

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 28th May 2020 was confirmed at the Ordinary Council Meeting held on 25th June 2020.

Name: Michael Greenwood

Signed: 

Being the person presiding at the meeting at which these minutes were confirmed.

Date: 25th June 2020

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



An Ordinary Meeting of Council of the Shire of Tammin was held on **Thursday 28 May 2020** in Council Chambers, 1 Donnan Street, Tammin, commencing at **5:10pm**.

Neville Hale
Chief Executive Officer
28 May 2020

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 declared the meeting open at 5:10pm.

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

Present:

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

In Attendance:

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

Leave of Absence previously granted:

Nil

Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

No members of the public present.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Cr Thomson submitted a Declaration of Interest affecting Impartiality in Item 12.5 as Cr Thomson is a playing member of the Hockey Club.

7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 Ordinary Council Meeting Minutes – 23 April 2020

TSC 39/20 MOTION

That the Minutes of the Ordinary Council Meeting held on 23 April 2020 be confirmed as a true record of proceedings.

Moved: Cr Batchelor

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 6/0

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS FOR CONSIDERATION – FINANCE

11.1 List of Payments for April 2020

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	7 May 2020
Author:	Keira Wirth
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 11.1 – April Payment List Attachment Item 11.1 - Credit Card Statement Attachment Item 11.1 – VISA Statement

Background

Accounts paid for April 2020 totaling \$436,861.12 are listed below:

Cheque numbers	6753 - 6753	\$9,089.16
Direct debit payments	01/04/20 – 30/04/20	\$7,652.38
Licensing transfers	01/04/20 – 30/04/20	\$7,327.85
Bank fees	01/04/20 – 30/04/20	\$292.20
VISA payments	01/04/20 – 30/04/20	\$5,194.17
EFT payments	EFT3662 – EFT33739	\$342,319.58
Salaries and wages	01/04/20 – 30/04/20	\$64,985.78
Total payments	01/04/20 – 30/04/20	\$436,861.78

Comment

Nil

Financial Implications

Directly impacts the Shire of Tammin 2019/2020 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

TSC 40/20 MOTION

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

Municipal Fund payments totaling \$436,861.12 on Licensing transactions, Bank fees, EFT, Cheques, Visa, Direct Debit and Salaries and Wages payments.

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried:6/0

Payment List April 2020

Ref	Date	Creditors Name	Description	Amount
Licensing				
58	01/04/2020	Department of Transport	Daily Licensing fee	\$ 14.95
58	03/04/2020	Department of Transport	Daily Licensing fee	\$ 308.10
58	07/04/2020	Department of Transport	Daily Licensing fee	\$ 98.70
58	08/04/2020	Department of Transport	Daily Licensing fee	\$ 244.90
58	09/04/2020	Department of Transport	Daily Licensing fee	\$ 1,011.10
58	14/04/2020	Department of Transport	Daily Licensing fee	\$ 2,793.80
58	15/04/2020	Department of Transport	Daily Licensing fee	\$ 67.40
58	16/04/2020	Department of Transport	Daily Licensing fee	\$ 28.90
58	17/04/2020	Department of Transport	Daily Licensing fee	\$ 901.25
58	21/04/2020	Department of Transport	Daily Licensing fee	\$ 599.70
58	23/04/2020	Department of Transport	Daily Licensing fee	\$ 910.30
58	24/04/2020	Department of Transport	Daily Licensing fee	\$ 16.75
58	29/04/2020	Department of Transport	Daily Licensing fee	\$ 332.00
			Subtotal	\$ 7,327.85
Bank Fees				
58	01/04/2020	MERCHANT FEES	MERCHANT FEES	\$ 22.00
58	03/04/2020	MERCHANT FEES	CBA MERCHANT FEES	\$ 171.76
58	03/04/2020	BANK FEES	NAB TRANSACT BANK FEES	\$ 4.90
58	29/04/2020	BANK FEES	NAB CONNECT BANK FEES	\$ 20.74
58	30/04/2020	MERCHANT FEES	MERCHANT FEES	\$ 22.00
58	30/04/2020	BANK FEES	MUNICIPAL BANK FEES	\$ 30.80
58	30/04/2020	BANK FEES	TRUST BANK FEES	\$ 20.00
			Subtotal	\$ 292.20
EFT Payments				
EFT3662	02/04/2020	ATOM	Works & Services Uniform order, Outside Staff	\$ 249.14
EFT3663	02/04/2020	Adapt Electrical Solutions	Installation , rewiring and reprogramming of VSD controller for reticulation at dam pump shed	\$ 693.00
EFT3664	02/04/2020	Advanced Traffic Management WA Pty Ltd (ATM)	3 traffic controllers with signs & cones to worksite Tammin South Road - 20/03/2020	\$ 1,465.20
EFT3665	02/04/2020	Aslab Pty Ltd	Compaction test on Uppill Street (2 tests)	\$ 1,677.62
EFT3666	02/04/2020	Autopro Northam	Supply and deliver new 12v battery for slasher	\$ 96.93
EFT3667	02/04/2020	COLAS West Australia Pty Ltd	Bitumen work Tammin South Road, Russell Street, Yorkrakine Road, Walston Road, Underwood RoadSupply and install bioprime, 7mm 14mm aggregate, 1st 2nd coat	\$ 73,058.72
EFT3668	02/04/2020	Charmaine Thomson	Council meeting sitting fee - 26/03/2020 & travel	\$ 124.84
EFT3669	02/04/2020	Combined Tyres Cunderdin	Repair on lawn mower tyre	\$ 77.00
EFT3670	02/04/2020	DKT Rural Agencies	Gardening supplier for various locations	\$ 88.50
EFT3671	02/04/2020	Eric Preston T/A Leader Press / Trust Boss	Rates Paper Quantity 1000	\$ 638.00
EFT3672	02/04/2020	Farmways Kellerberrin	20l drum of Glyphosate 6x	\$ 1,215.65
EFT3673	02/04/2020	Glenice Batchelor	Council meeting sitting fee - 26/03/2020	\$ 100.00
EFT3674	02/04/2020	ITVision	SynergySoft monthly license fee - March	\$ 2,113.10
EFT3675	02/04/2020	LGRCEU	Payroll deductions	\$ 41.00
EFT3676	02/04/2020	Lawn Doctor	Banner Maxx Fungicide 5L bottle & Monument Herbicide 100ml bottle	\$ 1,435.50
EFT3677	02/04/2020	Mayday Earthmoving	Dry hire of roller and mobilisation (3 days)	\$ 1,287.00
EFT3678	02/04/2020	Nicholas Caffell	Council meeting sitting fee - 26/03/2020	\$ 100.00
EFT3679	02/04/2020	QC Ultimate Clean	Carpet clean Lesser Hall & Vinyl cleaned in the Town Hall Kitchen with travel	\$ 738.93
EFT3680	02/04/2020	Shop For Shops	Fiberglass female mannequin 2x - Cooinda	\$ 651.00
EFT3681	02/04/2020	Synergy	Electricity charges for various buildings 22/01/2020 - 23/03/2020	\$ 1,003.29
EFT3682	02/04/2020	Tania Daniels	Council meeting sitting fee - 26/03/2020 & travel	\$ 123.88
EFT3683	02/04/2020	Tanya Nicholls	Council meeting sitting fee - 26/03/2020	\$ 100.00
EFT3684	02/04/2020	Telstra	Telstra mobile phones and tablet charges 18/03/2020 - 17/04/2020	\$ 161.16

EFT3685	02/04/2020	Toll Ipec	Freight charges for road signs Sunny Signs	\$ 15.40
EFT3686	02/04/2020	WA Contract Ranger Services Pty Ltd	Ranger services 06/03/2020, 06/03/2020 non scheduled visit - Matt Sharpe & 20/03/2020 Cat removal	\$ 1,309.00
EFT3687	02/04/2020	Westrac CAT	Service kit, hydraulic oil and Pump G-F PRM 27/04/20	\$ 557.78
EFT3688	02/04/2020	Wheatbelt Motors	Removal of 4 vehicles from the road reserve	\$ 495.00
EFT3689	02/04/2020	Wright Express Australia Pty Ltd (Puma)	Fuel for the month of March various vehicles	\$ 3,901.43
EFT3690	09/04/2020	AMPAC Debt Recovery (WA) Pty Ltd	AMPAC Debt recovery for the month of February	\$ 55.00
EFT3691	09/04/2020	Avon Waste	Refuse collection for the month of March	\$ 2,596.85
EFT3692	09/04/2020	Combined Tyres Cunderdin	11Rx22.5 trailer tyres 2x & 11Rx22.5 drive tyres 2x	\$ 1,441.00
EFT3693	09/04/2020	Department of Mines, Industry Regulation and Safety	BSL Levy for the month of March	\$ 266.28
EFT3694	09/04/2020	Matrix Productions Australia PTY LTD	Quote request fee for Town Hall stage curtains	\$ 275.00
EFT3695	09/04/2020	Officeworks	Office supplies refreshments and stationary	\$ 229.69
EFT3696	09/04/2020	Southern Cross Austereo Pty Ltd	Triple M Northam & Merredin Fuse Festival radio advertisement Hit FM Northam and Merredin Fuse Festival radio advertisement 09/03/2020 - 27/03/2020	\$ 495.00
EFT3697	09/04/2020	Synergy	Electricity Charges 25/02/2020 - 24/03/2020, Street lighting	\$ 1,606.45
EFT3698	09/04/2020	Telstra	Telstra charges 22/03/2020 - 14/04/2020	\$ 1,099.12
EFT3699	09/04/2020	WA Contract Ranger Services Pty Ltd	Ranger Services 30/03/2020, 01/04/2020 & 02/04/2020	\$ 794.75
EFT3700	09/04/2020	Westrac CAT	20ltrs drum hydraulic oil for compact track loader	\$ 98.69
EFT3701	09/04/2020	Wheatbelt Office and Business Machines	Photocopier charges period 16/03/2020-03/04/2020	\$ 373.26
EFT3702	16/04/2020	AIT Specialists Pty Ltd	Fuel tax credits - Road transport and off road for the period 1st January 2020 to 31st March 2020	\$ 165.00
EFT3703	16/04/2020	Australia Post	Postage charges for the month of March 2020	\$ 143.96
EFT3704	16/04/2020	Avon Concrete	Install floodway on Chappel / Wheeldon Road	\$ 41,297.30
EFT3705	16/04/2020	Chatfield's Tree Nursery	Connecting corridors program Bungulla Farming	\$ 10,091.83
EFT3706	16/04/2020	Combined Tyres Cunderdin	Replace new tyre TN2134	\$ 178.20
EFT3707	16/04/2020	Earthstyle Contracting Pty Ltd	Re-Sheeting work Wyola South Road 17/03/2020 - 23/03/2020 & Re-Sheeting work Nelson Road 24/03/2020 - 25/03/2020	\$ 58,740.00
EFT3708	16/04/2020	EverGreen Synthetic Grass	Supply and install bowling green surface - Balance of completion	\$ 89,439.35
EFT3709	16/04/2020	Glenwarra Development Services	3rd Quarter 2019/20 - planning services & Scheme review during 3rd quarter	\$ 1,710.50
EFT3710	16/04/2020	Heswa Hyperlift	Concrete lifting eye 1.3t max & Green Inspection tag	\$ 209.00
EFT3711	16/04/2020	JR & A Hersey Pty Ltd	50g Natures Botanical Repel Cream	\$ 89.10
EFT3712	16/04/2020	Kellerberrin Farmers Co-Operative	Refreshment and cleaning supplies for the Admin Office	\$ 83.49
EFT3713	16/04/2020	LGRCEU	Payroll deductions	\$ 41.00
EFT3714	16/04/2020	Plastic Card Customization	Customized plastic cards 300 - Tip passes 2020/2021	\$ 641.30
EFT3715	16/04/2020	Shaun's mobile mechanical service	On site service of Skid Steer D239 (500hrs) Parts and oil supplied by the Shire of Tammin	\$ 286.55
EFT3716	16/04/2020	Sunny Sign Company	Supply MRWA PVC guide posts	\$ 2,640.00
EFT3717	16/04/2020	Synergy	Electricity charges for various buildings 12/02/2020 - 08/04/2020	\$ 1,733.05
EFT3718	16/04/2020	Woodstock Electrical	Repairs on burned fuel pump on TN15 (tanker pump) Supply and install of new fuel truck, install supplied fuel meter re-pipe and supply fittings for new unit to suit old fittings . Diesel transfer pumps fuel suction hose t bolt	\$ 2,233.92
EFT3719	30/04/2020	Aqua Pump & Irrigation	Service on dam pumps	\$ 3,703.54
EFT3720	30/04/2020	Australian Taxation Office - BAS	Net BAS due March 2020	\$ 9,518.00
EFT3721	30/04/2020	Avon Valley Mitsubishi	15,000km service on Mitsubishi Triton TN2	\$ 409.53
EFT3722	30/04/2020	Charmaine Thomson	Ordinary Council meeting 23 April 2020 sitting fee & travel	\$ 124.84
EFT3723	30/04/2020	Combined Tyres Cunderdin	Replace tyre on rim for custom made flat top trailer	\$ 183.70
EFT3724	30/04/2020	Cutting Edges Equipment Parts	Supply and deliver grader blades Komatsu Grader	\$ 604.96
EFT3725	30/04/2020	Dave's Tree Service	Trimming and shaping trees in Western Power lines to approved standards, clean up and cart away.	\$ 5,720.00
EFT3726	30/04/2020	Glenice Batchelor	Ordinary Council meeting 23 April 2020 sitting fee & travel	\$ 105.00
EFT3727	30/04/2020	LGRCEU	Payroll deductions	\$ 41.00
EFT3728	30/04/2020	Landgate	Rural UV General Revaluation 2019/20	\$ 3,692.16
EFT3729	30/04/2020	Michael Greenwood	Ordinary Council meeting 23 April 2020 Sitting fee & travel	\$ 236.49
EFT3730	30/04/2020	Mortlock Timber Group	Jarrah Timber boards for Tammin Pavilion	\$ 760.00
EFT3731	30/04/2020	Nicholas Caffell	Ordinary Council meeting 23 April 2020 sitting fee & travel	\$ 119.10
EFT3732	30/04/2020	Perfect Computer Solutions	26/03/2020 remote server instructions send to MFA, 02/04/2020 Recover super file MFA, 08/04/2020 Follow up inbound call issue, 14/04/2020 Uploaded Messages on Hold audio file, 15/04/2020 HPT computer reconnect to server	\$ 425.00

EFT3733	30/04/2020	Shire of Quairading	CESM shared billing Jan-March	\$ 3,474.80
EFT3734	30/04/2020	Synergy	14 Russell Street Electricity charges 12/02/2020 - 08/04/2020	\$ 228.63
EFT3735	30/04/2020	Tania Daniels	Ordinary Council meeting 23 April 2020 sitting fee & travel	\$ 123.88
EFT3736	30/04/2020	Tanya Nicholls	Ordinary Council meeting 23 April 2020 sitting fee & travel	\$ 121.01
EFT3737	30/04/2020	Telstra	Telstra charges Office internet	\$ 75.00
EFT3738	30/04/2020	Toll Ipec	Freight charges for works and services OHS & Komatsu Grader parts	\$ 44.23
EFT3739	30/04/2020	Toodyay Home Traders	Autocut 25-2 Head whipper snipper	\$ 36.00
			Subtotal	\$342,319.58

Cheque Payments

6753	30/04/2020	Water Corporation	Water usage for various buildings 20/02/2020 - 17/04/2020	\$ 9,089.16
			Subtotal	\$ 9,089.16

Direct Debits

DD1467.1	14/04/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,558.56
DD1467.2	14/04/2020	Australian Super	Superannuation contributions	\$ 172.15
DD1473.1	21/04/2020	Messages on Hold	Interactive Voice Recordings 18/04/2020 to 17/05/2020	\$ 169.00
DD1475.1	28/04/2020	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,580.52
DD1475.2	28/04/2020	Australian Super	Superannuation contributions	\$ 172.15
			Subtotal	\$ 7,652.38

NAB Visa Payment

DD1465.1	02/04/2020	NAB Business Visa	NAB VISA Transactions from 29/02/2020 to 27/03/2020	\$ 5,194.17
			Subtotal	\$ 5,194.17

Salaries & Wages

	28/04/2020	Shire of Tammin	Salaries & Wages	\$ 21,160.06
	14/04/2020	Shire of Tammin	Salaries & Wages	\$ 21,356.31
	31/03/2020	Shire of Tammin	Salaries & Wages	\$ 22,469.41
			Subtotals	\$ 64,985.78

Total paid to Municipal Account for the month of April

\$436,861.12

11.2 Financial Management Report for the month of April 2020

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	21 May 2020
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.2 - April 2020 Monthly Financial Report

Background

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

Financial Implications

Financial Management of 2019/2020

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

TSC 41/20 MOTION

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

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr Caffell

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 6/0

11.3 Purchasing Policy 3.1 – Amendment

Location:	Shire of Tammin
Applicant:	WALGA & Department of Local Government Sport and Culture
Date:	8 May 2020
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADM – 52
Attachment/s:	Attachment Item 11.3 – Purchasing Policy

Proposal/Summary

For Council to adopt an amended Purchasing Policy to reflect recent changes to the Local Government (Functions and General) Regulations.

Background

In response to the outbreak of COVID – 19, there has been an increase in requirements to undertake projects to assist the private sector in maintaining employment. This has resulted in the bringing forward of projects and increased demands on local government expenditure.

To assist in the efficient delivery of the expenditure, the State has increased the threshold at which purchases are subject to the calling of tenders under the provisions of the Local Government Act and Regulations.

Comments

The amended Policy reflects the recent changes to the Local Government (Functions & General) Regulations and will facilitate the purchase of goods and services by removing the need for advertising and due process through Council where the consideration is, or is expected to be less than \$250,000. In accordance with section 3.1(b) of this Policy, all purchases other than those for which a tender process is required will need to comply with the stated procedures and evidence pertaining to the awarding of any contract for goods and services

Consultation

WALGA – Governance
Department of Local Government, Sport and Cultural Industries

Statutory Implications

Local Government (Functions & General) Regulations: -

11. Purchasing policies for local governments
 - (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
 - (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
11. When tenders have to be publicly invited
 - (1A) In this regulation —

state of emergency declaration has the meaning given in the *Emergency Management Act 2005* section 3.
 - (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.

Policy Implications

Existing Policy 3.1 – Purchasing: to be amended in accordance with recent changes to legislation

Financial Implications

The lifting of the threshold required for tenders to be called should not impact on the Shire's expenditures which are set in accordance with Council's budget deliberations.

Strategic Implications

Extract from Strategic Community 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 6.2 An efficient and effective organisation

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

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

TSC 42/20 MOTION

That Council:

- 1. Adopt the attached Amended Policy 3.1 – Purchasing; and,**
- 2. Authorise the Chief Executive Officer to update Council's Policy Manual with the inclusion of this amended policy.**

Moved: Cr Batchelor

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 6/0

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

12.1 National Redress Scheme (Participation of WA Local Governments)

Location:	Shire of Tammin
Applicant:	Department of Local Government, Sport & Cultural Industries (DLGSC)
Date:	11 May 2020
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.1 – National Redress Scheme Participation of WA Local Governments Attachment Item 12.1 - National Redress Scheme DLGSC Information Paper Attachment Item 12.1 - National Redress Scheme DLGSC Information Paper Key Decisions and Action Attachment Item 12.1 – Shire of Tammin Redress Database Template

Proposal/Summary

This item is for the Shire of Tammin to note the background information and the WA Government's decision in relation to the National Redress Scheme;

- Note the key considerations and administrative arrangements for the Shire of Tammin to participate in the National Redress Scheme;
- Formally endorse the Shire of Tammin participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

Background

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward. The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Tammin will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.¹

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

¹ Section 111(1)(b).

Details

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Tammin's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Tammin formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Tammin will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Tammin to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Tammin formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Tammin include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Tammin having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Tammin.

Considerations for the Shire of Tammin

Detailed below is a list of considerations for the Shire of Tammin to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Tammin will receive a Redress application. A Service Agreement will only be executed if the Shire of Tammin receives a Redress application.

Shire of Tammin needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Tammin will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Tammin's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Tammin should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Tammin do not have any influence on the decision made and there is no right of appeal.

Consultation

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

Attachments

Local Government Information Paper (December 2019).

Strategic implications

Nil

Statutory Implications

The Shire of Tammin in agreeing to join the Scheme is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

Financial Implications

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person, who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

Voting Requirement

Simple Majority

TSC 43/20 MOTION

That Council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;**
- 2) Notes that the Shire of Tammin will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Tammin makes a specific and formal decision to be included;**
- 3) Endorses the participation of the Shire of Tammin in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- 4) Grants authority to its Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;**
- 5) Notes that a confidential report will be provided if a Redress application is received by the Shire of Tammin; and,**
- 6) Authorise the Chief Executive Officer to notify the Department of Local Government, Sport and Cultural Industries (DLGSC) of its decision and to return the completed database spreadsheet (as attached) by 31 May 2020.**

Moved: Cr Greenwood

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 6/0

Cr Batchelor left the chambers at 5:29pm

Cr Batchelor returned to the chambers at 5:31pm

12.2 Arbor Day Tree Planting

Location:	Booth Street, Tammin
Applicant:	The Garden, Recycling & Heritage Club of Tammin (Veronica De Vis)
Date:	14 May 2020
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	None
File Reference:	ADM – 65 - Streetscape
Attachment/s:	Attachment Item 12.2 - Arbor Day Proposed Plans Attachment Item 12.2 – Letter from Veronica De Vis Attachment Item 12.2 – Tammin Primary School Correspondence

Proposal/Summary

For Council to consider an application for the planting of up to 20 Poinciana Trees on Booth Street, Tammin at one of two proposed sites.

Background

The Garden, Recycling & Heritage Club of Tammin has submitted a plan to enable the Club to plant 20 Poinciana Trees at its preferred site being on the Tamma Village land, Reserve 43892, behind the verge surrounding the Tamma Village, on Shields and Booth Streets, Tammin.

Alternatively, it has nominated an area within Reserve 8789 along the western side of Booth Street north of the intersection with Ridley Street.

It has been suggested that the plantings would be within the area protected by existing established trees which would reduce wind damage whilst they develop. The attached application includes a rough layout of the location of the planting. It is proposed that the tree planting would be undertaken on or about Arbor Day in conjunction with students from the Tammin Primary School. Arbor Day Western Australia is Saturday, 20 June 2020.

Comments

Council endorsement of the proposal is required before works can proceed. The proposal is consistent with Council's earlier approval for the planting of a limited number of Jacaranda trees within Donnan Park at the establishment of a rockery at this site.

A recent “Walk and Talk” event which included a number of interested community members, including members of the Garden Club, had expressed a preference for native species in the area north of Tamma Village (reserve 8789)

Consultation

Veronica De Vis

Statutory Implications

N/A

Policy Implications

N/A

Financial Implications

There is no direct cost to the Shire associated with these proposed works.

Strategic Implications

Environment Strategies

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

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

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

Outcome 2.2 Protect and enhance our natural environment and reserves

- 2.2.1 Enhance the town's open spaces and roadsides
(Shire of Tammin, Tammin Town Centre Visioning Plan 2017)
- 2.2.2 Revegetate local areas as required
(Shire of Tammin, Tammin Town Centre Visioning Plan 2017)

TSC 44/20 MOTION

That Council advise the Garden, Recycling & Heritage Club of Tammin (Veronica De Vis) that it may proceed with the proposed Arbor Day Tree plantings of up to 20 Poinciana trees in conjunction with the Tammin Primary School at the two proposed sites and is to liaise with the Shire's Manager of Works and Services to mark out the proposed area of works and to ensure no utility services are disturbed.

Moved: Cr Caffell

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 6/0

12.3 Kadjininy Kep - Redevelopment

Location:	Tammin
Applicant:	Tammin Shire Council
Date:	19 May 2020
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADM – 51
Attachment/s:	Attachment Item 12.3 – Cr Thomson correspondence Attachment Item 12.3 – Harvey Nature Playground Image Attachment Item 12.3 - Nature Playground Image Attachment Item 12.3 – Tammin Kadjininy Kep Image Attachment Item 12.3 – KEP Revised Image

Proposal/Summary

For Council to give consideration to the future development of the Tammin Kadjininy Kep site.

Background

Tammin's Kadjininy Kep was previously a working hydrology model and Amphitheatre located in the centre of the Tammin town-site behind Memorial Park, situated on Great Eastern Highway (Donnan Street) Tammin. It was well presented (see attached photo) and projected a high quality image to passing tourists.

Kadjininy Kep, or the Tammin Hydrology Model, was a working model depicting a typical Wheatbelt landscape showing how farmland is being lost to dryland salinity as part of the Wheatbelt Science Trail and GeoTrail. It also has a picnic area with shade and BBQs.

The outdoor entertainment area served as a performance space and featured an Amphitheatre for outdoor concerts, theatre and seminars. The adjacent, but separate, Memorial Park provided a shady grassed area with BBQ facilities to those on day trips or when passing through.

Comments

The hydrology model was closed down due to high maintenance costs and reduced attendance numbers from school visitations and tourists in general.

Cr Thomson, following discussion with various community members, has offered the following suggestions:

1. General consensus that the facility should once again be used by the public for events, i.e. concerts, possibly some Country Arts performances;
2. It was suggested that water again be used in the canals in front of the stage possible use of safety netting when the stage is in use;
3. The large canal area out the back to be developed as a garden;
4. Younger community members suggested all smaller canals to be redeveloped as low growing garden areas and preferred the large rear area be developed as a water playground, with a waterfall effect, possibly with a timer button to limit operation to times when people are in attendance;
5. It was suggested that the existing fence be removed or at least made lower, similar to Memorial Park, as the current fence is off-putting and sends the message that you not enter; and,
6. If improvements are made, it could be used for weddings or similar events.

The general consensus is that it is a great asset that needs to be revitalized and brought back to life for the benefit of the community.

Further investigations of these and other opportunities need to be progressed. In this regard, the following comments are made:

It is noted that the existing Kadjininy Kep area is distinctly separate from that of Memorial Park, a realigned fence, at a reduced height, could encompass both areas, including the playground, as a single community hub for both adults and children given its proximity to the Town Hall/Lesser Hall, Tamma Village and Bowling Club. Improvements to Booth Street would enhance the overall appeal of this community area that is also in close proximity to the local Primary School and Emergency Services facility. A new BBQ area, seating and shelter, on the north western corner adjacent to the car-park and also adjacent to the suggested water playground may better activate the area.

Looking at the area holistically, one could see a garden aligning with the public toilets extending along the Bowling Club Fence, say 10m width over the area of the leach drains/ATU/STS (known as secondary treatment system). Between that garden area and the Kep fence, could be a sealed carpark that would enhance access.

The proposed water playground could be limited to an area of say 8m x 5m with overhead water features to reduce damage often associated with ground level water jets being blocked. Furthermore, the suggested garden area could be developed as a nature playground turning the existing Kep area into a multi-use community hub.

One of the most expensive elements of such a community hub is providing access to public toilets which already exist and have recently been renovated.

Consultation

Councillors have been requested to provide comment on potential uses for the site. A local community workshop has been proposed

Statutory Implications

Not applicable at this time

Policy Implications

Not applicable at this time

Financial Implications

No cost assumptions have been made at this concept stage. One would expect some form of community based grant funding could be sourced for the right project.

Strategic Implications

Economic Development Strategies

Strengthen local business and employment capacity. Support and encourage sustainable business growth.

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

Outcome 4.1 Support and foster industry, initiative and innovation in seeking new opportunities to enhance our Shire's economic health

Outcome 4.2 An attractive destination for visitors

4.2.1 Maintain and enhance local iconic attractions and infrastructure
(Shire of Tammin, Tammin Town Centre Visioning Plan 2017)

4.2.2 Participate in the Regional Tourism Strategy (Yorkrakine Rock signage); promote Tammin as a place to visit, live and work

Officers Recommendation

For Council to give consideration to possible redevelopment opportunities for the Tammin Kardjininy Kep site.

Moved:

Seconded:

Vote: Simple Majority

Carried/Lost:

TSC 45/20 MOTION

Staff to prepare alternative designs reflecting options as discussed.

Moved: Cr Thomson

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 6/0

12.4 Review of Risk Management, Internal Control and Legislative Compliance – Risk Management Governance Framework – *Local Government (Audit) Regulations 1996* - eg. 17

Location:	Shire of Tammin
Applicant:	Audit & Risk Committee
Date:	20 May 2020
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.4 – SOTA Risk Profile Reporting Tool May 2020

Proposal / Summary

For Council to adopt the recommendation of its Audit & Risk Committee in respect to the CEO's April 2020 review as presented in the Risk Dashboard Review Report of the "*Risk Management Governance Framework*" previously prepared by LGIS and adopted by Council in December 2014 in response to the introduction of Reg 17 of the Local Government (Audit) Regulations 1996.

Background

The Framework is a comprehensive overview of identified risks likely to impact the operations of the Shire and reflects the appropriateness and effectiveness of the Shire's systems in regard to risk management, internal control and legislative compliance.

The Risk Framework was first adopted by Council in October 2014 and was the subject of a desk-top review in August 2015. A further review was undertaken in February 2019 and October 2019.

The *Local Government (Audit) Regulations 1996* prescribe the requirements for local governments in relation to the engagement of auditors, the annual compliance Audit Return and the functions of the Audit Committee.

The amendments extend the responsibilities of the Audit Committee and Chief Executive Officer of local governments in relation to the reviewing and reporting of the local government's systems and procedures in regard to risk management, internal control and legislative compliance.

The Risk Management Governance Framework, developed by LGIS, is in response to the requirements of Reg.17 of the Local Government (Audit) Regulations, 1996 and encapsulates those requirements.

Comment

The Chief Executive Officer has reviewed the Shire's systems in relation to risk management, internal control and legislative compliance and considers that they are appropriate and effective with the

exception of those identified on the attached Dashboard Report. The details of the review are outlined below.

Furthermore, consideration was to be given to the introduction of an appropriate framework for controls in relation to Fraud and Corruption as per AS8001-2008. Council, at its October 2019 Ordinary Meeting adopted a Fraud and Corruption Plan and associated Policy.

In response to legislative changes and to reflect legislative compliance requirements, Council adopted its Attendance at Events Policy in February 2020.

Furthermore as part of its COVID 19 response, Council at its April 2020 Ordinary Meeting adopted a COVID 19 Financial Hardship Policy as part of its rates revenue risk mitigation strategy.

Informing / Guiding Documents

Risk Management Framework

Council adopted the *Risk Management Governance Framework* ("the Framework") at its October 2014 Meeting. The Framework describes the principles of risk management and details the roles and responsibilities of risk management from the Audit Committee to individual employees. The Framework includes a risk level matrix and criteria for assessing risks in terms of likelihood and consequences. The Chief Executive Officer, A/Manager of Corporate Services and Finance and Manager Works & Services are to regularly review the Framework with assistance from Council Staff to ensure it is current and reflects the latest Australian Standards.

Risk Management Policy

The Shire has previously developed a *Risk Management Policy* which states the objectives for, and commitment to, risk management. The policy is designed to align with this and make a statement on the Shire's objectives, approach and commitment to effective risk management across all its operations. The policy includes the following statement:

"It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public."

This Framework, in support of Council's Risk Management Policy, is subject to six monthly review.

The previous review was undertaken in October 2019 and adopted by Council in December 2019. This current review was completed in May 2020.

Emergency Management Risk Register

Local government has statutory obligations for emergency management and the risk register which is currently being updated following a recent workshop in September 2019 held in Kellerberrin. The process is essential to identify risks, their severity and to identify the agencies responsible for mitigation of the risk. Council's Emergency Management Arrangements are overseen by the Kellerberrin- Tammin Local Emergency Management Committee chaired by the Kellerberrin Shire President.

The Risk Framework identifies a number of areas of emergency management to be reviewed on a regular basis

The Shire is currently in the process of finalizing its Local Emergency Management Arrangements in compliance with the Emergency Management Act 2005.

Purchasing Policy

Council reviewed and adopted its *Purchasing Policy* at the Ordinary Meeting of Council held 28 June 2018. The Policy identifies purchasing protocols that ensure that goods and services are procured in an equitable and transparent manner that complies with legislative requirements and delivers value for money.

The Purchasing Policy was the subject of Audit qualification in 2019 and subsequent staff training and revised procedures have been undertaken.

The Policy is to be amended by Council in May 2020 to reflect the increase to the tender threshold for expenditures of \$250,000 or more.

Audits / Reviews / Assessments

Financial Management Review

Pursuant to Regulation 5(2)(c) of the Local Government Financial Management Regulations, Council engaged Billy-Joe Thomas of Auditors Anderson Munroe Wyllie to undertake the "Financial Management Review" and the resultant Report was received by Council at its Ordinary Meeting on 21nd August 2018. The next review is required to be undertaken in the first half of the year 2021.

Compliance Audit Return

The Return focuses on key areas of legislation and the Shire has consistently demonstrated a high level of compliance. Council's latest Return for the Period ended 31st December 2019 was considered by both the Audit Committee and Council Meetings held on the 27th February 2020 and subsequently forwarded to the Department of Local Government, Sport and Cultural Industries.

External Audit Services

The Local Government Amendment (Auditing) Act 2017, giving the Auditor General a mandate to audit local governments, was assented to on 1 September 2017. On 14 March 2019 the Auditor General's Office advised the Shire that it had appointed RSM as OAG's contract Auditor for the year ended 30 June 2019. This appointment has been extended to include the financial year ending 30 June 2020. It is noted that under the contract arrangement with OAG RSM may not seek or undertake any other work for the Shire during the term of the contract without the prior written consent of the Auditor General.

The Auditors are currently completing their Interim Audit for the 2019/20 Financial Year ending 30th June 2019 and the Audit Report and Management Letter will be considered by the Audit Committee and Council when available later this year and forwarded on to the next available Council meeting.

In response to the outbreak of COVID 19, a number of the risk areas have been amended to reflect the potential impact on staff, shire operations and the community. In accordance with Directions from the State Government, facilities such as the Library, Recreation Pavilion, Town Hall and Coinda have been closed to the public. Council has utilized electronic meeting options where considered necessary and or appropriate. Social distancing has been put in place as too increased social hygiene practices.

To date, it has not proven necessary to implement working from home requirements.

The Shire has made available services to seniors in regard to shopping for food and essential, with pick up and home delivery being arranged by staff and community volunteers. Library services have been made available on-line with book exchanges being facilitated.

COVID 19 Safety Plans have been developed for the return to more normal services.

RISK MANAGEMENT CONSIDERATIONS – The amendments to the *Local Government (Audit) Regulations 1996* will enhance the reporting of the Shire’s approach to risk management, internal controls and legislative compliance with increased transparency and involvement for the Elected Members.

CHIEF EXECUTIVE OFFICER’S OVERVIEW – I consider that with the Measures and Systems in place, that Council’s Risk Management, Internal Control and Legislative Compliance is appropriate and effective notwithstanding areas identified in need of improvement as outlined within the attached Dashboard Report.

Consultation

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

Legislative Requirements

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

Policy Implications

Policy 2.5 Administration/Organisation Risk Management

This Framework sets out the areas of risk that have been identified and the actions necessary and or taken to mitigate those risks.

Financial Implications

Nil

Strategic Implications

Tammin Community Strategic Plan

Civic Leadership

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

TSC 46/20 MOTION

For Council to adopt the recommendation of its Audit & Risk Committee in respect to the CEO's April 2020 report as presented in the Risk Dashboard Report undertaken in accordance with the "*Risk Management Governance Framework*" previously prepared by LGIS and adopted by Council in December 2014 in response to the introduction of Reg 17 of the Local Government (Audit) Regulations 1996.

Moved: Cr Batchelor

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 6/0

12.5 2020/21 Community Grant Applications

Cr Thomson submitted a Declaration of Interest affecting Impartiality to Agenda Item 12.5, but not precluded from remaining in the Chambers.

Location:	Tammin
Applicant:	Community Development Officer
Date:	21 May 2020
Author:	Samantha Pimlott
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN-21
Attachment/s:	Attachment Item 12.5 – Tammin Womens Hockey Club Application Attachment Item 12.5 – Garden Club Application 1 Attachment Item 12.5 – Garden Club Bank Account details Attachment Item 12.5 – Garden Club quote submission Attachment Item 12.5 Garden Club Application submission 2.

Proposal/Summary

Council to consider including funds in the following financial year budget to contribute towards the projects planned and outlined in the attached Community Grant applications from the Tammin Ladies Hockey Club; The Garden Recycling & Heritage Club – Submission 1; The Garden Recycling & Heritage Club – Submission 2.

Background

In March 2020, Council advertised for Community Grant applications for all sporting, community or welfare groups/organisations requiring financial assistance from Council in the 2020/21 financial year.

Applications were to be received by Friday, 4.00pm 15th of May 2020 which were to include the organisation's last financial statement and a current bank statement.

Comments

Council received 3 applications this year:

1. Tammin Womens Hockey Club
2. The Garden Recycling & Heritage Club – Submission 1
3. The Garden Recycling & Heritage Club – Submission 2

Please see the following table for a list of application requests including project specifications and amounts requested.

No	Organisation	Project	Total Project Cost	Self-Contribution	Amount requested
1	Tammin Womens Hockey Club	Purchase of new hockey goals	\$3,625.00	\$1,825.00	\$1,800.00
2	The Garden Recycling & Heritage Club – Submission 1	Painting of a mural on the water tank at the entrance of Tammin Oval.	\$2,500.00	\$1,440.00	\$1,060.00
3	The Garden Recycling & Heritage Club – Submission 2	Harvesting of water runoff at Tammin Roadhouse	\$6,875.09	\$1,875.09	\$5,000.00
Total					\$7,860.00

Please see attached the full Community Grants Application forms for Council reference. It should be noted that neither organisation has received funding previously.

It is further noted that both recommended grants represent less than 50% of the respective project costs.

The Garden Recycling & Heritage Club – Submission 2 – Water harvesting project

This funding request falls outside of the scope for which the Shire would provide contributions as the land on which the project is to be carried out is privately owned.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

3.4 REQUESTS FOR FINANCIAL / OTHER ASSISTANCE

Background

The Shire of Tammin provides financial and in-kind assistance to sporting, community and welfare groups /organisations to support both normal operational requirements and for specific projects or capital purchases which respond to identified community needs. The Shire also makes a donation to Tammin residents who have been selected to represent the State or Nation.

For Capital Projects

The Shire will advertise during March each year inviting applications from local sporting and community groups, for Council to consider including funds in the following financial year budget to contribute towards a planned capital project within the Shire.

All sporting and community groups that are applying for funding must complete the approved application form and lodge with the Shire by the end of May. Applications are to be accompanied by the groups/organisations most recent audited financial statement.

All requests for a contribution will be decided by Council and must demonstrate a thorough planned approach and Council will not generally consider contributing more than one-third of the total cost of the project.

Successful applicants must provide a financial acquittal of funds including receipts relating to the grant and complete a brief evaluation by May 31 of the funding period.

Council may request a presentation to Council prior to considering the request.

Financial Implications

The total of compliant applications received is \$2,860.00. This amount would be included in Council's 2020/21 Budget deliberations.

Strategic Implications

Social: Building a Sense of Community Our Vision

- Our community will be inclusive and inviting; a place where all people, young and old, are accepted and valued.
- Community leadership and involvement will ensure our different communities recreate, network and interact, building strong relationships and support.
- Our diverse community has access to services within their local area.

TSC 47/20 MOTION

That Council agree to include the following Community Grants in its 2020/21 Budget:

- | | |
|---|------------------|
| 1. Tammin Womens Hockey Club – purchase new goals | - \$1,800 |
| 2. The Garden Recycling & Heritage Club – Submission 1 | - \$1,060 |
- 2.1 Give authorisation for the CEO to advise the Garden Recycling & Heritage Club to amend the proposed mural design to be one continual image representing all sports and all ages. The mural to be treated with a "sealer" to prevent damage caused by vandalism.**

Moved: Cr Caffell

Seconded: Cr Batchelor

Vote: Simple Majority

Carried:6/0

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

- 14. MATTERS FOR CONSIDERATION – TOWN PLANNING**

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

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

- 17. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 6:06pm.