

# 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 27 August 2020** in Council Chambers, 1 Donnan Street, Tammin, commencing at **5:00pm**.

Neville Hale  
Chief Executive Officer  
20 August 2020

### MISSION STATEMENT

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

## **Contents**

AGENDA .....	3
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	3
2. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES .....	3
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	3
4. PUBLIC QUESTION TIME .....	3
5. APPLICATIONS FOR LEAVE OF ABSENCE .....	3
6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS .....	3
7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS .....	3
8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	3
8.1 Ordinary Council Meeting Minutes – 23 July 2020 .....	3
9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION .....	4
10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	4
11. MATTERS FOR CONSIDERATION – FINANCE .....	5
11.1 List of Payments for July 2020 .....	5
11.2 Financial Management Report for the month of July 2020 .....	12
11.3 Corporate Business Plan 2020/21 – 2024/25 .....	14
12. MATTERS FOR CONSIDERATION – ADMINISTRATION .....	17
12.1 Tamma Village Entry – Garden and Other Projects .....	17
12.2 WALGA State Council Item 5.5 – Local Government Review Panel Report .....	23
13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH .....	26
14. MATTERS FOR CONSIDERATION – TOWN PLANNING .....	26
15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....	26
16. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23) .....	27
16.1 Regional Organisation of Councils - Participation .....	27
17. CLOSURE OF MEETING .....	27

## **AGENDA**

### **1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President will declare the meeting open at \_\_\_\_\_ pm.

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

#### **Present:**

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

#### **In Attendance:**

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

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

Nil

#### **Apologies:**

Nil

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

Nil

### **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 – 23 July 2020**

**Recommendation**

That the Minutes of the Ordinary Council Meeting held on 23 July 2020 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**

Representatives of Tammin Senior Citizens Inc. will be attending to discuss matters pertaining to the Tamma Village fencing and shade structures.

## 11. MATTERS FOR CONSIDERATION – FINANCE

### 11.1 List of Payments for July 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	5 August 2020
<b>Author:</b>	Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 11.1 – Payment List Attachment Item 11.1 - Credit Card Statement

#### Background

Accounts paid for July 2020 totaling \$289,777.48 are listed below:

Cheque numbers	6760 - 6762	\$6,914.20
Direct debit payments	01/07/20 – 30/07/20	\$9,415.64
Licensing transfers	01/07/20 – 30/07/20	\$7,986.15
Bank fees	01/07/20 – 30/07/20	\$165.63
VISA payments	01/07/20 – 30/07/20	\$1,410.47
EFT payments	EFT 3887 – EFT 3959	\$212,540.92
Salaries and wages	01/07/20 – 31/07/20	\$51,344.47
<b>Total payments</b>	<b>01/07/20 – 31/07/20</b>	<b>\$289,777.48</b>

#### Comment

Nil

#### Financial Implications

Directly impacts 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 Implications**

Nil

**Community Consultation**

Nil

**Recommendation**

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

Municipal Fund payments totaling \$289,777.48 on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

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

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

Vote: Simple Majority

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

**Payment List July 2020**

Ref	Date	Creditor Name	Description	Amount
<b>Licensing</b>				
61	01/07/2020	Department of Transport	Daily Licensing Fee	\$ 43.10
61	02/07/2020	Department of Transport	Daily Licensing Fee	\$ 27.50
61	06/07/2020	Department of Transport	Daily Licensing Fee	\$ 44.70
61	07/07/2020	Department of Transport	Daily Licensing Fee	\$ 1,956.65
61	09/07/2020	Department of Transport	Daily Licensing Fee	\$ 119.80
61	10/07/2020	Department of Transport	Daily Licensing Fee	\$ 696.85
61	13/07/2020	Department of Transport	Daily Licensing Fee	\$ 29.75
61	14/07/2020	Department of Transport	Daily Licensing Fee	\$ 39.30
61	16/07/2020	Department of Transport	Daily Licensing Fee	\$ 623.05
61	17/07/2020	Department of Transport	Daily Licensing Fee	\$ 93.40
61	20/07/2020	Department of Transport	Daily Licensing Fee	\$ 504.80
61	22/07/2020	Department of Transport	Daily Licensing Fee	\$ 882.90
61	23/07/2020	Department of Transport	Daily Licensing Fee	\$ 44.20
61	24/07/2020	Department of Transport	Daily Licensing Fee	\$ 52.80
61	28/07/2020	Department of Transport	Daily Licensing Fee	\$ 257.15
61	29/07/2020	Department of Transport	Daily Licensing Fee	\$ 1,282.15
61	30/07/2020	Department of Transport	Daily Licensing Fee	\$ 1,288.05
			<b>Subtotal</b>	<b>\$ 7,986.15</b>
<b>Bank Fees</b>				
61	01/07/2020	MERCHANT FEES	MERCHANT FEES	\$ 22.00
61	03/07/2020	BANK FEES	NAB TRANSACT BANK FEES	\$ 4.90
61	03/07/2020	MERCHANT FEES	CBA MERCHANT FEES	\$ 77.24
61	30/07/2020	BANK FEES	NAB CONNECT BANK FEES	\$ 29.49
61	31/07/2020	BANK FEES	MUNI ACCT BANK FEES	\$ 10.00
61	31/07/2020	MERCHANT FEES	MERCHANT FEES	\$ 22.00
			<b>Subtotal</b>	<b>\$ 165.63</b>
<b>EFT Payments</b>				
EFT3887	16/07/2020	AIT Specialists Pty Ltd	Accounting services, completion of the review of records - Fuel tax credit, road transport and off road for the period 1/04/2020 - 30/06/2020	\$ 165.00
EFT3888	16/07/2020	Adapt Electrical Solutions	Camera installation at Pavilion, supply of all cables, conduit and fixings plus labour charges	\$ 1,661.55
EFT3889	16/07/2020	Australia Post	Postage charges for the month of June	\$ 36.18
EFT3890	16/07/2020	Avon Valley Toyota	Service on community bus TNO	\$ 498.27
EFT3891	16/07/2020	Avon Waste	Refuse Collection - Parks & Gardens & domestic refuse collection for the month of June 2020	\$ 2,605.13
EFT3892	16/07/2020	Baxters Rural Centre	Filter Separator for Liugong Loader	\$ 75.91
EFT3893	16/07/2020	Charmaine Thomson	Sitting fee & Travel - Special Council Meeting 02/07/2020	\$ 124.84
EFT3894	16/07/2020	Combined Tyres Cunderdin	Puncture repair, TN205	\$ 165.00
EFT3895	16/07/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 66.67
EFT3896	16/07/2020	DKT Rural Agencies	Tammin Oval - Garden supplies for oval maintenance	\$ 386.00
EFT3897	16/07/2020	Dawn Henry	Bond reimbursement for Pavilion hire 14/07/2020	\$ 200.00
EFT3898	16/07/2020	Department of Water and Environmental Regulation	Tammin Refuse Site Annual Licence fee 2020/21	\$ 2,029.41
EFT3899	16/07/2020	Farmways Kellerberrin	Brush Paint 63mm Buy right, Brush Paint 50mm Buy right, Ladder D/S 0.9M Aluminium 120kg DOM Hurricane, Thinner All purp 1l Diggers & Reversible ratchet 1/2 drive kincrome	\$ 325.75
EFT3900	16/07/2020	Filters Plus	Set of fuel filters for roller FF5638 and FS19902	\$ 178.20
EFT3901	16/07/2020	Glenice Batchelor	Sitting fee & Travel - Special Council Meeting 02/07/2020	\$ 105.00
EFT3902	16/07/2020	ITVision	Annual Licence fee, mapping enquiry, Annual licence fee - purchase requisition / extended security, monthly SynergySoft fee( including Purchase Ordering)	\$ 4,912.60



EFT3903	16/07/2020	J.L Norgate	Take up old Paving at the Town Hall, relay new and supply new drains	\$ 470.00
EFT3904	16/07/2020	J.S Rogers & Co	Supply of gravel for roadworks on Wyola South Rd as per extraction agreement	\$ 7,678.00
EFT3905	16/07/2020	Keira Wirth	Market Creation training travel reimbursement 370km @95.54c per km & parking reimbursement	\$ 359.29
EFT3906	16/07/2020	Kellerberrin Farmers Co-Operative	Council refreshments for Ordinary Council meeting 25/06/2020	\$ 196.12
EFT3907	16/07/2020	Komatsu Australia Pty Ltd	Supply and deliver service kit 5000hrs and including 205l drum of hydraulic oil for Grader	\$ 1,587.72
EFT3908	16/07/2020	LGRCEU	Payroll deductions	\$ 41.00
EFT3909	16/07/2020	MB Power & AirCon	Unit 4 Tamma Village - Install and replace Mitsubishi Heavy industries DXK24ZMA - set 7.1kw unit	\$ 2,585.00
EFT3910	16/07/2020	Michael Greenwood	Sitting fee & Travel - Special Council Meeting 02/07/2020	\$ 236.49
EFT3911	16/07/2020	Navsdron Pty Ltd ATF Navsdron Trust	Assistance with finalisation of Statutory Budget, Assistance with FBT Return, Review and assist with bank reconciliations, monthly report, general queries & general Assistance	\$ 12,210.00
EFT3912	16/07/2020	Nicholas Caffell	Sitting fee & Travel - Special Council Meeting 02/07/2020	\$ 122.92
EFT3913	16/07/2020	Officeworks	Espresso Coffee Capsules, Avery A4 Manila folder, Stabilo swing cool Highlighters assorted 8 pack, Lever Arch files 10x & postage charges	\$ 136.06
EFT3914	16/07/2020	Perfect Computer Solutions	03/06/2020 Server off. Turned server on via ilo. The up is flagging a battery fault. 26/06/2020 Log rates out of Synergy, Monthly fee for daily monitoring, management and resolution of disaster options at site (June)	\$ 382.50
EFT3915	16/07/2020	RAMM Software Pty Ltd	RAMM Annual Support and Maintenance fee 2020/21	\$ 7,962.18
EFT3916	16/07/2020	Shire of Cunderdin	Velpic Software shared charges annual subscription online training platform 31/05/2020 - 30/05/2021	\$ 455.91
EFT3917	16/07/2020	Southern Cross Austereo Pty Ltd	Around the town Triple M Radio advertisement - June	\$ 88.00
EFT3918	16/07/2020	Synergy	Street lighting 25/05/2020 - 24/06/2020	\$ 1,689.74
EFT3919	16/07/2020	Tania Daniels	Sitting fee & Travel - Special Council Meeting 02/07/2020	\$ 123.89
EFT3920	16/07/2020	Tanya Nicholls	Sitting fee & Travel - Special Council Meeting 02/07/2020	\$ 121.97
EFT3921	16/07/2020	Telstra	Internet and phone charges for various building 22/06/2020 - 16/07/2020	\$ 1,194.08
EFT3922	16/07/2020	The Garden Recycling & Heritage Club of Tammin Inc.	Community Grant - Paint cost & Labour for mural, concrete water tank at Donnan Park Oval	\$ 1,060.00
EFT3923	16/07/2020	Tourism Council Western Australia Ltd	Membership renewal fee 2020/21 area promotions	\$ 289.00
EFT3924	16/07/2020	Tyre Storage & Recovery WA	Supply gravel as per extraction agreement, 6,093m3	\$ 13,404.60
EFT3925	16/07/2020	Wangara Trophies	1400mm Wide x 1000mm High Jarrah Veneer Honour Board (Similar design to the HB1 board on my website) Logo 3 x Main Headings 10 x Column Headings 186 x Names & Dates 22 x Lines	\$ 1,438.00
EFT3926	16/07/2020	Wright Express Australia Pty Ltd (Puma)	Fuel charges for various vehicles for the month of June 2020	\$ 3,302.92
EFT3927	30/07/2020	Adapt Electrical Solutions	Administration kitchen hot water unit - Replaced Solenoid, found fault with the tap	\$ 743.95
EFT3928	30/07/2020	Autopro Northam	A Battery 43 Gold Plus 51 for Old Toro mower	\$ 132.15
EFT3929	30/07/2020	Charmaine Thomson	Ordinary Council Meeting sitting fee and travel - 23rd July 2020	\$ 124.84
EFT3930	30/07/2020	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 66.67
EFT3931	30/07/2020	Eastway Food Supplies	Dispenser Jumbo toils 4x & Jumbo toilet rolls	\$ 173.14
EFT3932	30/07/2020	Elliotts Irrigation Pty Ltd	Supply and installation of irrigation and electrical work at the Tammin Bowling Club	\$ 8,990.00
EFT3933	30/07/2020	Everyday Plumbers PTY LTD	Detection and location of water leak using sub sonic leak detector labour at \$160/hr+gst	\$ 1,793.00
EFT3934	30/07/2020	Felton Industries Pty Ltd	Supply Wall Mounted Leg Support code FELWMLS	\$ 589.60
EFT3935	30/07/2020	Glenice Batchelor	Ordinary Council Meeting sitting fee and travel - 23rd July 2020	\$ 105.00
EFT3936	30/07/2020	Glenwarra Development Services	3rd Quarter 2019/20 - planning services, Scheme review during 3rd quarter & Scheme review during 3rd quarter	\$ 1,710.50
EFT3937	30/07/2020	Kenneth Pryer	Run audio and sound for Comedy Gold performance at Tammin Town Hall August 12th 2020	\$ 500.00

EFT3938	30/07/2020	LGIS (WA)	Motor Fleet Insurance, Work care insurance, Management Liability, Personal accident Councillors, Corporate Travel, Property, Commercial Crimes, Bush fire Volunteer & Liability Insurance	\$ 43,402.56
EFT3939	30/07/2020	LGIS Broking (Local Government Insurance Services)	Salary Continuance insurance Policy number 63-2215318-ZAH Marine Cargo Insurance Policy number 63-2215318-ZAH	\$ 3,376.16
EFT3940	30/07/2020	LGRCEU	Payroll deductions	\$ 20.50
EFT3941	30/07/2020	Local Health Authorities Analytical Committee	Analytical services 2020/21	\$ 198.00
EFT3942	30/07/2020	Michael Greenwood	Ordinary Council Meeting sitting fee and travel - 23rd July 2020	\$ 236.49
EFT3943	30/07/2020	Nicholas Caffell	Ordinary Council Meeting sitting fee & travel - 23rd July 2020	\$ 119.10
EFT3944	30/07/2020	Officeworks	Printing and Stationary supplies	\$ 410.80
EFT3945	30/07/2020	OneMusic	Annual licence fee for music for Councils 2020/21	\$ 350.00
EFT3946	30/07/2020	Perfect Computer Solutions	09/07/2020 - Upload Messages On Hold audio file	\$ 85.00
EFT3947	30/07/2020	Shaun's mobile mechanical service	Service on grader Komatsu (1000hrs)	\$ 467.50
EFT3948	30/07/2020	Shire of Quairading	CESM Share billing April - June, Salary, vehicles & phones	\$ 3,927.15
EFT3949	30/07/2020	Stallion Homes	Town Hall Disabled Toilet Upgrade as per documents and quote received on 9th April 2020	\$ 45,403.60
EFT3950	30/07/2020	Synergy	Electricity charges for Works Depot, Bush fire repeater & Oval reticulation 29/05/2020 - 30/06/2020	\$ 651.23
EFT3951	30/07/2020	Tania Daniels	Ordinary Council Meeting sitting fee and travel - 23rd July 2020	\$ 122.92
EFT3952	30/07/2020	Tanya Nicholls	Ordinary Council Meeting sitting fee & travel - 23rd July 2020	\$ 121.97
EFT3953	30/07/2020	Telstra	Council members Tablet charges and CEO, LH, MWS mobile charges from 18/07/2020 - 17/08/2020	\$ 320.03
EFT3954	30/07/2020	Toll Ipec	Honour Board freight charges	\$ 195.53
EFT3955	30/07/2020	WA Contract Ranger Services Pty Ltd	Ranger services on the 06/07/2020, 10/07/2020 & 20/07/2020	\$ 748.00
EFT3956	30/07/2020	Westarp	Supply of replacement heavy commercial shade in desert sand (Tammin Pavilion Playground) 10.9m x 9m. Includes tension kit & installation as per 9303/Quote 1	\$ 3,511.20
EFT3957	30/07/2020	Western Australian Local Government Association (WALGA)	WALGA Annual subscriptions, Council Connect, Tax services, Local Laws Service, Association membership, Governance Services, Procurement Services & Employee Relations	\$ 22,392.93
EFT3958	30/07/2020	Wheatbelt Plumbing & Gas	Install gas oven at unit 9 Tamma Village	\$ 534.00
EFT3959	30/07/2020	Wren Oil	Oil waste disposal, admin & compliance fees	\$ 346.50
			<b>Subtotal</b>	<b>\$ 212,540.92</b>
<b>Cheque Payment</b>				
6760	16/07/2020	Shire of Tammin	12 Months registration for 1TN	\$ 414.20
6761	03/07/2020	Graeme Button	Gratuity Payment 25 years service	\$ 500.00
6762	30/07/2020	Cooinda Centre	Donation to Cooinda, Contribution to staff wages as per 2020/21 Budget	\$ 6,000.00
			<b>Subtotal</b>	<b>\$ 6,914.20</b>

<b>Direct Debits</b>				
DD1532.1	07/07/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 4,182.00
DD1532.2	07/07/2020	Australian Super	Superannuation contributions	\$ 283.84
DD1541.1	21/07/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,359.55
DD1541.2	21/07/2020	Australian Super	Superannuation contributions	\$ 371.59
DD1543.1	21/07/2020	Messages on Hold	Interactive Voice Recordings, 18/07/2020 to 17/08/2020	\$ 169.00
DD1549.1	23/07/2020	Western Australian Treasury Corporation	Guarantee Fee for period ending 30 June 2020, Loan 78, 79, 80, 81 82	\$ 1,049.66
			<b>Subtotal</b>	<b>\$ 9,415.64</b>
<b>NAB Visa Payments</b>				
DD1534.1	06/07/2020	NAB Business Visa	NAB Visa Transactions from 29/05/2020 to 29/06/2020	\$ 1,410.47
			<b>Subtotal</b>	<b>\$ 1,410.47</b>
<b>Salaries &amp; Wages</b>				
	07/07/2020	Shire of Tammin	Salaries & Wages	\$ 30,861.05
	21/07/2020	Shire of Tammin	Salaries & Wages	\$ 20,483.42
			<b>Subtotal</b>	<b>\$ 51,344.47</b>
<b>Total paid to Municipal Account for the month of July</b>				<b>\$289,777.48</b>

## 11.2 Financial Management Report for the month of July 2020

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	18 August 2020
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.2 - July 2020 Monthly Financial Report

### Background

Enclosed is the Monthly Financial Report for the month of July 2020.

### Financial Implications

Financial Management of 2020/2021

### 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 Implications**

Nil

### **Recommendation**

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

a) Statement of Financial Activity

b) Note 1 to Note 12

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

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

Vote: Simple Majority

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

### 11.3 Corporate Business Plan 2020/21 – 2024/25

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	18 August 2020
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer, Neville Hale
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.3 – Corporate Business Plan August 2020

#### Proposal/Summary

To consider the adoption of the Shire of Tammin Corporate Business Plan 2020/21 – 2024/25

#### Background

The preparation of the Corporate Business Plan is a statutory requirement for local government under the Local Government Act 1995, and is a key element of integrated planning and reporting (IPR). The plan provides clarity on the Shire's priorities and actions over the next four years.

#### Comments

The Corporate Business Plan 2020/21 – 2024/25 contains the key objectives and strategic priorities set in the recently reviewed Strategic Community Plan, with the addition of specific initiatives and services the Shire has planned over the next four years. This Plan ensures the Shire will deliver services in line with Council priorities, as informed by community aspirations. The Plan provides a medium-term view of the Shire's operational priorities and activities which works to inform the operational planning and annual budgeting process.

The Corporate Business Plan forms part of the Shires Integrated Planning. The Plan delivers accountable and measurable linkages between Council's long-term vision and aspirations and practical service delivery. Effective service delivery of the Council's intentions is documented via three key operational informing documents, being the Work Force Plan, Asset Management Plan and the Long-Term Financial Plan. These plans have been developed with staff knowledge and input.

A review of the Shire's Strategic Community Plan undertaken in August 2020, coinciding with a desktop review of the Shire's Corporate Business, has identified the following new objectives & actions for inclusion in the revised Corporate Business Plan objectives into the future:

#### Social and Community

1.3 - Develop Local Arts, Heritage & Cultural Opportunities through local events and consultation

Actions:

1. Ensure adequate funding & facilities are provided/maintained at current service levels;
2. Actively promote and support community events and activities;
3. In conjunction with the local indigenous community, identify geographic features and locations under the Aboriginal Dual Naming Guidelines of Landgate;
4. With input from the local community, pursue the development and implementation of a local Aboriginal Reconciliation Plan with support from the Western Australian Local Government Association.

Environment

2.3 Climate change impacts and response

Actions outlined in the CBP for implementing this objective & strategy include:

1. Consider energy efficient measure in existing & new Shire facilities (i.e. solar);
2. Consider renewable energy projects within the Shire; and,
3. Continue to improve water harvesting opportunities.

Consultation

Community consultation commenced in January 2020, the Strategic Community Plan presented at the Electors meeting on 6 February 2020. Further input was received through meetings and email correspondence, following advertising. The review identifies additional aspirations as outlined in the plan, these priorities and actions were discussed with Elected Members, and considered during budget deliberation.

Statutory Implications

In accordance with the requirements of the *Local Government Act 1995 and Local Government (Administration) Regulations 1996*, all local governments are required to implement a plan, which provides for a ten-year Strategic Community Plan and a four-year Corporate Business Plan. The annual review of the Corporate Business Plan is a requirement of the *Local Government (Administration) Regulations 1996: 19DA (4)*.

The development of the Corporate Business Plan is a requirement under the *Local Government (Administration) Regulations 1996*. In accordance with the Regulations, a Corporate Business Plan is required to:

- a) *Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district;*
- b) *Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- c) *Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Policy Implications

Nil

### **Financial Implications**

The adoption of the Corporate Business Plan provides the Shire with financial direction over the period of the plan.

### **Strategic Implications**

The proposal accords with the following Outcome Objective of the Shire's Strategic Community Plan 2018 – 2027:

#### **Civic Leadership Strategies**

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

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

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

- 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
- 6.2.3 Pursue strategic alliances with other local governments through the development of joint opportunities

#### **Recommendation**

That the Shire adopts the Corporate Business Plan 2020/21 – 2024/25.

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

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

Vote: Absolute majority

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



## 12. MATTERS FOR CONSIDERATION – ADMINISTRATION

### 12.1 Tamma Village Entry – Garden and Other Projects

<b>Location:</b>	Booth Street, Tammin
<b>Applicant:</b>	The Garden, Recycling & Heritage Club of Tammin (Veronica DeVis)
<b>Date:</b>	18 August 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	None
<b>File Reference:</b>	ADM – 65 - Streetscape
<b>Attachment/s:</b>	Attachment Item 12.1 – Letter from Veronica De Vis. Attachment Item 12.1 – Plan of Proposed Blue Rockery Garden 1 Attachment Item 12.1 – Plan of Proposed Blue Rockery Garden 2 Attachment Item 12.1 – Plan of Proposed Blue Rockery Garden LH entrance 3 Attachment Item 12.1 – Plan of Proposed Blue Rockery Garden LH entrance 4 Attachment Item 12.1 – Plan of proposed Native Wildflower Garden 1. Attachment Item 12.1 – Plan of proposed Wildflower Garden 2.

#### **Proposal/Summary**

For Council to consider the progress of previously approved plantings by the Garden, Recycling & Heritage Club of Tammin (Veronica de Vis) and the Plan for the proposed wildflower garden on the corner of Booth and Shields Streets, Tammin adjacent to the entry to Tamma Village.

#### **Background**

The Garden Heritage and Recycling Club has written to Council outlining progress on various projects and seeking support for others and has included a Membership List as previously requested.

The new requests are:

1. Donnan Park: request for additional plantings of Rottneest Island pines and Bookleaf Pines on the eastern side of the entrance to the back of the Red Rockery Garden;
2. Arbor Day plantings: Revised site to the east and adjacent to the Tamma Village fence line;

3. Blue Rockery Garden: to the left of the Booth Street entry to Donnan Park; and,

4. Planting of additional Jacaranda Trees to the rear of the Cemetery block with Rottnest Island and Bookleaf pines to be planted on the Western edge as a wind break.

It is noted that the Roadhouse plantings are on private property and outside the direct control of Council as is the proposed water tanks though these are subject to planning and building requirements.

Council will recall that a number of proposals have previously been presented for its consideration and approval, namely:

Cemetery & Donnan Park	Planting of Jacarandas – subject to six month inspection by MoW	Trees inspected in August 2020 and whilst showing signs of minor frost are doing OK.
Rockery Garden at entrance to Donnan Park	In April 2020 approval was given for the establishment of a rockery garden	Approval was for the use of limestone blocks for the required retaining walls. Please note comments below.
Arbor Day Plantings	In May 2020 Council agreed to the planting of Poinciana trees in an area north east of Tamma Village on Booth Street where previous plantings had been undertaken.	A revised site to the east of Tamma Village now identified has been inspected. See comments below.
Tamma Village Garden adjacent to entrance	At its 25 June 2020 Meeting, Council resolved: <ol style="list-style-type: none"> <li>1. supports the establishment of the proposed wildflower garden adjacent to the entry (south) of Tamma Village;</li> <li>2. in consultation with the Shire’s liaison Cr Batchelor, the Club is to provide a site plan, showing measurements, of the proposed location and layout of the wildflower garden; and,</li> <li>3. is to liaise with the Shire’s Manager of Works and Services to mark out the proposed area of works and to ensure no utility services are disturbed</li> </ol>	Attached for Council’s endorsement is the proposed site plan together with a description of proposed plantings.  It is noted that as per previous advice, the planting of Flame trees between Tamma Village and Shields Street is not supported.

Concerns have been raised by Mr Houbrechts (MWS) and the CEO as to the quality of work being undertaken in respect to the Red Rockery Garden and its non-compliance with the Council's earlier approval.

### **Comments**

In dealing with the various projects at hand, the following comments are made:

#### **Cemetery**

The Jacaranda plants seem to be doing ok, with shade cloth protection from the cold winter wind.

No plantings to the area in or around grave sites is to occur.

#### **New request No.4**

A request to plant additional trees towards the back of the Cemetery, including a windbreak of pines. Further plantings to the rear of the block could be supported, particularly to the rear of the new plantings where a number of dead trees make for a less than attractive outlook. It has been suggested that a row of hardy Rottneast and or Bookleaf pines be planted as a wind break on the western side of the area in question. is supported subject to the location of plants being approved by the Shire.

#### **Rockery at entrance to Donnan Park (right hand side)**

It is noted that the quality of the Rockery Garden at the entrance to Donnan Park is not currently to a sufficient standard. It is noteworthy that the retaining wall is not constructed of the agreed limestone blocks but rather a poor quality mismatch of bricks. The alignment is poor and in need of correction. Both the Manager Works and Services and CEO in conjunction with Ms De Vis, on Thursday 13 August 2020, inspected the work. Ms De Vis indicated that the wall is to be rendered and that this will remedy the obvious deficiencies that had resulted from her volunteers not using appropriate methods of construction. The CEO advised Ms De Vis that as the applicant, she is responsible to ensure build quality and furthermore should it not be up to standard it may be necessary for the Shire to remove the structure.

*The Shire' Building Inspector noted:*

- 1. There is no reinforcement longitudinally in the footing.*
- 2. There is minimal mortar in between some of the block work.*
- 3. There is no expansion joints in the wall.*
- 4. The wall is not straight and mostly not plumb.*

*It is very likely that the wall will crack at several locations. However, as the wall is low height and is more of a garden bed it will likely not be a structural issue. The wall is yet to be rendered and this may hide some of the detracting aesthetics.*

Remedial work has been requested.

The soil is reactive clay soil and if it is allowed to vary in moisture this will result in movement and cracking. There is a chance due to the considerable mass of the pavers/concrete/blockwork that it will resist cracking to a point. As the wall is nearly complete, it is suggested that we wait to see the extent of cracking after a 9-12 month period. However, if the cracks prove to be a visual issue then it can be demolished as indicated to Ms De Vis.

### **New Request No.1**

The request to plant a windbreak of Rottnest Island Pines and Bookleaf Pines along the eastern fence line is noted but not supported given the number of established trees in the area that might be threatened by additional plantings given the limited space available.

Furthermore, it was suggested that prior to commencing any further project, the Rockery needs to be completed and approved by the Shire.

### **Arbor Day plantings**

Approval for this has been given for the planting of Poincianas, with a variation to offer protection from the wind. It is requested that the trees be relocated to an area in closer proximity to the Tamma Village fence line. The location of plantings is not supported but could be undertaken a greater distance from the fence in an area previously planted where the various trees and understory plants have died. Strict distancing from fences and or buildings will need to apply. (see attached Plan). It is noted that the Football Oval is to the North of the area, not east.

### **New Request No.2**

Revised site to the east and adjacent to the Tamma Village fence line  
Could be supported subject to specific limitations being made in regard to location, distance from fence line and other existing trees. Numbers limited to the space available.

### **Native Wildflower Garden (Tamma Village)**

The Garden, Recycling & Heritage Club of Tammin (Veronica de Vis), has previously written to Cr Batchelor suggesting the establishment of a wildflower garden adjacent to the entry of the Tamma Village, (see attached letter). The garden envisaged a number of grass trees, a low rosemary hedge together with various native wildflowers and shrubs. The garden could include a bench seat and a large rock with a bronze plaque commemorating the service of local seniors.

The garden would be within Reserve 8789, under the care, control and management of the Shire, along the western side of Booth Street north of the intersection with Shields Street.

The Grass Trees are proposed to be planted on earth mounds of about 1metre above ground level and it is proposed to include rock features. The surrounding wildflower beds will consist of various species of plants under the supervision of Cr Batchelor. A suitable site for the garden seats has been identified.

Some of the proposed plants have been identified in the attached drawings and there are string lines in situ showing the specific layout should Councillors wish to inspect. The site will require the removal of two or three dead shrubs where the proposed seating could be located. The planting of Flame Trees between Tamma Village and Shields Street has previously been declined. Ms De Vis was again advised of this.

It is suggested that the proposed kerbing/retaining wall to support the earth mounds be declined. Moreover, no work should proceed until all elements, including the specific varieties of plants, have been agreed.

### **New Request No.3**

#### **Blue Rockery Garden**

Located to the left of the Booth Street entry to Donnan Oval as per attached plan. Given the issues currently being experienced with the other rockery garden, it is suggested that this request be declined until completion of the Red Rockery Garden and plans for proposed retaining walls have been reviewed by the Shire's Building inspector.

#### **Summary**

Following discussion with Ms De Vis, it has been made clear that no further projects are to be undertaken until the Red Rockery Garden has been completed to the satisfaction of the Shire.

I am assured by Ms De Vis that cost of plants etc will be the responsibility of the Gardening Club which she will be providing funding.

#### **Consultation**

Veronica De Vis

#### **Statutory Implications**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

The Shire may wish to contribute a bench seat and installation of a large rock to accommodate a future plaque. The estimated cost for both would be in the order of \$1,000.

## Strategic Implications

### **Environment Strategies**

Provide leadership and promote local regional sustainability principles and practices. Enhance local natural areas and open spaces.

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

Outcome 2.1 A well maintained attractive environment servicing the needs of the community

Outcome 2.2 Protect and enhance our natural environment and reserves

2.2.1 Enhance the town's open spaces and roadsides  
(Shire of Tammin, Tammin Town Centre Visioning Plan 2017)

2.2.2 Revegetate local areas as required  
(Shire of Tammin, Tammin Town Centre Visioning Plan 2017)

### **Recommendation**

That Council advise the Garden, Recycling & Heritage Club (the Club) of Tammin (Veronica De Vis) that it:

1. undertake no work on the Wildflower Garden or Blue Rockery Garden projects until the Red Rockery Garden at the entrance to Donnan Park is complete and works approved by the Shire;
2. The request to plant a windbreak of Rottneest Island Pines and Bookleaf Pines along the eastern fence line to the rear of the Red Rockery Garden and Water Tank is declined;
3. supports the establishment of the proposed wildflower garden, excluding the proposed Flame Trees and without the proposed kerbing/retaining wall supporting the earthen mounds, as shown in the Plan submitted (attached) adjacent to the entry (south) of Tamma Village;
4. in consultation with the Shire's liaison Cr Batchelor, a number of appropriate wildflower/plant species is to be determined for planting by the Club surrounding the grasstree mounds;
5. the Arbor Day planting of Poinciana trees to the east of Tamma Village is supported subject to the location of each being sufficiently distanced from the Tamma Village fencing as determined by the Shire;
6. the Blue Rockery Garden project be held over until the Plans are reviewed by the Shires building inspector due to proposed height and location of retaining walls; and,
7. is to liaise with the Shire's Manager of Works and Services to ensure that the Wildflower Garden are consistent with the approved Plans and is to ensure no utility services are disturbed.

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

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

Vote: Simple Majority

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

## 12.2 WALGA State Council Item 5.5 – Local Government Review Panel Report

<b>Location:</b>	Council
<b>Applicant:</b>	WA Local Government Association
<b>Date:</b>	20 August 2020
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.2 – WALGA comments on the Report Attachment Item 12.2 – LG Pro comments on the Report

### **Proposal/Summary**

For Council to consider the respective views expressed in regard to the recommendation emanating from the recently released Local Government Review Panel Final Report release in August 2020

### **Background**

As per the Executive Summary within the attached WALGA Report, the Review Panel's Report is a culmination of:

- In 2017 the State Government announced a review of the Local Government Act 1995.
  - Given the breadth of matters covered by the Local Government Act, a staged approach to the review was adopted:
    - Stage one: priority reforms
    - Stage two: wide ranging reforms leading to a new LOCAL Government Act
  - This agenda item relates to the Stage 2 reforms. The Department of Local Government carried out a consultation process in 2018/19 where over 3,000 submissions were received.
  - The Minister for Local Government appointed an Independent Panel to consider submissions received by the Department of Local Government Sport and Cultural Industries on the review of the Local Government Act in November 2019.
  - The Panel's report has made 65 recommendations
  - The Panel's report does not represent Government policy; the Minister for Local Government has stated the report will be considered as part of the Act Review process.

- This agenda item seeks a sector position on the recommendations. The recommendations to support, oppose or seek further consultation or information is proposed in this item.

The Local Government Professionals Australia WA (LG Pro) organization, which represents the officers working within local government, has also provided comment on the Local Government Review Panel Final Report.

In this regard, LG Pro advises that the final report of the Local Government Review Panel outlines recommendations to guide the development of a new Local Government Act for Western Australia. The report, by the Local Government Review Panel, follows on from significant legislative reforms passed by State Parliament last year, including mandatory training and a new gift declaration framework for all elected members.

The panel made 65 recommendations for the proposed legislation that are intended to focus on:

- Future-proofing local governments and promoting healthy, connected and engaged local communities.
- Integrity, inclusive local democracy, efficient service delivery and enhanced accountability across the local government sector.

The Local Government Professionals WA Policy and Legislative Review Committee, chaired by Ian Cowie, has reviewed the recommendations and provides preliminary comment for members' information and to assist them in developing any response to the Minister.

The Association will examine those recommendations it has not previously considered having a position on and provide a response to members and the Minister in that regard.

A copy of the comments of both WALGA and LG Pro are attached for your information as together they provide a broad opinion that will assist Council in assessing the intent of the recommendations.

It is noted that WALGA has identified a number of the Reports Recommendations to which it is opposed.

### **Comments**

It is important to note that the Minister for Local Government has not considered the Panel's recommendations at this stage and has not requested a consultation process on the report.

WALGA is taking the opportunity via the upcoming Zone Meetings and then through State Council to obtain a sector opinion on the recommendations to provide to the Minister.

It is expected that the outcome of the Review will take a number of months if not years to be fully assessed and implemented.

### **Consultation**



**Statutory Implications**

The outcome of the Review will have a direct impact on the current Local Government Act and the governance and financial management of respective local government.

**Policy Implications**

N/A

**Financial Implications**

N/A

**Strategic Implications**

**Civic Leadership Strategies**

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

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

6.2.3 Pursue strategic alliances with other local governments through the development of joint opportunities

**Recommendation**

That Council receive the Local Government Review Panel Final Report and comments made by both WALGA and Local Government Professionals Australia WA and provide comment on matters of interest.

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

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

Vote: Simple Majority

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

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

Nil

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

Nil

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

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

**The meeting be closed to discuss matters relating to Regional Organisation of Councils - Participation**

**Recommendation**

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

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

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

**16.1 Regional Organisation of Councils - Participation**

**Recommendation**

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

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

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

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

**17. CLOSURE OF MEETING**

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