

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 25th March 2021 was confirmed at the Ordinary Council Meeting held on 22nd April 2021.

Name: Michael Greenwood

Signed: 

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

Date: 22nd April 2021

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



An ordinary meeting of Council of the Shire of Tammin was held on *Thursday 25 March 2021* at the Yorkrakine Hall commencing at *5:04pm*.

Neville Hale
Chief Executive Officer
25 March 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 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:

Cr G Batchelor	Member
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Apologies:

Nil

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 – 25 February 2021

TSC 23/21 MOTION

That the minutes of the Ordinary Council Meeting held on 25 February 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Thomson

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

8.2 Special Council Meeting Minutes – 15 March 2021

TSC 24/21 MOTION

That the minutes of the Special Council Meeting held on 15 March 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Daniels

Seconded: Cr Caffell

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 February 2021

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	09 March 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 February 2021 totaling \$708,157.08 by way of:

Cheque numbers	6778 - 6780	\$18,785.49
Direct debit payments	01/02/21 – 28/02/21	\$6,789.54
Licensing transfers	01/02/21 – 28/02/21	\$2,168.60
Bank fees	01/02/21 – 28/02/21	\$77.26
VISA payments	01/02/21 – 28/02/21	\$704.94
EFT payments	EFT 4322 – EFT 4389	\$643,182.72
Salaries and wages	01/02/21 – 28/02/21	\$36,448.53
Total payments	01/02/21 – 28/02/21	\$708,157.08

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 25/21 MOTION

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

Municipal Fund payments totaling \$708,157.08 detailed:

Cheque numbers	6778 - 6780	\$18,785.49
Direct debit payments	01/02/21 – 28/02/21	\$6,789.54
Licensing transfers	01/02/21 – 28/02/21	\$2,168.60
Bank fees	01/02/21 – 28/02/21	\$77.26
VISA payments	01/02/21 – 28/02/21	\$704.94
EFT payments	EFT 4322 – EFT 4389	\$643,182.72
Salaries and wages	01/02/21 – 28/02/21	\$36,448.53

Moved: Cr Nicholls

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 5/0

Payment List

Ref	Date	Creditors	Description	Amount
Licensing				
68	01/02/2021	Department of Transport	Daily Licensing Fee	\$ 28.60
68	02/02/2021	Department of Transport	Daily Licensing Fee	\$ 34.60
68	04/02/2021	Department of Transport	Daily Licensing Fee	\$ 14.95
68	05/02/2021	Department of Transport	Daily Licensing Fee	\$ 128.90
68	10/02/2021	Department of Transport	Daily Licensing Fee	\$ 34.60
68	11/02/2021	Department of Transport	Daily Licensing Fee	\$ 94.15
68	12/02/2021	Department of Transport	Daily Licensing Fee	\$ 100.00
68	15/02/2021	Department of Transport	Daily Licensing Fee	\$ 14.95
68	16/02/2021	Department of Transport	Daily Licensing Fee	\$ 990.80
68	17/02/2021	Department of Transport	Daily Licensing Fee	\$ 57.20
68	18/02/2021	Department of Transport	Daily Licensing Fee	\$ 641.25
68	19/02/2021	Department of Transport	Daily Licensing Fee	\$ 28.60
			Subtotal	\$ 2,168.60
Bank Fees				
68	03/02/2021	MERCHANT FEES	CBA MERCHANT FEES	\$ 67.26
68	05/02/2021	BANK FEES	DEPOSIT BOOK FEES	\$ 5.00
68	05/02/2021	BANK FEES	DEPOSIT BOOK FEES	\$ 5.00
			Subtotal	\$ 77.26
EFT Payment				
EFT4322	04/02/2021	Adapt Electrical Solutions	Replaced faulty powerpoint at the Kep	\$ 280.00
EFT4323	04/02/2021	Australian Taxation Office - BAS	BAS - December 2020	\$ 7,960.00
EFT4324	04/02/2021	Countrywide Power Equipment	Repair/replacement on pull cord coil - small plant	\$ 54.95
EFT4325	04/02/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4326	04/02/2021	Downer EDI Works Pty Ltd	Bungulla North Rd SLK 3.06 to SLK 6.0 Wet mix including 1% cement stabilisation on shoulders and repairs areas, work to include final trim, compaction, testing and traffic control. Mobilisation and demobilisation of machinery, crew and cement spreader. 50%, remainder on second PO.	\$157,810.40
EFT4327	04/02/2021	Earthstyle Contracting Pty Ltd	Shoulder works as per RFT 02-2020 on Bungulla North Rd SLK 3.06 to 6.0	\$ 28,600.00
EFT4328	04/02/2021	Fabian Houbrechts	Reimbursement for various supplies for general maintenance & work uniforms	\$ 345.47
EFT4329	04/02/2021	Farmways Kellerberrin	Cement for road maintenance	\$ 384.00
EFT4330	04/02/2021	Hills Concrete Products	Supply trafficable cover 1630mm diameter with gattic cover 25mm raised (for asphalt)	\$ 550.00
EFT4331	04/02/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4332	04/02/2021	Marketforce	Advertisement West Australian Plant operator, Grader operator, death notice, tenders, annual general meeting & Electors Meeting	\$ 3,023.33
EFT4333	04/02/2021	Mineral Crushing Services (WA) Pty Ltd	Supply and deliver washed aggregate AC10mm as per quote n°222 at the Shire of Tammin depot Yorkrakine Road	\$ 5,029.70
EFT4334	04/02/2021	Navsdron Pty Ltd ATF Navsdron Trust	Financial assistance, Oct - December 2020 - Monthly financial statement, annual financial report, audit queries & general assistance	\$ 5,500.00
EFT4335	04/02/2021	Shire of Quairading	CESM share billing Oct - Dec 2020	\$ 2,995.11

EFT4336	04/02/2021	Southern Cross Austereo Pty Ltd	12x Around the town interviews campaign starts: Feb 2020 - Jan 2021 Triple M radio	\$ 88.00
EFT4337	04/02/2021	Synergy	Electricity charges Depot, bush fire repeater, street lighting & Oval reticulation periods 03/12/2020 - 22/01/2021	\$ 2,343.75
EFT4338	04/02/2021	T-Quip	20l hydraulic red oil for TORO reel mower 3100-D as per quote n° 13241#5	\$ 121.50
EFT4339	04/02/2021	Telstra	Telstra charges 18/01/2021 - 17/02/2021	\$ 244.93
EFT4340	04/02/2021	Toll Ipec	Road sign freight charges	\$ 12.71
EFT4341	04/02/2021	Valley Ford	Purchase of MWS Vehicle 2021 Ford Ranger Double CC XL 3.2L 6A 4x4, Towpack, Street legal tint dual cab, S&F Flexiglass alloy tray. Registration and transfer fee	\$ 42,327.68
EFT4342	04/02/2021	WA Contract Ranger Services Pty Ltd	Ranger services 04/01/2021 & 21/01/2021	\$ 561.00
EFT4343	04/02/2021	Wright Express Australia Pty Ltd (Puma)	Fuel charges for the month of January	\$ 923.68
EFT4344	08/02/2021	Adapt Electrical Solutions	Supply of L45040PAM 450L diesel tank	\$ 1,968.65
EFT4345	08/02/2021	Ag Implements	Supply Zero Turn Mower Z915E Ztrak as per quote n°411287	\$ 13,750.00
EFT4346	08/02/2021	Avon Waste	Refuse collection - parks and gardens for the month of January 2021	\$ 3,753.48
EFT4347	08/02/2021	Executive Media	Quarter Page Advertisement Autumn 2021 Caravanning Australia	\$ 950.00
EFT4348	08/02/2021	Mineral Crushing Services (WA) Pty Ltd	Supply and deliver washed aggregate AC 10mm as per quote n°222 to Bungulla North Rd & Tammin South Road, Shields Street at designated pit	\$ 40,427.71
EFT4349	08/02/2021	Officeworks	PK2 Rubber cable protector and delivery	\$ 145.85
EFT4350	08/02/2021	Prestige Alarms	24 hour monitoring of security alarm system Quarterly payable in advance	\$ 143.00
EFT4351	08/02/2021	Wheatbelt Office and Business Machines	Fuji Xerox photo copier charges 04/12/2020 - 03/02/2021	\$ 960.39
EFT4352	08/02/2021	Woodlands Distributors Pty Ltd	Carton of Black degradable dog bags, galvanised brake dispenser powder coated heritage green.	\$ 629.20
EFT4353	08/02/2021	Youlie and Son Spreading Services	Hire of Grader & water truck for final trim before seal Tammin South, Shields Street, Yorkrakine Road & Booth Street	\$ 13,387.00
EFT4354	11/02/2021	Adapt Electrical Solutions	Investigate fault at board of pump for oval reticulation. Replace contactor incl parts and labour - Town Dam	\$ 500.00
EFT4355	11/02/2021	Australia Post	Postage charges for the month of January	\$ 43.28
EFT4356	11/02/2021	Bitutek Pty Ltd	Supply and install bituminous products Bungulla North Road, Yorkrakine Road, Bungulla North Road, Tammin South Road, Shields Street & Station Street.	\$264,529.60
EFT4357	11/02/2021	DKT Rural Agencies	10x White spray can signet for cricket pitch marking	\$ 99.50
EFT4358	11/02/2021	Kellerberrin Farmers Co-Operative	Refreshments for farewell breakfast - Leading Hand	\$ 35.20
EFT4359	11/02/2021	Kellerberrin Meats	Supplies for farewell breakfast / Leading Hand	\$ 63.13
EFT4360	11/02/2021	Kleenheat Gas	Tamma Village bulk gas 713420 for the month of January	\$ 290.66
EFT4361	11/02/2021	Luke Websdale	Bond reimbursement for Pavilion hire 23/12/2020 - 30/12/2020 Pavilion was not used over this period	\$ 200.00
EFT4362	11/02/2021	Pestex Co	Termite treatment at the Tammin Bowling Club as 6 nest treated in total	\$ 2,524.50
EFT4363	11/02/2021	Primrose Passion	Floral arrangement / funeral service 05/02/2021	\$ 50.00
EFT4364	11/02/2021	RCPA (WA) Pty Ltd	various supplies for road work preparation on Shields Street and Information Bay	\$ 3,791.15
EFT4365	11/02/2021	Shire of Kellerberrin	Nelson pit rehabilitation as per correspondence with MWS at Shire of Kellerberrin, Costs to be shared 50/50 between Shire of Kellerberrin & Shire of Tammin	\$ 6,820.00
EFT4366	11/02/2021	T & T Wilkins	Repaired cracks in cornice & repaint carport ceiling unit 7 Tamma Village	\$ 447.00

EFT4367	11/02/2021	Telstra	Phone & internet charges for Tabloid office, depot and admin office 23/12/2021 - 22/01/2021	\$ 967.65
EFT4368	11/02/2021	Toll Ipec	Parts for old Toro mower	\$ 17.71
EFT4369	11/02/2021	Wheatbelt Motors	Check and repair faulty lawnmower HONDA - Parts supplied	\$ 193.60
EFT4370	11/02/2021	Youlie and Son Spreading Services	Wet hire grader Tammin south road & Operator hire for multi wheeled roller	\$ 1,823.25
EFT4371	18/02/2021	AIT Specialists Pty Ltd	Accounting Support - Fuel tax credit, road transport and off-road for the period 01/10/2020 - 31/12/2020	\$ 165.00
EFT4372	18/02/2021	Chatfields Tree Nursery	Excavator Trailer repair on ramp coil	\$ 296.45
EFT4373	18/02/2021	Conplant Pty Ltd	Glass Window RH Top TN 205 Amman Multitured Roller	\$ 308.00
EFT4374	18/02/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4375	18/02/2021	ITVision	SynergySoft license fee for the month of February	\$ 2,172.50
EFT4376	18/02/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4377	18/02/2021	Officeworks	Cleaning product for the Depot, File stamp and freight charges	\$ 127.37
EFT4378	18/02/2021	Synergy	Town Hall, Office, Oval, Car park lighting, Kep & 3 Nottage Way electricity charges 10/12/2020 - 11/02/2021	\$ 1,900.63
EFT4379	18/02/2021	Toll Ipec	Freight charges for various bin bags for parks and	\$ 30.80
EFT4380	25/02/2021	Adapt Electrical Solutions	Replace light-bollard at Tamma Village near Gazebo, Replace kitchen power point and bathroom light at unit 10 Tamma Village, Investergate & repair air con at Lesser Hall, Install Diesel tank on TN2 & replace faulty light Lesser Hall path way.	\$ 2,853.20
EFT4381	25/02/2021	Catalyse Pty Ltd	CULTYR Employee Scorecard, Data collection, analysis & full digital report as per quote JOB#20-082 for Shire of Tammin.	\$ 1,320.00
EFT4382	25/02/2021	Department of Fire and Emergency Services	2020/21 ESL Quarter 3 contribution	\$ 8,340.30
EFT4383	25/02/2021	Farmways Kellerberrin	Irrigation water tight joiners 5pk	\$ 19.98
EFT4384	25/02/2021	Pauline Varischetti	Reimbursement for bond Hall hire	\$ 200.00
EFT4385	25/02/2021	Pommy Agricultural Labour	Supply Gravel for road construction on Bungulla North Rd, rate of \$2.20/m ³ incl Gst	\$ 5,728.80
EFT4386	25/02/2021	Sunny Sign Company	Supply and deliver signs for Children crossing and 600X400 signs as per your quote n ^o 411836	\$ 706.20
EFT4387	25/02/2021	Telstra	Office internet charges 08/01/2021 - 08/02/2021	\$ 75.00
EFT4388	25/02/2021	Toll Ipec	Freight charges for SFO Mouse and garbage disposal for dog litter products	\$ 26.51
EFT4389	25/02/2021	WA Contract Ranger Services Pty Ltd	Ranger services 01/02/2021 & 19/02/2021	\$ 654.50
			Subtotal	\$643,182.72

NAB Visa Payments

DD1696.1	03/02/2021	NAB Business Visa	NAB VISA Transactions from 30/12/2020 to 28/01/2021	\$ 704.94
			Subtotal	\$ 704.94

Cheque Payments

6778	04/02/2021	Joseph Hunt	Reimbursement for cross over at 7 Ridley street, reimburse half as per policy	\$ 416.73
6779	18/02/2021	Water Corporation	Water usage Standpipe btwn Mackin Road @ Yorkrakine Road, Golf Club, Office, Depot at Station Road 14/12/2020 - 15/02/2021	\$ 313.75
6780	25/02/2021	Water Corporation	Water usage charges various locations 15/12/2020 - 22/02/2021	\$ 18,055.01
			Subtotal	\$ 18,785.49

Direct Debits				
DD1687.1	02/02/2021	Aware Super	Superannuation contributions	\$ 3,114.52
DD1687.2	02/02/2021	Australian Super	Superannuation contributions	\$ 178.52
DD1701.1	16/02/2021	Aware Super	Superannuation contributions	\$ 3,143.89
DD1701.2	16/02/2021	Australian Super	Superannuation contributions	\$ 175.16
DD1706.1	18/02/2021	Messages on Hold	Interactive Voice Recordings 18/02/2021 to 17/03/2021	\$ 177.45
			Subtotal	\$ 6,789.54
Salaries & Wages				
	2/02/2021	Shire of Tammin	Salaries & Wages	\$ 18,587.11
	16/02/2021	Shire of Tammin	Salaries & Wages	\$ 17,861.42
			Subtotal	\$ 36,448.53
Total Paid Municipal Account for the month of February				\$708,157.08

11.2 Financial Management Report for the month of February 2021

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	16 March 2021
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.2 - February 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 February 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.*

(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 26/21 MOTION

That Council adopt the Monthly Financial Report for the period ending 28 February 2021 comprising;

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

Moved: Cr Nicholls

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

11.3 Mid-Year Budget Review 2020/21 Financial Year

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	15 March 2021
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 – FY 2020-21 Mid Year Budget Review

Proposal/ Summary

The purpose of this report is for the Shire of Tammin to consider and adopt the Budget Review Report, as at 28 February 2021, with any amendments, for the financial Year 1 July 2020 to 30 June 2021.

Background

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget and forward *a copy of the review and determination to the Department of Local Government, Sports and Culture*.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2021, as at 28 February 2021, is presented for consideration. Statements of Financial Activity at 28 February 2021 have been prepared to provide a summary of the budget review results, as well as a Statement of Closing Funds detailing a projected surplus as at 30 June 2021 of \$0.

Comment

The budget review has been prepared to include the information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and the Australian Accounting Standards. Council adopted a 10% minimum or \$10,000 for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The adopted budget contained an opening surplus of \$947,974 with a forecast closing position at 30th June 2021 of \$0. Following completion of the annual financial audit of FY2019/20 results, the actual opening surplus has been revised to \$846,221, a reduction of \$101,753 in funds available. However, an adjustment of \$50,996 is required to offset prior year adjustments and miscalculation.

Following review and taking into account all proposed budget amendments as detailed in the attached Report, a closing balance of \$0 is predicted. The key items influencing this forecast result are as follows:

A. Revenue

(Decrease) Increase in the following Items:	\$	\$
Opening Surplus	(101,754)	(101,753)
Grants Commission Funding	7,439	
Penalty Interest	3,697	
Other Income	95	11,231
Rentals – Tamma Village	(10,000)	(10,000)
Housing -rent	4,902	4,902
Reimbursements- Bowling Club	8182	8182
Transport – MRWA Grant	592	592
Standpipe Water charges	(4,055)	(4,055)
Other Property & Services – Insurance Re-imburements	1,722	
Profit on Sale of Assets	885	2,617
		13,469
Non Operating Grants – LRCI &RRG	106,399	106,399
Increase in Revenue		119,868

B. Expenditure

(Increase)/decrease in the following items:		
WEROC Membership	(12,000)	
Honour Board	(1,307)	
Other	(1,773)	
Consultant Fees (CEO recruitment)	(10,000)	(25,080)
Fire Control (Yorkrakine BFB Shed)	(2,801)	(2,801)
Staff Housing – security doors	(2,196)	(2,196)
Community Amenities - Street Bin collection & other	(4,939)	
Planning services	(3,000)	(7,939)
Maintenance –Tammin Hall	8,000	
Other maintenance	(6,581)	1,419
Maintenance Roads - contractors	10,000	
Road Maintenance - staff	27,099	
Depot Maintenance - staff	(14,281)	22,818
Standpipe charges	9,500	9,499
Other Property Services		
Protective Clothing, Training & other	(25,185)	
Advertising	(4,000)	
Repairs & Parts	(5,359)	
Tyres & Tubes	(4,880)	
Fuel & Oil	26,307	
Sundry Plant	15,000	1,883
Other adjustments as per Note		
Increase in Expenditure		\$(2,398)

Review of capital expenditure requirements for the remainder of the 2020/21 Financial Year, carried out as part of the budget review process, has identified a requirement for the following proposed significant amendments to the capital expenditure budget:

The amended carried forward of (\$101,753) has necessitated changes to the transfers to and from Reserves as detailed in Note 6 of the attached Review document whilst maintaining the integrity of the previously budgeted activities.

Changes to Budgeted Capital works (additions)

<u>Transport</u>	\$	\$
Bungulla North Road increase from \$220,366		436,953
Funded by:		
RRG (2:1 Grant)	199,186	
R2R (reallocated from O'Loughlin Rd)	64,154	
LRCI (new grant funds)	74,021	
Municipal funds (budget)	99,593	
<u>Land & Buildings</u>		
Cooinda Building - Replace kitchen Roof		13,500
Tammin Hall Curtains		17,000
Funded by:		
Savings on Cooinda budget	30,500	
<u>Plant and Equipment</u>		
CEO Vehicle		52,518
MWS Vehicle		38,177
Funded by:		
Proceeds from sale	60,909	
Existing budget – 3 Tonne Truck	29,786	
NEW Capital Expenditure Items (not previously budgeted)	\$	\$
Yorkrakine Hall - Replacement of Roof		24,500
-Repairs to walls		9,500
Funded by:		
Savings on Tammin Hall renovations	25,720	
Reallocation of savings on Other Recreation	8,280	

Budget adjustments proposed for the remainder of the Shire's existing budgeted capital projects are as outlined in Note 5 of the Budget Review Report.

The 2020/21 Annual Budget Review, for the period 1 July 2020 to 30 June 2021, is based on current trends, actual expenditures as at 28 February 2021 and anticipated additional revenue and expenditure.

Consultation

Chief Executive Officer
Manager of Works & Services
Megan Shirt/ Celeste – Local Government Financial Consultants

Policy Implications

Nil

Statutory Environment

Local Government Act 1995

s6.2. Local government to prepare annual budget

- (1) *During the period from 1st June in a financial year to 31st August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30th June next following that 31st August.*

**Absolute majority required.*

Local Government (Financial Management) Regulations 1996, Regulation 33A

33A. Review of Budget

- (1) *Between 1st January and 31st March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
- (a) consider the local government's financial performance in the period beginning on 1st July and ending no earlier than 31st December in that financial year; and*
- (b) consider the local government's financial position as at the date of the review; and*
- (c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Risk Implications

Tight financial controls required to ensure sustainability of Shire operations and services to the community

Strategic Implications

Infrastructure & Transport Strategies

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

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

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

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

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

TSC 27/21 MOTION

That Council:

1. Adopt the 2020/21 Annual Budget Review, as presented in Attachment Item 11.3 – FY 2020-21 Budget Review and notes that the estimated closing funds are based on current revenue and expenditure trends.

2. Authorise the budget amendments as per the attachment to item 11.3 and as detailed in the agenda item report.

Moved: Cr Caffell

Seconded: Cr Daniels

Vote: Absolute Majority

Carried: 5/0

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

Cr Greenwood vacated the Yorkrakine Hall at 5:09pm

In accordance with Local Government Act, 1995 s5.6(3) the remaining councilors elected Cr Caffell as the presiding Member.

12.1 ALGA - National General Assembly

Location:	Canberra
Applicant:	Shire President
Date:	17 March 2021
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.1 – National General Assembly 2021 - Conference

Proposal/Summary

For Council to endorse the Shire President's attendance at the Australian Local Government Association (ALGA) National General Assembly (NGA) 2021.

Background

The annual ALGA National General Assembly (NGA) of local governments is scheduled to be held at the National Convention Centre in Canberra from 20 to 23 June 2021.

The theme of the Conference is "*Working Together for Our Communities*". Local governments have had to show resilience through recent drought, bushfires and now the coronavirus outbreak where the need to work together with all levels of government and non-government partners has been highlighted. The National Convention is an opportunity to strengthen these relationships and initiate contacts and obtain learnings from others that have experienced the impacts of these devastating events.

The NGA also provides opportunity for the President, either singularly or with other Shire Presidents, to meet with relevant Ministers or Departmental staff to raise issues of interest to the Shire and or the region.

Comments

The Shire President attended the 2019 NGA and reported back to Council that he had found it to be both enlightening in respect to the shared experiences of local governments across the nation and beneficial in the contacts he had made.

Council, at its 27 February 2020 Ordinary Meeting, adopted a policy in respect to an "Attendance at Events Policy" that made provision for the Shire President to attend the annual National General Assembly. The Policy was subsequently amended to exclude such attendance as a standing policy with each attendance request to be subject to Council endorsement as and when required.

The importance of attending such events cannot be overstated for small shires such as Tammin. Generally the focus of government funding, both State and Federal, is focused on regional centres and it is important that Tammin continues to “knock on doors” to put forward its case for funding.

For example: Tammin did not receive a share of drought relief funding for which our neighbouring shires qualified. A case for Tammin may have been put forward should the President have had the opportunity.

Notwithstanding the current reduction in COVID cases and increasing levels of vaccination, one must be mindful of the current and ever uncertain requirements of “social distancing” and border closures that may arise and which may impact on the NGA being held.

Consultation

Office of Hon. Melissa Price MP, Federal Member for Durack – seeking assistance in making contact with relevant Ministers

Statutory Implications

Local Government Act, 1995 (as amended)

5.90A. Policy for attendance at events

- (1) In this section —
event includes the following —
 - (a) a concert;
 - (b) a conference;
 - (c) a function;
 - (d) a sporting event;
 - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
 - (a) the provision of tickets to events; and
 - (b) payments in respect of attendance; and
 - (c) approval of attendance by the local government and criteria for approval; and
 - (d) any prescribed matter.

** Absolute majority required.*
- (3) A local government may amend* the policy.

** Absolute majority required.*
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government’s official website.

Policy Implications

Attendance at Events Policy

As this request is not specifically included as an event recognised by the Policy, it is necessary for Council to give its specific endorsement for the Shire President to attend the 2020 ALGA National General Assembly.

Financial Implications

The all up cost for attendance is in the order of \$3,500 inclusive of registration (\$1,099), airfares (\$980) and accommodation & meals (\$1,400) with all expenses being subject to provision of evidence of expenditure.

The 2020/21 Budget makes provision for attendance at the ALGA National General Assembly with a budget for Conference Expenses, A/C 041101, of \$12,260 of which \$991 has been expended to date due to the cancellation of the 2020 WALGA Conference. WALGA, on 25 September 2020, held a low cost Forum discussion at the Crown Plaza, with attendance limited to the President, Deputy President and CEO.

Strategic Implications

Strategic Community Plan 2017 - 2027

Infrastructure & Transport Strategies

Vision:

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

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

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

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

5.1.2 Develop partnerships with government agencies for improved services.

TSC 28/21 MOTION

That Council:

1. authorise the attendance of the Shire President at the Australian Local Government Association National General Assembly to be held in Canberra from 20 to 23 June 2021;
2. approve the cost of attendance, being approx \$3,500, to be funded from the existing budget provision in account 041101 – Members Conference Expenses.

Moved: Cr Daniels

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 4/0

Cr Greenwood returned to the Yorkrakine Hall at 5:15pm. Cr Caffell read aloud the resolution.

12.2 Chief Executive Officer Recruitment

Location:	Shire of Tammin
Applicant:	John Phillips HR Consultant
Date:	11 March 2021
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADMIN
Attachment/s:	Attachment Item 12.2 – CEO Advertisement Attachment Item 12.2 – CEO Job Description Attachment Item 12.2 – CEO Recruitment 2021 (Timeline) Attachment Item 12.2 – Confidentiality Agreement (Councillor) Attachment Item 12.2 - Confidentiality Agreement (Employee)

Purpose of Report

For Council to address the statutory requirements of the Local Government Act and Regulations to initiate the CEO recruitment process.

Background

The incumbent CEO, Neville Hale, has given notice with effect from 16 July 2021 and it is necessary for Council, in association with John Phillips Consultancy, 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;
- determine the selection criteria for the position of CEO; and,
- subsequently, 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.

The purpose of this meeting is to adopt the proposed job description document, selection criteria and determine membership of the Selection Panel, inclusive of the independent person and authorise the advertisement of the vacant Chief Executive Officer position.

Council, at a Special Meeting held on Monday, 15 March 2021, reviewed the required documents and provided feedback to HR Consultant, John Phillips on content. The revised documents are attached to this agenda item.

Comments

The CEO Selection Panel is responsible to recommend to Council the:

- Profile of the preferred applicant as detailed in the Selection Criteria/Competencies;
- Recommended salary package;
- The process to use for the selection and appointment of a CEO, compliant with the adopted CEO

Standards where:

- 1) The CEO Selection Panel is responsible for the selection and shortlisting of applicants, based on experience, knowledge and demonstrated ability to meet required competencies of the position available;
- 2) The CEO Selection Panel is responsible for interviewing shortlisted applicants and recommending preferred applicants to Council for final decision, and;
- 3) The Committee President and Shire President be responsible for Remuneration Negotiation in accordance with the range specified.

Before making an applicant an offer of employment in the position of CEO, Council must by absolute majority, approve:

- a) The making of the offer of employment; and
- b) The proposed terms of the contract of employment

Consultation

WALGA
DLGSC

Statutory Implications

Local Government Act 1995 –

s 5.39 of the Act prescribes that the CEO contract:

- cannot exceed a term of 5-years;
- must specify the contract expiry date, be renewable and be capable of contract variation;
- must include performance criteria, for the purposes of reviewing the CEO's performance.

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.

Section 5.36 of the Act requires a Local Government to employ a person as the CEO of the Local Government and requires Council to determine:

- that such person is suitably qualified for the position; and
- that it is satisfied with the provisions of the employment contract.
- An advertisement for the position inviting applications from suitable qualified persons in accordance with 18A (2) of the Local Government (Administration) Regulations 1996

Section 5.38 of the Act requires the CEO performance to be reviewed at least once in relation to every year of employment and further Administration Regulation 18FA under cl 18 of the adopted Standards requires the Local Government to consider each review and by resolution of an absolute majority of Council, endorse the review.

Local Government (Administration) Regulations 1996

Regulation 18FA in accordance with Schedule 2, now adopted by Council – the Model Standards, the Local Government to approve a process to be used for the selection and appointment of a CEO before the position is advertised.

Regulation 18A also requires that the recruitment advertisement must include the following information:

- Details of the remuneration and benefits offered which must be within the Salaries and Allowances Tribunal Band 4 total reward package range of \$128,226 – to a maximum of \$200,192
- Details of the place where applications are to be submitted;
- The date and time that applications close;
- The duration of the proposed contract;
- Contact details for a person who can provide information about the position;
- Any other information that the Local Government considers relevant).

Regulation 18B prescribes that a contract is to provide for a maximum amount of money (or a method for calculating such an amount) to which the person is entitled if the contract is terminated before the expiry date. This amount must not exceed the value of one year's remuneration or the value of the remuneration that the person would have been entitled to had the contract not been terminated.

Regulation 18F prescribes that the remuneration and benefits paid to a CEO are not to differ from the remuneration and benefits contained in the advertisement.

CEO Standards – as adopted by Council

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
independent person means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government);
and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

Policy Implications

Council, at its 25 February 2021 Ordinary Meeting, adopted the Model Standards as set out in Local Government (Administration) Amendment Regulations 2021 (CEO Standards) as Council Policy.

Financial Implications

N/A

Risk Implications

The new CEO Standards requirements are intended to ensure due process is followed in an open and accountable manner

Strategic Implications

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

TSC 29/21 MOTION

That Council,

- 1. In accordance with cl 8 of the CEO Standards as adopted by Council and by absolute majority, establishes a CEO Selection Panel, with the following membership:**
- 2. Cr Michael Greenwood, Cr Glenice Batchelor, Cr Daniels and the independent Appointee Donald Thomson.**
- 3. In accordance with Cl 9 of the CEO Standards, the Selection Panel is to provide Council with:
 - i. a summary of the selection panel's assessment of each applicant; and**
 - ii. the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.****
- 3. Approve the attached selection criteria for the position of CEO, based on its prior consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.**
- 4. Approve, by resolution of an absolute majority of the council, the attached CEO Job (Position) Description outlining the duties and responsibilities of the CEO position;**
- 5. Approve in accordance with Local Government (Administration) Regulation 18A, the attached advertisement inclusive of a remuneration package in the range of \$128,226 to \$200,192; and,**
- 6. In accordance with Regulation 18FA approve the attached outlined Recruitment Process to be used for the selection and appointment of a CEO before the position is advertised.**

Moved: Cr Greenwood

Seconded: Cr Caffell

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)

Nil

17. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5:26pm.