

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

Neville Hale  
Chief Executive Officer  
21 June 2019

### 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 G Batchelor	Member
Cr N Caffell	Member
Cr Daniels	Member

#### **In Attendance:**

Neville Hale	Chief Executive Officer
Kelsey Pryer	Manager of Finance & Administration

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

Cr D Thomson	Deputy President
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#### **Apologies:**

Nil

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

Nil

### **4. PUBLIC QUESTION TIME**

Tammin Golf Club – Proposed Golf Club Renovations

### **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 – 23 May 2019**

**Recommendation**

That the Minutes of the Ordinary Council Meeting held on 23 May 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 May 2019

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	13 June 2019
<b>Author:</b>	Keira Wirth
<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 – May Payment List Attachment Item 10.1 - Credit Card Statement 29/03/2019 – 29/04/2019

#### Background

Accounts paid for May 2019 totaling \$238,225.34 are listed below:

Cheque numbers	6728 - 6731	\$6,592.78
Direct debit payments	01/05/19 – 31/05/19	\$3,902.46
Licensing transfers	01/05/19 – 31/05/19	\$4,478.35
Bank fees	01/05/19 – 31/05/19	\$221.84
VISA payments	01/05/19 – 31/05/19	\$427.00
EFT payments	EFT2940 – EFT3026	\$180,823.80
Salaries and wages	01/05/19 – 31/05/19	\$41,779.11
<b>Total payments</b>	<b>01/05/19 – 31/05/19</b>	<b>\$238,225.34</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**

Ordinary Council Meeting Agenda – 27 June 2019

- (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 May 2019, the Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$238,225.34 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 May 2019

Ref	Date	Creditors Name	Description	Amount
<b>Licensing</b>				
47	01/05/2019	Department of Transport	Daily Licensing transactions	\$ 1,192.05
47	03/05/2019	Department of Transport	Daily Licensing transactions	\$ 59.45
47	06/05/2019	Department of Transport	Daily Licensing transactions	\$ 16.30
47	07/05/2019	Department of Transport	Daily Licensing transactions	\$ 79.55
47	08/05/2019	Department of Transport	Daily Licensing transactions	\$ 192.50
47	09/05/2019	Department of Transport	Daily Licensing transactions	\$ 118.05
47	10/05/2019	Department of Transport	Daily Licensing transactions	\$ 107.25
47	13/05/2019	Department of Transport	Daily Licensing transactions	\$ 44.55
47	14/05/2019	Department of Transport	Daily Licensing transactions	\$ 202.95
47	15/05/2019	Department of Transport	Daily Licensing transactions	\$ 902.45
47	16/05/2019	Department of Transport	Daily Licensing transactions	\$ 17.70
47	17/05/2019	Department of Transport	Daily Licensing transactions	\$ 28.80
47	20/05/2019	Department of Transport	Daily Licensing transactions	\$ 585.95
47	21/05/2019	Department of Transport	Daily Licensing transactions	\$ 470.60
47	24/05/2019	Department of Transport	Daily Licensing transactions	\$ 90.55
47	28/05/2019	Department of Transport	Daily Licensing transactions	\$ 58.80
47	29/05/2019	Department of Transport	Daily Licensing transactions	\$ 310.85
			<b>Subtotal</b>	<b>\$ 4,478.35</b>

<b>Bank Fees</b>				
47	01/05/2019	MERCHANT FEES	MERCHANT FEES	\$ 22.00
47	03/05/2019	MERCHANT FEES	MERCHANT FEES	\$ 61.40
47	03/05/2019	BANK FEES	NAB TRANSACT FEE	\$ 5.25
47	03/05/2019	BANK FEES	DEPOSIT BOOK COST	\$ 10.00
47	31/05/2019	BANK FEES	NAB CONNECT FEES	\$ 41.99
47	31/05/2019	BANK FEES	ACCOUNT FEES	\$ 37.40
47	31/05/2019	BANK FEES	ACCOUNT FEES	\$ 21.80
47	31/05/2019	MERCHANT FEES	MERCHANT FEES	\$ 22.00
			<b>Subtotal</b>	<b>\$ 221.84</b>

<b>EFT Payments</b>				
EFT2940	03/05/2019	Adapt Electrical Solutions	New fluo lights in football change rooms	\$ 640.95
EFT2941	03/05/2019	Benara Nursery	Plants main street garden beds	\$ 634.39
EFT2942	03/05/2019	Chatfields Tree Nursery	15m3 of potting mix main Street garden beds	\$ 742.50
EFT2943	03/05/2019	Cunderdin CRC	Fuse Festival advertisement 29/03/2019	\$ 30.00
EFT2944	03/05/2019	DKT Rural Agencies	Work Boots	\$ 155.00
EFT2945	03/05/2019	Domus Nursery	Plants for Main Street Garden Beds	\$ 1,061.93
EFT2946	03/05/2019	Donald Thomson	Council meeting April 2019	\$ 124.84
EFT2947	03/05/2019	F-111 Engineering Pty Ltd	4000Hr Service Grader TN6	\$ 2,640.00
EFT2948	03/05/2019	Fabian Houbrechts	Reimbursement for memorial cover	\$ 78.75
EFT2949	03/05/2019	Farmways Kellerberrin	Garden hoses, fittings and controller for Garden Beds	\$ 552.74
EFT2950	03/05/2019	Glenice Batchelor	Council meeting April 2019	\$ 105.00
EFT2951	03/05/2019	Jason Signmakers	S32 600x600mm RV Dump Site Sign blue/white	\$ 133.87
EFT2952	03/05/2019	Kellerberrin Pipeline Newsletter	advertising for FUSE Festival 20/3/2019 & 3/4/2019	\$ 46.00
EFT2953	03/05/2019	Komatsu Australia Pty Ltd	services costs TN6	\$ 682.67
EFT2954	03/05/2019	LGRCEU	Payroll deductions	\$ 123.00
EFT2955	03/05/2019	Michael Greenwood	Cupboard for Pavilion & Political Soiree under the stars	\$ 549.86
EFT2956	03/05/2019	Moore Stephens	Management Reporting - 21 May 2019 for	\$ 935.00
EFT2957	03/05/2019	Nicholas Caffell	Council meeting April 2019	\$ 119.10
EFT2958	03/05/2019	Northam Carpet Court	Flooring at Pavilion	\$ 6,200.00
EFT2959	03/05/2019	Perfect Computer Solutions	28/03/2019, 09/04/2019 computer maintenance	\$ 735.00
EFT2960	03/05/2019	Quairading Community Resource Centre	Banksia Bulletin Fuse festival advertisement - 28/03/2019	\$ 55.00
EFT2961	03/05/2019	Raymond Jefferies	3 Panel room divider replacement after damages	\$ 109.00
EFT2962	03/05/2019	Shire of Cunderdin	Hire of Supervisor John Dyer for Survey on Leslie Road	\$ 1,167.55
EFT2963	03/05/2019	Synergy	Electricity bill various building	\$ 2,463.90
EFT2964	03/05/2019	T & T Wilkins	Fencing at Tammin Kep Park	\$ 4,950.00
EFT2965	03/05/2019	Tammin Art Prize Committee	Contribution payment 2019 Tammin Art Prize	\$ 1,500.00
EFT2966	03/05/2019	Tania Daniels	Council meeting April 2019	\$ 123.88
EFT2967	03/05/2019	Telstra	Telstra Phone usage charges	\$ 415.09
EFT2968	03/05/2019	WA Contract Ranger Services Pty Ltd	Ranger services 15/04/2019	\$ 257.12
EFT2969	03/05/2019	Wheatbelt Office and Business Machines	Fuji office printer copier charges	\$ 1,032.85
EFT2970	03/05/2019	Wheatbelt Renovations	Remove stainless steel kitchen benches from Pavilion	\$ 973.50
EFT2971	03/05/2019	Wright Express Australia Pty Ltd (Puma)	Fuel charges 29/03/2019 - 30/04/2019	\$ 5,263.70
EFT2972	03/05/2019	Wyalkatchem Weekly	Advertising in Wyalkatchem Weekly for FUSE	\$ 25.00
EFT2973	09/05/2019	Adapt Electrical Solutions	Upgrade lighting at Donnan Park Oval	\$ 21,779.60
EFT2974	09/05/2019	Australia Post	Postage charges	\$ 123.86
EFT2975	09/05/2019	Avon Valley Glass	Glass repairs for the Pavilion windows	\$ 1,702.95
EFT2976	09/05/2019	Avon Waste	Refuse collection for the month of April 4x weeks	\$ 2,578.51
EFT2977	09/05/2019	City & Regional Waste & Rehabilitation Services	Restructure of Cells at tip - Public Cell (1)	\$ 6,600.00
EFT2978	09/05/2019	Conway Highbury Pty Ltd	review of Local Laws	\$ 214.50
EFT2979	09/05/2019	DKT Rural Agencies	Solenoid for Admin Gardens	\$ 64.00



EFT2980	09/05/2019	Department of the Premier & Cabinet	Advertising costs for Various Local Laws in Government	\$ 955.32
EFT2981	09/05/2019	Down to Earth Garden Supplies & Midland Sand & Soil	90m3 Landscape/ Soil Conditioner Mix	\$ 9,370.00
EFT2982	09/05/2019	Earthstyle Contracting Pty Ltd	Hire of Water Cart (\$110.00/h)	\$ 5,142.50
EFT2983	09/05/2019	Hills Fire Equipment Service	Fire Equipment Service various buildings	\$ 2,238.50
EFT2984	09/05/2019	IT Vision	Monthly SynergySoft fee for the month of April	\$ 2,065.80
EFT2985	09/05/2019	Kellerberrin Farmers Co-Operative	Council meeting April 24 2019 refreshments	\$ 95.03
EFT2986	09/05/2019	Mayday Earthmoving	Dry Hire Inclusive of Fuel and Skid Steers	\$ 6,338.20
EFT2987	09/05/2019	Michael Greenwood	Legs and handles for cupboard at pavilion	\$ 17.00
EFT2988	09/05/2019	Northam Mazda	10,000km service for 1TN on 03/05/2019 for CX5 Mazda	\$ 313.54
EFT2989	09/05/2019	Southern Cross Austereo Pty Ltd	Radio Advertising for FUSE Festival	\$ 356.40
EFT2990	09/05/2019	Synergy	Street light charges & Bush fire repeater electricity	\$ 1,830.60
EFT2991	09/05/2019	Telstra	Telstra Phone charges	\$ 983.86
EFT2992	16/05/2019	Adapt Electrical Solutions	Light cage for Memorial Park	\$ 350.00
EFT2993	16/05/2019	Australian Taxation Office - BAS	April 2019 BAS	\$ 4,224.00
EFT2994	16/05/2019	City & Regional Waste & Rehabilitation Services	Final payment for work maintenance 2, 8 & 14th May	\$ 2,576.20
EFT2995	16/05/2019	DKT Rural Agencies	Leslie Road guide posts - works and Services	\$ 247.50
EFT2996	16/05/2019	Donald Thomson	Deputy President Allowance (January 2019 - June 2019)	\$ 300.00
EFT2997	16/05/2019	F-111 Engineering Pty Ltd	Repairs to Komatsu Grader	\$ 3,016.75
EFT2998	16/05/2019	Farmways Kellerberrin	Hills Hoist 6 Line Clothesline - Ocean Breeze	\$ 930.55
EFT2999	16/05/2019	JR & A Hersey Pty Ltd	PVC Foam Palm on Nylon Liner 9	\$ 487.48
EFT3000	16/05/2019	LGRCEU	Payroll deductions	\$ 61.50
EFT3001	16/05/2019	Michael Greenwood	Conference attendance National General Assembly	\$ 2,886.59
EFT3002	16/05/2019	Moore Stephens	PAYG Training 22nd May 2019	\$ 715.00
EFT3003	16/05/2019	Officeworks	Stationery order for the admin office	\$ 128.22
EFT3004	16/05/2019	Perfect Computer Solutions	Computer maintenance	\$ 255.00
EFT3005	16/05/2019	Prestige Alarms	Security Alarms Quarterly payment	\$ 143.00
EFT3006	16/05/2019	Shire of Cunderdin	Hire of OSH Representative	\$ 478.55
EFT3007	16/05/2019	Wheatbelt Plumbing & Gas	Supply & Install new fire hose reel and stand	\$ 1,902.75
EFT3008	16/05/2019	Joubert Ag	Bus bond reimbursement	\$ 200.00
EFT3009	24/05/2019	Avon Valley Toyota	Service for TN1 13/5/2019	\$ 478.02
EFT3010	24/05/2019	CWA Tammin	Annual donation as per 18/19 budget - WA Week CWA	\$ 650.00
EFT3011	24/05/2019	Cutting Edges Equipment Parts	GB6858 Grader Blades BLK Curv (Red)	\$ 880.00
EFT3012	24/05/2019	Department of Fire and Emergency Services	DFES 2018/2019 Quarterly payment	\$ 2,850.85
EFT3013	24/05/2019	Donald Thomson	Council meeting 23/05/2019 sitting and travel fee	\$ 124.84
EFT3014	24/05/2019	Farmways Kellerberrin	reticulation main street garden bed	\$ 200.00
EFT3015	24/05/2019	Freelance Handyman	Drilling Holes at Tammin Kep fence relocation	\$ 352.00
EFT3016	24/05/2019	Glenice Batchelor	Council meeting 23/05/2019 sitting and travel fee	\$ 105.00
EFT3017	24/05/2019	Goodfield Quality Meats	sausages for lunch council meeting bus tour	\$ 33.36
EFT3018	24/05/2019	Kleenheat Gas	Kleenheat bulk gas charges and CYL charges	\$ 531.63
EFT3019	24/05/2019	Landgate	Rural UV general valuation first 500 shared	\$ 3,638.05
EFT3020	24/05/2019	Michael Greenwood	Council meeting 23/05/2019 sitting and travel fee	\$ 230.57
EFT3021	24/05/2019	Nicholas Caffell	Council meeting 23/05/2019 sitting and travel fee	\$ 119.10
EFT3022	24/05/2019	Perfect Computer Solutions	HP Computer, Monitor & 2x HDMI Adaptors for Depot	\$ 1,880.00
EFT3023	24/05/2019	Ransberg Pty Ltd Trustee	Tammin-Wyalkatchem Road Blue metal	\$ 51,501.77
EFT3024	24/05/2019	Tania Daniels	Council meeting 23/05/2019 sitting and travel fee	\$ 128.66
EFT3025	24/05/2019	WA Contract Ranger Services Pty Ltd	Ranger services 02/05/2019 - 13/05/2019	\$ 654.50
EFT3026	24/05/2019	Wheatbelt Renovations	Repair door Ladies toilets at Pavilion and Shire office	\$ 165.00
			<b>Subtotal</b>	<b>\$180,823.80</b>

<b>Cheque Payments</b>				
6728	03/05/2019	Water Corporation	water usage standpipe	\$ 6,176.75
6729	16/05/2019	Shire of Tammin	petty cash re-coup	\$ 252.95
6730	24/05/2019	Trevor Telfer	Reimbursement for electricity costs used by reticulation	\$ 30.00
6731	24/05/2019	Water Corporation	Standpipe water usage	\$ 133.08
			<b>Subtotal</b>	<b>\$ 6,592.78</b>

<b>Direct Debit</b>				
DD1191.1	14/05/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,798.04
DD1191.2	14/05/2019	Australian Super	Superannuation contributions	\$ 93.08
DD1199.1	18/05/2019	Messages on Hold	Interactive Voice Recordings from 18/05/19 - 17/06/19	\$ 169.00
DD1206.1	28/05/2019	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,749.26
DD1206.2	28/05/2019	Australian Super	Superannuation contributions	\$ 93.08
			<b>Subtotal</b>	<b>\$ 3,902.46</b>

<b>NAB Visa Payment</b>				
DD1186.1	06/05/2019	NAB Business Visa	NAB Visa transactions from 29/03/19 to 29/04/19	\$ 427.00
			<b>Subtotal</b>	<b>\$ 427.00</b>

<b>Salaries &amp; Wages</b>				
	14/05/2019	Shire of Tammin	Salary & Wages	\$ 13,846.84
	30/04/2019	Shire of Tammin	Salary & Wages	\$ 14,065.52
	28/05/2019	Shire of Tammin	Salary & Wages	\$ 13,866.75
			<b>Subtotal</b>	<b>\$ 41,779.11</b>

Total paid from Municipal Account for the month of May

\$238,225.34

## 10.2 Financial Management Report for the month of May 2019

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	10 June 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 - May 2019 Monthly Financial Report

### Background

Enclosed is the Monthly Financial Report for the month of May 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.*

*(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.*

### **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 May 2019 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

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

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

Vote: Simple Majority

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

### 10.3 Significant Accounting Policies

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration
<b>Date:</b>	13 June 2019
<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>	Nil

#### **Proposal/Summary**

That Council adopt the amendment to its Significant Accounting Policies.

#### **Background**

Recently changes have been made to the Australian Accounting Standards which in turn effects the way in which Council reports in its Annual Financial Statements.

The only change that will affect the Shire is an amendment that states that only assets with a purchase or fair value of more than \$5,000 need to be recorded as assets in the Assets Register.

Assets under \$5,000 are to be recorded in an “Attractive Items Register” where considered appropriate by the CEO, e.g. Ipads, mobile phones or whipper snippers etc.

Accordingly, Council is required to amend its Significant Accounting Policy to reflect this change. Significant Accounting Polices govern the reporting requirements in Council’s Financial Reports.

The Shire reviews these polices annually when it adopts the Annual Financial Statements and any further changes to these policies will require Council endorsement.

#### **Comment**

Items valued at less than \$5,000 at time of purchase are to be expensed as an operating purchase. Items designated as “Attractive” will be identified and recorded in an “Attractive Items Register”. Council’s Policy currently doesn’t make provision for Local Government (Financial Management) Regulation 17A(5) (refer below, to Statutory Environment) therefore it is suggested the following additional paragraph be included within the Significant Accounting Policy - Section 10. - Fixed Assets:

#### **Attractive Items Register**

In accordance with Local Government (Financial Management) Regulation 17A(5), assets valued under \$5,000 will not be capitalised and will be excluded from the Shire’s Asset Register. Where deemed appropriate, assets are to be included in the Attractive Item’s Register.”

## **Consultation**

Nil

## **Statutory Environment**

### **Local Government (Financial Management) Regulation 17**

#### **17A . Assets, valuation of for financial reports etc.**

(1) In this regulation —

**carrying amount** , in relation to an asset, means the carrying amount of the asset determined in accordance with the AAS;

**fair value** , in relation to an asset, means the fair value of the asset measured in accordance with the AAS.

(2) Subject to subregulation (3), the value of an asset shown in a local government's financial reports must be the fair value of the asset.

(3) A local government must show in each financial report —

(a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and

(b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government —

(i) that are plant and equipment; and

(ii) that are —

(I) land and buildings; or

(II) infrastructure;

and

(c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

(4) A local government must revalue an asset of the local government —

(a) whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and

(b) in any event, within a period of at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued.

**(5) An asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5 000.**

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Strategic Implications**

Nil

**Recommendation**

That Council include within its Significant Accounting Policy - Fixed Assets, the following:

“ In accordance with Local Government (Financial Management) Regulation 17A(5), assets valued under \$5,000 will not be capitalised and will be excluded from the Shire’s Asset Register. Where deemed appropriate, assets are to be included in the Shire’s Attractive Item’s Register”

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

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

Vote: Simple Majority

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

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

### **11.1 Delegations Register – Adoption 2019**

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	20 June 2019
<b>Author:</b>	Niel Mitchell, Consultant
<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 11.1 - Delegations Register 2019

#### **Proposal/Summary**

For Council to adopt the Delegations Register revised as revised in June 2019.

#### **Background**

Council's Delegations Register has been reviewed for relevance to current circumstances and operational effectiveness. It has also been updated to incorporate the amended Delegations 10.1 to 10.6 adopted in August 2018.

The Delegations Register fit into a hierarchy of requirements, which are noted within the Appendix to the draft document. Accordingly, it is necessary that it integrates with legislative requirements and the local laws, planning policy and general policy as made by Council.

#### **Comments**

Delegations may be made, amended or revoked at any time by absolute majority.

The general hierarchy of authority is –

1. legislation – including regulations and local planning scheme
2. local laws
3. delegations – being under direct authority of legislation or local laws, and being made by absolute majority
4. policy – as it outlines how the above three authorities are to be implemented and being made by simple majority

Although every delegation is at Council's discretion, they are essential for the effective and efficient operation of the Shire. In keeping with the principle of the Local Government Act 1995 s.5.42, wherever possible the delegation is made to the CEO, even those where the actual exercise of the duty must be by a qualified or registered person. In these cases the CEO has the duty to see that the task is carried out, even if not a qualified person.

Several delegations are not to the CEO. These are where the delegations –

- can only be to a qualified or registered person, as required by legislative head of power,
- are to persons who are not considered employees, as permitted by legislative head of power, or
- can only be to specified positions, as required by legislative head of power.

It is considered that the delegations made in 2018 remain appropriate, with the exception of –

- Delegation 1.1 – Appointment of authorised person  
This delegation is amended to reflect advice from WA Local Government Association in relation to Building Act particularly, but also impacts on all infringements notices that may be issued. In effect, the CEO may appoint a person with power to issue an infringement, but any decision to withdraw or extend time to pay an infringement under any legislative power may only be made by the CEO. If the CEO is the issuing officer, the matter is to be referred to Council for decision.
- Delegation 10.4 Building Act – Authorised persons  
New clause 3 inserted, and other re-numbered. This clause is to provide a clear direction to Delegation 1.1 restricting withdrawal or extension of time to pay an infringement to the CEO.

The amendment to Delegation 1.1 was triggered by recent changes to the Building Act and Building Regulations, but is considered to be appropriate for all infringements in order for there to be separation and independence of decisions made.

The explanatory portions of the two delegations have therefore also been amended –

- Delegation 1.1 – Statutory Context refers to the Criminal Procedure Act 2004
- Delegation 10.4 – Corporate Context refers to the restrictions imposed in Delegation 1.1 (4) relating to infringement notices, their withdrawal or extension of time to pay.

The proposed Delegations Register 2019 also includes the Planning Delegations adopted in August 2018.

The Delegations are structured so that Council may place limits on each delegation, including who a sub-delegations is permitted to be made to. This does not require the CEO to further delegate, except in some instances as outlined. The CEO may impose further restrictions on any sub-delegation, so that the recipient of the sub-delegation is required to comply not only with the limits as resolved by Council, but also the restriction place by the CEO.

### **Consultation**

Niel Mitchell – Conway - Highbury

### **Statutory Implications**

Compliance with various Local Government Act requirements, and the provisions of other legislation relating to delegations.



**Policy Implications**

A review of the Delegations Register for Council's consideration

**Financial Implications**

Nil

**Strategic Implications**

Delegations Register is to enable the effective and efficient implementation of Council's instructions, adopted annual budget, and legislative and local law obligations.

**Recommendation**

That the attached Delegations Register 2019 be adopted.

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

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

Vote: Absolute Majority

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

## 11.2 Corporate Business Plan Quarterly Report

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	20 June 2019
<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 11.2 – Corporate Business Plan Quarterly Report 2018-2022

### Proposal/Summary

To receive the Corporate Business Plan Report as attached.

### Background

All local governments are currently required to produce a plan for the future under Sec. 5.56 (1) of the *Local Government Act 1995*.

Regulations made under the Act outline the minimum requirements of a plan for the future namely:-

- A **Strategic Community Plan** to cover a period of at least 10 financial years.
- A **Corporate Business Plan** to cover a period of at least 4 financial years.

On the 25 October 2018, Council adopted the Corporate Business Plan. Staff review the attached report each quarter to see how the Shire is tracking.

### Comment

The spreadsheet identifies the strategies and actions for each Community Strategic Plan objective and the year/s of implementation for the four-year life of the Corporate Business Plan.

Red means:	No Budget, No Schedule, No Resource or No Project Standing
Yellow means:	Minimal Budget, Not on Schedule, Minimal Resource, and average overall Project Standing
Green Means:	Adequate Budget, On Schedule, Enough Resource and good overall Project Standing

On review of the strategic directions, it was noted that the Council are achieving good overall results. A few areas which had an average overall result were:

1. A survey for community comment regarding improvements to Council recreation facilities will be created using survey monkey and emailed to community organisation's and groups within the upcoming few months.

2. The Town Dam structure needs to be reviewed for efficiency and improvements to reduce the expense of water used on the Town Oval when the water from the dam has run out. Council did install a new pump, foot valve and pontoon during the 2018/19 FY.
3. Improvements to footpaths and disability access around the town site. Aged Friendly communities Committee meets regularly to discuss any issues.
4. Annual vegetation planting program to be developed to revegetate local areas. Our Community Development Officer will seek funding.

### **Consultation**

Staff

### **Statutory Implications**

*Local Government (Administration ) Regulations 1996*

#### **19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is 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; and*
  - (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.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*  
*\*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

### **Policy Implications**

Nil

### **Financial Implications**

2018/19 Adopted Budget

### **Strategic Implications**

*Shire of Tammin Community Strategic Plan 2017-2027.*

#### **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**

**Outcome 6.2 An efficient and effective organisation**

#### **Recommendation 9.6**

That Council receives and endorse the Corporate Business Plan Report.

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

Vote : Simple majority

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

### 11.3 Complaint Management Grievance Policy

<b>Location:</b>	Tammin
<b>Applicant:</b>	Property & Rates Officer
<b>Date:</b>	20 June 2019
<b>Author:</b>	Brooke Davidson
<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 11.3 - DRAFT Policy - Complaint management - v.2

#### **Proposal/Summary**

That Council adopt the Draft Complaint Management Grievance Policy and include it in the Shire's Policy Manual.

#### **Background**

At the Ordinary Council Meeting in March 2019, Council requested a Grievance/Complaints policy be created for Tamma Village residents.

Niel Mitchell of Conway Highbury has created a Draft Complaint Management Grievance Policy for the Shire, which all residents of the Shire are able to follow.

#### **Comments**

Nil

#### **Consultation**

Conway Highbury

#### **Statutory Implications**

Nil

#### **Policy Implications**

The Complaint Management Grievance Policy will form part of the Shire's existing Policy Manual.

#### **Financial Implications**

Nil

#### **Strategic Implications**

CMC Leadership

Outcome 6.2 -An efficient and effective organisation

**Recommendation**

That Council;

- a) Adopt the Draft Complaint Management Grievance Policy and;
- b) Include the Complaint Management Grievance Policy into the Shire's Policy Manual

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

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

Vote: Simple Majority

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

12.     **MATTERS FOR CONSIDERATION – BUILDING & HEALTH**
13.     **ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**
14.     **MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)**

**The meeting is closed to discuss matters relating to staff contractual agreements**

**Recommendation**

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

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

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

**14.1     CEO Employment Contract (PRIVATE & CONFIDENTIAL)**

**14.2     Sale of Property (PRIVATE & CONFIDENTIAL)**

**Recommendation**

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

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

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

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

**15       CLOSURE OF MEETING**

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