

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 November 2021** in Council Chambers, 1 Donnan Street Tammin, commencing at **5:00pm**.

A handwritten signature in black ink, appearing to read 'Joanne Soderlund'.

Joanne Soderlund
Chief Executive Officer
19 November 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. ACKNOWLEDGMENT TO COUNTRY

The Shire of Tammin would like to acknowledge the Traditional Owners of the land on and sky under which we meet, the Nyoongar Ballardong people as the custodians of the greater Tammin area and pay our respects to Elders, past present and emerging.

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

Present:

In Attendance:

Leave of Absence previously granted:

Nil

Apologies:

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 28 October 2021

Officers Recommendation

That the minutes of the Ordinary Council Meeting held on 28 October 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr _____ Seconded: Cr _____

Vote: Simple Majority Carried/Lost: ___/___

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for October 2021

| | |
|--------------------------------|---|
| Location: | Shire of Tammin |
| Applicant: | Administration & Finance Officer |
| Date: | 05 November 2021 |
| Author: | Keira Wirth |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| File Reference: | FIN05 |
| Attachment/s: | Attachment Item 12.1 – Payment List Attachment Item 12.1 - 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 October 2021 totaling \$198,384.48 by way of:

| | | |
|-----------------------|----------------------------|---------------------|
| Cheque numbers | 6796 - 6797 | \$2,390.23 |
| Direct debit payments | 01/10/21 – 31/10/21 | \$7,811.26 |
| Licensing transfers | 01/10/21 – 31/10/21 | \$12,740.20 |
| Bank fees | 01/10/21 – 31/10/21 | \$93.19 |
| VISA payments | 01/10/21 – 31/10/21 | \$2,238.53 |
| EFT payments | EFT 4874 – EFT 4930 | \$128,120.91 |
| Salaries and wages | 01/10/21 – 31/10/21 | \$44,990.16 |
| Total payments | 01/10/21 – 31/10/21 | \$198,384.48 |

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

| | |
|---|---------------------|
| Dallcon Supply and deliver concrete pipes, headwall, liners and covers as per your quote for Shire of Tammin Rev2 emailed 17/07/2021 | \$ 5,613.30 |
| Brooks Hire Services Pty Ltd Dry Hire of roller as per quote GB2108251402 and BH-IMS-F-097 Rev4 attached. Hourly rates and transport | \$ 6,799.32 |
| Wright Express Australia Pty Ltd (Puma) Puma fuel charges for the month of September 2021 | \$ 8,082.26 |
| Landgate Land valuation for acquisition, including full inspection and detailed valuation report as per email dated 1 October 2021 | \$ 8,332.60 |
| Accwest Pty Ltd Annual financial workshop, assistance with the set up of the July & August monthly report, Check BAS, journals and other, assist the preparation of Annual Financial Statements | \$ 9,350.00 |
| Youlie and Son Spreading Services Maintenance grading and gravel spreading - Yorkrakine Rock Road, Blakiston Road, Mackin Road, Wyola North Road, Wyola South Road, Franklin Road & Parrawilla Road | \$ 20,685.50 |
| LGIS (WA) LGIS Property Insurance Policy # 000703 Instalment 2 | \$ 24,830.13 |

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2021/2022 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

Officers Recommendation

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 October 2021 to 31 October 2021 totaling \$198,384.48 as contained in attachments 12.1

Municipal Fund payments totaling \$198,384.48 detailed:

| | | |
|-----------------------|---------------------|--------------|
| Cheque numbers | 6796 - 6797 | \$2,390.23 |
| Direct debit payments | 01/10/21 – 30/10/21 | \$7,811.26 |
| Licensing transfers | 01/10/21 – 30/10/21 | \$12,740.20 |
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| VISA payments | 01/10/21 – 30/10/21 | \$2,238.53 |
| EFT payments | EFT 4874 – EFT 4930 | \$128,120.91 |
| Salaries and wages | 01/10/21 – 30/10/21 | \$44,990.16 |

Moved: Cr _____ Secoded: Cr _____

Vote: Simple Majority Carried/Lost: ___/___

12.2 Financial Management Report for the month of October 2021

| | |
|--------------------------------|--|
| Location: | Shire of Tammin |
| Applicant: | Manager of Finance and Administration |
| Date: | 18 November 2021 |
| Author: | Morgan Ware |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| File Reference: | Nil |
| Attachment/s: | Attachment Item 12.2 - October 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 October 2021 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

88.1% of rates were received prior to the due date of 27 August 2021. Final notices have been sent and instalment notices. Council road works program is underway and capex works projects have commenced. Accordingly, our cash flow position is currently strong; additionally, we have received an advance payment of the Financial Assistance Grants.

Financial Implications

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

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

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

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

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

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

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

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

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

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

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

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

Policy Implications

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

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

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

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

Officers Recommendation

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 11.2 for the period ending 31 October 2021 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ___/___

13. MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Ordinary Council Meeting Dates for 2022

| | |
|--------------------------------|-------------------------------------|
| Location: | Shire of Tammin |
| Applicant: | Manager of Finance & Administration |
| Date: | 3 November 2021 |
| Author: | Morgan Ware |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| File Reference: | Nil |
| Attachment/s: | Nil |

Proposal/Summary

The purpose of this report is for Council to endorse the meeting schedule for the twelve month period from January 2022 through to December 2022.

Background

Under Section 5.3 of the Local Government Act, Councils are required to hold Ordinary Meetings no more than three months apart, although for good governance, more frequent meetings are standard practice.

It is a requirement under the Local Government Administration Regulations for a Local Government to give public notice of the dates and times of its Ordinary Meetings that are open to members of the public.

In previous years Council meetings were held on the fourth Thursday of each month, commencing at 5.00pm, in the Council Chambers at 1 Donnan Street, with the exception of the March Council Meeting which is traditionally held in Yorkrakine Hall.

Following discussion with Council, it is proposed that the Ordinary Council meetings for 2022 be held on the fourth Wednesday of every month commencing at 4pm. With the following exceptions;

- 1) January where there will be no Council meeting
- 2) August 2022 Ordinary Council meeting to be held on the fifth Wednesday, 31 August, to avoid clashing with Dowerin Field Day.
- 3) December 2022 Ordinary Council meeting to be held on third Wednesday, 21 December, prior to Christmas break.

Comment

The change of date and time was discussed at a Council forum held prior to the 28 October 2021 Ordinary Council meeting.

Consultation

N/A

Statutory Implications

Section 5.3 of the *Local Government Act (WA) 1995* stipulates the requirement to hold regular Ordinary Meetings of Council and Regulation 12 of the Local Government (Administration) Regulations requires Council to give local public notice of dates, times and the location of its Ordinary and Special meetings.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Officers Recommendation

That Council, pursuant to Section 5.3 of the Local Government Act (WA) 1995 resolves to:

1. Adopt the following schedule for Ordinary Meetings of Council for 2022 as follows:

| Time | Date | Venue |
|------|------------------------------|--|
| 4pm | Wednesday, 23 February 2022 | Council Chambers, 1 Donnan Street Tammin |
| 4pm | Wednesday, 23 March 2022 | Yorkrakine Hall |
| 4pm | Wednesday, 27 April 2022 | Council Chambers, 1 Donnan Street Tammin |
| 4pm | Wednesday, 25 May 2022 | Council Chambers, 1 Donnan Street Tammin |
| 4pm | Wednesday, 22 June 2022 | Council Chambers, 1 Donnan Street Tammin |
| 4pm | Wednesday, 27 July 2022 | Council Chambers, 1 Donnan Street Tammin |
| 4pm | Wednesday, 31 August 2022 | Council Chambers, 1 Donnan Street Tammin |
| 4pm | Wednesday, 28 September 2022 | Council Chambers, 1 Donnan Street Tammin |
| 4pm | Wednesday, 26 October 2022 | Council Chambers, 1 Donnan Street Tammin |
| 4pm | Wednesday, 23 November 2022 | Council Chambers, 1 Donnan Street Tammin |
| 4pm | Wednesday, 21 December 2022 | Council Chambers, 1 Donnan Street Tammin |

2. Authorise the CEO to give local public notice of the above meeting schedule in accordance with the requirements of the Local Government (Administration) Regulations 1996.

3. That Committee meetings will be held as and when required with public notice being provided.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried:

13.2 Telstra Mobile Tower Upgrade Notification

| | |
|--------------------------------|--|
| Location: | 8021 Goldfields Road, South Tammin |
| Applicant: | Visionstream Pty Ltd (On behalf of Telstra) |
| Date: | 17 November 2021 |
| Author: | Joanne Soderlund, CEO |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| File Reference: | Nil |
| Attachment/s: | Attachment Item 13.2 - Letter from Visionstream Attachment Item 13.2 - EME Report |

Purpose of Report

To inform Council of a notification received regarding a mobile phone base station upgrade.

Background

On the 17th of November 2021 correspondence was received from Visionstream on behalf of Telstra regarding a planned upgrade to a mobile phone base station at 8021 Goldfields Road, South Tammin. This upgrade does not require a Development Approval however in accordance with Section 7 of the *Mobile Phone Base Station Deployment Code 2018* consultation with the relevant Local Government is required along with the opportunity to comment.

Comment

Visionstream has informed the Shire of Tammin of its proposal to install three new 4G antennas and three remote radio units on the existing tower on Goldfields Road. The existing tower currently has 3G capabilities only.

Mobile reception around Tammin is reported as patchy in areas and any upgrade to current services would benefit the community. The Shire's planning consultant has confirmed that a Development Application is not required for this project. The Shire is invited to provide feedback by the 10th of December 2021 however this is optional and there is no requirement to comment.

Given the benefit to the Community of upgraded mobile phone services it is proposed that the Shire write a letter to Visionstream in support of the project and encourage further upgrades in the area.

Financial Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Plan & Corporate Business Plan Implications

Economic Development Strategies – Outcome 4.3 Support digital connectivity opportunities

Officers Recommendation

That Council, pursuant to *Section 2.5 of the Local Government Act (WA) 1995*, note the proposed upgrade project at the Telstra Mobile Phone Base Station on Goldfields Rd South Tammin, and provide a letter supporting the project and encouraging further upgrades to facilities in the region.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ___/___

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

15. MATTERS FOR CONSIDERATION – TOWN PLANNING

Nil

16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

18. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at __

