

# 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 **Wednesday 27 February 2019** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:00pm**.

Neville Hale  
Chief Executive Officer  
Friday 22 February 2018

### 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 D Thomson   | Deputy President |
| Cr G Batchelor | Member           |
| Cr N Caffell   | Member           |

#### **In Attendance:**

|              |                                  |
|--------------|----------------------------------|
| Neville Hale | Chief Executive Officer          |
| Kelsey Pryer | Manager Finance & Administration |

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

|            |        |
|------------|--------|
| Cr Daniels | Member |
|------------|--------|

#### **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. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 Ordinary Council Meeting Minutes – 22 November 2018**

**Recommendation**

That the Minutes of the Ordinary Council Meeting held on 18 December 2018 be confirmed as a true record of proceedings.

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

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

Vote: Simple Majority

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

**7.2 Ordinary Council Meeting Minutes – 31 January 2019**

**Recommendation**

That the Minutes of the Special Council Meeting held on 31 January 2019 be confirmed as a true record of proceedings.

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

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

Vote: Simple Majority

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

**8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

## 10. MATTERS FOR CONSIDERATION – FINANCE

### 10.1 List of Payments for December 2018

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Manager of Finance & Administration   |
| <b>Date:</b>                   | 15 February 2019  |
| <b>Author:</b>                 | Kelsey Pryer  |
| <b>Item Approved by:</b>       | Chief Executive Officer – Neville Hale  |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | FIN05   |
| <b>Attachment/s:</b>           | Attachment Item 10.1 - December 2018 Payment List<br>Attachment Item 10.1 - Credit Card Statement 30.10.18-28.11.18 |

#### Background

Accounts paid for December 2018 totaling \$258,458.86 are listed below:

|                       |                            |                     |
|-----------------------|----------------------------|---------------------|
| Cheque numbers        | 6716 - 6717                | \$8,910.57          |
| Direct debit payments | 01/12/18 – 31/12/18        | \$26,933.89         |
| Licensing transfers   | 01/12/18 – 31/12/18        | \$2,266.10          |
| Bank fees             | 01/12/18 – 31/12/18        | \$137.69            |
| VISA payments         | 01/12/18 – 31/12/18        | \$150.54            |
| EFT payments          | EFT2662 – EFT2715          | \$193,833.71        |
| Salaries and wages    | 01/12/18 – 31/12/18        | \$26,253.36         |
| <b>Total payments</b> | <b>01/12/18 – 31/12/18</b> | <b>\$258,485.86</b> |

#### Comment

Nil

#### Financial Implications

Directly impacts the Shire of Tammin 2018/2019 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 December 2018, the Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$258,485.86 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 for December 2018

| Ref                           | Date       | Creditor Name           | Description                  | Amount             |
|-------------------------------|------------|-------------------------|------------------------------|--------------------|
| <b>Licensing Transactions</b> |            |                         |                              |                    |
| 42                            | 12/12/2018 | Department of Transport | Daily licensing transactions | \$ 1,732.55        |
| 42                            | 13/12/2018 | Department of Transport | Daily licensing transactions | \$ 428.65          |
| 30                            | 22/12/2018 | Department of Transport | Daily licensing transactions | \$ 104.90          |
| <b>Subtotal</b>               |            |                         |                              | <b>\$ 2,266.10</b> |

|                  |            |               |                         |                  |
|------------------|------------|---------------|-------------------------|------------------|
| <b>Bank Fees</b> |            |               |                         |                  |
| 42               | 03/12/2018 | MERCHANT FEES | MERCHANT FEES           | \$ 62.89         |
| 42               | 05/12/2018 | BANK FEES     | TRANSACT FEE            | \$ 7.00          |
| 42               | 12/12/2018 | BANK FEES     | CREDIT LISTING BOOK FEE | \$ 5.00          |
| 42               | 31/12/2018 | BANK FEES     | ACCOUNT FEE             | \$ 42.80         |
| 42               | 31/12/2018 | BANK FEES     | ACCOUNT FEE             | \$ 20.00         |
| <b>Subtotal</b>  |            |               |                         | <b>\$ 137.69</b> |

|                     |            |   |  |                      |
|---------------------|------------|---|--|----------------------|
| <b>EFT Payments</b> |            |   |  |                      |
| EFT2662             | 06/12/2018 | AMPAC Debt Recovery (WA) Pty Ltd        | Debt recovery for outstanding rates                                      | \$ 4,076.90          |
| EFT2663             | 06/12/2018 | Avon Valley Glass                       | Various repairs to Tamma Village units                                   | \$ 1,624.00          |
| EFT2664             | 06/12/2018 | Conway Highbury Pty Ltd                 | Consultancy fees for September and November 2018                         | \$ 679.25            |
| EFT2665             | 06/12/2018 | Courier Australia                       | Various freight expenses   | \$ 15.02             |
| EFT2666             | 06/12/2018 | Farmways Kellerberrin                   | Various consumables  | \$ 738.48            |
| EFT2667             | 06/12/2018 | IT Vision                               | Monthly Synergysoft fee for November 2018                                | \$ 2,065.80          |
| EFT2668             | 06/12/2018 | LGRCEU                                  | Payroll deductions   | \$ 61.50             |
| EFT2669             | 06/12/2018 | Perfect Computer Solutions              | Computer maintenance and IT support                                      | \$ 340.00            |
| EFT2670             | 06/12/2018 | STS West                                | Tyre repair for TN6  | \$ 200.00            |
| EFT2671             | 06/12/2018 | Shire of Cunderdin                      | Private works to install traffic counters at Goldfields Rd & Bungulla Rd | \$ 253.36            |
| EFT2672             | 06/12/2018 | Synergy                                 | Electricity charges for various buildings                                | \$ 2,124.75          |
| EFT2673             | 06/12/2018 | Wheatbelt Office and Business Machines  | Photocopy expenses from 7/11/18 - 4/12/18 for the photocopier            | \$ 391.87            |
| EFT2674             | 06/12/2018 | Wheatbelt Plumbing & Gas                | Supply & install 4 x new toilet suites to renovated public toilets       | \$ 5,529.65          |
| EFT2675             | 13/12/2018 | Adapt Electrical Solutions              | Install sharp collection tins and handryers in public toilets            | \$ 947.45            |
| EFT2676             | 13/12/2018 | Ag Implements                           | Tyre and wheel assembly for John Deere ride on slasher                   | \$ 417.23            |
| EFT2677             | 13/12/2018 | Ag Implements - Quairading              | Repair airconditioning fault in Community Bus                            | \$ 1,799.64          |
| EFT2678             | 13/12/2018 | Australia Post                          | Postage expenses for the month of November 2018                          | \$ 147.89            |
| EFT2679             | 13/12/2018 | Avon Waste                              | Rubbish collection for the month of November 2018                        | \$ 2,685.53          |
| EFT2680             | 13/12/2018 | Bunnings Group Ltd                      | Vacuum bags  | \$ 23.96             |
| EFT2681             | 13/12/2018 | Cunderdin Farmers Co-op                 | Various consumables  | \$ 27.15             |
| EFT2682             | 13/12/2018 | DKT Rural Agencies                      | Various consumables  | \$ 77.45             |
| EFT2683             | 13/12/2018 | Donald Thomson                          | Deputy President Allowance from June to November 2018                    | \$ 300.00            |
| EFT2684             | 13/12/2018 | Fairfax Media Publications Pty Limited  | Advertising costs in local phone directory                               | \$ 1,288.49          |
| EFT2685             | 13/12/2018 | Farmways Kellerberrin                   | Various consumables  | \$ 50.15             |
| EFT2686             | 13/12/2018 | Fulton Hogan                            | 10 tonne of cold mix asphalt   | \$ 2,090.00          |
| EFT2687             | 13/12/2018 | Hydro-Plan Pty Ltd                      | Consultancy services for Tamma Village reticulation                      | \$ 1,980.00          |
| EFT2688             | 13/12/2018 | Kellerberrin Farmers Co-Operative       | Council Meeting food and refreshments for November OCM                   | \$ 187.94            |
| EFT2689             | 13/12/2018 | Kellerberrin Pipeline Newsletter        | Advertisement charges for the Administration/ Finance Position           | \$ 23.00             |
| EFT2690             | 13/12/2018 | Komatsu Australia Pty Ltd               | Belt for Komatsu grader (TN6)  | \$ 112.05            |
| EFT2691             | 13/12/2018 | LGRCEU                                  | Payroll deductions   | \$ 61.50             |
| EFT2692             | 13/12/2018 | Michael Greenwood                       | President allowance from June to November 2018                           | \$ 1,200.00          |
| EFT2693             | 13/12/2018 | Shire of Cunderdin                      | Private works for capex works program - Chappell Wheeldon Rd             | \$ 14,447.13         |
| EFT2694             | 13/12/2018 | Synergy                                 | Electricity charges for various buildings                                | \$ 2,014.85          |
| EFT2695             | 13/12/2018 | Tammin Senior Citizens Committee        | Donation towards Australia Day breakfast 2019                            | \$ 1,000.00          |
| EFT2696             | 13/12/2018 | Telstra                                 | Phone charges for the month of November 2018                             | \$ 999.61            |
| EFT2697             | 13/12/2018 | Wheatbelt Plumbing & Gas                | Unblock drain at public toilets and replace cistern in male staff toilet | \$ 488.40            |
| EFT2698             | 13/12/2018 | Wheatbelt Safetywear                    | Barrier mesh, traffic cones & plastic bollards                           | \$ 649.00            |
| EFT2699             | 13/12/2018 | Wright Express Australia Pty Ltd (Puma) | Fuel expenses for the month of November 2018                             | \$ 6,565.57          |
| EFT2700             | 13/12/2018 | Wurth Australia Pty Ltd                 | Pump Spray Bottle 1 ltr  | \$ 85.14             |
| EFT2701             | 21/12/2018 | Adapt Electrical Solutions              | Inspect and repair retic system and septic pump                          | \$ 99.00             |
| EFT2702             | 21/12/2018 | Ant Scutter                             | Pump out septic tank at Tamma Village                                    | \$ 1,320.00          |
| EFT2703             | 21/12/2018 | Courier Australia                       | Freight expenses   | \$ 10.73             |
| EFT2704             | 21/12/2018 | Covs Parts Pty Ltd                      | 205L Drum of premium gold oil  | \$ 929.50            |
| EFT2705             | 21/12/2018 | Daves Tree Service                      | Tree Pruning near powerlines with in the Tammin residential area         | \$ 2,860.00          |
| EFT2706             | 21/12/2018 | Farmways Kellerberrin                   | Various consumables  | \$ 24.00             |
| EFT2707             | 21/12/2018 | J Blackwood & Son Pty Ltd               | Various cleaning products and consumables                                | \$ 85.23             |
| EFT2708             | 21/12/2018 | Kidsafe WA                              | Attend LGIS Playground Safety Workshop                                   | \$ 200.00            |
| EFT2709             | 21/12/2018 | Komatsu Australia Pty Ltd               | Belt 6732-82-3780  | \$ 140.10            |
| EFT2710             | 21/12/2018 | LGRCEU                                  | Payroll deductions   | \$ 61.50             |
| EFT2711             | 21/12/2018 | Nancy Henry                             | Reimbursement of bond  | \$ 300.00            |
| EFT2712             | 21/12/2018 | Regional Concrete & Plumbing            | Various plumbing works   | \$ 914.10            |
| EFT2713             | 21/12/2018 | Shire of Cunderdin                      | Shared Services from July 2018 - December 2018                           | \$ 128,567.88        |
| EFT2714             | 21/12/2018 | Tammin Post Office                      | Christmas lights and batteries   | \$ 56.96             |
| EFT2715             | 21/12/2018 | Wheatbelt Renovations                   | Remove damaged roof sheets from Shire Office and replace                 | \$ 495.00            |
| <b>Subtotal</b>     |            |   |  | <b>\$ 193,833.71</b> |

|                        |            |                                       |  |                    |
|------------------------|------------|---------------------------------------|--|--------------------|
| <b>Cheque Payments</b> |            |                                       |  |                    |
| 6716                   | 13/12/2018 | Aust Communications & Media Authority | License renewal notice for Fire & Emergency Services | \$ 111.00          |
| 6717                   | 21/12/2018 | Water Corporation                     | Water charges for various standpipes and buildings   | \$ 8,799.57        |
| <b>Subtotal</b>        |            |                                       |  | <b>\$ 8,910.57</b> |



| NAB Visa Payment |            |                   |   |                  |
|------------------|------------|-------------------|---|------------------|
| DD1060.1         | 05/11/2018 | NAB Business Visa | NAB Visa transactions from 29 September 2018 to 29 October 2018 | \$ 605.26        |
|                  |            |                   | <b>Subtotal</b>   | <b>\$ 605.26</b> |

|                             |              |
|-----------------------------|--------------|
| Total for Municipal Account | \$153,878.74 |
|-----------------------------|--------------|

## 10.2 List of Payments for January 2019

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Manager of Finance & Administration   |
| <b>Date:</b>                   | 15 February 2019  |
| <b>Author:</b>                 | Kelsey Pryer  |
| <b>Item Approved by:</b>       | Chief Executive Officer – Neville Hale  |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | FIN05   |
| <b>Attachment/s:</b>           | Attachment Item 10.2 - January 2019 Payment List<br>Attachment Item 10.2 - Credit Card Statement<br>29.11.18-28.12.18 |

### Background

Accounts paid in January 2019 totaling \$258,458.86 are listed below:

|                       |                     |                    |
|-----------------------|---------------------|--------------------|
| Cheque numbers        | 6718                | \$128.70           |
| Direct debit payments | 01/01/19 – 31/01/19 | \$4,876.49         |
| Licensing transfers   | 01/01/19 – 31/01/19 | \$362.90           |
| Bank fees             | 01/01/19 – 31/01/19 | \$171.32           |
| VISA payments         | 01/01/19 – 31/01/19 | \$437.54           |
| EFT payments          | EFT2716 – EFT2770   | \$67,626.83        |
| Salaries and wages    | 01/01/19 – 31/01/19 | \$25,731.61        |
| <b>Total payments</b> | 01/01/19 – 31/01/19 | <b>\$99,335.39</b> |

### Comment

Nil

### Financial Implications

Directly impacts the Shire of Tammin 2018/2019 Operating Budget

### Policy Implications

Nil

### Statutory Implications

#### ***Local Government (Financial Management) Regulations 1996***

#### ***11. Payment of accounts***

*(2) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —*

- c) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
  - d) *Petty cash systems.*
- (4) *A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.*
- (5) *Payments made by a local government —*
  - c) *Subject to sub-regulation (4), are not to be made in cash; and*
  - d) *Are to be made in a manner which allows identification of —*
    - (i) *The method of payment;*
    - (ii) *The authority for the payment; and*
    - (iii) *The identity of the person who authorised the payment.*
- (6) *Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.*

*[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]*

## **12. Payments from municipal fund or trust fund**

- (3) *A payment may only be made from the municipal fund or the trust fund —*
  - c) *If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
  - d) *Otherwise, if the payment is authorised in advance by a resolution of the council.*
- (4) *The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

*[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]*

## **13. Lists of accounts**

- (4) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - e) *The payee's name;*
  - f) *The amount of the payment;*
  - g) *The date of the payment; and*
  - h) *Sufficient information to identify the transaction.*
- (5) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - c) *For each account which requires council authorisation in that month —*
    - (iv) *The payee's name;*
    - (v) *The amount of the payment; and*
    - (vi) *Sufficient information to identify the transaction; and*
  - d) *The date of the meeting of the council to which the list is to be presented.*
- (6) *A list prepared under sub-regulation (1) or (2) is to be —*
  - c) *Presented to the council at the next ordinary meeting of the council after the list is prepared; and*

d) *Recorded in the minutes of that meeting.*

**Strategic Plan Implications**

Nil

**Community Consultation**

Nil

**Recommendation**

That Council notes that during the month of January 2019, the Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$99,335.39 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 for January 2019**

| Ref                           | Date       | Creditor Name                                   | Description   | Amount              |
|-------------------------------|------------|---|---|---------------------|
| <b>Licensing Transactions</b> |            |   |   |                     |
| 43                            | 16/01/2019 | Department of Transport                         | Daily Licensing transactions                                  | \$ 208.45           |
| 43                            | 17/01/2019 | Department of Transport                         | Daily Licensing transactions                                  | \$ 79.70            |
| 43                            | 31/01/2019 | Department of Transport                         | Daily Licensing transactions                                  | \$ 74.75            |
|                               |            |   | <b>Subtotal</b>   | <b>\$ 362.90</b>    |
| <b>Bank Fees</b>              |            |   |   |                     |
| 43                            | 02/01/2019 | MERCHANT FEES                                   | MERCHANT FEES   | \$ 22.00            |
| 43                            | 03/01/2019 | MERCHANT FEES                                   | MERCHANT FEES   | \$ 51.48            |
| 43                            | 03/01/2019 | BANK FEES                                       | NAB TRANSACT FEE  | \$ 6.65             |
| 43                            | 29/01/2019 | BANK FEES                                       | NAB CONNECT FEE   | \$ 37.99            |
| 43                            | 31/01/2019 | BANK FEES                                       | ACCOUNT FEES  | \$ 33.20            |
| 43                            | 31/01/2019 | BANK FEES                                       | ACCOUNT FEES  | \$ 20.00            |
|                               |            |   | <b>Subtotal</b>   | <b>\$ 171.32</b>    |
| <b>EFT Payments</b>           |            |   |   |                     |
| EFT2716                       | 10/01/2019 | AMPAC Debt Recovery (WA) Pty Ltd                | Debt recovery commission for the month of December            | \$ 132.00           |
| EFT2717                       | 10/01/2019 | Australia Post                                  | Postage & other office related charges for December           | \$ 91.20            |
| EFT2718                       | 10/01/2019 | Avon Waste                                      | Rubbish collection for the month of December 2018             | \$ 2,332.93         |
| EFT2719                       | 10/01/2019 | Courier Australia                               | Freight charges   | \$ 60.02            |
| EFT2720                       | 10/01/2019 | Crowe Certification                             | Second Quarter payment for building & environmental health    | \$ 2,750.00         |
| EFT2721                       | 10/01/2019 | Donald Thomson                                  | November 2018 Councillor meeting - sitting & travel fee       | \$ 249.68           |
| EFT2722                       | 10/01/2019 | Glenice Batchelor                               | November 2018 Councillor meeting - Sitting & travel fee       | \$ 210.00           |
| EFT2723                       | 10/01/2019 | Glenwarra Development Services                  | 2nd Quarter 2018/19 -services town planning consultancy       | \$ 2,200.00         |
| EFT2724                       | 10/01/2019 | IT Vision                                       | Monthly Synergy Soft Fee for December 2018                    | \$ 2,065.80         |
| EFT2725                       | 10/01/2019 | Kellerberrin Farmers Co-Operative               | November Councillor meeting, refreshments                     | \$ 20.20            |
| EFT2726                       | 10/01/2019 | Kellerberrin Medical Centre                     | Preemployment medical   | \$ 132.00           |
| EFT2727                       | 10/01/2019 | Kleenheat Gas                                   | LPG usage Tammin Village for the month of December            | \$ 116.24           |
| EFT2728                       | 10/01/2019 | LGIS Risk Management                            | LGIS WA Great Eastern Regional Risk Coordination Programme    | \$ 1,502.60         |
| EFT2729                       | 10/01/2019 | LGRCEU  | Payroll deductions  | \$ 61.50            |
| EFT2730                       | 10/01/2019 | Michael Greenwood                               | November 2018 Councillor meeting - sitting & travel fee       | \$ 469.74           |
| EFT2731                       | 10/01/2019 | Navsdron Pty Ltd ATF Navsdron Trust             | General accounting assistance from the 1/9/18 to 21/12/18     | \$ 12,320.00        |
| EFT2732                       | 10/01/2019 | Nicholas Caffell                                | November 2018 Councillor meeting - sitting & travel fee       | \$ 242.04           |
| EFT2733                       | 10/01/2019 | Officeworks                                     | Stationary and other office expenses                          | \$ 238.84           |
| EFT2734                       | 10/01/2019 | Perfect Computer Solutions                      | Upgrade Synergysoft   | \$ 977.50           |
| EFT2735                       | 10/01/2019 | Primrose Passion                                | Flower arrangement  | \$ 75.00            |
| EFT2736                       | 10/01/2019 | STS West  | 2 x 185R tyres fitted - 1TPJ006 (Trailer)                     | \$ 105.00           |
| EFT2737                       | 10/01/2019 | Shire of Quairading                             | CESM Shared billing July 2018 to September 2018               | \$ 3,369.24         |
| EFT2738                       | 10/01/2019 | Tania Daniels                                   | November 2018 Councillor meeting - sitting & travel fee       | \$ 247.78           |
| EFT2739                       | 10/01/2019 | Telstra   | Telstra phone usage charges                                   | \$ 1,576.20         |
| EFT2740                       | 10/01/2019 | WA Contract Ranger Services Pty Ltd             | Ranger services for Nov - Dec 2018                            | \$ 1,519.37         |
| EFT2741                       | 10/01/2019 | WALGA   | Future of Local Government State-wide Forum                   | \$ 130.00           |
| EFT2742                       | 10/01/2019 | Wheatbelt Office and Business Machines          | Photocopier expenses for the 04/12/18 - 09/01/2019            | \$ 524.55           |
| EFT2743                       | 10/01/2019 | Wright Express Australia Pty Ltd (Puma)         | Fuel  | \$ 3,733.33         |
| EFT2744                       | 17/01/2019 | Adapt Electrical Solutions                      | Electrician charges   | \$ 1,255.05         |
| EFT2745                       | 17/01/2019 | Ag Implements                                   | Diagnose and repair bucket lift cylinders incl parts          | \$ 4,881.53         |
| EFT2746                       | 17/01/2019 | Anderson Munro & Wyllie                         | Interim audit for the year ended 30 June 2018                 | \$ 6,600.00         |
| EFT2747                       | 17/01/2019 | Cannon Hygiene Australia Pty Ltd                | Sanitary and sharp container services                         | \$ 1,354.50         |
| EFT2748                       | 17/01/2019 | Coerco  | 4,000 litre ploy septic tank with internal baffle for RV site | \$ 1,620.30         |
| EFT2749                       | 17/01/2019 | Courier Australia                               | Freight expenses  | \$ 10.73            |
| EFT2750                       | 17/01/2019 | Cunderdin Farmers Cooperative Company           | Consumables   | \$ 103.20           |
| EFT2751                       | 17/01/2019 | Flys R Gone                                     | Spray for control of flies, spiders, cockroaches              | \$ 4,475.50         |
| EFT2752                       | 17/01/2019 | IT Vision                                       | Monthly synergysoft fee for January 2019                      | \$ 2,065.80         |
| EFT2753                       | 17/01/2019 | Perfect Computer Solutions                      | Computer Maintenance  | \$ 382.50           |
| EFT2754                       | 17/01/2019 | Synergy   | Electricity charges   | \$ 1,656.40         |
| EFT2755                       | 24/01/2019 | Adapt Electrical Solutions                      | Electrician charges   | \$ 148.50           |
| EFT2756                       | 24/01/2019 | Autopro Northam                                 | KMM-104 FM Radio with USB                                     | \$ 97.00            |
| EFT2757                       | 24/01/2019 | Avon Valley Toyota                              | Community bus repairs   | \$ 81.37            |
| EFT2758                       | 24/01/2019 | Combined Tyres Cunderdin                        | Tyre repair - TN 4  | \$ 44.00            |
| EFT2759                       | 24/01/2019 | Dennis Heppell                                  | Freight expenses  | \$ 55.00            |
| EFT2760                       | 24/01/2019 | Eastern District Panel Beaters & Radiator       | Supply & fit CX5 windscreen to 1TN                            | \$ 550.00           |
| EFT2761                       | 24/01/2019 | LGRCEU  | Payroll deductions  | \$ 61.50            |
| EFT2762                       | 24/01/2019 | Metal Artwork Creations                         | Staff Name Badges   | \$ 83.00            |
| EFT2763                       | 24/01/2019 | Shire of Cunderdin                              | Hire of General Hand  | \$ 1,167.72         |
| EFT2764                       | 24/01/2019 | Western Australian Local Government Association | 2017/18 Salary and Workforce Survey                           | \$ 550.00           |
| EFT2765                       | 31/01/2019 | Anderson Munro & Wyllie                         | Audit of the roads to Recovery 2018 acquittal                 | \$ 1,100.00         |
| EFT2766                       | 31/01/2019 | Officeworks                                     | Various Office stationary supplies                            | \$ 171.54           |
| EFT2767                       | 31/01/2019 | Telstra   | Telstra Tablet Charges Councillors                            | \$ 556.06           |
| EFT2768                       | 31/01/2019 | WA Contract Ranger Services Pty Ltd             | Ranger Services 08/01/2019 - 22/01/2019                       | \$ 677.87           |
| EFT2769                       | 31/01/2019 | Wyalkatchem Weekly                              | Advertising Comedy Gold & Musical Luncheon                    | \$ 125.00           |
| EFT2770                       | 31/01/2019 | Narelle Robinson                                | Refund of hall hire bond                                      | \$ 300.00           |
|                               |            |   | <b>Subtotal</b>   | <b>\$ 67,626.83</b> |

### Payment List for January 2019

| Cheque Payment |            |                   |                           |                  |
|----------------|------------|-------------------|---------------------------|------------------|
| 6718           | 24/01/2019 | Water Corporation | various standpipe charges | \$ 128.70        |
|                |            |                   | <b>Subtotal</b>           | <b>\$ 128.70</b> |

| Direct Debit Payment |            |   |   |                    |
|----------------------|------------|---|---|--------------------|
| DD1097.1             | 08/01/2019 | WA Local Government Superannuation Plan | Payroll deductions  | \$ 1,679.50        |
| DD1097.2             | 08/01/2019 | Australian Super                        | Superannuation contributions                                    | \$ 102.85          |
| DD1105.1             | 22/01/2019 | Messages on Hold                        | Messages on Hold from 18/01/2019 - 18/02/2019                   | \$ 169.00          |
| DD1107.1             | 22/01/2019 | WA Local Government Superannuation Plan | Payroll deductions  | \$ 1,755.70        |
| DD1107.2             | 22/01/2019 | Australian Super                        | Superannuation contributions                                    | \$ 93.08           |
| DD1111.1             | 23/01/2019 | Western Australian Treasury Corporation | Government Guarantee Fee for the period ending 31 December 2018 |                    |
|                      |            |   | <b>Subtotal</b>   | <b>\$ 4,876.49</b> |

| NAB Visa Payment |            |                   |   |                  |
|------------------|------------|-------------------|---|------------------|
| DD1099.1         | 03/01/2019 | NAB Business Visa | NAB visa transactions from 29/11/18 to 28/12/18 | \$ 437.54        |
|                  |            |                   | <b>Subtotal</b>                                 | <b>\$ 437.54</b> |

| Salaries and Wages |            |                 |                    |                     |
|--------------------|------------|-----------------|--------------------|---------------------|
|                    | 08/01/2019 | Shire of Tammin | Salaries and Wages | \$ 12,914.49        |
|                    | 22/01/2019 | Shire of Tammin | Salaries and Wages | \$ 12,817.12        |
|                    |            |                 | <b>Subtotal</b>    | <b>\$ 25,731.61</b> |

|   |                     |
|---|---------------------|
| <b>Total paid from Municipal Account for the month of January</b> | <b>\$ 99,335.39</b> |
|---|---------------------|

### 10.3 Financial Management Report for the month of December 2018

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Tammin  |
| <b>Applicant:</b>              | Manager of Finance and Administration                    |
| <b>Date:</b>                   | 13 February 2019   |
| <b>Author:</b>                 | Kelsey Pryer   |
| <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 10.2 - December 2018 Monthly Financial Report |

#### Background

Enclosed is the Monthly Financial Report for the month of December 2018.

#### Financial Implications

Financial Management of 2018/2019

#### Statutory Implications

#### ***Local Government (Financial Management) Regulations 1996***

#### ***34. Financial activity statement report — s. 6.4***

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

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

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

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

- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- b) an explanation of each of the material variances referred to in sub regulation (1)(d); and*

c) *such other supporting information as is considered relevant by the local government.*

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

a) *according to nature and type classification; or*

b) *by program; or*

c) *by business unit.*

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

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

b) *recorded in the minutes of the meeting at which it is presented.*

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

### **Comment**

Nil

### **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

### **Community Consultation**

Nil

### **Recommendation**

That Council adopt the Financial Report for the month of December 2018 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

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

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

Vote: Simple Majority

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



## 10.4 Financial Management Report for the month of January 2019

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Manager of Finance and Administration                   |
| <b>Date:</b>                   | 13 February 2019  |
| <b>Author:</b>                 | Kelsey Pryer  |
| <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 10.2 - January 2019 Monthly Financial Report |

### Background

Enclosed is the Monthly Financial Report for the month of January 2019.

### Financial Implications

Financial Management of 2018/2019

### Statutory Implications

#### ***Local Government (Financial Management) Regulations 1996***

#### ***34. Financial activity statement report — s. 6.4***

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

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

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

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

- d) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- e) an explanation of each of the material variances referred to in sub regulation (1)(d); and*

f) *such other supporting information as is considered relevant by the local government.*

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

d) *according to nature and type classification; or*

e) *by program; or*

f) *by business unit.*

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

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

d) *recorded in the minutes of the meeting at which it is presented.*

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

#### **Comment**

Nil

#### **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

#### **Community Consultation**

Nil

#### **Recommendation**

That Council adopt the Financial Report for the month of January 2019 comprising;

c) Statement of Financial Activity

d) Note 1 to Note 12

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

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

Vote: Simple Majority

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

## 10.5 Fees & Charges – Request for Discount of Lesser Hall for Yoga classes

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Tammin  |
| <b>Applicant:</b>              | Samara Wheeldon  |
| <b>Date:</b>                   | 13 February 2018   |
| <b>Author:</b>                 | Kelsey Pryer   |
| <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 10.5 – Request for Discount from Samara Wheeldon |

### **Proposal/Summary**

To consider a \$20.00 discount for Samara Wheeldon on the Fees & Charges for Hire of the Lesser Hall for Yoga classes.

### **Background**

Samara has recently started Yoga classes in Tammin and is currently hiring the Lesser Hall for her classes and believes the current fees and charges unacceptable. She is currently taking classes every Monday and Wednesdays. The classes generally attract an average of 10 participants, each paying \$15 per session. Ms Wheeldon currently runs two session per week.

Ms Wheeldon's classes run for 1 hour and the clean up after class is minimal to non-existent and she hasn't used any power consumption as she believes practising Yoga in an environment that replicates nature is important. Ms Wheeldon also states in her letter that the use of the Town Hall toilets isn't needed as the public toilets are available to them.

As a result of the adopted Schedule of Fees & Charges for 2018/19, she feels the \$30.00 per night for Yoga Classes is too high and will be seeking another venue if something can't be arranged.

She is requesting to have the fee of \$30.00 reduced to \$10.00. The Council has previously agreed to reduce the hire rate for the Town Hall from \$30 to \$15 in respect to Zumba classes.

### **Comment**

It is agreed that Yoga classes are a beneficial activity to the wider community of all ages and should be supported.

It is suggested the discount requested should be supported but the current fees invoiced will remain as is.

### **Consultation**

Nil

### **Statutory Implications**

*Section 6.12. Power to defer, grant discounts, waive or write off debts*

*(1) Subject to subsection (2) and any other written law, a local government may —*

*(a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*

*(b) waive or grant concessions in relation to any amount of money; or*

*(c) write off any amount of money, which is owed to the local government. \* Absolute majority required.*

*(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*

*(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*

*(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

*[Section 6.12 amended by No. 64 of 1998 s. 39.]*

### **Policy Implications**

Nil

### **Financial Implications**

The fee payable for the hire of the facility in accordance with the 2018/19 Schedule of Fees and Charges is \$30.00 per night is to be reduced to \$10.00 per night.

Council should give consideration to including within its Schedule of Fees and Charges a hire rate based on 1 hour and 3 or more hours sessions

### **Strategic Implications**

Nil

### **Recommendation**

That Council:

1. Agree to a reduction in the current hire rate from \$30 to \$15; and
2. That Ms Wheeldon be advised accordingly.

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

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

Vote: Absolute Majority

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

## **11. MATTERS FOR CONSIDERATION – ADMINISTRATION**

### **11.1 Tammin Achievement Awards 2018**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin                             |
| <b>Applicant:</b>              | Community Development Officer               |
| <b>Date:</b>                   | 13 February 2019                            |
| <b>Author:</b>                 | Samantha Pimlott                            |
| <b>Item Approved by:</b>       | Chief Executive Officer – Neville Hale      |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | PUB00                                       |
| <b>Attachment/s:</b>           | Achievement Award Nominations Attached x 13 |

#### **Proposal/Summary**

Council is asked to consider the nominations received for the Tammin Achievement Awards 2018.

#### **Background**

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

Nominations opened in late December 2018 and a copy of the form was posted to all residents within the Tammin community, advertised on the Shire facebook page, website, tabloid newsletter, Shire newsletter and also forwarded to all local clubs and organisations. An online form was also created to try and make it easier for people to nominate.

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

- a) 2018 Citizen of the Year Award
- b) 2018 Senior Citizen of the Year Award (for a person over 65 years)
- c) 2018 Youth Citizen of the Year Award (for a person under 25 years)
- d) 2018 Recognition Award

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

#### **Comments**

Due to a small number of nominations received by the 11 February 2019, the Shire President agreed to extend the closing date to the 21 February 2019. The awards were promoted extensively and at the close of nomination, 13 nominations were received.

## **Consultation**

Tammin Clubs and Organisation's.

## **Statutory Implications**

Nil

## **Policy Implications**

### **7.1 Tammin Achievement Awards**

#### **POLICY STATEMENT**

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

#### **APPLICATION**

2. Categories
  - a) These include, but are not limited to –
    - arts and culture,
    - sports and recreation,
    - environment,
    - education,
    - civic duty,
    - community volunteerism and
    - youth or seniors' leadership.
  - b) Sporting Awards, as recommended by each respective Tammin Sports Club, for example –
    - best & fairest winners,
    - club champion,
    - team achievement,
  - c) Nominees will have made a significant contribution through a unique achievement or outstanding service –
    - as a volunteer;
    - in the course of their work, or
    - in any area that provides a benefit to the Tammin community.
3. Nominations and eligibility
  - a) All Tammin clubs and organisations will be invited to nominate members and/or teams for an award. The nominees do not have to be the winner or champions of their respective sport. Who is nominated is entirely at the discretion of the respective club.

- b) To nominate, a completed nomination form including a description of why the person and or team should be considered for an award, is to be submitted within the deadline.
- c) No awards will be granted without a duly completed nomination and nominations received which do not meet the criteria will not be accepted.

4. When

The presentation should be held on last Thursday of March of each year

5. Venue

Tammin Bowling Club

6. Invitees

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

7. Format

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

**OBJECTIVE**

To recognise achievements by members of the community

**STATUTORY CONTEXT**

None

**CORPORATE CONTEXT**

Annual Budget

**HISTORY**

|               |              |
|---------------|--------------|
| Former Policy | 7.3          |
| Adopted       | 28 June 2018 |

**REFERENCES**

None

**Financial Implications**

2018/19 Budget - \$1,500.00

**Strategic Implications**

Nil

**Recommendation**

For consideration please.

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

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

Vote : Simple Majority

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



## 11.2 Appointment of Committee of Council – Tamma Village Joint Allocation Panel

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Rates Officer   |
| <b>Date:</b>                   | 14 February 2019  |
| <b>Author:</b>                 | Brooke Jasper   |
| <b>Item Approved by:</b>       | Chief Executive Officer – Neville Hale  |
| <b>Disclosure of Interest:</b> | Michael Greenwood<br>Glenice Batchelor  |
| <b>File Reference:</b>         | A1076   |
| <b>Attachment/s:</b>           | Attachment Item 11.3 - Joint Venture Agreement<br>Attachment Item 11.3 - Letter to the Tammin Senior Citizens Committee - Joint Venture Agreements Tamma Village<br>Attachment Item 11.3- Letter from the Senior Citizens Committee - Joint Venture Agreement |

### **Proposal/Summary**

To appoint a Committee of Council being the Tamma Village Joint Allocation Panel Committee, with delegated authority.

### **Background**

A Joint Venture Agreement was signed in 1995 for the Tamma Village units, between Homeswest and the Shire of Tammin. The document outlines the requirements and responsibilities of the Shire of Tammin (the Organization) and also the Tammin Senior Citizens Committee (the Management Committee).

Item 10 of the schedule of the document requires the appointment of a Joint Allocation Panel, consisting of two members of the organization on the management committee and the Area Manager of Homeswest.

A letter was sent to the Tammin Senior Citizens Committee on the 22<sup>nd</sup> November 2018, reconfirming the requirements of the Joint Venture agreement and advising that a Joint Allocation Panel would be assembled.

### **Comments**

The Tammin Senior Citizens Committee have replied to the Shire's letter of the 22<sup>nd</sup> November 2018 and agreed to the establishment of a Joint Allocation Panel and have appointed two members; Joan Button, the President of the Tammin Senior Citizens Committee and Beryl Greenwood, a resident of Tamma Village.

Joan Button has indicated that the Tammin Seniors wish to always have a member on the panel who is a resident of the village.

### **Consultation**

Tammin Senior Citizens Committee

### **Statutory Implications**

*Joint Venture Agreement*  
*Local Government Act 1995:*

#### **5.16. Delegation of some powers and duties to certain committees**

- (1) *Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.*  
  
*\* Absolute majority required.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*
  - (a) *a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and*
  - (b) *any decision to amend or revoke a delegation under this section is to be by an absolute majority.*
- (4) *Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.*

#### **5.17. Limits on delegation of powers and duties to certain committees**

- (1) *A local government can delegate —*
  - c) *to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —*
    - (i) *the local government's property; or*
    - (ii) *an event in which the local government is involved.*

#### **5.9. Committees, types of**

- (1) *In this section —*  
***other person*** *means a person who is not a council member or an employee.*
- (2) *A committee is to comprise —*
  - (a) *council members only; or*
  - (b) *council members and employees; or*
  - (c) ***council members, employees and other persons; or***
  - (d) *council members and other persons; or*
  - (e) *employees and other persons; or*

(f) other persons only.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

**Housing and Facilities Strategies**

Our local area will be maintained through the provision of housing and employment choices for all ages, whilst protecting our viable farmland.

**Recommendation**

That Council appoint a Committee of Council being Tamma Village Joint Allocation Panel Committee, comprising of;

1.

- A) Two members of staff, Manager of Finance & Administration and the Property & Rates Officer
- B) Two members of Council
- C) Two members of the Tammin Senior Citizens Committee, the President being Joan Button and a resident of Tamma Village being Beryl Greenwood.

2. with delegated authority to select a suitable applicant for any future Unit vacancy that may arise.

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

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

Vote: Absolute Majority

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

### 11.3 Annual Electors Meeting- 18 February 2019

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Manager of Finance and Administration                           |
| <b>Date:</b>                   | 20 February 2019  |
| <b>Author:</b>                 | Kelsey Pryer  |
| <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 11.4 – Annual Electors Meeting Minutes 18.02.19 |

#### **Proposal/Summary**

The Annual General Meeting of Electors was held on Monday 18 February 2019 at the Shire of Tammin Lesser Hall.

Accordingly, all decisions made at the electors' meeting are to be considered by Council at its Ordinary Council Meeting to be held on 27 February 2019.

#### **Background**

At its January 2019 Special Council Meeting the Council adopted the Financial Statement, Audit Report and Management Letter from Office of Auditor General for the 2017/18 financial year.

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

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

#### **Comment**

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

#### **Statutory Environment**

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

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

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

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

- (1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*
- (a) *at the first ordinary council meeting after that meeting; or*
  - (b) *at a special meeting called for that purpose, whichever happens first.*
- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Community Consultation**

Some twelve members of the community were in attendance

**Recommendation**

That Council receive the minutes of the Annual General Electors Meeting held on Monday 18 February 2019 and note that there were no decisions made at the Meeting that required further consideration by Council.

Moved: Cr

Seconded: Cr

Vote: Absolute Majority

Carried / Lost: \_/\_

## 11.4 Shire of Tammin Dogs Amendment Local Law

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Chief Executive Officer   |
| <b>Date:</b>                   | 24 February 2019  |
| <b>Author:</b>                 | Chris Liversage, Consultant   |
| <b>Item Approved by:</b>       | Chief Executive Officer – Neville Hale  |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | LLAW00  |
| <b>Attachment/s:</b>           | Attachment Item 11.4 - Tammin Dogs<br>Amendment LL V3 23 Feb 2019<br>Attachment Item 11.4 - Tammin Dogs LL 2006 V3<br>Feb 2019 MARKED |

### Proposal/Summary

A recent review of the Shire's local laws as required by s3.16 of the Local Government Act 1995 indicated that a number of amendments to local laws are required, including the Shire of Tammin Dogs Local Law 2006. A Dogs Amendment Local Law to bring the changes into effect was recently advertised. Subject to some further minor changes to the Amendment Local Law, it can now be made and the changes will come into effect.

### Background

At its meeting held on 18 December 2018, Council resolved to adopt a Dogs Amendment Local Law to make changes to the Shire of Tammin Dogs Local Law 2006 that reflect changes made to the Dog Act and Regulations.

The report to Council in December 2018 listed the changes and their effect on the Dogs Local Law. In summary, a number of matters previously dealt with by the local law are now in the Dog Act, Dog Regulations or can be decided by Council resolution.

### Comments

The proposed Amendment Local Law was advertised as required by s3.12 of the Local Government Act 1995. No comments were received from the public, however the Department of Local Government, Sporting and Cultural Industries made some suggestions on behalf of the Minister for Local Government:

| Comment  | Response  |
|--|---|
| <b>1. Clause 11 – Schedule 3 - Compliance with conditions of kennel licence</b><br>The replacement Schedule 3 provides a modified penalty of \$100 under clause 4.9 (which relates to compliance with conditions of a kennel licence) of the principal local | Rather than adding to the Schedule to contain a penalty that reflects the provisions of the Dog Act and Regulations and which also override a local law, it will be simpler to modify |

| Comment  | Response  |
|--|---|
| <p>law. The unmodified penalty for clause 4.9 is \$1000 and \$2000 for dangerous dogs.</p> <p>The Act and the Regulations already provide the following penalties for failing to comply with a kennel licence:</p> <ul style="list-style-type: none"> <li>(a) An unmodified penalty of \$5000;</li> <li>(b) A daily penalty of \$100; and</li> <li>(c) A modified penalty of \$200.</li> </ul> <p>These penalties apply, irrespective of whether the offence involves a dangerous dog or not.</p> <p>It is suggested that the unmodified penalty be changed to “\$5000” and modified penalty be changed to “\$200” to ensure consistency with the penalties in the Act and Regulations.</p>  | <p>clause 4.9 of the Dogs Local Law so that it reads:</p> <p style="text-align: center;"><b>4.9 Compliance with conditions of approval</b></p> <p><i>Penalties where a licensee does not comply with the conditions of a licence are dealt with in the Act and Regulations.</i></p> <p>A text box under clause 4.9 quoting section 27 of the Dog Act and an extract from Regulation 33 of the Dog Regulations should also be added.</p> <p>While text boxes do not form part of a local law, they are useful in gaining a better understanding of the relevant provisions of other legislation that have a bearing on an issue.</p> |
| <p><b>2. Clause 11 – Schedule 3 – Dog excreting in prohibited place</b></p> <p>The replacement Schedule 3 provides a modified penalty of \$50 under clause 6.1(2) (which relates to dog excreting in a prohibited place) of the principal local law.</p> <p>The unmodified penalty for clause 6.1(2) of the principal local law is \$200. Under section 50(2) of the <i>Dog Act 1976</i>, the modified penalty for an offence can be up to 10% of the local law’s unmodified penalty for that offence. Therefore, the maximum modified penalty the Shire can currently impose for clause 6.1(2) is \$20.</p> <p>It is suggested that the modified penalty be reduced to be consistent with the Dog Act.</p> <p>Alternatively, the Shire may wish to consider whether it wants to increase the local law’s unmodified penalty for clause 6.1(2). However the Shire is advised that if it takes this course of action it will also need to restart the local law process, as changing the penalty is likely to be a significant difference for the purposes of section 3.13 of the <i>Local Government Act 1995</i>.</p> | <p>The Shire issues few (if any) infringements under this local law, with most issues resolved by simply asking the person in charge of a dog at the time of an alleged offence or issue to cooperate.</p> <p>Rather than further amend the local law (and re-advertise) the modified penalty can be made \$20 as suggested by the Department.</p>  |

The Department also made some suggestions about formatting and appearance of the Amendment Local Law.

The proposed changes are shown 'marked' on the attached updated versions of the *Shire of Tammin Dog Local Laws 2006*, and the proposed Amendment Local Law.

### **Consultation**

As required by s3.12 of the Local Government Act 1995, the proposed Dogs Amendment Local Law was advertised in the West Australian on 9 January 2019 and the notice board. Comments closed at 4pm on 22 February 2019, and a copy sent to the Minister for Local Government.

No submissions were made by the public. A response was received from the WA Department of Local Government, Sport and Cultural Industries' as indicated above.

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

There are costs associated with the preparation, advertisement and Gazettal of the Amendment Local Law.

### **Strategic Implications**

Amendment of the local law will ensure it is kept up to date and reflects changes to other legislation.



### **Recommendation**

That Council:

1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Tammin Dogs Amendment Local Law 2019, subject to various minor amendments as 'marked up' on the attachment to the report to Council.
2. In accordance with s3.12(5) of the Local Government Act 1995, directs the CEO to cause the local law to be published in the Government Gazette and a copy sent to the Minister for Local Government;
3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, directs the CEO to give local public notice:
  - a. Stating the title of the local law;
  - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - c. Advising that copies of the local law may be inspected or obtained from the Shire offices.
4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, directs that a copy of the local law and a duly completed explanatory memorandum signed by the President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

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

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

Vote : Simple Majority

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

## 11.5 Amendments to Shire of Tammin Activities on Thoroughfares and Public Places and Trading Local Law

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Chief Executive Officer   |
| <b>Date:</b>                   | 24 February 2019  |
| <b>Author:</b>                 | Chris Liversage, Consultant   |
| <b>Item Approved by:</b>       | Chief Executive Officer – Neville Hale  |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | LLAW00  |
| <b>Attachment/s:</b>           | Attachment Item 11.5 - Tammin Activities on<br>Tfares Amendment LL V4 Feb 2019<br>Attachment Item 11.5 - Thoroughfares Public<br>Places Local Law 2007 V2 Feb 2019 MARKED |

### Proposal/Summary

A recent review of the Shire's local laws as required by s3.16 of the Local Government Act 1995 indicated that a number of amendments to local laws are required, including the Shire of Tammin Activities on Thoroughfares and Public Places and Trading Local Law 2006. An Amendment Local Law to bring the changes into effect was recently advertised.

Subject to some minor changes to the Amendment Local Law, it can now be made.

### Background

At its meeting held on 18 December 2018, Council resolved to adopt a Activities on Thoroughfares and Public Places and Trading Amendment Local Law 2019.

The report to Council in December 2018 listed the changes and their effect on the Local Law. In summary, the local law required a number of small changes to (amongst other things) ensure it refers to updated legislation such as the Planning and Development Act and the Liquor Control Act, that modified penalties reflected the correct provisions in the Local Government Act, and a number of other small amendments.

### Comments

The proposed Amendment Local Law was advertised as required by s3.12 of the Local Government Act 1995. No comments were received from the public, however the Department of Local Government, Sporting and Cultural Industries made some suggestions on behalf of the Minister for Local Government:

| Comment  | Response |
|--|----------|
| It is suggested that clause 3 be merged into one sentence and reworded | Agreed.  |

| Comment  | Response |
|--|----------|
| <p>as follows:</p> <p><b>3. Principal local law amended</b></p> <p><i>This local law amends the Shire of Tammin Activities on Thoroughfares and Public Places and Trading Local Law 2006 as published in the Government Gazette on 7 February 2007.</i></p>  |          |
| <p>It is suggested that the Shire amend clause 6.17(a) and (b) to account for updated legislation and terminology as follows:</p> <p><i>(a) the facility is conducted in conjunction with and as an extension of a food business which abut on the facility, and whether the applicant is the person conducting such food business;</i></p> <p><i>(b) is registered in accordance with the Food Act 2008 and whether the use of the premises is permitted under the local planning scheme;</i></p> | Agreed.  |

The Department also made some suggestions about formatting and appearance of the Amendment Local Law.

The proposed changes are shown 'marked' on the attached updated versions of the *Shire of Tammin Activities on Thoroughfares and Public Places and Trading Local Law 2006*, and the proposed Amendment Local Law.

### **Consultation**

As required by s3.12 of the Local Government Act 1995, the proposed Amendment Local Law was advertised in the West Australian on 9 January 2019 and the notice board. Comments closed at 4pm on 22 February 2019, and a copy sent to the Minister for Local Government.

No submissions were made by the public. A response was received from the WA Department of Local Government, Sport and Cultural Industries' as indicated above.

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

There are costs associated with the preparation, advertisement and Gazettal of the Amendment Local Law.

### **Strategic Implications**

Amendment of the local law will ensure it is kept up to date and reflects changes to other legislation.

**Recommendation**

That Council:

5. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Tammin Activities on Thoroughfares and Public Places and Trading Amendment Local Law 2019, subject to various minor amendments as 'marked up' on the attachment to the report to Council.
6. In accordance with s3.12(5) of the Local Government Act 1995, directs the CEO to cause the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;
7. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, directs the CEO to give local public notice:
  - a. Stating the title of the local law;
  - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - c. Advising that copies of the local law may be inspected or obtained from the Shire offices.
8. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, directs that a copy of the local law and a duly completed explanatory memorandum signed by the President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

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

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

Vote – Simple Majority

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

## 11.6 Shire of Tammin Cemeteries Amendment Local Law

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Chief Executive Officer   |
| <b>Date:</b>                   | 24 February 2019  |
| <b>Author:</b>                 | Chris Liversage, Consultant   |
| <b>Item Approved by:</b>       | Chief Executive Officer – Neville Hale  |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | LLAW00  |
| <b>Attachment/s:</b>           | Attachment Item 11.6 - Tammin Cemeteries Amendment LL V3 Feb 2019<br>Attachment Item 11.6 - Tammin Cemeteries Local Law 2007 MARKED |

### Proposal/Summary

A recent review of the Shire's local laws as required by s3.16 of the Local Government Act 1995 indicated that a number of amendments to local laws are required, including the *Management and Control of Tammin Cemetery Local Law 2007*. An Amendment Local Law to bring the changes into effect was recently advertised. Subject to some further minor changes to the Amendment Local Law, it can now be made.

### Background

At its meeting held on 18 December 2018, Council resolved to adopt a Cemeteries Amendment Local Law to make some minor changes to the Management and Control of Tammin Cemetery Local Law 2007.

The suggested amendments were to:

- Change the title of the local law to reflect its application to both Tammin and Yorkrakine cemeteries (the Shire of Tammin rather than localities);
- Remove the need for annual licensing of funeral directors – a license can simply be granted on a case by case basis; and
- Removal of the need to license monumental masons. (Note that s30 of the Cemeteries Act provides for the Board (ie the Shire) to approve monuments).

### Comments

The proposed Amendment Local Law was advertised as required by s3.12 of the Local Government Act 1995. No comments were received from the public, however the Department of Local Government, Sporting and Cultural Industries made some suggestions on behalf of the Minister for Local Government about formatting and appearance of the Amendment Local Law.

The proposed changes are shown 'marked' on the attached updated versions of the *Shire of Tammin Cemeteries 2007*, and the proposed Amendment Local Law.

### **Consultation**

As required by s3.12 of the Local Government Act 1995, the proposed Cemeteries Amendment Local Law was advertised in the West Australian on 9 January 2019 and the notice board. Comments closed at 4pm on 22 February 2019, and a copy sent to the Minister for Local Government.

No submissions were made by the public. A response was received from the WA Department of Local Government, Sport and Cultural Industries' as indicated above.

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

There are costs associated with the preparation, advertisement and Gazettal of the Amendment Local Law.

### **Strategic Implications**

Amendment of the local law will ensure it is kept up to date and reflects changes to other legislation.

### **Recommendation**

That Council:

1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Tammin Cemeteries Amendment Local Law 2019, subject to various minor amendments as 'marked up' on the attachment to the report to Council.
2. In accordance with s3.12(5) of the Local Government Act 1995, directs the CEO to cause the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;
3. After Gazettal, in accordance with s3.12(6) of the Local Government Act 1995, directs the CEO to give local public notice:
  - a. Stating the title of the local law;
  - b. Summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - c. Advising that copies of the local law may be inspected or obtained from the Shire offices.
4. Following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister on 12 November 2010, directs that a copy of the local law and a duly completed explanatory memorandum signed by the President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

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

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

Vote – Simple Majority

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

### **13 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

### **14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)**

### **Recommendation**

That the meeting be moved behind closed doors.

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

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

Vote : Simple Majority

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

### **14.1 Shared Service Arrangements – Review (Confidential)**

**14.2 Shared Service – Manager of Works and Services Review of Acting Shared Manager of Works and Services (Confidential)**

**Recommendation**

That the meeting move from behind closed doors.

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

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

Vote : Simple Majority

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

**The President read aloud the resolution pertaining to confidential item.**

**15 CLOSURE OF MEETING**

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