

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### AGENDA



### NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Thursday 25 February 2021** in Council Chambers, 1 Donnan Street, Tammin, commencing at **5:00pm**.

Neville Hale  
Chief Executive Officer  
18 February 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 will declare the meeting open at \_\_\_\_\_ pm.

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

#### **Present:**

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

#### **In Attendance:**

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

#### **Leave of Absence previously granted:**

Nil

#### **Apologies:**

Nil

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

### **4. PUBLIC QUESTION TIME**

### **5. APPLICATIONS FOR LEAVE OF ABSENCE**

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

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

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

**8.1 Ordinary Council Meeting Minutes – 17 December 2020**

**Recommendation**

That the minutes of the Ordinary Council Meeting held on 17 December 2020 be confirmed as a true and accurate record of proceedings.

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

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

**8.2 Special Council Meeting Minutes – 2 July 2020**

**Recommendation**

That the minutes of the Special Council Meeting held on 2 July 2020 be confirmed as a true and accurate record of proceedings.

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

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

**8.3 Special Council Meeting Minutes – 22 December 2020**

**Recommendation**

That the minutes of the Special Council Meeting held on 22 December 2020 be confirmed as a true and accurate record of proceedings.

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

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

**8.4 Special Council Meeting Minutes – 4 February 2021**

**Recommendation**

That the minutes of the Special Council Meeting held on 4 February 2021 be confirmed as a true and accurate record of proceedings.

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

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

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION
10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

## 11. MATTERS FOR CONSIDERATION – FINANCE

### 11.1 List of Payments for December 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	05 January 2020
<b>Author:</b>	Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 11.1 – Payment List Attachment Item 11.1 - Credit Card Statement

#### Purpose of Report

For Council to ratify the accounts paid under Delegated Authority.

#### Background

The attached List of Accounts paid during the month of December 2020 totaling \$187,421 by way of:

Cheque numbers	6773 - 6775	\$10,619.47
Direct debit payments	01/12/20 – 31/12/20	\$7,863.48
Licensing transfers	01/12/20 – 31/12/20	\$1,325.90
Bank fees	01/12/20 – 31/12/20	\$174.42
VISA payments	01/12/20 – 31/12/20	\$877.80
EFT payments	EFT 4239 – EFT 4288	\$121,336.64
Salaries and wages	01/12/20 – 31/12/20	\$45,223.29
<b>Total payments</b>	<b>01/12/20 – 31/12/20</b>	<b>\$187,421.00</b>

#### 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

#### **Recommendation**

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

Municipal Fund payments totaling \$187,421.00 on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

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

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



Payment List				
Ref	Date	Creditor	Description	Amount
<b>Licensing</b>				
66	01/12/2020	Department of Transport	Daily Licensing Fee	\$ 165.50
66	03/12/2020	Department of Transport	Daily Licensing Fee	\$ 89.70
66	04/12/2020	Department of Transport	Daily Licensing Fee	\$ 29.75
66	08/12/2020	Department of Transport	Daily Licensing Fee	\$ 109.00
66	15/12/2020	Department of Transport	Daily Licensing Fee	\$ 204.55
66	17/12/2020	Department of Transport	Daily Licensing Fee	\$ 24.50
66	18/12/2020	Department of Transport	Daily Licensing Fee	\$ 702.90
			<b>Subtotal</b>	<b>\$ 1,325.90</b>
<b>Bank Fees</b>				
66	01/12/2020	MERCHANT FEES	MERCHANT FEES	\$ 22.00
66	02/12/2020	BANK FEES	NAB CONNECT BANK FEES	\$ 26.24
66	03/12/2020	BANK FEES	NAB TRANSACT BANK FEES	\$ 4.90
66	03/12/2020	MERCHANT FEES	CBA MERCHANT FEES	\$ 124.33
66	18/12/2020	BANK FEES	TRANSACT FEE REFUND	-\$ 3.05
			<b>Subtotal</b>	<b>\$ 174.42</b>
<b>EFT Payment</b>				
EFT4239	10/12/2020	Adapt Electrical Solutions	Supply and install new Exit light sign on North East entry at bowling club. Supply and install new emergency light testing kit and record book	\$ 3,195.00
EFT4240	10/12/2020	Avon Waste	Domestic Refuse Collection for the month of November	\$ 2,562.90
EFT4241	10/12/2020	Combined Tyres Cunderdin	Supply and fit new tyre for Grader	\$ 1,463.00
EFT4242	10/12/2020	Conway Highbury Pty Ltd	Review of the delegations register incorporating recent regulation amendments	\$ 1,540.00
EFT4243	10/12/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4244	10/12/2020	DKT Rural Agencies	One pack of fence dropper Yorkrakine Road	\$ 154.00
EFT4245	10/12/2020	Kellerberrin Farmers Co-Operative	Council Meeting refreshments for Ordinary Council Meeting 25/11/2020	\$ 243.63
EFT4246	10/12/2020	LGRCEU	Payroll deductions	\$ 20.50
EFT4247	10/12/2020	Not Too Dusty Plant Hire	Dry Hire of Water Cart for road works at a rate of \$350/day+gst	\$ 1,925.00
EFT4248	10/12/2020	Perfect Computer Solutions	Monthly fee for daily monitoring for the month of November	\$ 85.00
EFT4249	10/12/2020	Southern Cross Austereo Pty Ltd	Around the Towns interviews - November	\$ 88.00
EFT4250	10/12/2020	Synergy	Street lighting for period 25/10/2020 - 24/11/2020	\$ 2,747.12
EFT4251	10/12/2020	T & T Wilkins	Cleaning of housing gutters at 5 & 3 Nottage & 14& 12 Russel Street	\$ 374.00
EFT4252	10/12/2020	The Workwear Group Pty Ltd	Work Uniform order - Admin Officer	\$ 201.20
EFT4253	10/12/2020	Toll Ipec	Freight charges for portable weather meter & aqua pump for Oval	\$ 54.19
EFT4254	10/12/2020	WA Contract Ranger Services Pty Ltd	Ranger Services 27/10/2020, 10/11/2020 & 26/11/2020	\$ 748.00
EFT4255	10/12/2020	Western Australian Local Government Association (WALGA)	Attendance for MWS at 2021 Transport and Roads Forum 11/02/2021 Crown Perth	\$ 70.00
EFT4256	10/12/2020	Wheatbelt Motors	Recoil spring on Honda Motor (sprayer) on TN4	\$ 66.00
EFT4257	10/12/2020	Wright Express Australia Pty Ltd (Puma)	Fuel charges for various vehicles for the month of November	\$ 5,325.55
EFT4258	10/12/2020	Youlie and Son Spreading Services	06/11/2020 Dry hire roller Tammin Golf Club Return to Yorkrakine	\$ 1,826.00
EFT4259	17/12/2020	Adapt Electrical Solutions	Install new lighting and rewiring at the back of the Town Hall	\$ 1,170.00
EFT4260	17/12/2020	Australia Post	Postage charges for the month of November 2020	\$ 45.40
EFT4261	17/12/2020	Bungulla Farming Pty Ltd	Bond reimbursement for Bus hire, picked up on the Friday the 11/12/2020 for event on the 13/12/2020	\$ 200.00

EFT4262	17/12/2020	Earthstyle Contracting Pty Ltd	Shoulder work as per RFT 02-2020 on Tammin South SLK 3.9 to 5.0 (4,400m <sup>2</sup> ) & 5.0 to 8.0 (12,000m <sup>2</sup> ),	\$ 62,590.00
EFT4263	17/12/2020	Farmways Kellerberrin	Maintenance materials for parks and gardens various items	\$ 1,646.15
EFT4264	17/12/2020	Glenice Batchelor	Sitting fee for Zone meeting held on the 26 November 2020 and travel reimbursement	\$ 198.86
EFT4265	17/12/2020	ITVision	SynergySoft license fee for the month of December	\$ 2,172.50
EFT4266	17/12/2020	J.L Norgate	Lay pavers at the back of Town Hall near the bowling club and on the side of the Lesser hall, total area of 200m <sup>2</sup> . Drain pipes and fittings to connect. Pavers and sand supplied by the Shire of Tammin	\$ 7,810.00
EFT4267	17/12/2020	Officeworks	2021 Diaries for works crew, stick notes 18pk and postage charges	\$ 108.36
EFT4268	17/12/2020	Perfect Computer Solutions	13/10/2020 Recreate user profile, 15/10/2020 Update Mitel Audio file, 20/10/2020 Setup OHS access and email	\$ 212.50
EFT4269	17/12/2020	Synergy	Town Hall, Office, Oval, Car park lighting, Kadjininy Kep electricity charges 13/10/2020 - 11/12/2020	\$ 1,552.16
EFT4270	17/12/2020	Telstra	Admin Office, Depot & Tabloid internet and phone line 22/11/2020 - 22/12/2020	\$ 991.03
EFT4271	17/12/2020	The trustee for The Andrew Family Business Trust (Allstrong Garage Door)	Full service on roller doors to 12 & 14 Russell Street, repaired manual release carriage on roller door at 12 Russell Street	\$ 495.00
EFT4272	17/12/2020	Toll Ipec	Freight charges OHS, Sunny signs & parts for John Deere	\$ 265.54
EFT4273	24/12/2020	Bruce Rock Engineering	TN2202 Works on front dolly guard, weld cracks dolly rear guard, install t/table rebuild kit, TN2203 replace dolly rubber guard, etc. and materials. TN302 Replace broken ring feeder.	\$ 5,555.33
EFT4274	24/12/2020	Charmaine Thomson	Ordinary Council Meeting 17/12/2020 Sitting fee & Travel	\$ 149.68
EFT4275	24/12/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4276	24/12/2020	Glenice Batchelor	Special Council Meeting & Audit Committee Meeting held 22 December 2020 sitting and travel fee	\$ 256.00
EFT4277	24/12/2020	John Phillips Consulting	Professional services CEO Review 2020 contract renewal 2021	\$ 2,200.00
EFT4278	24/12/2020	LGIS Risk Management	Regional Risk Co-Ordinator fee 2020-21 1st Instalment	\$ 1,562.80
EFT4279	24/12/2020	LGRCEU	Payroll deductions	\$ 20.50
EFT4280	24/12/2020	MB Power & AirCon	Hire of Cherry picker and installation of speed display signage	\$ 489.50
EFT4281	24/12/2020	Merredin Glazing Service	Supply and install 8 Diamond Grills windows and travel 3 Nottage Way	\$ 5,476.68
EFT4282	24/12/2020	Michael Greenwood	Special Council Meeting & Audit Committee Meeting held 22 December 2020 sitting and travel fee	\$ 518.98
EFT4283	24/12/2020	Nicholas Caffell	Ordinary Council Meeting 17/12/2020 Sitting fee & Travel	\$ 138.21
EFT4284	24/12/2020	T & T Wilkins	Repair on patio unit 5 Tamma Village	\$ 734.80
EFT4285	24/12/2020	Tammin Bowling Club	Refreshments & Hire of Club including bar staff 17/12/2020.	\$ 750.00
EFT4286	24/12/2020	Tania Daniels	Special Council Meeting & Audit Committee Meeting held 22 December 2020 sitting and travel fee	\$ 291.84
EFT4287	24/12/2020	Tanya Nicholls	Special Council Meeting & Audit Committee Meeting held 22 December 2020 sitting and travel fee	\$ 331.97
EFT4288	24/12/2020	Telstra	Administration office internet charges for the months of October and November	\$ 165.00
			<b>Subtotal</b>	<b>\$ 121,336.64</b>

<b>Cheque Payment</b>				
6773	10/12/2020	Water Corporation	Water charges 14/10/2020 - 05/12/2020 Barrack road standpipe	\$ 519.46
6774	17/12/2020	Water Corporation	Water charges various locations 8/10/2020 - 10/12/2020	\$ 10,076.05
6775	24/12/2020	Water Corporation	Water charges for Yorkrakine Hall 14/10/2020 - 16/12/2020	\$ 23.96
			<b>Subtotal</b>	<b>\$ 10,619.47</b>
<b>NAB Visa</b>				
DD1670.1	03/12/2020	NAB Business Visa	NAB Visa Transactions from 29/10/2020 to 27/11/2020	\$ 877.80
			<b>Subtotal</b>	<b>\$ 877.80</b>
<b>Direct Debit</b>				
DD1648.1	08/12/2020	Aware Super	Superannuation contributions	\$ 3,268.37
DD1648.2	08/12/2020	Australian Super	Superannuation contributions	\$ 383.46
DD1659.1	22/12/2020	Aware Super	Superannuation contributions	\$ 3,790.81
DD1659.2	22/12/2020	Australian Super	Superannuation contributions	\$ 420.84
			<b>Subtotal</b>	<b>\$ 7,863.48</b>
<b>Salaries &amp; Wages</b>				
	08/12/2020	Shire of Tammin	Salaries & Wages	\$ 21,422.60
	22/12/2020	Shire of Tammin	Salaries & Wages	\$ 23,800.69
			<b>Subtotal</b>	<b>\$ 45,223.29</b>
<b>Total paid to Municipal Account for the month of December</b>				<b>\$ 187,421.00</b>

## 11.2 List of Payments for January 2021

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	11 February 2021
<b>Author:</b>	Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 11.2 – Payment List Attachment Item 11.2 - 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 January 2021 totaling \$91,562.54 by way of:

Cheque numbers	6776 - 6777	\$149.70
Direct debit payments	01/01/21 – 31/01/21	\$8,356.57
Licensing transfers	01/01/21 – 31/01/21	\$7,297.90
Bank fees	01/01/21 – 31/01/21	\$95.17
VISA payments	01/01/21 – 31/01/21	\$574.99
EFT payments	EFT 4289 – EFT 4321	\$33,220.88
Salaries and wages	01/01/21 – 31/01/21	\$42,442.32
<b>Total payments</b>	<b>01/01/21 – 31/01/21</b>	<b>\$91,562.54</b>

### 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**

- (2) 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 —
- c) 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
  - d) Petty cash systems.
- (4) 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.
- (5) Payments made by a local government —
- c) Subject to sub-regulation (4), are not to be made in cash; and
  - d) 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.
- (6) 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**

- (3) A payment may only be made from the municipal fund or the trust fund —
- c) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
  - d) Otherwise, if the payment is authorised in advance by a resolution of the council.
- (4) 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**

- (4) 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 —
- e) The payee's name;
  - f) The amount of the payment;
  - g) The date of the payment; and
  - h) Sufficient information to identify the transaction.
- (5) A list of accounts for approval to be paid is to be prepared each month showing —
- c) For each account which requires council authorisation in that month —
    - (iv) The payee's name;
    - (v) The amount of the payment; and
    - (vi) Sufficient information to identify the transaction; and
  - d) The date of the meeting of the council to which the list is to be presented.

- (6) A list prepared under sub-regulation (1) or (2) is to be —
- c) Presented to the council at the next ordinary meeting of the council after the list is prepared;  
and
  - d) 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

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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

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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

#### **Recommendation**

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

Municipal Fund payments totaling \$91,562.54 on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

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

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

Vote: Simple Majority

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

Payment List				
Ref	Date	Creditors	Description	Amount
<b>Licensing</b>				
67	06/01/2021	Department of Transport	Daily Licensing Fee	\$ 95.90
67	07/01/2021	Department of Transport	Daily Licensing Fee	\$ 195.10
67	08/01/2021	Department of Transport	Daily Licensing Fee	\$ 23.90
67	11/01/2021	Department of Transport	Daily Licensing Fee	\$ 367.60
67	12/01/2021	Department of Transport	Daily Licensing Fee	\$ 289.30
67	13/01/2021	Department of Transport	Daily Licensing Fee	\$ 452.15
67	14/01/2021	Department of Transport	Daily Licensing Fee	\$ 128.40
67	18/01/2021	Department of Transport	Daily Licensing Fee	\$ 4,133.95
67	25/01/2021	Department of Transport	Daily Licensing Fee	\$ 404.95
67	27/01/2021	Department of Transport	Daily Licensing Fee	\$ 121.30
67	29/01/2021	Department of Transport	Daily Licensing Fee	\$ 1,085.35
			<b>Subtotal</b>	<b>\$ 7,297.90</b>
<b>Bank Fees</b>				
67	04/01/2021	5 - MERCHANT FEES	CBA MERCHANT FEES	\$ 64.18
67	28/01/2021	1 - BANK FEES	NAB CONNECT BANK FEES	\$ 20.99
67	29/01/2021	1 - BANK FEES	MUNICIPAL ACCOUNT BANK FEES	\$ 10.00
			<b>Subtotal</b>	<b>\$ 95.17</b>
<b>EFT Payment</b>				
EFT4289	07/01/2021	Australian Taxation Office - BAS	BAS - November 2020	\$ 2,208.00
EFT4290	07/01/2021	Avon Waste	Domestic Refuse collection & recycling collection charges for the month of December 2020	\$ 2,846.46
EFT4291	07/01/2021	Combined Tyres Cunderdin	replace two grader tyre, repair to flat top trailer & disposal charges	\$ 2,728.00
EFT4292	07/01/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4293	07/01/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4294	07/01/2021	Office of the Auditor General	Fee for the certification of the Roads to Recovery - year ending 30 June 2020	\$ 2,200.00
EFT4295	07/01/2021	Southern Cross Austereo Pty Ltd	Around the Town interview Triple M - month of December	\$ 88.00
EFT4296	07/01/2021	Synergy	Street lighting - 02/12/2020 - 04/01/2021	\$ 1,709.21
EFT4297	07/01/2021	Telstra	Broadband services charges, Council tablet charges, LH, MWS & CEO Mobile charges	\$ 244.93
EFT4298	07/01/2021	WA Contract Ranger Services Pty Ltd	Ranger Services 08/12/2020	\$ 280.50
EFT4299	07/01/2021	Wheatbelt Plumbing & Gas	Remove existing basin in Town Hall men's toilets and replace. Repair copper pipework an cistern	\$ 1,474.00
EFT4300	07/01/2021	Wright Express Australia Pty Ltd (Puma)	Fuel charges for various vehicles for the month of December	\$ 3,144.41
EFT4301	07/01/2021	Wyalkatchem Weekly	Advertisement for seniors musical luncheon addition 02/10/2020	\$ 25.00
EFT4302	14/01/2021	Adapt Electrical Solutions	Check & Replace 2 faulty Emergency Exit lights at the depot remove chirstmas lights from main street christmas tree, check faulty alarm on septic system at 5 Nottage Way	\$ 1,750.00
EFT4303	14/01/2021	Australia Post	Postage charges for the month of December, iphone cable brought for iphone MWS	\$ 75.15
EFT4304	14/01/2021	Glenwarra Development Services	1st Quarter 200/21 - Planning Services, scheme review during 2nd quarter	\$ 1,908.50

EFT4305	14/01/2021	Kellerberrin Farmers Co-Operative	Ordinary Council Meeting refreshments 17/12/2020	\$ 132.68
EFT4306	14/01/2021	Komatsu Australia Pty Ltd	filters and parts for service on Komatsu grader GD555 serial n° 55241	\$ 707.96
EFT4307	14/01/2021	Officeworks	Various cleaning products - 2021 diary for OHS & Office refreshments	\$ 154.01
EFT4308	14/01/2021	Shire of Quairading	CESM shared billing July - Sept 2020	\$ 3,985.97
EFT4309	14/01/2021	Sunny Sign Company	Supply and deliver 2 signs PR 800X600 1282696 No Dumping as per quote 408305	\$ 117.70
EFT4310	14/01/2021	Telstra	Admin & Depot phone line charges for landline and internet from the 22/12/2020 - 22/01/2021	\$ 849.18
EFT4311	14/01/2021	The Workwear Group Pty Ltd	Uniform for admin staff	\$ 158.40
EFT4312	14/01/2021	Toll Ipec	Freight charges for library books	\$ 15.40
EFT4313	21/01/2021	Adapt Electrical Solutions	Replace faulty float sensor at Town Dam Tank, includes parts and labour	\$ 973.50
EFT4314	21/01/2021	Cannon Hygiene Australia Pty Ltd	Sanitary Unit service - Town Hall, Admin office, Public Toilets and Depot, Sharps Service annual costs	\$ 1,441.12
EFT4315	21/01/2021	Chefmaster Australia	Various Rubbish bags	\$ 894.16
EFT4316	21/01/2021	Cunderdin Farmers Cooperative Company Ltd	Card and eggs for farewell breakfast for Leading Hand	\$ 11.98
EFT4317	21/01/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4318	21/01/2021	ITVision	SynergySoft license fee for the month on January 2021	\$ 2,172.50
EFT4319	21/01/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4320	21/01/2021	Toll Ipec	freight charges for Library books & Komatsu Grader parts	\$ 46.20
EFT4321	21/01/2021	Woodstock Electrical	Cable location at Tammin train station for installation of warning sign posts & Travel	\$ 288.20
			<b>Subtotal</b>	<b>\$33,220.88</b>
<b>NAB Visa Payments</b>				
DD1675.1	04/01/2021	NAB Business Visa	NAB Visa Transactions from 28/11/2020 to 29/12/2020	\$ 574.99
			<b>Subtotal</b>	<b>\$ 574.99</b>
<b>Cheque Payments</b>				
6776	07/01/2021	Shire of Tammin	6 Month registration for TN251	\$ 49.70
6777	21/01/2021	Patrick McDermott	Gratuity payment for three year shire employee service	\$ 100.00
			<b>Subtotal</b>	<b>\$ 149.70</b>
<b>Direct Debits</b>				
DD1668.1	05/01/2021	Aware Super	Superannuation contributions	\$ 3,329.28
DD1668.2	05/01/2021	Australian Super	Superannuation contributions	\$ 372.25
DD1680.1	19/01/2021	Messages on Hold	Interactive Voice Recordings, 18/01/2021 to 17/02/2021	\$ 177.45
DD1682.1	19/01/2021	Aware Super	Superannuation contributions	\$ 3,353.38
DD1682.2	19/01/2021	Australian Super	Superannuation contributions	\$ 175.16
DD1690.1	25/01/2021	Western Australian Treasury Corporation	Government Guarantee Fee for period ending 31 December 2020 (Loan 78,79,80,81,82)	\$ 949.05
			<b>Subtotal</b>	<b>\$ 8,356.57</b>
<b>Salaries &amp; Wages</b>				
	05/01/2021	Shire of Tammin	Salaries & Wages	\$21,665.50
	19/01/2021	Shire of Tammin	Salaries & Wages	\$20,776.82
			<b>Subtotal</b>	<b>\$42,442.32</b>
<b>Total paid to Municipal Account for the month of January</b>				<b>\$91,562.54</b>



### 11.3 Financial Management Report for the month of December 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	17 February 2021
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.3 - December 2020 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 December 2020 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

#### **Comment**

At this stage of the budgeted income and expenditure cycle, we have received over 85% of our rates income together with the various grants whilst we have yet to incur expenditure on the major road works program. Accordingly, our cash flow position is currently strong.

#### **Financial Implications**

There are currently no financial implications as income and expenditure is in accordance with Budget. It is noted that approval has been given for unbudgeted expenditure to be incurred in October 2020 with provision made to cover this expenditure prior to the mid-year budget review.

#### **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.*

(5) *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.*

(7) *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

**Recommendation**

That Council adopt the Monthly Financial Report for the period ending 31 December 2020 comprising;

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

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

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

Vote: Simple Majority

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

#### 11.4 Financial Management Report for the month of January 2021

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	18 February 2021
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.4 - January 2021 Monthly Financial Report

#### **Purpose of Report**

For Council to receive the Monthly Financial Statements

#### **Background**

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

#### **Comment**

At this stage of the budgeted income and expenditure cycle, we have received over 85% of our rates income together with the various grants whilst we have yet to incur expenditure on the major road works program. Accordingly, our cash flow position is currently strong.

#### **Financial Implications**

There are currently no financial implications as income and expenditure is in accordance with Budget. It is noted that approval has been given for unbudgeted expenditure to be incurred in October 2020 with provision made to cover this expenditure prior to the mid-year budget review.

#### **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.*

*(3) 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 —*

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

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

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

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

- d) *according to nature and type classification; or*
- e) *by program; or*
- f) *by business unit.*

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

- c) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- d) *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

**Recommendation**

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

c) Statement of Financial Activity

d) Note 1 to Note 12

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

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

Vote: Simple Majority

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

## 11.5 Section 7.12A(4) - 2019/20 Financial Year – Audit Report – Significant Adverse Finding

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Audit & Risk Committee
<b>Date:</b>	18 February 2021
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN02 – Audit
<b>Attachment/s:</b>	Attachments Attachment Item 11.5 – Shire of Tammin OAG Opinion

### Purpose/Summary

The Shire's Audit & Risk Committee to advise Council of a significant adverse trend identified in the Shire's 2019/20 Audit Report.

### Background

Ton 22 December 2021, in consultation with the Office of the Auditor General, the Audit & Risk Committee reviewed the contents of the Auditors Report for the 2019/2020 Financial Year and recommends:

#### *That Council:*

- 1. note the adverse Audit finding in respect to the Operating Surplus Ratio for the 2019/20 Financial Year, as reported to the Audit Committee and Council on 22 December 2020, including the additional Management comment provided and the action taken to address this matter ;*
- 2. in accepting this report, authorize the Chief Executive Officer to forward a copy of the Report to the Minister in accordance with section 7.12A(4)(b) of the Local Government Act, 1995; and,*
- 3. publish a copy of this Report on its website in accordance with the provisions of section 7.12A(4)(b).*

The Shire's 2019/20 Annual Report, inclusive of the Audit Report was presented to the Shire's Audit Committee and Council on 22 December 2020 wherein the Agenda included the following attachments:

*Attachment Item 3.1.1 - Shire of Tammin - Audit Report 30.06.20*

*Attachment Item 3.1.2 - Shire of Tammin - Annual Financial Statements 30.06.20*

*Attachment Item 3.1.3 - Shire of Tammin - Management Letter 30.06.20*

*Attachment Item 3.1.4 – Shire of Tammin – Annual Report 30.06.20*

The Audit Report identified the following matter:

*“Significant adverse trend in the financial position: Operating Surplus Ratio below the Department standard for the last three years.”*

A copy of the Shire's Annual Report, inclusive of the Auditors Report, and Council minutes were forwarded to DLGSC on 24 December 2020 in accordance with the requirements of the Act. A copy of the Minutes of the 22 December 2020 Special Council Meeting where placed on the Shire's website.

Section 7.12A(4) of the Local Government Act 1995 requires a local government to prepare a report:

- a) 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.

Furthermore, 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.*"

Accordingly, the following report is presented in accordance with the format required by the Office of the Auditor General.

## **REPORT**

### **Section 7.12A(4)(a) of the *Local Government Act 1995* Office of the Auditor General (OAG) – Performance Audit**

#### **Purpose of Report**

To inform Council and community members of a significant adverse trend identified by its Auditors. Moreover, the report, in the required form, was not presented to the Shire's Audit Committee and or Council at the 22 December 2020 Meetings when reviewing the 2019/20 Annual Report inclusive of the Audit Report.

#### **Significant Matter Identified by OAG**

*"Significant adverse trend in the financial position: Operating Surplus Ratio below the Department standard for the last three years."*

Where the Operating Surplus Ratio is calculated as:

*Operating revenue (AAS) LESS Contributions to capital outlays LESS operating expense (AAS) DIVIDED BY Own Source Revenue (FR50)*

Department Standard - Basic Standard between 0% and 15% and advanced with ratio greater than 15%.

#### **Implication**

DLGSC Guidelines on Financial Ratios offers the following comment:

The 'Operating Surplus Ratio' is a measure of the Shire's financial performance. A positive operating surplus ratio indicates the percentage of total own source revenue available to help fund proposed capital expenditure, transfer to cash reserves or to reduce debt. A negative ratio indicates the percentage increase in total own source revenue (principally rates) that would have been required to achieve a break-even operating result.

#### **Management Comment**

As indicated above, the Shire has, in previous annual audits, been advised of this on-going issue in regard to its Operating Surplus Ratio. As previously reported to the Shire's Audit & Risk Committee and Council, over 100 of 137 local governments have failed to meet the required standard at some time.



The CEO has sought independent comment on the Operating Surplus Ratio results following a self-assessment that identified a number of contributing factors influencing the Ratio outcome. Factors such as recognition of Federal Assistance Grants being inconsistent from year to year and the impact of non-cash depreciation.

Notwithstanding these issues, the CEO discussed the adverse trend with Mr Ron Back, a recognized specialist in the field of local government financial management who has amassed a data base of financial records for almost all shires going back a number of years. Having reviewed data relating to the Shire of Tammin.

Mr Back has provided the following comment in respect to the 2019/20 financial statements - **Significant adverse finding re Operating surplus ratio:**

***“Operating Surplus Ratio***

**Calculation** - *Operating revenue (AAS) LESS Contributions to capital outlays LESS operating expense (AAS DIVIDED BY Own Source Revenue (FR50)*

**Standard** - *Basic Standard between 0% and 15% and advanced with ratio greater than 15%.*

*Shire’s ratio 2019/20 -25%, 2018/19 -21% and 2017/18 -50%.*

**Comment** - *This ratio does not provide an accurate picture of operating results year on year. The volatility in the results is not a true reflection of the industries performance. The ratio is materially affected by the advance payments/adjustments of the Grants Commission grants and the non-recognition grants received for the renewal of assets (Roads) owned by the Crown. Results are also subject to wild fluctuations by using own source revenue as the denominator in the calculations. Underlying operating revenue would be a more appropriate denominator.*

***Shire of Tammin audit result***

*Irrespective of the views on the adequacy of this performance indicator, the legislation requires the Shire to calculate and report this ratio in its annual financial report. The Shire’s operating result has remained stable at \$250-\$300k loss. If consideration was given to grants provided for asset renewal the result would be positive.*

*The Shire has increased its rate revenue above CPI which has contributed the better performance, however it has been mindful of difficult economic climate and the impost on ratepayers. In addition, the results have been achieved despite the substantial increases arising from State charges. The Shire has also experienced a real reduction in its untied grants over the same period.*

***It is interesting to note that despite this “shortfall” in the operating surplus ratio the Shire’s Financial Health Indicator will rise from 60 in 2018/19 to 75 in 2019/20”.***

As noted by Mr Back, the Shire has increased its rate revenue by 6.0%, 8.8%, 5.5%, 6.5% and 5% over the past five years which has contributed to the better performance, however it has been mindful of difficult

economic climate and the impost on ratepayers. In addition, the results have been achieved despite the substantial increases arising from State charges. The Shire has also experienced a real reduction in its untied grants over the same period.

### **Action Taken or Intended to be Taken**

The Shire of Tammin has noted that whilst the Ratio has been below the required standard over the past three years, it has generally been improving. The inclusion of the non cash depreciation charge within the expenditure component of the calculation is a significant impediment to achieving a positive outcome.

The Shire will continue to monitor the Ratio results and identify factors within its control that can be addressed with a view to improving the Ratio outcome.

It is noted that COVID 19 measures introduced to support the community during 2020, including a zero rate increase for the 2020/21 financial year, will have an adverse impact on the Operating Surplus Ratio for the year ending 30 June 2021.

### **Completion or Proposed Completion Date**

Ongoing monitoring. The recognition of Federal Assistance Grants within the year to which they apply will go a long way to reducing the fluctuations currently experienced.

### **Consultation**

Mr Ron Back, Local Government Financial specialist

### **Statutory Implications**

#### **Division 4 — General**

##### **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**

N/A

**Financial Implications**

N/A

**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

**Recommendation**

That Council:

1. note the adverse Audit finding in respect to the Operating Surplus Ratio for the 2019/20 Financial Year, as reported to the Audit Committee and Council on 22 December 2020, including the additional Management comment provided and the action taken to address this matter ;
2. in accepting this report, authorize the Chief Executive Officer to forward a copy of the Report to the Minister in accordance with section 7.12A(4)(b) of the Local Government Act, 1995; and,
3. publish a copy of this Report on its website in accordance with the provisions of section 7.12A(4)(b).

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

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

Vote: Simple Majority

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

## 11.6 Corporate Business Plan Quarterly Report

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	18 February 2021
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.6 – Corporate Business Plan Report 2018-2022 – as at 31 December 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 2020/21 capital works program provides allocation for the following projects; Kadjiny Kep landscaping, Information bay, Tamma Village road upgrades, Town Hall curtains replacement, Pathway lighting alongside Hall, Coinda building reclad, Furniture and Equipment upgrade allocations at the Donnan Park Pavilion and Administration Office. Paving has been completed increasing accessibility from Tamma Village to the Public Toilets and the Lesser Hall. Footpath construction along Shields Street and Booth Street is in progress as well as an extensive road maintenance and renewal program both within the town site and wider road network.
2. Community Development Officer to improve signage in town site, showing directions to tourist's attractions such as Hunts Well, Yorkrakine Rock & Gardner Reserve, this to be part of the Information Bay project. Tammin Tourist brochure to be created and published in 2020/21.
3. 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 Community groups in grant applications and submissions.
4. Connecting Corridors grant to be finalised in 2020/21. Seedlings have been distributed to local farmers and awaiting fencing invoice to finalise and acquit.
5. Regular events are organised by the Shire of Tammin for the Tammin Community and Shire supports community group events. Upcoming events for 2021 will see the Achievement Awards held on 18 March 2021 at the Tammin Bowling Club and a date in the coming months to be secured for FUSE festival.
6. Council engaged new Town Planner Joe Douglas who will assist the Shire and the Community on all planning enquires and processes.
7. Long Term Financial Plan (LTFP) and Asset Management Plan to be reviewed. Contractors for Property and Land valuation to be engaged. Financial Management Review Audit contractor to commence audit in February 2021.

## **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

### **Recommendation**

That Council receive and endorse the Corporate Business Plan Report for the quarter ending 31 December 2020.

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

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

Vote: Simple Majority

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

## 12. MATTERS FOR CONSIDERATION – ADMINISTRATION

### 12.1 Annual Electors Meeting 2021

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	16 February 2021
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer – Neville Hale
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.1 – General Meeting of Electors Minutes 04.02.21

#### Proposal/Summary

The Annual General Meeting of Electors was held on Thursday, 04 February 2021 at the Shire of Tammin Lesser Hall.

#### Background

At its 22 December 2020 Special Council Meeting, Council adopted the Financial Statements, Audit Report and Management Letter from Office of Auditor General for the 2019/20 financial year.

The Annual Report (which includes the Annual Financial Statements and the Audit Report referred to above) was accepted by Council and a date set for the Annual General Meeting of Electors.

Under the *Local Government Act 1995* decisions made at the Annual General Meeting of Electors are to be referred through to the next Council meeting for further consideration.

Accordingly, any decisions made at the electors' meeting are to be considered by Council at its Ordinary Council Meeting to be held on 25 February 2020.

#### Comment

Minutes of the Annual General Meeting of Electors are attached. No decisions were made at the elector's meeting for recommendation through to Council.

#### Statutory Environment

##### Local Government Act 1995

###### *5.27. Electors' general meetings*

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.*

###### 5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council*

meeting or, if that is not practicable —

- (a) at the first ordinary council meeting after that meeting; or
  - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

### **Policy Implications**

Nil

### **Community Consultation**

No members of the community were in attendance. However, all Councillors, the CEO, Manager Works & Services and Manager of Finance & Administration were in attendance.

### **Financial Implications**

Nil

### **Risk Implications**

Nil

### **Strategic Implications**

#### Civic Leadership Strategies

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

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

#### Outcome

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

### **Recommendation**

That Council receive the minutes of the Annual General Electors Meeting held on Thursday, 4 February 2021 and note that there were no decisions made at the Meeting that required further consideration by Council.

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

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

Vote: Simple Majority

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



## 12.2 Shire of Tammin CEO Standards Recruitment, Selection, Performance Review and early Termination - Adoption

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Department of Local Government, Sport and Cultural Industries
<b>Date:</b>	9 February 2021
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADMIN
<b>Attachment/s:</b>	Attachment Item 12.2 – Model Standards CEO

### **Purpose of Report**

For Council to adopt the “Model CEO Standards” for the recruitment, selection, performance review and early termination of the Shire’s Chief Executive Officer.

### **Background**

The Local Government (Administration) Amendment Regulations 2021 which came into effect on 3 February 2021 bring into effect section 22 of the Amendment Act, introducing mandatory minimum standards that cover the recruitment, selection, performance review and early termination of the Shire’s Chief Executive Officer.

Local governments are required to prepare and adopt the Model Standards within three (3) months of these regulations coming into effect (3 May 2021).

The Model Standards are in accordance with Schedule 2 of the Local Government (Administration) Regulations 1996.

A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.

### **Comments**

The Model CEO Standards provide a framework for local governments to select a CEO in accordance with the principles of merit, probity, equity and transparency.

Key features of the Standards require Council:

- To establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;
- To determine the selection criteria for the position of CEO;

- By resolution of an absolute majority of the Council, approve a job description form for the position of CEO setting out the duties and responsibilities of the position, and the selection criteria as determined in accordance with the regulations;
- To establish a performance review process by agreement between the local government and the CEO; and,
- To conduct a recruitment and selection process where the incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

### **Consultation**

WALGA  
DLGSC

### **Statutory Implications**

#### **Local Government Act, 1995**

5.39A. Model standards for CEO recruitment, performance and termination

- (1) Regulations must prescribe model standards for local governments in relation to the following —
  - (a) the recruitment of CEOs;
  - (b) the review of the performance of CEOs;
  - (c) the termination of the employment of CEOs.
- (2) Regulations may amend the model standards.

s5.39B – Adoption of model standards

Required to adopt standards within three (3) months

The CEO must publish an up-to-date version of the adopted standards on the local government's official website.

#### **Local Government (Administration) Amendment Regulations 2021 (CEO Standards)**

As attached

### **Policy Implications**

The attached new CEO Standards for the recruitment, selection, performance review and early termination of the Shire's Chief Executive Officer is to be included in the shire's Policy Manual

### **Financial Implications**

N/A

### **Risk Implications**

The new Code requirements are intended to reduce the risk of inappropriate behaviours or influence being applied to Council's decision making processes

## **Strategic Implications**

(Refer to Strategic Community Plan), (Workforce Plan), Corporate Business Plan

## **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

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6.1.1 Deliver sustainable governance through transparent and robust policy and processes

## **Recommendation**

That Council:

1. Adopt the attached “Model CEO Standards” as the Shire of Tammin’s CEO Standards for the recruitment, selection, performance review and early termination of the Shire’s Chief Executive Officer
2. Authorise the Chief Executive Officer to update Council’s Policy Manual with the inclusion of this policy; and,
3. publish the adopted standards on the Shire of Tammin website

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

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

Vote: Absolute Majority

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

### 12.3 Shire of Tammin Code of Conduct - Adoption

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Department of Local Government, Sport and Cultural Industries
<b>Date:</b>	9 February 2021
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	ADMIN
<b>Attachment/s:</b>	Attachment Item 12.3 – Model Code of Conduct

#### **Purpose of Report**

For Council to adopt the “Model Code of Conduct” as the Shire of Tammin’s Code of Conduct for its Councillors, Committee Members and Candidates.

#### **Background**

The Local Government (Model Code of Conduct) Regulations 2021 took effect on 3 February 2021 requiring local governments to prepare and adopt the new Model Code within three (3) months of the regulations coming into effect (3 May 2021). A copy of the Regulations explanatory notes were provided to Councillors by email on 3 February 2021.

#### **Comments**

Previously, local governments were required to develop their own code of conduct and manage behavior in accordance with that code. The Model Code replaces the previous codes and applies to all members and candidates. It provides for a high-level process to deal with complaints to ensure a more consistent approach between local governments and across the sector. The intent of the Model Code is to address behavior through education rather than sanctions.

In adopting the Model Code, Council may include additional behaviours under Division 3 provided these are consistent with the Model Code. It is recommended that no changes be made to the Model Code at this time. Council, on 4 February 2021, appointed the Chief Executive Officer to receive and deal with complaints under the Code of Conduct and approved a Form for this purpose.

#### **Consultation**

WALGA  
DLGSC

#### **Statutory Implications**

Local Government Act 1995  
s5.103 – Model code of conduct for council members, committee members and candidates  
refer Local Government (Model Code of Conduct) Regulations 2021 – Schedule 1

#### s5.104 – Adoption of model code of conduct

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt\* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.  
*\* Absolute majority required.*
- (2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend\* the adopted code of conduct to incorporate the amendments made to the model code.  
*\* Absolute majority required.*
- (3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —
  - (a) can only be expressed to apply to council members or committee members; and
  - (b) are of no effect to the extent that they are inconsistent with the model code.
- (4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.  
Local Government (Model Code of Conduct) Regulations 2021 – Schedule 1 Model Code of Conduct
- (5) The model code is taken to be a local government’s adopted code of conduct until the local government adopts a code of conduct.
- (6) An alleged breach of a local government’s adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.
- (7) The CEO must publish an up-to-date version of a local government’s adopted code of conduct on the local government’s official website.

*“The purpose of the Model Code is to guide decisions, actions and behaviours. It also recognises that there is a need for a separate code for Council Members, Committee Members and Candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments.”*

#### **Policy Implications**

The attached new Code of Conduct will be included in Council’s Policy Manual

#### **Financial Implications**

N/A

#### **Risk Implications**

The new Code requirements are intended to reduce the risk of inappropriate behaviours or influence being applied to Council’s decision making processes

#### **Strategic Implications**

(Refer to Strategic Community Plan), (Workforce Plan), Corporate Business Plan

#### **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

**Recommendation**

That Council:

1. Adopt the attached Model Code of Conduct as the Shire of Tammin Code of Conduct in accordance with the Local Government (Model Code of Conduct) Regulations 2021;
2. Authorise the Chief Executive Officer to update Council's Policy Manual with the inclusion of this policy; and,
3. Publish the adopted Code of Conduct on the Shire of Tammin website.

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

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

Vote: Absolute Majority

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

## 12.4 Compliance Audit Return - 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	17 February 2021
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer – Neville Hale
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.4 - Compliance Audit Return 2020

### Proposal/ Summary

For Council to adopt the 2020 Compliance Audit Return as recommended by its Audit and Risk Committee.

### Background

Each local government is to carry out a compliance audit (following the end of each calendar year) against the requirements included in the Department of Local Government, Sports & Cultural Industries Compliance Audit Return (CAR).

The Report is first to be presented to the Audit & Risk Committee for its consideration and direction to address any issues it may have.

In cases of non-compliance, additional information is required, explaining or qualifying the issues, together with explanation of what remedial action has been taken or proposed, with such information to be included in the Agenda item. Each Councillor is to be provided the opportunity to review the completed Return and make comment.

The adoption of the Return is to be recorded in the minutes of the meeting.

The Return is to be submitted to the Department of Local Government by 31 March 2021.

### Comment

The Compliance Audit Return has been completed and presented to the Shire's Audit & Risk Committee in accordance with Regulations. The following areas were found to be non-compliant.

<b>Section / Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>
Elections Reg. 30G (1) & (2)	<i>Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G (6)</i>	No gifts received but nil return is now posted on site as from 18.01.21	As no gifts had been received the Register had not been activated as required

<b>Section / Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>
Official Conduct s5.121(3)	<i>Has the CEO published an up –to-date version of the register of the complaints on the official website?</i>	No complaints made. Not posted on website as at 31.12.20 Nil return posted on site as from 18.01.21	As no complaints had been received the register was not posted to the website as required.

This year's CAR required responses to a total of 102 questions (104 in 2019) not all of which applied to the operations of the Shire of Tammin in 2020.

### **Consultation**

Chief Executive Officer

### **Policy Implications**

Nil

### **Statutory Environment**

#### **Local Government Act –**

*s7.13(1)(i) provides that: Regulations may make provision –*

- (i) Requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*
  - (i) Of a financial nature or not; or*
  - (ii) Under this Act or another written law*

#### **Local Government (Audit) Regulation 1996**

*Clause 14 provides that:*

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) A compliance audit return is to be –*
  - (a) presented to the council at a meeting of the council;*
  - (b) adopted by the council; and*
  - (c) recorded in the minutes of the meeting at which it is adopted.*



## **Strategic Implications**

*“Civic Leadership Strategies*

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

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

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

---

*6.1.1 Deliver sustainable governance through transparent and robust policy and processes*

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

### **Recommendation**

That Council:

1. In accordance with the recommendation of its Audit and Risk Committee, adopt the attached Compliance Audit Return 2020;
2. Note the areas of non-compliance requiring review and correction and the action taken by staff to remediate the non-compliance;
3. Authorise the Shire President and Chief Executive Officer to certify the Return; and,
4. Instruct the Chief Executive Officer to lodge the CAR 2020 with the Department of Local Government, Sport and Cultural Industries.

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

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

Vote: Simple Majority

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

## 12.5 Tammin Achievement Awards 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	19 February 2021
<b>Author:</b>	Samantha Pimlott
<b>Item Approved by:</b>	Chief Executive Officer – Neville Hale
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	PUB00
<b>Attachment/s:</b>	Attachment Item 12.5 – Confidential Nomination Youth Citizen of the Year. Attachment Item 12.5 – Confidential Nomination Recognition Award 1 Attachment Item 12.5 – Confidential Nomination Recognition Award 2 Attachment Item 12.5 – Confidential Nomination Recognition Award 3 Attachment Item 12.5 – Confidential Nomination Recognition Award 4

### Proposal/Summary

Council is asked to consider the nominations received for the Tammin Achievement Awards 2020 to be held on 18 March 2021.

### Background

The Tammin Achievement Awards acknowledge Tammin residents for their contribution in making a difference to our community and recognise those who put in the extra effort to become role models and encourage and motivate others to step out and set new boundaries of achievement.

Nominations opened 1<sup>st</sup> February. A copy of the form was emailed to all community groups within the Tammin community, emails to newsletter recipients, electronic notice board, advertised on the Shire Facebook page, website, Tabloid newsletter and Shire newsletter. An online form was also available on the website.

There are 4 categories which a local community member or group can be nominated for:

- a) 2020 Citizen of the Year Award
- b) 2020 Senior Citizen of the Year Award (for a person over 65 years)
- c) 2020 Youth Citizen of the Year Award (for a person under 25 years)
- d) 2020 Recognition Award

The Tammin Achievement Awards are also a good opportunity for new members in our community to get to know the “locals” and also find out what Tammin has to offer. It is an open invitation for all residents.

## **Comments**

After the extensive advertising we have received five nomination forms. Of the 5 nominations only 2 of the 4 categories are represented. At Council's discretion, it may wish to nominate a deserving recipient to fill the categories of Citizen of the Year and Senior Citizen of the year or leave them unfilled for this year's Achievement Awards Night.

## **Consultation**

Tammin Clubs and Organisation's.  
Extensive advertising

## **Statutory Implications**

Nil

## **Policy Implications**

### **7.1 Tammin Achievement Awards**

#### **POLICY STATEMENT**

1. The purpose of the Awards is to –

- a) Acknowledge Tammin residents for their contribution in making a difference to our community and recognise those who put in that extra effort not only in their contribution, but those that become role models and encourage and motivate others to step out and set new boundaries of achievement.
- b) Honour and recognise Tammin residents who have achieved success in sporting, cultural and community pursuits.

#### **APPLICATION**

2. Categories

- a) These include, but are not limited to –
  - arts and culture,
  - sports and recreation,
  - environment,
  - education,
  - civic duty,
  - community volunteerism and
  - youth or seniors' leadership.
- b) Sporting Awards, as recommended by each respective Tammin Sports Club, for example –
  - best & fairest winners,
  - club champion,
  - team achievement,
- c) Nominees will have made a significant contribution through a unique achievement or outstanding service –

- as a volunteer;
- in the course of their work, or
- in any area that provides a benefit to the Tammin community.

3. Nominations and eligibility

- a) All Tammin clubs and organisations will be invited to nominate members and/or teams for an award. The nominees do not have to be the winner or champions of their respective sport. Who is nominated is entirely at the discretion of the respective club.
- b) To nominate, a completed nomination form including a description of why the person and or team should be considered for an award, is to be submitted within the deadline.
- c) No awards will be granted without a duly completed nomination and nominations received which do not meet the criteria will not be accepted.

4. When

The presentation shall be held on 19<sup>th</sup> March 2020.

5. Venue

Tammin Bowling Club

6. Invitees

- a) All award recipients and their immediate family are invited as well as the Shire President, elected members, CDO and the CEO.
- b) Two representatives of each club and organisation and residents new to Tammin shall also be invited to the awards night.

7. Format

- a) Semi-formal,
- b) drinks and finger food to be provided.

OBJECTIVE

To recognise achievements by members of the community and invite new residents to make social connections within the Tammin Community.

STATUTORY CONTEXT

None

CORPORATE CONTEXT

Annual Budget

HISTORY

Former Policy 7.3

Adopted 28 June 2018

REFERENCES

None

**Financial Implications**

2020/21 Budget - \$2,164

**Strategic Implications**

Nil

**Recommendation**

For Council to recognise the following Tammin Achievement Awards 2020 recipients:

- a) 2020 Citizen of the Year Award
- b) 2020 Senior Citizen of the Year Award (for a person over 65 years)
- c) 2020 Youth Citizen of the Year Award (for a person under 25 years)
- d) 2020 Recognition Award

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

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

Vote: Simple Majority

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

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

Nil

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

Nil

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

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

**The meeting be closed to discuss matters relating to the Chief Executive Officer recruitment consultant.**

**Recommendation**

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

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

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

**16.1 Chief Executive Officer Recruitment - Consultant**

**See report provided under separate cover.**

**Recommendation**

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

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

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

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

**17. CLOSURE OF MEETING**

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

