

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

Gary Martin
Acting Chief Executive Officer
20 August 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 N Caffell	Member
Cr C Thomson	Member
Cr T Nicholls	Member

In Attendance:

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

Leave of Absence previously granted:

Cr G Batchelor	Member
Cr T Daniels	Member

Apologies:

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 – 22 July 2021

Recommendation

That the minutes of the Ordinary Council Meeting held on 22 July 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 July 2021

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	02 August 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 July 2021 totaling \$310,501.78 by way of:

Cheque numbers	6792 - 6794	\$10,737.24
Direct debit payments	01/07/21 – 31/07/21	\$9,514.42
Licensing transfers	01/07/21 – 31/07/21	\$14,686.40
Bank fees	01/07/21 – 31/07/21	\$122.39
VISA payments	01/07/21 – 31/07/21	\$710.67
EFT payments	EFT 4538 – EFT 4604	\$224,035.34
Salaries and wages	01/07/21 – 31/07/21	\$50,695.32
Total payments	01/07/21 – 31/07/21	\$310,501.78

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

LGIS Broking (Local Government Insurance Services) Salary Continuance policy 63-2215318-ZAH, 2021/2022	\$ 7,014.39
Wheatbelt East Regional Organisation of Councils (WEROC) WEROC Annual Financial contribution 2021/2022	\$ 13,200.00
LGIS (WA) Instalment 1. Policy number 000078 LGIS Workcare	\$ 20,547.94
Western Australian Local Government Association (WALGA) WALGA Subscriptions 2021/2022	\$ 23,534.27
LGIS (WA) LGIS Property insurance First instalment 2021/22 policy number 000080	\$ 42,667.52

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 July 2021, the Chief Executive Officer has made the following payments:

Municipal Fund payments totaling \$193,673.64 detailed:

Cheque numbers	6788 - 6791	\$3,561.04
Direct debit payments	01/06/21 – 30/06/21	\$7,937.76
Licensing transfers	01/06/21 – 30/06/21	\$8,928.50
Bank fees	01/06/21 – 30/06/21	\$72.52
VISA payments	01/06/21 – 30/06/21	\$6,640.23
EFT payments	EFT 4605 – EFT 4662	\$122,039.51
Salaries and wages	01/06/21 – 30/06/21	\$44,494.08

Moved: Cr _____ Seconded: Cr _____

Vote: Simple Majority Carried/Lost: ___/___

Payment List				
Ref	Date	Creditor	Description	Amount
Licensing				
74	01/07/2021	Department of Transport	Daily Licensing Fee	\$ 6,265.90
74	02/07/2021	Department of Transport	Daily Licensing Fee	\$ 1,291.75
74	05/07/2021	Department of Transport	Daily Licensing Fee	\$ 459.70
74	07/07/2021	Department of Transport	Daily Licensing Fee	\$ 30.50
74	08/07/2021	Department of Transport	Daily Licensing Fee	\$ 714.50
74	09/07/2021	Department of Transport	Daily Licensing Fee	\$ 163.60
74	14/07/2021	Department of Transport	Daily Licensing Fee	\$ 2,648.15
74	15/07/2021	Department of Transport	Daily Licensing Fee	\$ 178.70
74	19/07/2021	Department of Transport	Daily Licensing Fee	\$ 117.15
74	22/07/2021	Department of Transport	Daily Licensing Fee	\$ 81.40
74	23/07/2021	Department of Transport	Daily Licensing Fee	\$ 835.30
74	26/07/2021	Department of Transport	Daily Licensing Fee	\$ 459.70
74	27/07/2021	Department of Transport	Daily Licensing Fee	\$ 1,440.05
			Subtotal	\$ 14,686.40
Bank Fees				
74	05/07/2021	MERCHANT FEES	MERCHANT FEES	\$ 122.39
			Subtotal	\$ 122.39
EFT Payment				
EFT4663	01/07/2021	Charmaine Thomson	Audit Committee Meeting & Ordinary Council meeting sitting fee and travel 24/06/2021	\$ 344.36
EFT4664	01/07/2021	Department of Mines, Industry Regulation and Safety	BSL payment for the month of June 2021	\$ 56.65
EFT4665	01/07/2021	Glenice Batchelor	Audit Committee Meeting & Ordinary Council meeting sitting fee and travel 24/06/2021	\$ 255.00
EFT4666	01/07/2021	Goodfield Quality Meats	Refreshments for Ordinary Council Meeting held 24/06/2021	\$ 60.00
EFT4667	01/07/2021	LGIS Risk Management	Regional Risk Co-Ordinator 2020-21 2nd Instalment	\$ 1,562.80
EFT4668	01/07/2021	Michael Greenwood	Reimbursement for travel and accommodation during ALGA Conference in Canberra 19/06/2021 - 22/06/2021	\$ 1,382.07
EFT4669	01/07/2021	Nicholas Caffell	Special Council Meeting Sitting fee and Travel fee 30/06/2021	\$ 128.66
EFT4670	01/07/2021	Officeworks	Various office stationary supplies and public toilet supplies	\$ 137.59
EFT4671	01/07/2021	OneMusic	Annual licence - Music for Council 2021/22	\$ 350.00
EFT4672	01/07/2021	Perfect Computer Solutions	25/06/2021 Correct issues with CEO emails, Monthly monitoring fee for the month of June	\$ 127.50
EFT4673	01/07/2021	STS West	TN6 Grader Tyre replacement	\$ 1,410.00
EFT4674	01/07/2021	Synergy	Electricity charges for 3 Nottage Way, period 18/06/2021 - 25/06/2021	\$ 231.90
EFT4675	01/07/2021	Tania Daniels	Audit Committee Meeting & Ordinary Council meeting sitting fee and travel 24/06/2021	\$ 290.84
EFT4676	01/07/2021	Tanya Nicholls	Audit Committee Meeting & Ordinary Council meeting sitting fee and travel 24/06/2021	\$ 288.93
EFT4677	01/07/2021	Telstra	Telstra charges for Councillor tablets, broadband service, MFA tablet, CEO, LH & MWS Mobile phone 18/06/2021 - 17/07/2021	\$ 245.43
EFT4678	01/07/2021	Wright Express Australia Pty Ltd (Puma)	Fuel charges for various vehicles for the month of June 2021	\$ 4,275.63
EFT4679	08/07/2021	Avon Waste	Domestic Refuse Collection, Cardboard only bins, Comingled recycle bin collection for the month of June 2021	\$ 2,657.42
EFT4680	08/07/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 210.11
EFT4681	08/07/2021	ITVision	Annual Licence fee, mapping enquiry & Annual licence fee, Purchase requisition / Extended Security	\$ 2,740.10

EFT4682	08/07/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4683	08/07/2021	Land gate	Minimum charge gross rental valuations chargeable schedule no: G 2021/1 2/11/2020 to 28/05/2021	\$ 69.20
EFT4684	08/07/2021	Pestex Co	Termite Inspections carried out to all town street trees, 27 termite nests were found and treated, travel as per quote 11304	\$ 2,761.00
EFT4685	08/07/2021	Roof & Wall Doctor	Re-roof Yorkrakine Community Hall & Wall restoration	\$ 34,595.00
EFT4686	08/07/2021	Shire of Kellerberrin	Private Works, Maintenance grading of Cubbine Road, Hire of grader & roller, 2 x staff	\$ 1,680.00
EFT4687	08/07/2021	Southern Cross Austereo Pty Ltd	Around the towns interview, Northam Triple M	\$ 99.00
EFT4688	08/07/2021	Tammin Playgroup	Financial assistance as per 2020/21 Budget	\$ 1,000.00
EFT4689	08/07/2021	Tammin Primary School	Financial assistance as per 2021/22 Budget	\$ 2,000.00
EFT4690	08/07/2021	Toll Ipec	Freight charges for Sunny Signs materials	\$ 219.07
EFT4691	08/07/2021	WA Contract Ranger Services Pty Ltd	Ranger services 27/05/2021, 10/06/2021 & 21/06/2021	\$ 748.00
EFT4692	08/07/2021	Wright Express Australia Pty Ltd (Puma)	Fuel Purchases, June 2021	\$ 4,275.63
EFT4693	08/07/2021	thinkproject Australia Pty Ltd	RAMM Annual Support and maintenance fee for the period 01/07/2021 to 30/06/2022	\$ 7,196.40
EFT4694	23/07/2021	Accwest Pty Ltd	Accounting support for Monthly financial statement for June and preparation of annual budget	\$ 2,640.00
EFT4695	23/07/2021	Adapt Electrical Solutions	Disconnect and reconnect new HWS at 14 Russell St including new isolator and bracket, replace power point unit 8 Tamma village, Pavilion CCTV footage recovery, Install TV booster at 5 Nottage Way,	\$ 1,824.24
EFT4696	23/07/2021	Ant Scutter	Empty RV dump point septic tank, including dumping fee and tracking form	\$ 632.71
EFT4697	23/07/2021	Australia Post	Postage charges for the month of June & reflex paper	\$ 193.91
EFT4698	23/07/2021	Bob Cooper Snake R&R Training	Snake handling it consisting of snake grabber, snake hook, compression bandages and canvas carry bag	\$ 396.00
EFT4699	23/07/2021	Bungulla Farming Pty Ltd	Cost of trailer and tree planter hire costs of spraying and baiting associated with tree planting, Connecting Corridors project.	\$ 2,266.00
EFT4700	23/07/2021	Conplant Pty Ltd	TN 205 Amman Multitured Roller - parts	\$ 946.24
EFT4701	23/07/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 210.11
EFT4702	23/07/2021	Eastway Food Supplies	Various supplies for public toilets	\$ 368.50
EFT4703	23/07/2021	Exurban Rural & Regional Planning	General Town Planning & Various background searches	\$ 2,494.80
EFT4704	23/07/2021	Farmways Kellerberrin	Cement rapid/fast set 20kg, cement gp grey 20kg pallet	\$ 267.00
EFT4705	23/07/2021	ITVision	SynergySoft license fee, June 2021	\$ 2,172.50
EFT4706	23/07/2021	Kellerberrin Farmers Co-Operative	Refreshments for Council meeting held 24 June 2021	\$ 248.45
EFT4707	23/07/2021	Kleenheat Gas	LPG Bulk Gas Tamma Village usage	\$ 464.13
EFT4708	23/07/2021	LGIS (WA)	Instalment 1. Policy number 000078 LGIS Workcare, liability, bush fire, management liability Councillors, travel, Personal accident, Commercial crime.	\$ 20,547.94
EFT4709	23/07/2021	LGIS Broking (Local Government Insurance Services)	Salary Continuance, Marine cargo & Goods driver insurance.	\$ 7,014.39
EFT4710	23/07/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4711	23/07/2021	Officeworks	Various stationary supplies and office refreshment	\$ 72.28
EFT4712	23/07/2021	OneMusic	Annual licence fee 2021/2022 Onemusic	\$ 350.00
EFT4713	23/07/2021	Perfect Computer Solutions	26/03/2021 - SFO CDONB & RDP Access, 15/04/2021 Upload audio files on phone system, 16/04/2021 Release email or admin, 21/04/2021 - SFO Reset admin password	\$ 552.50
EFT4714	23/07/2021	Prestige Alarms	Maintenance request on Administration Office Alarm System Quote #S15495	\$ 1,001.00
EFT4715	23/07/2021	SMEC Australia	Supply of engineering and technical services for the Tammin Southern Link	\$ 772.75
EFT4716	23/07/2021	Shire of Cunderdin	Reimbursement for long service leave liability - Term of employment 27/02/12 - 13/04/2013 1.00 @ 793.38	\$ 793.38
EFT4717	23/07/2021	Synergy	Street lighting electricity charges	\$ 1,766.19
EFT4718	23/07/2021	Telstra	Telstra Office, Depot 7 Tabloid phone and internet charges	\$ 960.98
EFT4719	23/07/2021	Tinwerx Engineering	straighten up of guard rail for multiwheel roller	\$ 100.00
EFT4720	23/07/2021	Toll Ipec	Freight charges for road signage	\$ 124.36
EFT4721	23/07/2021	Western Australian Local Government Association (WALGA)	WALGA Subscriptions 2021/2022, Membership, Procurement Services, Tax Services, Council Connect, Employee Relations, Local Law & Governance	\$ 23,534.27
EFT4722	23/07/2021	Wheatbelt East Regional Organisation of Councils (WEROC)	WEROC Annual Financial contribution 2021/2022	\$ 13,200.00

EFT4723	23/07/2021	Wheatbelt Office and Business Machines	Fuji Xerox Apeospost printing charges 11/06/2021 - 19/07/2021	\$ 418.23
EFT4724	30/07/2021	Charmaine Thomson	Council meeting sitting fee and travel for Council meeting held 22/07/2021	\$ 149.68
EFT4725	30/07/2021	Comfort Style Northam	Purchase of furniture - Quote 1293 for CEO for 14 Russell St Tammin as per Council motion CRC 05/21	\$ 7,999.00
EFT4726	30/07/2021	Department of Water and Environmental Regulation	Annual licence fee Refuse site 2021/2022	\$ 2,030.00
EFT4727	30/07/2021	Farmways Kellerberrin	Roundup hi strength 20 litres drums 5x & Lockable bin for snake handling	\$ 799.00
EFT4728	30/07/2021	Glenice Batchelor	Council meeting sitting fee and travel for Council meeting held 22/07/2021	\$ 105.00
EFT4729	30/07/2021	Great Eastern Country Zone of WALGA	Great Eastern Country Zone annual subscription 2021/2022	\$ 3,850.00
EFT4730	30/07/2021	Horizon Surveys PTY LTD	Provide Surveying services subdivision stage 1 prepare application plan and lodge with form 1a at WAPC	\$ 715.00
EFT4731	30/07/2021	Jtagz Pty Ltd	Blue 95mm WrapStrap Dog tags, Blue 75mm WrapStrap Cat tags & freight	\$ 238.70
EFT4732	30/07/2021	LGIS (WA)	LGIS Property insurance first instalment, Vehicle Insurance all plant, events, Governance Councillors & PWO.	\$ 42,667.52
EFT4733	30/07/2021	Local Health Authorities Analytical Committee	Analytical services - 2021/2022	\$ 396.00
EFT4734	30/07/2021	Michael Greenwood	Council meeting sitting fee and travel for Council meeting held 22/07/2021	\$ 236.49
EFT4735	30/07/2021	Nicholas Caffell	Council meeting sitting fee and travel for Council meeting held 22/07/2021	\$ 119.10
EFT4736	30/07/2021	OCLC (UK) Ltd	Amliib annual Maintenance 11/01/2021 - 10/01/2022	\$ 1,700.97
EFT4737	30/07/2021	Officeworks	Various supplies for office stationary	\$ 243.51
EFT4738	30/07/2021	Samantha Pimlott	Reimbursement for travel - Meckering to Wongan Hills for CDO training 95.6km @ 99.01c/km	\$ 94.65
EFT4739	30/07/2021	Shire of Quairading	CESM Shared cost April to June 2021	\$ 3,874.78
EFT4740	30/07/2021	Synergy	Electricity charges Depot, bush fire repeaters, Oval reticulation 01/06/2021 - 27/07/2021	\$ 551.37
EFT4741	30/07/2021	Tania Daniels	Council meeting sitting fee and travel for Council meeting held 22/07/2021	\$ 122.92
EFT4742	30/07/2021	Tanya Nicholls	Council meeting sitting fee and travel for Council meeting held 22/07/2021	\$ 122.92
EFT4743	30/07/2021	Telstra	Broadband service, Councillor - MFA tablet charges, LH - CEO - MWS mobile phone charges	\$ 246.58
			Subtotal	\$ 224,035.34
Cheque Payments				
6792	01/07/2021	Shire of Tammin	12 month registration for TN251	\$ 81.40
6793	08/07/2021	Cooinda Centre	Financial assistance as per 2021/22 Budget	\$ 6,000.00
6794	16/07/2021	Australian Taxation Office - FBT	Fringe Benefits Tax (FBT) return, 1 April 2020 to 31 March 2021	\$ 4,655.84
			Subtotal	\$ 10,737.24
NAB Visa Payment				
DD1830.1	05/07/2021	NAB Business Visa	NAB Visa Transactions from 29/05/2021 to 28/06/2021	\$ 710.67
			Subtotal	\$ 710.67
Direct Debit				
DD1812.1	06/07/2021	Aware Super	Superannuation contributions	\$ 3,315.50
DD1812.2	06/07/2021	Australian Super	Superannuation contributions	\$ 384.51
DD1812.3	06/07/2021	Spirit Super	Superannuation contributions	\$ 198.76
DD1816.1	02/07/2021	Bond Administrator	Variation of security bond - Noel Warner (Unit 9/11 Booth Street Tammin)	\$ 327.34
DD1821.1	20/07/2021	Messages on Hold	Interactive Voice Recordings from 18/07/21- 17/08/21	\$ 177.45
DD1823.1	20/07/2021	Aware Super	Superannuation contributions	\$ 3,912.97
DD1823.2	20/07/2021	Australian Super	Superannuation contributions	\$ 377.26
DD1828.1	23/07/2021	Western Australian Treasury Corporation	Guarantee Fee 01/06/21-30/06/21	\$ 820.63
			Subtotal	\$ 9,514.42
Salaries & Wages				
	6/07/2021	Shire of Tammin	Salaries & Wages	21791.43
	20/07/2021	Shire of Tammin	Salaries & Wages	28903.89
			Subtotal	\$ 50,695.32
Total paid from Municipal Account for the month of July				\$ 310,501.78

11.2 Financial Management Report for the month of July 2021

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	16 August 2021
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.2 - July 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 July 2021 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

Rates are expected to come in at the end of August prior to the due date of 27 August 2021. 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

Recommendation

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

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

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ___/___

11.3 Crisp Wireless Project – Letter of Commitment

Location:	Shire of Tammin
Applicant:	CRISP Wireless – Digital Farm Grant
Date:	18 August 2021
Author:	Gary Martin – Acting CEO
Item Approved by:	Gary Martin
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 – Crisp Letter

Proposal/Summary

Crisp Wireless has requested the Shire to forward its Letter of Commitment for the pledged \$20,000 towards the DPIRD DFGH#3 grant prior to 1 September 2021.

Background

This proposal has been around for some time and the Shire has previously pledged \$20,000. CRISP are responsible for the infrastructure such as the equipment, towers and servicing with local governments providing cash contributions and in-kind support.

The letter of support is required from each of the Shires that pledged support or risk that the grant agreement with DPRID will not proceed.

Comment

This project is a commercial undertaking with the service expected to improve data speeds and reception within defined areas. The Plans advertised on the Crisp website are competitive with other commercial providers.

There is no apparent target of subscribers required and that would be a risk for CRISP.

It is recommended that payment of the Shire contribution is subject to the DPIRD Grant being approved and the project proceeding.

Consultation

Contact was made with the Shire of Koorda who advised that they were happy with the service, speeds and plans being provided by CRISP.

Policy Implications

Nil

Financial Implications

The \$20,000 pledge has been included in the 2021/2022 Budget. Actual payment to be subject to the Grant being approved and the project proceeding.

Strategic Implications

Improved communication services within the Shire.

Recommendation

That the Council provide a Letter of Commitment to CRISP for the \$20,000 pledge towards this project with payment being subject to the DPIRD Grant being approved and the project proceeding.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: __/ __

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

12.1 WALGA 2021 Annual General Meeting

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	17 August 2021
Author:	Gary Martin – Acting CEO
Item Approved by:	Gary Martin
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.1 – WALGA Agenda Attachment Item 12.1 – Voting Delegate Information Attachment Item 12.1 – General Information

Proposal/Summary

The WALGA 2021 Annual General Meeting and associated activities will be held at Crown Perth from Sunday 19 September to Wednesday 22 September 2021.

It is necessary for the Council to appoint its two voting delegates for the AGM. It is also necessary to determine which elected members will be attending Local Government Week and register their attendance and arrange accommodation.

The AGM agenda and program is available.

Background

The WALGA Annual General Meeting and associated activities is the highlight of local government for the State and provides an opportunity to be informed on the issues that affect the Shire and to mingle with local government representatives from around the State.

Comment

The Shire is entitled to two voting delegates.

Tentatively accommodation bookings have been made for four members at the Crown Perth.

Consultation

Nil

Policy Implications

The Shire Attendance at Events policy is applicable.

Financial Implications

Provision has been made in the 2021/22 annual budget for member travel and accommodation expenses. Accommodation is tentatively booked at Crown Towers Perth from Sunday 19 September to Tuesday 21 September 2021 totaling \$2,472.00.

Strategic Implications

Attendance at this significant State local government event is part of the role of an elected member representing the Shire.

Recommendation

- 1) That the Council’s voting delegates for the WALGA 2021 Annual General Meeting be:
 - a) Cr.....
 - b) Cr

- 2) The following Councillors be authorised to attend the WALGA AGM and associated activities and the accommodation and associated costs be met by the Shire in accordance with policy.
 - a) Cr.....
 - b) Cr.....
 - c) Cr.....
 - d) Cr.....

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: __/__

12.2 WEROC Meeting 11 August 2021

Location:	Shire of Tammin
Applicant:	WEROC
Date:	18 August 2021
Author:	Gary Martin – Acting CEO
Item Approved by:	Gary Martin
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 – WEROC Inc. Board Meeting Minutes 11082021 Attachment Item 12.2 – Appendix 3 - Tourism

Proposal/Summary

The Minutes of the WEROC meeting held at the Shire of Yilgarn on Wednesday 11 August 2021 are available.

Two matters arise for Council's immediate attention. Firstly, the formal nomination of the new CEO Joanne Soderlund as a Shire voting representative. Secondly, review the recommendations of the WEROC Tourism Audit and provide the Shire's short list of priorities. A copy of the audit summary is attached.

Background

The previous CEO Mr Neville Hale and Cr Michael Greenwood were the nominated Shire representatives approved by the WEROC Board at its AGM held November 2020. It is now necessary to provide WEROC with official notice of the revocation of Mr Hale's appointment by the Shire and the appointment of the new CEO as a Shire voting representative.

The Central Wheatbelt tourism audit was conducted in 2009/2010 and intended to assist Regional Organisation's of Councils, local governments and sub-regional tourism groups to plan for the development of tourism in the Central Eastern Wheatbelt.

Comment

The development of this audit and associated activities are not known but the audit summary lists 11 recommendations for the Council's consideration and support. There is also an overview of the Tammin information for comment and amendment.

Consultation

Nil

Policy Implications

Nil

Financial Implications

There are no direct financial implications from this item

Strategic Implications

The development of tourism within the region has positive impacts on the town and Shire as well as the other neighbouring districts.

Recommendation

That Council:

1. Nominate the CEO Joanne Soderlund as a Shire voting representative for the WEROC as a replacement for the former CEO Mr Neville Hale.
2. Consider the Tourism Audit recommendations and inform WEROC of any comments or changes.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: __/__

12.3 Tammin Bushfire Risk Management Plan

Location:	Shire of Tammin
Applicant:	Bushfire Risk Planning Coordinator
Date:	19 August 2021
Author:	Brian Humfrey
Item Approved by:	Gary Martin
Disclosure of Interest:	Nil
File Reference:	BUSH08
Attachment/s:	Attachment Item 12.3 - Tammin Bushfire Risk Management Plan 2021-2026

Proposal/Summary

Council is requested to consider the adoption of the Shire of Tammin Bushfire Risk Management Plan 2021-2026, which has been reviewed and supported by the Office of Bushfire Risk Management (OBRM).

Background

The Shire of Tammin Bushfire Risk Management Plan 2021-2026, has been developed in accordance with the requirement of the Guidelines for Preparing a Bushfire Risk Management Plan (BRMP), which is consistent with the policies of the State Emergency Management Committee.

The BRMP is a living document that Local Governments are required to produce under the State Hazard Plan for Fire. It details the risk from bushfire to identified assets, allows treatment to be applied and records maintained of all works completed. Once approved by the Office of Bushfire Risk Management (OBRM), it also qualifies the Shire as eligible to apply for funding under the Mitigation Activity Fund (MAF).

The BRMP is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The resulting 'Treatment Schedule' sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRMP. Government agencies, and other land managers responsible for implementing treatments, participate in developing the BRMP to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

Treatments will be guided by risk priority, not land tenure, and will not be limited to local government managed lands. Mitigation Activity Funds can, however, only be used on local government vested/managed land /reserves.

The objectives of the BRMP are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;

- Ensure there is integration between land owners and bushfire risk management programs and activities; and
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

Following the BRMP being reviewed and approved by the Office of Bushfire Risk Management (OBRM) the Shire will be eligible to apply under the MAF, for monies to complete the identified treatments.

Comment

There were a total of 183 assets identified for the BRMP assessments covering four (4) Asset Categories (Human Settlement, Economic, Environmental and Cultural). The assets were assessed by DFES in consultation with local stakeholders, on the likelihood rating and the consequence. The assessment also took into consideration the bushfire hazard based on the Classification of Vegetation, Separation Distance and the Slope Rating of the topography.

From this assessment, a Risk Evaluation was formulated identifying the risk category and the treatment priority for each of the assets. Assets listed as High, Very High and Extreme will require treatment. This will be developed in consultation with land owners and other stakeholders, with a treatment schedule to be completed within six months of the BRMP being endorsed by Council.

Within six months of adoption by the Council, the Shire of Tammin is required to finalise the Treatment Schedule in the Bushfire Risk Management System (BRMS) and provide written notification to OBRM. It is not necessary to provide further updates to OBRM if any individual treatments are subsequently added, edited, rescheduled or deleted from the original schedule after this time.

As per the Guidelines, at the end of each financial year, the Shire of Tammin will be required to prepare and submit a report to OBRM detailing progress against the BRM Plan. The annual report is a standard report generated within BRMS and comments may be added to the report to provide further context.

Consultation

Discussions have been undertaken with key stakeholders, including:

- DFES Bushfire Risk Planning Coordinator
- Department of Fire Emergency Services
- Community Emergency Services Manager

Policy Implication

Nil

Financial Implications

There is funding available annually through the Mitigation Activity Funding, and this will be the primary source of funding. The funding available is for the initial treatment to reduce the fire risk, and thereafter it will be the responsibility of the Shire for ongoing maintenance.

Funding under the MAF will have a resource implication for the Shire's Volunteer Bushfire Brigades, DFES Town Brigade and associated volunteers. In addition, managing the projects funded under the MAF will impact internal staff resources.

Strategic Implications

Nil

Recommendation

That Council adopt the Shire of Tammin Bushfire Risk Management Plan 2021-2026.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: __/__

12.4 Tammin Golf Club – Renovation Project

Location:	Shire of Tammin
Applicant:	Tammin Golf Club
Date:	19 August 2021
Author:	Gary Martin – Acting CEO
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	SPREC10
Attachment/s:	Attachment Item 12.4 – TGC TS Agreement Attachment Item 12.4 – TSC Letter Attachment Item 12.4 – TSC Motion 11.6 June Ordinary Council Meeting

Proposal/Summary

In accord with the Council's decision TSC 56/21 at the June 2021 OCM the Shire's resolution was provided to the Tammin Golf Club (TGC) for consideration and agreement. Since that time there have been numerous discussions and meetings with TGC officials regarding the project.

On the 19 August an email and attached letter and draft agreement were received from the TGC advising that while the Club wishes the project to go ahead in its current design there were variance issues to be capped and investigated including:

- The Shire's future liability of removing the asbestos in the toilet block.
- The possibility of white ants in the toilet block that will cause a variance.
- Variances from the verandah needing to be modified to fit the new roof line.

A key element of the Shire position that has been verbally reinforced to the Club has been the principle of 2/3 contribution by the Shire and 1/3 contribution by the Club. The project is currently constrained by the total Shire cash contribution of \$140,000 (plus significant in-kind contribution including project management). The project has not progressed without the receipt of the TGC cash contribution which must be secured to allow the building contract to be funded.

The TGC has now raised several issues outlined below that require consideration.

It is noteworthy that the TGC recognizes that this requires Council consideration and this may cause some delay, and that time spent on understanding the TGC position and reaching consensus is important.

The TGC has also provided a draft agreement for consideration.

Background

This project involves the partial demolition and rebuild of the central section of the Club house with the retention of the existing end structures. The nature of the works creates significant potential for

unknown risks and costs. It is possible that the project could proceed trouble free and largely within current estimates and plans however that relies heavily on the in-kind support from the TGC.

The risk is that once the project is commenced and if significant problems are identified there is a lack of contingency allowances (cash) and constrained by the funding formula of 2/3 Shire 1/3 TGC. The current Shire commitment of \$140,000 is tied up with the actual building contractor. While relatively small problem costs could be met within existing Shire resources (wages, plant) there is currently no scope for engaging external contractors or materials and there is an expectation that if need be the TGC would also make greater in-kind contribution.

The type of project creates significant risk for both parties compared to a new building with far less scope for unknown problems but the TGC has expressed its wish for the project to go ahead in its current design. The risks (and costs) associated with that preference need to be assessed and mutually agreed upon in advance of proceeding with consideration of the restricted cash available for variations and the willingness/ability of the TGC to meet its 1/3 commitment in cash and in-kind.

The TGC has expressed the following points outlined in its letter:

- The overall management of the TGC including building upgrade, course maintenance costs and course upgrades including the mower machinery. The annual cost is estimated in the \$25-\$30K range and the mower equipment \$40K.
- Ongoing cost of course management should be recognized as a year in year out capital contribution by the TGC.
- That the TGC contribution be limited to \$25,000 and variances of \$5000 (Cash?).
- That a more comprehensive agreement be prepared.

Comment

The TGC response raises several matters and unfortunately these were received on the day that the agenda closes leaving little time for consideration and provision of information and advice. It is noted that the TGC recognizes that there will be delay and the need for consensus.

In the author's experience, a community building project such as this is fraught with risk compared to a "Greenfields" type project with a new building. Generally a new building is capable of being provided within the contracted price with minor variations and with little risk. The current project involves an old existing building with known or suspected defects and significant potential for unknown costs that will be unavoidable once discovered.

The project is then constrained by the existing funding commitment with the Shire \$140,000 being committed to the building contractor. Apart from some limited in-house absorption of additional costs by the Shire there is an expectation that any variations will require the additional Shire costs (if approved) will be subject to the 2/3 Shire 1/3 TGC funding formula, with potentially little opportunity for in-kind contribution.

The lack of contingency provision and funding arrangements require consideration.

The TGC also raise other funding issues including the need for a "new" mower.

The proposed agreement will require consideration and agreement of both parties. The project is a Shire project on Shire land and ultimately the Shire is the responsible body.

The timing of this item is such that an informed report and recommendation(s) is not possible at this time but Council input and direction is sought to assist the progress of the project and respond to the TGC.

It is noted that the TGC is keen on the current project of upgrading an existing building, with the associated risks and costs.

An option, which I believe has been previously rejected, is the existing Shire funding of \$140,000 being redirected to a new Shed based building (say \$70,000) with \$30,000 for internal fit out (Shire \$100,000 contribution) plus TGC \$25,000 cash and \$25,000 in-kind contribution) potentially leaving \$40,000 towards a “new” mower. This option has far less risk and should be a cleaner quicker build with some \$80,000 available for internal fit out to the TGC requirements.

Consultation

The TGC representatives have met with the Shire representatives several times in the past two months.

Policy Implications

The principle of 2/3 Shire 1/3 Community underpins the current project funding.

Financial Implications

The Shire has committed \$140,000 to this project as well as some in-house and project management resources. The building contract cannot proceed without the receipt of the TGC cash contribution of \$25,000.

The funding of variations arising from unknown problems requires consideration and agreement. Any additional Shire funding is unbudgeted and will require an absolute majority decision and would likely need to be funded from the Reserve Fund.

Strategic Implications

Nil

Recommendation

That the Council:

1. Note the response from the Tammin Golf Club and the issues raised.
2. Note that there will be some delay with the commencement of the project.
3. Provide the CEO some direction for addressing the issues raised by the Tammin Golf Club including any additional funding for discussion with the Club and report back to the Council.

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

Nil

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

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

Recommendation

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

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost: 0/0

16.1 PRIVATE & CONFIDENTIAL ITEM

See report provided under separate cover.

Recommendation

That the meeting move from behind closed doors at _____

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost: 0/0

17. CLOSURE OF MEETING

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

