

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 23th July 2020 was confirmed at the Ordinary Council Meeting held on 27th August 2020.

Name: Michael Greenwood

Signed: 

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

Date: 27th August 2020

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



An Ordinary meeting of Council was held on **Thursday 23 July 2020** in Council Chambers, 1 Donnan Street, Tammin, commencing at **5:05pm**.

Neville Hale
Chief Executive Officer
23 July 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 declared the meeting open at 5:05pm.

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

Present:

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

In Attendance:

Neville Hale	Chief Executive Officer
Morgan Ware	Manager of Finance & Administration

Leave of Absence previously granted:

Cr G Batchelor	Member
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Cr Batchelor attended the Meeting

Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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 – 25 June 2020

TSC 63/20 MOTION

That the Minutes of the Ordinary Council Meeting held on 25 June 2020 be confirmed as a true record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 6/0

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Ms Rebekah Burges entered Chambers at 5.06pm

Rebekah Burges, Executive Officer, Wheatbelt East Regional Organisation of Councils Inc (WEROC), presented an information session to Council on the Membership, Future Direction and operations of WEROC. Ms Burges responded to questions from Council including details of a likely joining fee and cost of annual membership.

Ms Burges left Chambers at 5.27pm

Cr Daniels left Chambers at 5.27pm

Cr Daniels returned to Chambers at 5.29pm

11. MATTERS FOR CONSIDERATION – FINANCE

11.1 List of Payments for June 2020

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	1 July 2020
Author:	Keira Wirth
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 11.1 – Payment List Attachment Item 11.1 - Credit Card Statement

Background

Accounts paid for June 2020 totaling \$496,089.65 are listed below:

Cheque numbers	6755-6759	\$16,201.26
Direct debit payments	01/06/20 – 30/06/20	\$30,565.61
Licensing transfers	01/06/20 – 30/06/20	\$9,323.55
Bank fees	01/06/20 – 30/06/20	\$198.91
VISA payments	01/06/20 – 30/06/20	\$355.18
EFT payments	EFT 3797 – EFT 3886	\$396,643.79
Salaries and wages	01/06/20 – 30/06/20	\$42,801.35
Total payments	01/06/20 – 30/06/20	\$496,089.65

Comment

Nil

Financial Implications

Directly impacts the Shire of Tammin 2019/2020 Operating Budget

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

- (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 64/20 MOTION

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

Municipal Fund payments totaling \$496,089.65 on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

Moved: Cr Caffell

Seconded: Cr Batchelor

Vote: Simple Majority

Carried:6/0

Payment List June 2020

Ref	Date	Creditors Name	Description	Amount
Licensing				
60	02/06/2020	Department of Transport	Daily Licensing Fee	\$ 1,204.90
60	03/06/2020	Department of Transport	Daily Licensing Fee	\$ 16.75
60	04/06/2020	Department of Transport	Daily Licensing Fee	\$ 23.60
60	05/06/2020	Department of Transport	Daily Licensing Fee	\$ 16.75
60	08/06/2020	Department of Transport	Daily Licensing Fee	\$ 14.65
60	09/06/2020	Department of Transport	Daily Licensing Fee	\$ 123.40
60	10/06/2020	Department of Transport	Daily Licensing Fee	\$ 44.05
60	12/06/2020	Department of Transport	Daily Licensing Fee	\$ 304.15
60	15/06/2020	Department of Transport	Daily Licensing Fee	\$ 3,931.55
60	16/06/2020	Department of Transport	Daily Licensing Fee	\$ 423.55
60	17/06/2020	Department of Transport	Daily Licensing Fee	\$ 1,231.80
60	18/06/2020	Department of Transport	Daily Licensing Fee	\$ 123.40
60	22/06/2020	Department of Transport	Daily Licensing Fee	\$ 142.15
60	25/06/2020	Department of Transport	Daily Licensing Fee	\$ 923.15
60	29/06/2020	Department of Transport	Daily Licensing Fee	\$ 707.40
60	30/06/2020	Department of Transport	Daily Licensing Fee	\$ 92.30
			Subtotal	\$ 9,323.55

Bank Fees				
60	03/06/2020	BANK FEES	NAB TRANSACTION BANK FEES	\$ 4.90
60	03/06/2020	MERCHANT FEES	CBA MERCHANT FEES	\$ 112.07
60	24/06/2020	BANK FEES	NAB CONNECT FEE	\$ 21.24
60	30/06/2020	BANK FEES	MUNICIPAL BANK FEES	\$ 40.70
60	30/06/2020	BANK FEES	TRUST BANK FEES	\$ 20.00
			Subtotal	\$ 198.91

EFT Payments				
EFT3797	04/06/2020	ATOM	Works and Services workwear	\$ 500.49
EFT3798	04/06/2020	Adapt Electrical Solutions	Disconnected fluoro light at the Pavilion, 1 junction box, checked faulty wiring to see why there was no power	\$ 206.25
EFT3799	04/06/2020	Autopro Northam	Green Coolant - Hino Truck	\$ 19.95
EFT3800	04/06/2020	Avon Waste	Rubbish collection for the month of May	\$ 2,950.82
EFT3801	04/06/2020	BCJ Plastic Products	Front counter screen protect 1200mm long x 600mm high with 2 x support feet made from acrylic 10mm 300mm cut out in the middle of the screen	\$ 176.00
EFT3802	04/06/2020	Baxter's Rural Centre	Parts for service on Luigong loader, filter, oil & lubricant no labour charges	\$ 2,546.49
EFT3803	04/06/2020	Charmaine Thomson	Audit Committee Meeting & Ordinary Council meeting sitting & travel fee- 28th May 2020	\$ 169.84
EFT3804	04/06/2020	Department of Mines, Industry Regulation and Safety	BSL fee for the month of May 2020	\$ 113.30
EFT3805	04/06/2020	Earthstyle Contracting Pty Ltd	Re-sheating works, Wyola North Road SLK 3.0 TO 5.0, 2km & Chappell Wheeldon Road SLK 8.10 to 10.1, 3.1km including haulage to work site 24km	\$108,900.00
EFT3806	04/06/2020	Glenice Batchelor	Deputy President allowance December - May 2019/20	\$ 450.00
EFT3807	04/06/2020	Hills Concrete Products	2 Part cover for septic tank - Town Hall	\$ 370.00
EFT3808	04/06/2020	Hutton & Northey Sales	Accelerator pedal for Case tractor	\$ 16.97
EFT3809	04/06/2020	Landgate	Other DLI Invoices for the month at May	\$ 78.60
EFT3810	04/06/2020	Marketforce	Plant Operator Advert, Saturday 16/05/2020 & Wednesday 20/05/2020, 66x1 Lines	\$ 1,106.02
EFT3811	04/06/2020	Michael Greenwood	President allowance December - May 2019/20	\$ 1,482.06
EFT3812	04/06/2020	Moore Stephens	2020 Financial Reporting Manual & Template	\$ 1,100.00
EFT3813	04/06/2020	Nicholas Caffell	Audit Committee Meeting & Ordinary Council meeting sitting & travel fee- 28th May 2020	\$ 170.79
EFT3814	04/06/2020	Northam Home Maintenance Services	Tamma Village Units 7 to 10, remove timber fencing and install new colour bond fencing and 8 personal gates & 12 Russell street, remove existing fencing and install 30m new colour bond fencing	\$ 18,997.00

EFT3815	04/06/2020	Perfect Computer Solutions	21/05/2020 Update Audio file, 22/05/2020 Facebook error correct url, Monthly fee for daily monitoring for the month of May	\$ 255.00
EFT3816	04/06/2020	Position Partners	Service and inspection of System 5 slope meter on TN6 Komatsu grader, travel & labour	\$ 753.50
EFT3817	04/06/2020	Synergy	Electricity charges for Depot, Bush Fire Repeater, Street Lighting & Oval Reticulation for period 24/03/2020 - 28/05/2020	\$ 2,414.91
EFT3818	04/06/2020	Tania Daniels	Audit Committee Meeting & Ordinary Council meeting sitting & travel fee- 28th May 2020	\$ 168.88
EFT3819	04/06/2020	Tanya Nicholls	Audit Committee Meeting & Ordinary Council meeting sitting & travel fee- 28th May 2020	\$ 166.97
EFT3820	04/06/2020	Westwide Auto Electrics	Test short on large Hino Tipper and dog trailer, locate short in diff lock circuit as required. Advise on work required to lighting of truck combo for legal requirements TN15, Supply and fit UHF into Mitsubishi space cab TN2 & Install isolator to TN1, Rewire BCDC as required, check other accessory wiring. Fuel pump requiring attention. labour and travel	\$ 1,840.40
EFT3821	04/06/2020	Wright Express Australia Pty Ltd (Puma)	Fuel charges for the month of May 2020	\$ 1,439.21
EFT3822	11/06/2020	Australia Post	Postage charges for the month of May & paper for copier	\$ 167.63
EFT3823	11/06/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 66.67
EFT3824	11/06/2020	DKT Rural Agencies	Wheelbarrow steel tray tmp 100ltr	\$ 215.80
EFT3825	11/06/2020	Goodfield Quality Meats	Council meeting 28th May 2020, Refreshments	\$ 81.00
EFT3826	11/06/2020	Kellerberrin Farmers Co-Operative	Ordinary Council meeting 28/05/2020 - Refreshments	\$ 217.76
EFT3827	11/06/2020	Kleenheat Gas	Tamma Village Bulk gas LPG for the month of May	\$ 318.89
EFT3828	11/06/2020	LGIS Risk Management	Regional Risk Program 2019 - 20 Second instalment	\$ 1,532.30
EFT3829	11/06/2020	LGRCUE	Payroll deductions	\$ 41.00
EFT3830	11/06/2020	Liftrite Hire & Sale	Manual & DEL01 Airbag Ex East to Liftrite Excavator	\$ 289.55
EFT3831	11/06/2020	Officeworks	Office refreshments & freight	\$ 99.16
EFT3832	11/06/2020	Southern Cross Austereo Pty Ltd	12x Around the town interviews campaign starts: Feb 2020 - Jan 2021 Triple M radio	\$ 88.00
EFT3833	11/06/2020	Stallion Homes	Pavilion enclosed area construction, roof and wall frames, roller door, cladding, flashing and stormwater drains, internal wall lining travel delivery and installation as per Quote received on the 9th April 2020	\$ 27,483.50
EFT3834	11/06/2020	Talis Consultants Pty Ltd	Valuation and onsite inspection of footpath within Tammin town site, update data on RAMM	\$ 2,750.00
EFT3835	11/06/2020	Telstra	Phone & Internet charges, Administration Office & Depot 23/05/2020 - 22/06/2020	\$ 930.44
EFT3836	11/06/2020	Westrac CAT	Parts for compact Track Loader	\$ 383.23
EFT3837	11/06/2020	Wheatbelt Office and Business Machines	Fuji Xerox ApeosPost IV C3375 - Photo copier charges for the period 13/05/2020 - 09/06/2020	\$ 274.56
EFT3838	17/06/2020	Adapt Electrical Solutions	Supply of material only, 6x camera systems for Pavilion	\$ 9,233.77
EFT3839	17/06/2020	Australian Taxation Office - BAS	BAS May 2020	\$ 867.00
EFT3840	17/06/2020	Autopro Northam	Supply and deliver new battery model MF66 to Tammin Shire depot TN4	\$ 186.49
EFT3841	17/06/2020	ITVision	Monthly license fee for SynergySoft module for the month of June	\$ 2,113.10
EFT3842	17/06/2020	Navsdron Pty Ltd ATF Navsdron Trust	Accounting support fee, site visits 19/02/2020 & 15/02/2020 and budget assistance, general accounting, LTFP, Budget review & Budget preparation	\$ 17,765.00
EFT3843	17/06/2020	SMEC Australia	Program funding application Tammin South Bypass service & Information bay design services Great Eastern Hwy	\$ 8,971.60
EFT3844	17/06/2020	Shire of Cunderdin	Shared staff costs CEO 27/06/2018 - 10/07/2019, MWS 01/07/2018 - 31/07/2019, Rates Officer 01/07/2016 - 30/06/2018 and Technical Officer 05/09/2018 - 06/08/2019	\$ 29,518.50
EFT3845	17/06/2020	Synergy	Electricity charges for various buildings 8/04/2020 - 15/06/2020	\$ 1,625.51
EFT3846	17/06/2020	Tammin Contracting	Float Multi wheel from Tammin depot to Cubbine Rd	\$ 175.00
EFT3847	17/06/2020	Toll Ipec	Freight charges for service parts for Compact track loader	\$ 21.95
EFT3848	17/06/2020	WA Contract Ranger Services Pty Ltd	Ranger service 25/05/2020, 02/06/2020 & 08/06/2020 12 hours in total	\$ 1,776.50
EFT3849	25/06/2020	Anameka Farms Pty Ltd	Supply of gravel as per extraction agreement 2,234 cubic meters	\$ 4,914.80
EFT3850	25/06/2020	Avon Dingo	Wet hire of Dingo & excavator attachment for work at the Town Hall	\$ 1,170.00

EFT3851	25/06/2020	Avon Valley Isuzu Ute	30,000 km service of Isuzu MUX rego TN1	\$ 512.88
EFT3852	25/06/2020	Chatfields Tree Nursery	Connecting Corridors final payment McDonald Farm & Bungulla farms. Replace engine, travel to and from Goomalling Ford dealership to diagnose electric faults and rectify and replace RH electric winder, Supply and fit 2 new tyres & repair air conditioner TN3, Bobcat trailer - repair spring coil on trailer, TN15 - Supply and fit new air conditioner idler, dry hire of dingo, Grader - replace fan pump.	\$ 21,113.77
EFT3853	25/06/2020	Corsign WA	Traffic cones Orange and white reflective for use on Nelson Road	\$ 759.00
EFT3854	25/06/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 66.67
EFT3855	25/06/2020	Farmways Kellerberrin	Cleats for patio tubing - Town hall	\$ 48.75
EFT3856	25/06/2020	J.H.Harris & Son	Supply of gravel as per extraction agreement for roadwork on Wyola North Rd 4,000m3	\$ 8,822.00
EFT3857	25/06/2020	J.L.Norgate	Extra paving near public toilets	\$ 470.00
EFT3858	25/06/2020	LGRCEU	Payroll deductions	\$ 41.00
EFT3859	25/06/2020	Shire of Cunderdin	Private Work application 0432 / Turon Road & Private Work application 0436 / McLaren Street	\$ 6,899.33
EFT3860	25/06/2020	Synergy	Electricity charges 08/06/2020 - 15/06/2020 Oval, 14 Russell Street & Kadjininy Kep	\$ 955.76
EFT3861	25/06/2020	Telstra	Office internet charges 10/06/2020 - 09/07/2020	\$ 75.00
EFT3862	25/06/2020	The Workwear Group Pty Ltd	24 units hand sanitiser	\$ 554.40
EFT3863	25/06/2020	WA Contract Ranger Services Pty Ltd	Ranger service 22/06/2020	\$ 280.50
EFT3864	25/06/2020	Wheatbelt Plumbing & Gas	Supply and deliver PVC drainage materials Tammin Town Hall, Pressure test water main at Town Hall, unblock toilet drain at Unit 2 Tamma Village, Unblock RV dump pit, disconnect and reconnect 4 drink fountains, repair water leak at Depot	\$ 5,089.70
EFT3865	30/06/2020	Charmaine Thomson	Ordinary Council Meeting 25/06/2020 Sitting fee & Travel fee	\$ 124.84
EFT3866	30/06/2020	DKT Rural Agencies	Concrete Rapid set 20kg 72x	\$ 2,150.70
EFT3867	30/06/2020	Earthstyle Contracting Pty Ltd	Maintenance grading, Cubbine, Nelson, Dixon, Goldfields, Kitto Rodgers, Quartermaine, RPF South & Tammin South Road	\$ 25,461.10
EFT3868	30/06/2020	Filters Plus	TN205 Filter Number FS19902 & FF5638	\$ 116.33
EFT3869	30/06/2020	Glenice Batchelor	Ordinary Council Meeting 26/06/2020 Sitting fee & Travel fee	\$ 105.00
EFT3870	30/06/2020	Goodfield Quality Meats	Council meeting 25/06/2020, Refreshments	\$ 90.00
EFT3871	30/06/2020	Hills Fire Equipment Service	Inspection on all fire extinguishers within the Shire's buildings, replace one 9kg extinguisher and 2 hydrant valves (5 years overhaul) as per your email quote dated 3/04/2020	\$ 1,075.80
EFT3872	30/06/2020	MWB Contracting T/A Brickmart WA	Supply and install new brick paving and relay old paving near Town Hall, Dingo machine hire x 2 days, labour & freight	\$ 14,054.25
EFT3873	30/06/2020	Marie Henry	Bond reimbursement for Pavilion hire 27/06/2020	\$ 200.00
EFT3874	30/06/2020	Mayday Earthmoving	Dry hire of steel drum roller Mobilisation and demobilisation	\$ 2,469.50
EFT3875	30/06/2020	Michael Greenwood	Ordinary Council Meeting 25/06/2020 sitting fee & travel fee	\$ 236.49
EFT3876	30/06/2020	Nicholas Caffell	Ordinary Council Meeting 25/06/2020 Sitting fee & Travel fee	\$ 119.10
EFT3877	30/06/2020	Rockway Contracting	Excavation of trench on Shields Street at the back of Town Hall	\$ 1,140.00
EFT3878	30/06/2020	Shire of Cunderdin	Rates Training with SFO/Rates Officer, Monday 15 June 2020	\$ 495.00
EFT3879	30/06/2020	St John Ambulance Western Australia Ltd.	Service first aid equipment, Depot, Administration, vehicles	\$ 22.00
EFT3880	30/06/2020	T & T Wilkins	Install supplied Jarrah Boards to grand stand and varnish boards	\$ 863.50
EFT3881	30/06/2020	Tania Daniels	Ordinary Council Meeting 25/06/2020 Sitting fee & Travel fee	\$ 119.10
EFT3882	30/06/2020	Tanya Nicholls	Ordinary Council Meeting 26/06/2020 Sitting fee & Travel fee	\$ 121.97
EFT3883	30/06/2020	WCS Concrete	Supply and install approximately 155 linera metres of 2m wide footpath, 4 pram ramps and a section of reinforced path to be confirmed. Shields Street	\$ 16,112.80
EFT3884	30/06/2020	Wheatbelt Plumbing & Gas	Standard Backflow testing to RPZ/DCV & RAG testing at locations various Standpipes	\$ 2,227.50
EFT3885	30/06/2020	Wyalkatchem Medical Centre T & E Services	Pre Employment Medical	\$ 187.00

EFT3886	30/06/2020	Youlie and Son Spreading Services	Maintenance grading, grader and roller supplied for 67 kilometres, Eleven Mile Road, Yorkrakine Cemetery Road, McQueen Road, Nock Road, Yorkrakine East & West Road, Yorkrakine Rock Road	\$ 23,790.89
Subtotal				\$396,643.79

Cheque Payment				
6755	11/06/2020	Shire of Tammin	Various vehicle registration 12 month	\$ 2,987.60
6756	17/06/2020	Water Corporation	Water charges 01/05/2020 - 30/06/2020 - Standpipe Btwn Mackin & Yrke Road, Standpipe Barrack Road, Golf Club & Office Depot Station Road	\$ 701.82
6757	25/06/2020	Australian Taxation Office - FBT	Fringe Benefits Tax (FBT) return 2020, April 2019 to 31 March 2020	\$ 7,407.86
6758	25/06/2020	Shire of Tammin	1TTB27112 month license renewal	\$ 66.05
6759	25/06/2020	Water Corporation	Various water usage charges 01/05/2020 - 30/06/2020	\$ 5,037.93
Subtotal				\$ 16,201.26

Direct Debits				
DD1505.1	09/06/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,485.56
DD1505.2	09/06/2020	Australian Super	Superannuation contributions	\$ 172.15
DD1516.1	18/06/2020	Messages on Hold	Interactive Voice Recordings, 18/06/2020 to 17/07/2020	\$ 169.00
DD1518.1	23/06/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,516.04
DD1518.2	23/06/2020	Australian Super	Superannuation contributions	\$ 172.15
DD1528.1	30/06/2020	Western Australian Treasury Corporation	Loan Payments, Principal & Interest	\$ 23,050.71
Subtotal				\$ 30,565.61

NAB Visa Payments				
DD1503.1	03/06/2020	NAB Business Visa	NAB Visa Transactions from 29/04/2020 to 28/05/2020	\$ 355.18
Subtotal				\$ 355.18

Salaries & Wages				
	09/06/2020	Shire of Tammin	Salaries & Wages	\$ 21,572.95
	23/06/2020	Shire of Tammin	Salaries & Wages	\$ 21,228.40
Subtotal				\$ 42,801.35

Total Paid to Municipal Account for the month of June

\$496,089.65

11.2 Financial Management Report for the month of June 2020

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	16 July 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.2 - June 2020 Monthly Financial Report

Background

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

Financial Implications

Financial Management of 2019/2020

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

*(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- b) budget estimates to the end of the month to which the statement relates;*
- c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- e) the net current assets at the end of the month to which the statement relates.*

(2) Each statement of financial activity is to be accompanied by documents containing —

- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- b) an explanation of each of the material variances referred to in sub regulation (1)(d); and*
- c) such other supporting information as is considered relevant by the local government.*

- (3) *The information in a statement of financial activity December be shown —*
- a) *according to nature and type classification; or*
 - b) *by program; or*
 - c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*
- a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - b) *recorded in the minutes of the meeting at which it is presented.*

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Comment

It is noted that the reported financial position and detailed accounts as presented are subject to end-of-year adjustments, including interest and salary & wages accruals together with adjustment of current and non-current liabilities

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

TSC 65/20 MOTION

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

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

Moved: Cr Daniels

Seconded: Cr Nicholls

Vote: Simple Majority

Carried:6/0

11.3 Corporate Business Plan Quarterly Report

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	13 July 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 – Corporate Business Plan Report 2018-2022 – as at 30 June 2020

Proposal/Summary

For Council to receive the Corporate Business Plan Report as attached.

Background

Local government are required to produce a plan for the future under Sec. 5.56 (1) of the *Local Government Act 1995*.

Regulations made under the Act outline the minimum requirements of a plan for the future namely:-

- A **Strategic Community Plan** to cover a period of at least 10 financial years.
- A **Corporate Business Plan** to cover a period of at least 4 financial years.

On the 25 October 2018, Council adopted the Corporate Business Plan. Staff review and update the attached report quarterly to ensure the Shire is meeting Social and Community, Environmental, Housing and Facilities, Economic Development, Infrastructure and Transport and Civic Leadership strategies.

Comment

The spreadsheet identifies the strategies and actions for each Strategic Community Plan objective and the year/s of implementation for the four-year life of the Corporate Business Plan.

Red means: No Budget, No Schedule, No Resource or No Project Standing

Yellow means: Minimal Budget, Not on Schedule, Minimal Resource, and average overall Project Standing

Green Means: Adequate Budget, On Schedule, Enough Resource and good overall Project Standing

On review of the required Actions, it was noted that the Shire is achieving good overall results. A number of projects undertaken to deliver on the strategic outcomes of the Plan are listed below.

1. The Shire of Tammin had an extensive capital works program for 2019/20. These projects have been completed or near completion with final works taking place. Projects include Cooinda refurbishments, Public Toilets renovation, Tammin Hall flooring and pathway, improvements at Donnan Park including the enclosing of the unisex change rooms and air-conditioning upgrade, Installation of Memorial Park seating, Tamma Village fencing, 12 Russell Street fencing, Footpath construction along Shields Street and the website upgrade. The 2020/21 capital works program provides allocation for the following projects; Kadjininy Kep landscaping, Information bay and carpark upgrade, Tamma Village road upgrades, Town Hall flooring, curtains and toilet upgrade, Pathway lighting, Cooinda building reclad, furniture and equipment upgrade allocations at the Donnan Park Pavilion and Administration Office.
2. The Town Dam structure is being reviewed for efficiency and improvements to reduce the expense of water used on the Town Oval. A new pump, foot valve and pontoon were installed during the 2018/19 FY. Pumps have been serviced in 2019/20 and levels will be reviewed to ensure flow of water in open drain to the dam inlet.
3. Community Development Officer to improve signage in town site, showing directions to tourist's attractions such as Hunts Well, Yorkrakine Rock & Gardner Reserve. Tammin Tourist brochure to be created and published in 2020/21.
4. CBH Grassroots grant application was successful for seating and netball/basketball rings at Donnan Park, this project is in progress and to be completed. CDO provides support to the Tammin Golf Club in the grant application for improvements to Golf House; this grant was unsuccessful although re-application will be submitted in 2020/21.
5. Connecting Corridors grant to be finalised in 2020/21. Seedlings have been distributed to local farmers and awaiting fencing invoices.
6. Regular events are organised by the Shire of Tammin for the Tammin Community, although COVID-19 restrictions saw many events postponed or cancelled for 2019. Events will commence following the ease of restrictions with the first of 2020 being Comedy Gold and Achievement Awards. Grant for Thank a Volunteer day has been submitted and will await outcome.
7. LTFP & Corporate Business Plan to be updated following review by staff and adoption of the 2020/21 budget by Council on 2 July 2020.

Consultation

Shire of Tammin Staff

Statutory Implications

Local Government (Administration) Regulations 1996

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

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*

- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
- *Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Policy Implications

Nil

Financial Implications

2019/20 Adopted Budget

2020/21 Adopted Budget

Strategic Implications

Shire of Tammin Community Strategic Plan 2017-2027.

Civic Leadership Strategies

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

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

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

Outcome 6.2 An efficient and effective organisation

TSC 66/20 MOTION

That Council receive and endorse the Corporate Business Plan Report for the quarter ending 30 June 2020.

Moved: Cr Caffell

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 6/0

11.4 Mid-Term Review of the Strategic Community Plan

Location:	Shire of Tammin
Applicant:	Community Development Officer
Date:	13 July 2020
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.4 – 2020 Review of Strategic Community Plan

Proposal/Summary

For Council to adopt the revised Strategic Community Plan 2018-2027 prepared in accordance with the Integrated Planning and Reporting Framework.

Background

The Shire of Tammin Strategic Community Plan was first adopted by Council at the Ordinary Meeting held on 15 March 2012. A minor desktop review of the Strategic Community Plan was undertaken in February 2014.

As part of a major review of the Strategic Community Plan undertaken during 2017, a multi-faceted community engagement process was undertaken in April-June 2017 with the purpose of engaging the community to obtain their views, exchange information and provide feedback on their desired future direction and long term vision. Results of the online survey and Community Workshops, which are summarised in the Outcomes Report, were used to identify the community's long term vision and priorities.

In addition to the *Shire of Tammin Community Consultation for the Four-Year Review of the Strategic Community Plan Outcomes Report*, the following further consultation resulted in the following adopted documents being used in the review of the Strategic Community Plan:

- Tammin Town Centre Visioning Plan (November, 2017)
The plan was created in order to provide a vision or concept plan for the Tammin Townsite. Consultation with Council and Community members was undertaken prior to adoption of the plan.
- Cunderdin – Tammin Age Friendly Communities Plan
The plan outlines the actions that the Local Governments can undertake individually and collectively to make our communities better places for people of all ages and abilities to live and participate in. The plan was informed through community engagement with residents and service providers of both Shires, and adopted by Council for the purpose of informing the Strategic Community Plan.

The revised Strategic Community Plan was advertised for public comment May 2018 and no further comment was received.

A desk top review of the existing Strategic Community Plan is due in 2020. To this effect, further community consultation was undertaken following the conclusion of the 2020 Annual Electors Meeting. Staff have incorporated the feedback from this community consultation and made minor amendments to the listed Strategies.

Comment

In accordance with the *Local Government Act 1995*, all Local Governments are required to plan for the future of their district. The Strategic Community Plan is Council's principal strategy and planning document that links community aspirations with the Council's vision and long term strategy. The Strategic Community Plan forms the basis of the Integrated Planning and Reporting Framework and provides the foundation to develop other strategic documents.

As a consequence of the consultation process, there has been recognition of three additional key focus areas to guide Council when pursuing improvement opportunities across the Shire. These additional key focus areas are:

Housing and Facilities

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

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.

Civic Leadership

- Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

These areas of focus were, in 2018, included within the scope of the Corporate Business Plan and its informing strategies, Long Term Financial Plan and Asset Management Plans.

Consultation

Major Review 2017/18

Community Consultation for the Four-Year Review of the Strategic Review of the Strategic Community Plan: Outcomes Report

- Community consultation via mail-out survey
- Workshop with residents and Councillors

Cunderdin-Tammin Age Friendly Communities Plan

- Community consultation via mail-out survey
- Community workshop with residents
- Service provider survey
- Formation of a Steering-Committee to provide advice and guidance

Tammin Town Centre Visioning Plan, November 2017

- Circulated to all members of the Tammin Community inviting comments and discussion immediately after the Annual Electors Meeting.

Desk top Review 2020

February 2020 - Workshop with residents and Councillors

Statutory Implications

All local governments are currently required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995*. Regulations have been made under S5.56(2) of the Act to briefly outline the minimum requirements to achieve this.

The minimum requirement to meet the intent of the plan for the future is the development of a Strategic Community Plan and a Corporate Business Plan.

Local Government Act 1995 – Local Government (Administration) Amendment Regulations (No. 2) 2011– Section 19C – Planning for the future: strategic community plans – s. 5.56:-

- (1) A local government is to ensure that a Strategic Community Plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A Strategic Community Plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A Strategic Community Plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current Strategic Community Plan for its district at least once every 4 years.
- (5) In making or reviewing a Strategic Community Plan, a local government is to have regard to
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its Strategic Community Plan, including extending the period the Plan is made in respect of.
- (7) A council is to consider a Strategic Community Plan, or modifications of such a Plan, submitted to it and is to determine* whether or not to adopt the Plan or the modifications.

*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a Strategic Community Plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the Plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a Strategic Community Plan and when preparing modifications of a Strategic Community Plan.

(10) A Strategic Community Plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the Plan or the preparation of modifications of the Plan.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Tammin Strategic Community Plan

Our Aim

To sustain and build our local area capacity through local employment and strengthened community development.

Our Goals

Social/Community

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

Environmental

- Provide leadership and promote local and regional sustainability principles and practices.
- Enhance local natural areas and open spaces.

Economic

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

Officers Recommendation

That Council:

1. **Adopts the Strategic Community Plan 2018-2027, and**
2. **Advertise the Strategic Community Plan 2018 – 27 to inform the community of the revised plan which is available for inspection on the Shire’s website or at the Shire Office.**

Moved: Cr _____

Seconded: Cr _____

Vote: Absolute Majority

Carried/Lost: ___/___

TSC 67/20 MOTION

That Council:

1. Adopts the Strategic Community Plan 2018-2027, subject to the inclusion of the following:

- **Social/Community - Arts, Heritage & Culture**
- **Social/Community - Disability Access & Inclusion Plan objectives**
- **Economic Development - Strategic Alliances with other Local Governments**
- **Environment - Climate change impacts and response**
- **Economic Development - Digital Connectivity opportunities**
- **Civic Leadership - Resourcing Capabilities; and**

2. Advertise the Strategic Community Plan 2018 – 27 to inform the community of the revised plan which is available for inspection on the Shire’s website or at the Shire Office.

Moved: Cr Daniels

Seconded: Cr Batchelor

Vote: Absolute Majority

Carried: 6/0

On reviewing the Strategic Community Plan, Council identified specific objectives that it wished to see highlighted within the updated document.

11.5 Interim Audit Findings for period ended 30 June 2020

Location:	Shire of Tammin
Applicant:	RSM Auditors
Date:	16 July 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Performance indicators
File Reference:	FIN - 02
Attachment/s:	Attachment Item 11.5 – Management Letter Points – Interim Audit for year ended 30 June 2020.

Proposal/Summary

The Audit Committee has reviewed the attached Interim Audit Management letter presented by RSM Auditors for the period ended 30 June 2020, and presents to Council for its information and action.

Background

RSM were appointed as the Council's Auditors for FY2019/20. President Michael Greenwood, Deputy President Glenice Batchelor, CEO Neville Hale and A/Manager of Finance and Administration Morgan Ware attended an electronic entrance meeting on 23 April 2020 with RSM auditors for the presentation and discussion of the Audit Planning Memorandum.

Interim audit fieldwork was conducted electronically throughout April and May utilising RSM platform iManage due to COVID-19 restrictions. The audit was focused on risk assessment, performance of cyclical controls testing, walkthrough of major business cycles and review of key reconciliation procedures for the 9 months ended 31 March 2020.

The Interim Audit findings have been reviewed by the Audit Committee and recommends to Council that: *Council note the Interim Audit findings received from Auditors RSM, for the period ended 30 June 2020, and for findings to be actioned by staff and addressed prior to end of year audit in October 2020.*

It is noted that no significant findings have been identified in the FY2019/20 Interim Audit

Comment

The RSM Interim Audit Management Letter has identified two areas 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 masterfile data, a new procedure for the authorisation of audit trail reports for both, together with oversight sign-off has been introduced.

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Daily Cash Count (Finding identified in current year)		✓	
2. Changes to supplier and employee Masterfile (Finding identified in 2018/19 year)		✓	

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

In respect to matters raised in the Interim Management Letter, the findings and response, as detailed in attachment item 11.5, are summarised as:

1. Daily Cash Count

Findings:

During our audit, we noted 2 out of 20 instances where the daily cash balancing sheet had been completed and reviewed by only one member of the management team; however, there was no evidence of it being reviewed (counter-signed) by another member of the management team.

The Shire's cash control procedures requires the daily cash count to be conducted and the daily cash balancing sheet to be completed and reviewed by a member of the management team and counter-signed by the CEO.

Management Comment:

The daily cash balancing sheet is to be completed and presented to a member of the management team for authorisation. On occasion, the MFA is required to complete the end of day tasks due to absence of administration staff, recognising that this will still need to be counter signed by a member of the management team. In this case it will be the CEO or MWS. Procedure is now in place to ensure this process is in place, when administration staff are absent.

2. Changes to supplier and employee masterfile

Status of 2019/20 Findings

There is no evidence retained to demonstrate whether changes to supplier details, including bank account details, are being authorised by an officer other than the person making the amendment.

An exception report is currently maintained outlining the changes made to supplier masterfiles; however, it is not subject to an independent review.

Findings in 2018/19

There is no evidence retained to demonstrate whether changes to supplier details, including bank account details, are being authorised by an officer other than the person making the amendment.

Management Comment:

A Procedure is in place for changes to the supplier Masterfile. When details of a supplier require updating or upon new application, a Creditor application form must be completed and signed by the supplier before entry on the Synergy Soft system. On review, a procedure is now in place that these forms, after entry into the system, are to be presented by the officer and reviewed and authorised by a member of the management team. The office use only section of the form will then be completed to authorise these changes in the system to prevent errors and reduce risk.

An audit trail report is generated after each payroll and attached to the payroll reports, these are reviewed by the payroll officer and the Manager of Finance and Administration. Upon review the report will need to be signed by the payroll officer and the MFA to ensure these changes are confirmed, and appropriate. This process of authorisation is now in place.

Consultation

RSM Manager – Pranjali Bhat
RSM Senior Auditor – Drew Rhode
RSM Senior Auditor – Larry Tan
RSM Assurance & Advisory Team – Samuel Richard
RSM Assurance & Advisory Team – Georgia Pettersson

Statutory Environment

Local Government Act 1995 – Section 7.9

7.9. Audit to be conducted

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to –*
 - (a) *the mayor or president; and*
 - (b) *the CEO of the local government; and*
 - (c) *the Minister.*
- (2) *Without limiting the generality of subsection (1), where the auditor considers that –*
 - (a) *there is any error or deficiency in an account or financial report submitted for audit; or*
 - (b) *any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or*

- (c) *there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government,*
details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.
- (3) *The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —*
- (a) *prepare a report thereon; and*
 - (b) *forward a copy of that report to the Minister,*
- and that direction has effect according to its terms.*
- (4) *If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government.*
- [Section 7.9 amended: No. 49 of 2004 s. 7; No. 5 of 2017 s. 16.]*

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
- (a) *assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
- (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
- (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Civic Leadership Strategies

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

6.1.2 Undertake the civic duties of Council with the highest degree of ethics

Officers Recommendation

That Council note the Interim Audit findings received from Auditors RSM, for the period ended 30 June 2020, and for findings to be actioned by staff and addressed prior to end of year audit in October 2020.

Moved: Cr

Seconded: Cr

Vote: Absolute Majority

Carried/Lost: __/__

TSC 68/20 MOTION

That Council, having reviewed the RSM Auditors Management Letter and discussed the Interim Audit findings for the year ended 30 June 2020, adopts the Interim Audit findings and notes that the matters raised have been addressed and actioned by staff.

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Absolute Majority

Carried: 6/0

Recommendation amended for the purpose of clarity, to note that the findings of the Interim Audit have been addressed and actioned by staff.

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

12.1 Elected Member Training – Annual Report

Location:	Shire of Tammin
Applicant:	Department of Local Government, Sport & Culture
Date:	16 July 2020
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADM
Attachment/s:	Attachment Item 12.1 - FY2019-20 – Elected Member Training

Proposal/Summary

For Council to endorse the FY2019/20 Elected Member Training Report that is required to be published on the Shire's website by 31 July 2020.

Background

Following Assent on 5 July 2019 of the Local Government Legislation Amendment Act, 2019 (Act 16 of 2019), Part 5 – Division 10 was inserted into the Local Government Act, 1995. In accordance with the Division new requirements relating to training for Council members have been introduced which in summary:

- Requires a Council member to complete five core modules of training within twelve months of being elected;
- That it is an offence for failure to complete the training;
- The CEO is to prepare a report each financial year outlining the training that has been completed by each council member in that financial year and it is to be published on the Shire's official website within one month of the end of financial year; and,
- Furthermore, the local government is to prepare and adopt (by absolute majority) a policy for the continuing professional development of council members.

In accordance with the above legislative requirements Councillors Batchelor, Thomson and Nicholls are required within 12 months of election to complete the following five training modules:

- Understanding Local Government
- Conflicts of interest
- Serving on Council
- Understanding Financial Reports and Budgets
- Meeting Procedures

Councillors Greenwood, Caffell and Daniels are, in accordance with Local Government (Administration) Regulation 36(2), not required to undertake the required Essential Training until next elected. These

Councillors are, however, encouraged to undertake the Essential Training course and, under Policy 1.10 Continuous Professional Development, are required to undertake 8 hours of professional development each year.

Provisions contained within the Local Government Legislation Amendment Act 2019 require local governments to prepare a report for each financial year on the training completed by elected members in that financial year.

Section 5.127 provides for the preparation of the required Report whilst section 5.128 requires local governments to prepare and adopt a policy in regard to Continuous Professional Development.

Comments

The intent of these new training and Reporting requirements is for the local government to report back to the community on what training councilors have undertaken. Local governments are encouraged to include all training rather than just the Council Member Essentials course. This is consistent with the requirement of the Continuous Professional Development Policy 1.10, adopted by Council at its 19 December 2019 Ordinary Council Meeting.

Consultation

LG Professionals WA – Candy Choo

Statutory Implications

Local Government Act, 1995

s5.127 Report on training

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

s5.128. Policy for continuing professional development

- (1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.
** Absolute majority required.*
- (2) A local government may amend* the policy.
** Absolute majority required.*
- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

- (5) A local government —
- (a) must review the policy after each ordinary election; and
 - (b) may review the policy at any other time.

[Section 5.128 inserted: No. 16 of 2019 s. 61.]

Local Government (Administration) Regulations 1996

35. Training for council members (Act s. 5.126(1))

- (1) A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).
- (2) The course of training is the course titled *Council Member Essentials* that —
- (a) consists of the following modules —
 - (i) Understanding Local Government;
 - (ii) Serving on Council;
 - (iii) Meeting Procedures;
 - (iv) Conflicts of Interest;
 - (v) Understanding Financial Reports and Budgets;and
 - (b) is provided by any of the following bodies —
 - (i) North Metropolitan TAFE;
 - (ii) South Metropolitan TAFE;
 - (iii) WALGA.
- (3) The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.

[Regulation 35 inserted: Gazette 9 Aug 2019 p. 3022-3.]

36. Exemption from Act s. 5.126(1) requirement

- (1) A council member is exempt from the requirement in section 5.126(1) if —
- (a) the council member passed either of the following courses within the period of 5 years ending immediately before the day on which the council member is elected —
 - (i) the course of training specified in regulation 35(2);
 - (ii) the course titled 52756WA — *Diploma of Local Government (Elected Member)*;or
 - (b) the council member passed the course titled *LGASS00002 Elected Member Skill Set* before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.
- (2) A person who is a council member on the day on which the *Local Government Regulations Amendment (Induction and Training) Regulations 2019* regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

[Regulation 36 inserted: Gazette 9 Aug 2019 p. 3023.]

Policy Implications

Policy 1.10 Continuous Professional Development

Financial Implications

The State Government's imposition of Council Members Essentials training and additional Continuous Professional Development requirements have added in excess of \$10,000 to the Shire's expenditure on an on-going annual basis. This is the equivalent of 1% of Shire rates.

Strategic Implications

Strategic Community Plan

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

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

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

6.1.2 Undertake the civic duties of Council with the highest degree of ethics

TSC 69/20 MOTION

That Council:

- 1. Endorse the FY2019/20 Members Annual Training Report prepared in accordance with s.5.127 of the Local Government Act; and,**
- 2. Note that the Chief Executive Officer must publish the report on the Shire of Tammin's website within 1 month after the end of the financial year to which the report relates.**

Moved: Cr Nicholls

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 6/0

12.2 WALGA 2020 Annual General Meeting (AGM)

Location:	Crown Towers Perth
Applicant:	Council
Date:	13 July 2020
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	OLGOV08
Attachment/s:	Attachment Item 12.2 – Letter to CEO – Notice of AGM 2020 Attachment Item 12.2 – 2020 AGM Notice

Proposal/Summary

For Council to appoint its delegates and proxy delegates to the 2020 WALGA Annual General Meeting (AGM).

Background

WA Local Government Association is holding its 2020 Annual General Meeting on Friday, 25 September 2020 at the Crown Towers, Perth, commencing at 1.30pm.

As a Member of the Association the Shire of Tammin has been asked to register the attendance and voting entitlements of Council's delegates to the AGM.

In this regard, Council has been requested to register two Voting Delegates and two Proxy Voting Delegates.

Comment

Attendance at the Annual General Meeting is free of charge to all Member Local Governments, lunch is not provided. Delegates must register their attendance in advance.

It is usual practice for the Shire President and Shire Deputy President to be the Shire's Voting Delegates. However, should one not be available another Councillor will need to be nominated together with the required Proxy Voting Delegates.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Policy No. 1.7 – Elected Members Conference & Training

Policy No. 1.9 – Attendance at Events

Financial Implications

Attendance at the Annual General Meeting is **free of charge** to all member local governments.

The WALGA 2020 Convention, usually held in the first week of August, has been cancelled and the Annual General Meeting is a stand-alone event. Travel costs would be covered in accordance with Council policy regarding attendance at such events.

Strategic Implications

The good governance of the Shire

TSC 70/20 MOTION

That Council:

1. appoints its Delegates to the 2020 Annual General Meeting of the WA Local Government Association to be held on 25 September 2020 at Crown Towers, Perth as follows:

Voting Delegates	Proxy Voting Delegates
<i>Name of Voting Delegates (2)</i>	<i>Name of Proxy Voting Delegates (2)</i>
Shire President Cr Michael Greenwood	Cr Charmaine Thomson
Shire Deputy President Cr Glenice Batchelor	Cr Nick Caffell

And,

2. In accordance with Policy 1.9 – Attendance at Events, authorise the attendance of all Councillors and the CEO to the WA Local Government Association 2020 Annual General Meeting.

Moved: Cr Greenwood

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 6/0

12.3 Disability Access and Inclusion Plan

Location:	Shire of Tammin
Applicant:	Community Development Officer
Date:	16 July 2020
Author:	Samantha Pimlott
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	OFGOV-03
Attachment/s:	Attachment Item 12.3 – Disability Access and Inclusion Plan.

Proposal/Summary

For Council to adopt the revised Disability Access and Inclusion Plan 2020 -2024 prepared in accordance with the Disabilities Services Act 1993.

Background

The Disability Services Act 1993 requires public authorities (Western Australian State Government agencies and Local Governments authorities) to develop and implement a Disability Access and Inclusion Plan (DAIP) to further the principles and objectives of the Act.

Consultation

The Tammin community has been invited to make comment on the Disability Access and Inclusion plan through direct email, advertisement in the Shire Newsletter, Social media posts and the Shire of Tammin website.

No comments were received.

Statutory Implications

Part 5 — Disability access and inclusion plans by public authorities

28. Disability access and inclusion plans

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.
- (2) A disability access and inclusion plan must meet any prescribed standards.
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —
 - (a) if the authority was established before the commencement of the *Disability Services Amendment Act 2004*, without delay;
 - (b) if the authority is established after the commencement of the *Disability Services Amendment Act 2004*, within 12 months after the day on which it is established.

- (4) A public authority may amend its disability access and inclusion plan at any time.
- (5) A public authority may review its disability access and inclusion plan at any time.
- (6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).
- (7) Not more than 5 years is to elapse —
 - (a) Between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or
 - (b) Between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.
- (8) After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.
- (9) If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.
- (10) A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.

[Section 28 inserted: No. 57 of 2004 s. 20(1).]

29. Report about disability access and inclusion plan

- (1) A public authority that has a disability access and inclusion plan must, if required to report under Part 5 of the *Financial Management Act 2006*, include in such report, a report about the implementation of the plan.
- (2) A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the *Local Government Act 1995* a report about the implementation of the plan.
- (3) A public authority that —
 - (a) has prepared or amended a disability access and inclusion plan in a year ending 30 June; and
 - (b) is not required to report under subsection (1) or (2), must make a report about the implementation of the plan to the Commission within 2 months after the end of that year.
- (4) The regulations may prescribe information that must be included in a report under subsection (1), (2) or (3) about the implementation of a disability access and inclusion plan.

[Section 29 inserted: No. 44 of 1999 s. 14; amended: No. 57 of 2004 s. 21; No. 5 of 2005 s. 38; No. 77 of 2006 Sch. 1 cl. 45(4).]

29A. Disability access and inclusion plans to be made available

A public authority that has a disability access and inclusion plan must ensure that the plan is made available to people with disability, and the public generally, by publication in the prescribed manner.

[Section 29A inserted: No. 57 of 2004 s. 22; amended: No. 40 of 2012 s. 10.]

29B. Public authorities to ensure implementation of disability access and inclusion plan

A public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors.

[Section 29B inserted: No. 57 of 2004 s. 22.]

29C. Annual report by Commission about plans

- (1) As soon as practicable after each 1 July the Commission must give the Minister a report on the effectiveness of disability access and inclusion plans, and the extent to which they have been complied with, during the year that ended on the preceding 30 June.
- (2) The Minister must cause the report received under subsection (1) to be laid before each House of Parliament within 14 sitting days after the Minister receives it.

[Section 29C inserted: No. 57 of 2004 s. 22.]

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Social /Community Strategies

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

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

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

1.1.3 Actively promote and support community events and activities

TSC 71/20 MOTION

That Council:

1. **Adopts the Disability Access and Inclusion Plan 2020 – 2025, and**
2. **Advertise the Disability Access and Inclusion Plan 2020 – 2025 to inform the community of the revised plan which is available for inspection on the Shire’s website or at the Shire Office.**

Moved: Cr Batchelor

Seconded: Cr Thomson

Vote: Simple Majority

Carried:6/0

13. **MATTERS FOR CONSIDERATION – BUILDING & HEALTH**
14. **MATTERS FOR CONSIDERATION – TOWN PLANNING**
15. **ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**
16. **MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)**
17. **CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 6:00pm.