

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 23rd September 2021 was confirmed at the Ordinary Council Meeting held on 28th October 2021.

Name: Glenice Batchelor

Signed: _____

A handwritten signature in blue ink, appearing to read 'G. Batchelor', written over a horizontal line.

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

Date: _____

A handwritten date '28/10/2021' in blue ink, written over a horizontal line.

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



An Ordinary meeting of the Shire of Tammin was held on **Thursday 23 September 2021** in Council Chambers, 1 Donnan Street Tammin, commencing at **5:04pm**.

Gary Martin
Acting Chief Executive Officer
23 September 2021

MISSION STATEMENT

"Together with the people of Tammin we will provide leadership, vision and progress to achieve sustainability and growth"

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5:04pm.

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

Present:

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

In Attendance:

Gary Martin	Acting Chief Executive Officer
Fabian Houbrechts	Manager of Works
Morgan Ware	Manager of Finance & Administration

Leave of Absence previously granted:

Cr C Thomson	Member
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Apologies:

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Nil

7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 Ordinary Council Meeting Minutes – 26 August 2021

TSC 86/21 MOTION

That the minutes of the Ordinary Council Meeting held on 26 August 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Batchelor

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS FOR CONSIDERATION – FINANCE

11.1 List of Payments for August 2021

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	02 September 2021
Author:	Keira Wirth
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 11.1 – Payment List Attachment Item 11.1 - Credit Card Statement

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of August 2021 totaling \$140,912.33 by way of:

Cheque numbers	6795 - 6795	\$1,562.48
Direct debit payments	01/08/21 – 31/08/21	\$7,051.32
Licensing transfers	01/08/21 – 31/08/21	\$6,702.80
Bank fees	01/08/21 – 31/08/21	\$413.53
VISA payments	01/08/21 – 31/08/21	\$6,961.13
EFT payments	EFT 4744 – EFT 4801	\$75,851.10
Salaries and wages	01/08/21 – 31/08/21	\$42,399.97
Total payments	01/08/21 – 31/08/21	\$140,912.33

The Shire of Tammin made the following significant purchases during the month of August 2021

Australian Taxation Office - BAS BAS - July 2021	\$6,030.00
Australian Taxation Office - BAS BAS - June 2021	\$7,607.00
Department of Fire and Emergency Services 2021/22 ESL Quarter 1 contribution	\$9,053.40
Northam Mazda Supply of Mazda CX-5 Maxx Sport FWD Auto 2.0L Petrol as per quote 22/07/2021	\$10,394.00

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2020/2021 Operating Budget

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
 - a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - b) Petty cash systems.
- (1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (2) Payments made by a local government —
 - a) Subject to sub-regulation (4), are not to be made in cash; and
 - b) Are to be made in a manner which allows identification of —
 - (i) The method of payment;
 - (ii) The authority for the payment; and
 - (iii) The identity of the person who authorised the payment.
- (3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]

12. Payments from municipal fund or trust fund

- (1) *A payment may only be made from the municipal fund or the trust fund —*
 - a) *If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - b) *Otherwise, if the payment is authorised in advance by a resolution of the council.*

- (2) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]

13. Lists of accounts

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - a) *The payee's name;*
 - b) *The amount of the payment;*
 - c) *The date of the payment; and*
 - d) *Sufficient information to identify the transaction.*

- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - a) *For each account which requires council authorisation in that month —*
 - (i) *The payee's name;*
 - (ii) *The amount of the payment; and*
 - (iii) *Sufficient information to identify the transaction; and*
 - b) *The date of the meeting of the council to which the list is to be presented.*

- (3) *A list prepared under sub-regulation (1) or (2) is to be —*
 - a) *Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - b) *Recorded in the minutes of that meeting.*

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

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

6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

TSC 87/21 MOTION

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

Municipal Fund payments totaling \$140,912.33 detailed:

Cheque numbers	4795 - 6975	\$1,562.48
Direct debit payments	01/08/21 – 30/08/21	\$7,051.32
Licensing transfers	01/08/21 – 30/08/21	\$6,702.80
Bank fees	01/08/21 – 30/08/21	\$413.53
VISA payments	01/08/21 – 30/08/21	\$6,961.13
EFT payments	EFT 4744 – EFT 4801	\$75,821.10
Salaries and wages	01/08/21 – 30/08/21	\$42,399.97

Moved: Cr Caffell

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 5/0

Payment List

Ref	Date	Creditor	Description	Amount
Licensing				
75	02/08/2021	Department of Transport	Daily Licensing Fee	\$ 1,685.80
75	03/08/2021	Department of Transport	Daily Licensing Fee	\$ 1,837.20
75	05/08/2021	Department of Transport	Daily Licensing Fee	\$ 1,336.10
75	09/08/2021	Department of Transport	Daily Licensing Fee	\$ 173.75
75	10/08/2021	Department of Transport	Daily Licensing Fee	\$ 476.50
75	11/08/2021	Department of Transport	Daily Licensing Fee	\$ 623.90
75	12/08/2021	Department of Transport	Daily Licensing Fee	\$ 54.50
75	13/08/2021	Department of Transport	Daily Licensing Fee	\$ 345.90
75	24/08/2021	Department of Transport	Daily Licensing Fee	\$ 95.25
75	20/08/2021	Department of Transport	Daily Licensing Fee	\$ 73.90
			Subtotal	\$ 6,702.80
Bank Fees				
75	03/08/2021	MERCHANT FEES	MERCHANT FEES	\$ 413.53
			Subtotal	\$ 413.53
EFT Payment				
EFT4744	10/08/2021	Australian Taxation Office - BAS	BAS - June 2021	\$ 7,607.00
EFT4745	10/08/2021	Autopro Northam	Supply and delivery 2 batteries	\$ 343.78
EFT4746	10/08/2021	Baxters Rural Centre	Hydraulic case for Bobcat and loader	\$ 488.40
EFT4747	10/08/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 210.11
EFT4748	10/08/2021	Earthstyle Contracting Pty Ltd	Excavate dumping cell at Waste site at \$170/hr+gst	\$ 3,085.50
EFT4749	10/08/2021	Exurban Rural & Regional Planning	General Town Planning consulting services provided during July 2021	\$ 1,434.37
EFT4750	10/08/2021	Hutton & Northey Sales	Various parts for vehicles	\$ 333.67
EFT4751	10/08/2021	ITVision	SynergySoft license fee, June 2021	\$ 4,345.00
EFT4752	10/08/2021	Kellerberrin Community Resource Centre	Kellerberrin Pipeline Advertising - Colour full page Edition 13 - Comedy Gold	\$ 150.00
EFT4753	10/08/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4754	10/08/2021	Mineral Crushing Services (WA) Pty Ltd	Supply road base second grade at a rate of \$10/t +gst	\$ 2,508.55
EFT4755	10/08/2021	Moore Stephens	2021 Annual Reporting Template & Manual	\$ 1,320.00
EFT4756	10/08/2021	Northam Mazda	Supply of Mazda CX-5 Maxx Sport FWD Auto 2.0L Petrol as per quote 22/07/2021	\$ 10,394.00
EFT4757	10/08/2021	QC Ultimate Clean	Carpet Cleaning at 14 Russell Street	\$ 313.50
EFT4758	10/08/2021	SMEC Australia	Supply of engineering and technical services for the month of July 2021	\$ 257.95
EFT4759	10/08/2021	STS West	Repairs and or replace tyre for ute TN3	\$ 265.00
EFT4760	10/08/2021	Southern Cross Austereo Pty Ltd	Comedy Gold 2021 Radio Advertising	\$ 418.00
EFT4761	10/08/2021	Synergy	Street lighting for period 25/06/2021 - 24/07/2021	\$ 1,750.64
EFT4762	10/08/2021	T & T Wilkins	Works carried out t Tamma Village, gutter cleaning to all units, door repair unit 3, materials for repairs at Unit 9 including replacement cistern, door, fascia board and flashing. travel and labour	\$ 2,505.80
EFT4763	10/08/2021	Valley Ford	15,000KM Service on TN1 - Ford Ranger Works Manager Vehicle	\$ 385.00
EFT4764	10/08/2021	Westrac CAT	ELC coolant 4 litres drum (red coolant) for skid Steer 239D	\$ 23.85
EFT4765	10/08/2021	Wright Express Australia Pty Ltd (Puma)	Fuel charges for the month of July 2021	\$ 1,257.33
EFT4766	10/08/2021	thinkproject Australia Pty Ltd	Rental of the pocket RAMM Software for the period 01/07/2021 - 30/06/2022	\$ 1,562.00
EFT4767	13/08/2021	Accwest Pty Ltd	Assist with June financial report	\$ 330.00
EFT4768	13/08/2021	Australia Post	Postage and freight charges for the month of July	\$ 308.80
EFT4769	13/08/2021	Avon Waste	Refuse collection for the month of July 2021	\$ 2,683.25
EFT4770	13/08/2021	Cunderdin Farmers Cooperative Company Ltd	Nite stalker side markers red - tipper trailer	\$ 12.85
EFT4771	13/08/2021	Fabian Houbrechts	Reimbursement for workwear	\$ 80.00

EFT4772	13/08/2021	Farmways Kellerberrin	One pallet of rapid set concrete bags (60 bags), Mongrel zip side safety boots works crew & Maverick 18mm auto lock snap blade knife	\$ 811.99
EFT4773	13/08/2021	Kellerberrin Farmers Co-Operative	Council meeting refreshments 22/07/2021	\$ 277.28
EFT4774	13/08/2021	Prestige Alarms	24 Hour GPRS Monitoring of Security Alarm System - Quarterly payment	\$ 143.00
EFT4775	13/08/2021	SupaTurf WA	Supply and deliver 15litres tub DURAMARK white & black	\$ 424.60
EFT4776	13/08/2021	Telstra	Telstra charges for Administration office, Tabloid Office and Depot	\$ 858.43
EFT4777	19/08/2021	Adapt Electrical Solutions	Replaced faulty floodlights at pavilion (4) replace with LED	\$ 1,821.67
EFT4778	19/08/2021	Combined Tyres Cunderdin	Replacement tyre and tyre disposal for Amman Multitured Roller	\$ 1,372.80
EFT4779	19/08/2021	Cunderdin CRC	Bandicoot Advertising Comedy Gold	\$ 130.00
EFT4780	19/08/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 210.11
EFT4781	19/08/2021	J Blackwood & Son Pty Ltd	Supply and deliver Nabber Nifty part n ^o 01403748 as per your quote n ^o 108090734700	\$ 329.45
EFT4782	19/08/2021	Kellerberrin Medical Centre	Pre Employment Medical - Cheryl Button - Medical Examination & Drug & Alcohol test	\$ 70.00
EFT4783	19/08/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4784	19/08/2021	Metal Artwork Creations	Name Badge with the Shire of Tammin Logo for below; Plus freight Administration / Finance Officer, Finance/Administration Officer & Chief Executive Officer	\$ 36.85
EFT4785	19/08/2021	Robert Krieger Mechanical	Investigate and repair faulty isolator switch on Multi wheel roller (onsite)	\$ 99.00
EFT4786	19/08/2021	St John Ambulance Western Australia Ltd.	Country Kit service fee	\$ 526.35
EFT4787	19/08/2021	Synergy	Electricity charges for Town hall, Admin Office, car parking, Tamma Village, Kep, 12 Russell Street & 5 Nottage Way for periods 17/06/2021 - 13/08/2021	\$ 2,440.24
EFT4788	19/08/2021	Telstra	Office internet line	\$ 75.00
EFT4789	19/08/2021	The Workwear Group Pty Ltd	Uniform - Admin Staff(Payroll n# 84)	\$ 613.60
EFT4790	19/08/2021	Toll Ipec	Freight charges for Komatsu Grader parts	\$ 315.17
EFT4791	26/08/2021	Australian Taxation Office - BAS	BAS - July 2021	\$ 6,030.00
EFT4792	26/08/2021	CLAW Environmental Pty Ltd	Plastic drum collection & inspection fee	\$ 1,676.07
EFT4793	26/08/2021	Cunderdin Farmers Cooperative Company Ltd	snacks for Comedy Gold 19/08/2021	\$ 38.82
EFT4794	26/08/2021	Department of Fire and Emergency Services	2021/22 ESL Quarter 1 contribution	\$ 9,053.40
EFT4795	26/08/2021	Eric Preston T/A Leader Press / Trust Boss	1000 x rates notices A4 Cross perforation and back side colour	\$ 638.00
EFT4796	26/08/2021	Heswa Hyperlift	1 only Single leg 8mmx1.75m chain sling. Requires 1 x new 8mm swivel latch lock hook, 1 x new hammerlock, tag, test & certify	\$ 129.80
EFT4797	26/08/2021	Kenneth Pryer	Run Audio and Sound for Comedy Gold 19th August 2021	\$ 500.00
EFT4798	26/08/2021	Officeworks	Various office stationary supplies & bin bags for the Depot + freight	\$ 233.99
EFT4799	26/08/2021	Promotional Exposure	Balance of Comedy Gold Tour 2021	\$ 1,760.00
EFT4800	26/08/2021	WA Contract Ranger Services Pty Ltd	Ranger services for the month of August 2021	\$ 561.00
EFT4801	26/08/2021	Wheatbelt Office and Business Machines	Printing charges 19/07/2021 - 18/08/2021	\$ 229.13
Subtotal				\$ 75,821.10

Cheque Payments				
6795	19/08/2021	Water Corporation	Water charges various locations 14/06/2021 - 12/08/2021	\$ 1,562.48
Subtotal				\$ 1,562.48

NAB Visa Payment				
DD1840.1	03/08/2021	NAB Business Visa	NAB Visa Transactions from 29/06/2021 to 28/07/2021	\$ 6,961.13
Subtotal				\$ 6,961.13

Direct Debit				
DD1835.1	03/08/2021	Australian Super	Superannuation contributions	\$ 384.07
DD1835.2	03/08/2021	Aware Super	Superannuation contributions	\$ 2,690.29
DD1835.3	03/08/2021	Spirit Super	Superannuation contributions	\$ 279.06
DD1844.1	17/08/2021	Australian Super	Superannuation contributions	\$ 383.54
DD1844.2	17/08/2021	Aware Super	Superannuation contributions	\$ 2,857.61
DD1844.3	17/08/2021	Spirit Super	Superannuation contributions	\$ 279.30
DD1849.1	19/08/2021	Messages on Hold	Interactive Voice Recordings from 18/08/21- 17/09/21	\$ 177.45
			Subtotal	\$ 7,051.32

Salaries & Wages				
	03/08/2021	Shire of Tammin	Salaries & Wages	\$ 21,080.27
	17/08/2021	Shire of Tammin	Salaries & Wages	\$ 21,319.70
			Subtotal	\$ 42,399.97

Total paid from Municipal Account for the month of August

\$140,912.33

11.2 Financial Management Report for the month of August 2021

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

Purpose of Report

For Council to receive the Monthly Financial Statement.

Background

Enclosed is the Monthly Financial Report for the month of August 2021 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

83% of rates were received prior to the due date of 27 August 2021. Final notices have been sent. Council road works program is underway and capex works projects have commenced. Accordingly, our cash flow position is currently strong; additionally we have received an advance payment of the Financial Assistance Grants.

Financial Implications

There are currently no financial implications as income and expenditure is in accordance with Budget.

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

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

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

- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*

- b) *budget estimates to the end of the month to which the statement relates;*
- c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- e) *the net current assets at the end of the month to which the statement relates.*

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

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

(3) *The information in a statement of financial activity December be shown —*

- a) *according to nature and type classification; or*
- b) *by program; or*
- c) *by business unit.*

(4) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*

- a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- b) *recorded in the minutes of the meeting at which it is presented.*

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

Policy Implications

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

- 6.2.1 Ensure sound long-term financial management and deliver value for money
- 6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

TSC 88/21 MOTION

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

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

Moved: Cr Batchelor

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

12.1 Local Government Elections 2021 – Result and Extraordinary Election

Location:	Shire of Tammin
Applicant:	Gary Martin
Date: 16 September 2021	16 September 2021
Author: Gary Martin – Acting CEO	Gary Martin – Acting CEO
Item Approved by:	CEO
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.1 – WAEC Letter

Proposal/Summary

The Local Government election conducted by the WAEC to fill three vacancies resulted in two nominations being received by 4pm on Nomination Day. As a result one vacancy remains to be filled and will be subject to an extraordinary election.

This report details the two new Councillors and the setting of a date for the extraordinary election and process including the appointment of the WAEC to conduct the election on behalf of the Shire.

Background

There were three vacancies to be filled in October due to the expiration of the terms of Office for the positions held by Councillors Greenwood, Caffell and Daniels. The Council decided in July 2021 to appoint the WAEC to conduct the election on behalf of the Shire.

At the close of nominations at 4pm on Thursday 9th September 2021, two nominations were received for the three vacancies. As a result Mr Barry Leslie and Miss Courtney Thomson were declared elected unopposed for a term of four years ending 18th October 2025.

The unfilled vacancy is now subject to an extraordinary election process. The day to hold an extraordinary election is a day fixed by the President, in writing, or by the Council at a meeting held within one month after the vacancy occurs and which allows enough time for the electoral requirements to be complied with, and not later than four months after the vacancy occurs.

It is proposed that the Council appoint the WAEC to conduct the extraordinary election. Under section 4.20(4) the agreement of the WAEC is required, and also the Council is required to nominate under section 4.61(1) that the method of conducting the election will be as an in-person election. Due to the timing and circumstances the Council may wish to consider a postal election.

The WAEC was consulted regarding the appointment and the date of the extraordinary election. The suggested earliest date is Saturday 18 December 2021. Although this date may not be ideal just prior to Christmas, it is the earliest date to fill the vacancy and it is thought January would not be as suitable

due to the holiday period and people absent from the Shire. It is possible that the vacancy will only attract one nomination and the position filled on Nomination Day.

In accordance with s4.37 a new electoral roll need not be prepared for the extraordinary election if held less than 100 days after the Election Day, and the CEO, with the approval of the WAEC decides that the Roll is suitable for use at the extraordinary election.

Normally the CEO is the Returning Officer for the Shire elections. This is not recommended in the current circumstances with a new CEO commencing in October, and the recent experience of the WAEC conducting the election proved positive.

Comment

The completion of the electoral process in a straightforward manner is critical for the governance of the Shire. It is possible to operate with only five members for a short period but a full complement of six is required for the good governance of the Shire.

It is recommended that the Council appoint the WAEC to conduct the election on its behalf. The WAEC is the professional organization which conducts numerous elections, including many local governments with its experienced staff. The conduct of the election up to Nomination Day was very positive.

It will be necessary to arrange an initial induction process for the two new Councillors and this will need to lead on to formal training. This will need to be the subject of another separate future report

The current sitting Councillors remain in their position until the 16 October 2021. The Shire President holds that position until a new President is elected. It is proposed that the new Councillors make their declaration of Office before the opening of the October OCM on Thursday 28 October 2021, followed by the election for Shire President and Deputy President and appointment to Committees and Shire representatives to various organizations.

That will also be the first meeting with the new CEO Joanne Sonderlund. It is recommended that the Council then consider holding a future Workshop session with the new CEO to review this year's budget priorities and Corporate Plans as part of the induction process and review of the status of the Shire following the interruption in management created by the departure of the previous CEO.

Consultation

The WAEC has been consulted.

Policy Implications

There are no known policy implications however the WAEC experience may result in this becoming the arrangements for future elections in a similar manner as many other local governments.

The WAEC has provided agreement to be responsible for the conduct of the extraordinary election in 2021 in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may be required.

Financial Implications

The original estimated cost of the WAEC to conduct an in person ballot was \$11,000, but that is likely to be less (\$5000) if the vacancies are filled on Nomination Day. The saving from that process will cover much of the estimated cost of the extraordinary election (\$9000), particularly if it also does not proceed beyond Nomination Day.

The Shire has budgeted \$7000 for the election in 2021.

Strategic Implications

TSC 89/21 MOTION

That the Council:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the local government extraordinary election together with any other elections or polls which may be required
- Declare, in accordance with section 4.61(1) of the *Local Government Act 1995* that the method of conducting the election will be as an in-person election.
- Declare, in accordance with Section 4.9(1) of the *Local Government Act 1995* that the date for the extraordinary election is Saturday 18 December 2021.

Moved: Cr Greenwood

Seconded: Cr Batchelor

Vote: Absolute Majority

Carried: 5/0

13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

14. MATTERS FOR CONSIDERATION – TOWN PLANNING

Nil

15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

The matter will be considered behind closed doors in accordance with Section 5.23(2) (b) and (e) of the Local Government Act as it related to the personal affairs of a person and a contract that may be entered into.

TSC 90/21 MOTION

That the meeting be moved behind closed doors at 5:15 in accordance with Section 5.23(2) (b) and (e) of the Local Government Act 1995.

Moved: Cr Caffell

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 5/0

16.1 PRIVATE & CONFIDENTIAL ITEM

See report provided under separate cover.

TSC 91/21 MOTION

That the meeting move from behind closed doors at 5:17pm.

Moved: Cr Daniels

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 5/0

The President read aloud the resolution pertaining to confidential items.

TSC 92/21 MOTION

That Council extends the appointment of Gary Martin as Acting Chief Executive Officer for an additional period of two weeks ending Friday 15 October 2021.

Moved: Cr Greenwood

Seconded: Cr Batchelor

Vote: Absolute Majority

Carried: 5/0

Shire President Michael Greenwood presented a certificate of recognition to Cr Caffell and Cr Daniels for their commitment and service to Council over their 4-year term.

Deputy President Glenice Batchelor presented a certificate of recognition to President Michael Greenwood on his 17-year term as Councilor, 4 of these being Shire President and thanked President Greenwood for his outstanding commitment and dedication to the Tammin community.

See below attachment for details of President Michael Greenwoods service.

17. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5:25pm.

CR MICHAEL GREENWOOD
SERVICE TO THE SHIRE OF TAMMIN

1. Michael was first elected in 2004 and made his Declaration of Office at his first Ordinary Council meeting held on the 1 December 2004.
2. Since that time Michael has attended 192 Ordinary Council meetings spread across his 17 years of service.
3. Michael was elected Shire President at the meeting held 26 October 2017, a position he has held to now.
4. The attendance at these meetings are only indicative of the dedicated service Michael has given to the Shire, they do not include all the committee and external agency meetings he has attended, as well as generally representing the Tammin community with special emphasis on the local Seniors.
5. Michael has always put his civic duty and pride in his community before self-interest and his personal and business commitments. Often this has meant personal sacrifice.
6. During this period, Michael has served with some 7 Chief Executive Officers and this has included attending a weekly meeting to keep abreast of local affairs and to provide support and advice. That has been much appreciated by the Shire employees.
7. There is no doubt that the Shire and community of Tammin have benefited from Michaels dedicated commitment to local government and on behalf of all the Councillors, staff and community we wish you all the very best for the future and thank you for your long, dedicated service.