\_\_

Vote: Simple Majority                      Carried/Lost: \_\_\_/\_\_\_

**16.1 Wireless Wheatbelt and Regional Connectivity Program**

**Recommendation**

That the meeting move from behind closed doors at \_\_\_\_\_pm.

Moved: Cr \_\_\_\_\_                      Seconded: Cr \_\_\_\_\_

Vote: Simple Majority                      Carried/Lost: \_\_\_/\_\_\_

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

**17. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at \_\_\_\_pm.