

## Shire of Tammin



### DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 28<sup>th</sup> October 2021 was confirmed at the Ordinary Council Meeting held on 25<sup>th</sup> November 2021.

Name: Glenice Batchelor

Signed: \_\_\_\_\_

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

Date: \_\_\_\_\_

25 / 11 / 2021

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### MINUTES



An Ordinary meeting of the Shire of Tammin was held on **Thursday 28 October 2021** in Council Chambers, 1 Donnan Street Tammin, commencing at **5:00pm**.

A handwritten signature in black ink, appearing to read 'Joanne Soderlund'.

Joanne Soderlund  
Chief Executive Officer  
28 October 2021

#### MISSION STATEMENT

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

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## **AGENDA**

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

The Shire President declared the meeting open at 5.00pm.

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

#### **Present:**

Cr G Batchelor	Shire President
Cr T Nicholls	Deputy Shire President
Cr Thomson (Charmaine)	Member
Cr B Leslie	Member
Cr C Thomson (Courtney)	Member

#### **In Attendance:**

Joanne Soderlund	Chief Executive Officer
Fabian Houbrechts	Manager of Works
Morgan Ware	Manager of Finance & Administration

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

Nil

#### **Apologies:**

Nil

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

Nil

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

Nil

### **5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

### **6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS**

Cr Thomson declared an interest affecting impartiality in Item 12.3 due to being related to a member of the Bush Fire Brigade.

Cr C Thomson declared an interest affecting impartiality in Item 12.3 due to being related to a member of the Bush Fire Brigade.

### **7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS**

Nil

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**8.1 Ordinary Council Meeting Minutes – 23 September 2021**

**TSC 96/21 MOTION**

That the minutes of the Ordinary Council Meeting held on 23 September 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

**8.2 Special Council Meeting Minutes – 19 October 2021**

**TSC 97/21 MOTION**

That the minutes of the Special Council Meeting held on 19 October 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 5/0

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

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

## 11. MATTERS FOR CONSIDERATION – FINANCE

### 11.1 List of Payments for September 2021

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	04 October 2021
<b>Author:</b>	Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 11.1 – Payment List Attachment Item 11.1 - Credit Card Statement

#### Purpose of Report

For Council to ratify the accounts paid under delegated authority.

#### Background

The attached List of Accounts paid during the month of September 2021 totaling \$176,893.60 by way of:

Cheque numbers		\$
Direct debit payments	01/09/21 – 30/09/21	\$7,192.83
Licensing transfers	01/09/21 – 30/09/21	\$30,721.85
Bank fees	01/09/21 – 30/09/21	\$534.01
VISA payments	01/09/21 – 30/09/21	\$3,124.32
EFT payments	EFT 4802 – EFT 4873	\$71,491.03
Salaries and wages	01/09/21 – 30/09/21	\$63,829.56
<b>Total payments</b>	<b>01/09/21 – 30/09/21</b>	<b>\$176,893.60</b>



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

<b>Wright Express Australia Pty Ltd (Puma)</b> Fuel charges for the month of August 2021	\$ 5,316.30
<b>Youlie and Son Spreading Services</b> Maintenance grading and gravel spreading (Yorkrakine West, East and Yorkrakine Rock Rd)	\$ 8,692.75
<b>Sunny Sign Company</b> Supply and deliver signs and material as per your quote attached ( n <sup>o</sup> 426553)	\$ 8,802.31

**Comment**

Nil

**Financial Implications**

All liabilities have been settled in accordance with the Shire of Tammin 2021/2022 Operating Budget

**Policy Implications**

Nil

**Statutory Implications**

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

**11. Payment of accounts**

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

*a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*

*b) Petty cash systems.*

*(1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.*

*(2) Payments made by a local government —*

*a) Subject to sub-regulation (4), are not to be made in cash; and*

*b) Are to be made in a manner which allows identification of —*

*(i) The method of payment;*

*(ii) The authority for the payment; and*

*(iii) The identity of the person who authorised the payment.*

*(3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.*

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

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

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

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

### **13. Lists of accounts**

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

## **Strategic Plan & Corporate Business Plan Implications**

### **Civic Leadership Strategies**

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

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

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



**TSC 98/21 MOTION**

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 September 2021 to 30 September 2021 totaling \$176,893.60 as contained in attachments 11.1

Municipal Fund payments totaling \$176,893.60 detailed:

Cheque numbers		NIL
Direct debit payments	01/09/21 – 30/09/21	\$7,192.83
Licensing transfers	01/09/21 – 30/09/21	\$30,721.85
Bank fees	01/09/21 – 30/09/21	\$534.01
VISA payments	01/09/21 – 30/09/21	\$3,124.32
EFT payments	EFT 4802 – EFT 4873	\$71,491.03
Salaries and wages	01/09/21 – 30/09/21	\$63,829.56

Moved: Cr Thomson

Seconded: Cr Nicholls

Vote: Simple Majority

Carried:5/0

Payment List

Ref	Date	Creditors	Description	Amount
<b>Licensing</b>				
76	01/09/2021	Department of Transport	Daily Licensing Fee	\$ 200.95
76	02/09/2021	Department of Transport	Daily Licensing Fee	\$ 19.40
76	03/09/2021	Department of Transport	Daily Licensing Fee	\$ 27,754.65
76	06/09/2021	Department of Transport	Daily Licensing Fee	\$ 867.40
77	10/09/2021	Department of Transport	Daily Licensing Fee	\$ 182.70
76	10/09/2021	Department of Transport	Daily Licensing Fee	\$ 182.70
76	13/09/2021	Department of Transport	Daily Licensing Fee	\$ 422.85
77	13/09/2021	Department of Transport	Daily Licensing Fee	\$ 422.85
77	14/09/2021	Department of Transport	Daily Licensing Fee	\$ 119.30
76	14/09/2021	Department of Transport	Daily Licensing Fee	\$ 119.30
76	15/09/2021	Department of Transport	Daily Licensing Fee	\$ 69.25
76	17/09/2021	Department of Transport	Daily Licensing Fee	\$ 36.60
76	21/09/2021	Department of Transport	Daily Licensing Fee	\$ 323.90
			<b>Amount</b>	<b>\$ 30,721.85</b>
<b>Bank Fees</b>				
76	03/09/2021	5 - MERCHANT FEES	MERCHANT FEES	\$ 534.01
			<b>Subtotal</b>	<b>\$ 534.01</b>
<b>EFT Payment</b>				
EFT4802	07/09/2021	Allwest Plant Hire Australia Pty Ltd	Dry Hire of multi wheel roller 31/08/2021 - 31/08/2021	\$ 1,314.50
EFT4803	07/09/2021	Bunnings Group Ltd	Maintenance parts for Komatsu Grader	\$ 31.71
EFT4804	07/09/2021	Charmaine Thomson	Ordinary Council Meeting sitting and travel fee 26/08/2021	\$ 149.68
EFT4805	07/09/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 210.11
EFT4806	07/09/2021	Glenice Batchelor	Ordinary Council Meeting sitting and travel fee 26/08/2021	\$ 105.00
EFT4807	07/09/2021	Goodfield Quality Meats	Order for Council Meeting dinner, Thursday 26 August 2021	\$ 80.63
EFT4808	07/09/2021	Heswa Hyperlift	Chain assembly with swivel hook arrangement 300mm with oblong on top and swivel latch lock hook on the bottom WLL up to 2t	\$ 151.80
EFT4809	07/09/2021	ITVision	SynergySoft license fee, August 2021	\$ 2,172.50
EFT4810	07/09/2021	J Blackwood & Son Pty Ltd	3M Blue Cleaner Pad 5300, 40cm (16) + freight charges"	\$ 62.13
EFT4811	07/09/2021	Keira Wirth	Reimbursement for workwear	\$ 60.00
EFT4812	07/09/2021	Kellerberrin Community Resource Centre	Pipeline Front page: Colour - edition 14 - Comedy Gold advertisement	\$ 150.00
EFT4813	07/09/2021	Kellerberrin Hotel	4 Rooms for the Comedy Gold Comedians on the 19th August 2021	\$ 480.00
EFT4814	07/09/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4815	07/09/2021	Michael Greenwood	Ordinary Council Meeting sitting and travel fee 26/08/2021	\$ 236.49
EFT4816	07/09/2021	Nicholas Caffell	Ordinary Council Meeting sitting and travel fee 26/08/2021	\$ 119.10
EFT4817	07/09/2021	Perfect Computer Solutions	Computer maintenance 16/08/2021 admin Facebook setup, 20/08/2021 Update music on hold, 24/08/2021 Logged of Counter from Synergy as computer was frozen, 25/08/2021 update password	\$ 212.50
EFT4818	07/09/2021	Speciale Smash Repairs	Replace front bumper on TN2 as per your quote 17606	\$ 792.70
EFT4819	07/09/2021	Sunny Sign Company	Supply and deliver signs and material as per your quote attached ( n°426553)	\$ 8,802.31

EFT4820	07/09/2021	Tanya Nicholls	Ordinary Council Meeting sitting and travel fee 26/08/2021	\$ 121.01
EFT4821	07/09/2021	Taylor-made Glass	Windows/flyscreens at the Pavilion umpires box, call out fee & labour	\$ 2,513.00
EFT4822	07/09/2021	Telstra	Telstra Councillor table charges, CEO, LH & WSM Mobile phone charges 18/08/2021 - 17/09/2021	\$ 245.33
EFT4823	07/09/2021	Toll Ipec	Freight charges	\$ 56.42
EFT4824	07/09/2021	Trevor Crudeli	Bond reimbursement for Pavilion hire 18/08/2021 - 23/08/2021	\$ 200.00
EFT4825	07/09/2021	WA Contract Ranger Services Pty Ltd	Ranger services 05/07/2021 & 20/07/2021	\$ 467.50
EFT4826	07/09/2021	Wright Express Australia Pty Ltd (Puma)	Fuel charges for the month of August 2021	\$ 5,316.30
EFT4827	09/09/2021	Australia Post	Freight & postage charges for the month of August	\$ 89.97
EFT4828	09/09/2021	Avon Waste	Refuse Collection for the month of August 2021	\$ 2,683.25
EFT4829	09/09/2021	Exurban Rural & Regional Planning	Town planning consulting services for the month of August	\$ 1,266.43
EFT4830	09/09/2021	Kellerberrin Farmers Co-Operative	Ordinary Council Meeting refreshments 26/08/2021	\$ 191.29
EFT4831	09/09/2021	Officeworks	Various cleaning supplies, stationary & office refreshments	\$ 314.67
EFT4832	09/09/2021	Porter Equipment Australia Pty Ltd	Parts and labour for seal repairs on multiwheel roller AMMANN as per your quote n° QTE0002699	\$ 2,987.64
EFT4833	09/09/2021	Southern Cross Austereo Pty Ltd	Around the Town interviews August 2021	\$ 99.00
EFT4834	09/09/2021	Telstra	Office, Depot & Tabloid office internet and phone line	\$ 839.54
EFT4835	09/09/2021	Wheatbelt Office and Business Machines	Xerox Printer chargers 18/08/2021 - 07/09/2021	\$ 224.96
EFT4836	09/09/2021	Youlie and Son Spreading Services	Maintenance grading and gravel spreading (Yorkrakine West, East and Yorkrakine Rock Rd)	\$ 8,692.75
EFT4837	16/09/2021	Baileys Fertilisers	Supply and deliver 20l container of GT Green Plus as per your email	\$ 770.00
EFT4838	16/09/2021	Brooks Hire Services Pty Ltd	Dry Hire of roller as per quote GB2108251402 and BH-IMS-F-097 Rev4 attached. Hourly rates	\$ 2,233.76
EFT4839	16/09/2021	Courtney Thomson	Reimbursement for Councillor Nomination - Elected member	\$ 80.00
EFT4840	16/09/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 210.11
EFT4841	16/09/2021	Global Workwear Investments Pty Ltd T/AS Totally Workwear	2021/22 Uniform - Works crew, As per order form.	\$ 2,463.66
EFT4842	16/09/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4843	16/09/2021	Southern Cross Austereo Pty Ltd	Northam & Merredin Triple M Comedy Gold radio advertising	\$ 1,067.00
EFT4844	16/09/2021	T & T Wilkins	Add downpipe to gutter and fix water damage in toilet and living room at 14 Russell St	\$ 686.40
EFT4845	16/09/2021	Toll Ipec	Rates paper delivery	\$ 11.86
EFT4846	16/09/2021	Western Lockservice	Supply and deliver 15 locks with combination as per your quote 10,890,379.	\$ 900.00
EFT4847	16/09/2021	Zacks Commercial Artists	250, premium Business Cards CEO Works Manager 250, premium Business Cards	\$ 180.00
EFT4848	23/09/2021	Adapt Electrical Solutions	Investigate and find faults at Tamma Village bollards	\$ 800.80
EFT4849	23/09/2021	Afgri Equipment Australia Pty Ltd	Deck belt for Zero turn mower	\$ 375.12
EFT4850	23/09/2021	Chefmaster Australia	240ltr chefmaster white/purple 1480x600+520 30um, on rolls, 200/ctn	\$ 331.12
EFT4851	23/09/2021	Farmways Kellerberrin	Supply hydraulic hoses and fittings as per your quote n° 990 for the excavator	\$ 764.82
EFT4852	23/09/2021	Global Workwear Investments Pty Ltd T/AS Totally Workwear	2021/22 Uniform, As per order form.	\$ 476.08
EFT4853	23/09/2021	J Blackwood & Son Pty Ltd	Degreaser natural aerosol & Lubricant MP aerosol	\$ 152.38
EFT4854	23/09/2021	Komatsu Australia Pty Ltd	Supply and deliver one mirror and one spring pin as per your quote Q002303018	\$ 206.64
EFT4855	23/09/2021	Metal Artwork Creations	New Councillor badges & plaques - freight	\$ 125.95
EFT4856	23/09/2021	Public Libraries WA Inc	PLWA Membership - Category 1 subscription renewal 2021/22	\$ 110.00



EFT4857	23/09/2021	QC Ultimate Clean	Carpet cleaning at the Pavilion - all carpeted areas	\$ 569.25
EFT4858	23/09/2021	Sleepmaker	C97784SM Single Mattress 92cm x 188cm, C97784QM Queen Mattress 153cm x 203cm plus freight Purchase for CEO Relocation Quote number PE 17298-8123	\$ 1,975.05
EFT4859	23/09/2021	Telstra	Office internet 10/09/2021 - 09/10/2021	\$ 75.00
EFT4860	23/09/2021	WA Contract Ranger Services Pty Ltd	Ranger Services 30/08/2021 & 13/09/2021	\$ 748.00
EFT4861	23/09/2021	Wangara Trophies	Additions to the Honour board (Stickers)	\$ 65.00
EFT4862	24/09/2021	Australian Taxation Office - BAS	BAS - August 2021	\$ 10,893.00
EFT4863	30/09/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 146.00
EFT4864	30/09/2021	Farmways Kellerberrin	Various gardening supplies	\$ 425.20
EFT4865	30/09/2021	Glenice Batchelor	Ordinary Council Meeting 23/09/2021 sitting fee & Travel	\$ 105.00
EFT4866	30/09/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4867	30/09/2021	Michael Greenwood	Ordinary Council Meeting 23/09/2021 sitting fee & Travel	\$ 236.49
EFT4868	30/09/2021	Nicholas Caffell	Ordinary Council Meeting 23/09/2021 sitting fee & Travel	\$ 119.10
EFT4869	30/09/2021	Synergy	Street light 05/07/2021 - 24/08/2021	\$ 1,819.70
EFT4870	30/09/2021	Tania Daniels	Ordinary Council Meeting 23/09/2021 sitting fee & Travel	\$ 122.92
EFT4871	30/09/2021	Tanya Nicholls	Ordinary Council Meeting 23/09/2021 sitting fee & Travel	\$ 121.97
EFT4872	30/09/2021	Telstra	Telstra - Councillor, MFS, tablet charges Office internet charges - CEO, MWS mobile phone charges	\$ 245.43
EFT4873	30/09/2021	Toll Ipec	Freight charges for CEO & WSM business cards & road signs	\$ 376.50
<b>Subtotal</b>				<b>\$ 71,491.03</b>

**Cheque Payment**

<b>NAB Visa Payment</b>				
DD1874.1	02/09/2021	NAB Business Visa	NAB Visa Transactions from 29/07/2021 to 27/08/2021	\$ 3,124.32
<b>Subtotal</b>				<b>\$ 3,124.32</b>

<b>Direct Debits</b>				
DD1861.1	14/09/2021	Australian Super	Superannuation contributions	\$ 385.69
DD1861.2	14/09/2021	Aware Super	Superannuation contributions	\$ 2,812.79
DD1861.3	14/09/2021	Spirit Super	Superannuation contributions	\$ 279.14
DD1866.1	21/09/2021	Messages on Hold	Interactive Voice Recordings from 18/09/21- 17/10/21	\$ 177.45
DD1872.1	29/09/2021	Australian Super	Superannuation contributions	\$ 391.98
DD1872.2	29/09/2021	Aware Super	Superannuation contributions	\$ 2,868.83
DD1872.3	29/09/2021	Spirit Super	Superannuation contributions	\$ 276.95
<b>Subtotal</b>				<b>\$ 7,192.83</b>

<b>Salaries &amp; Wages</b>				
	14/09/2021	Shire of Tammin	Salaries & Wages	264.29
	14/09/2021	Shire of Tammin	Salaries & Wages	95.16
	14/09/2021	Shire of Tammin	Salaries & Wages	21613.22
	29/09/2021	Shire of Tammin	Salaries & Wages	21235.14
	31/08/2021	Shire of Tammin	Salaries & Wages	20621.75
<b>Subtotal</b>				<b>\$ 63,829.56</b>

**Total paid from Municipal Account for the month of September** **\$176,893.60**

## 11.2 Financial Management Report for the month of September 2021

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	21 October 2021
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.2 - September 2021 Monthly Financial Report

### Purpose of Report

For Council to receive the Monthly Financial Statement.

### Background

Enclosed is the Monthly Financial Report for the month of September 2021 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

### Comment

86.5% of rates were received prior to the due date of 27 August 2021. Final notices have been sent. Council road works program is underway and capex works projects have commenced. Accordingly, our cash flow position is currently strong; additionally, we have received an advance payment of the Financial Assistance Grants.

### Financial Implications

There are currently no financial implications as income and expenditure is in accordance with Budget.

### Statutory Implications

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

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

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

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

- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*



- b) *budget estimates to the end of the month to which the statement relates;*
- c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- e) *the net current assets at the end of the month to which the statement relates.*

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

- a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- b) *an explanation of each of the material variances referred to in sub regulation (1)(d); and*
- c) *such other supporting information as is considered relevant by the local government.*

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

- a) *according to nature and type classification; or*
- b) *by program; or*
- c) *by business unit.*

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

- a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- b) *recorded in the minutes of the meeting at which it is presented.*

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

### **Policy Implications**

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

### **Strategic Plan & Corporate Business Plan Implications**

#### **Civic Leadership Strategies**

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

- 6.2.1 Ensure sound long-term financial management and deliver value for money
- 6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

**TSC 99/21 MOTION**

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 11.2 for the period ending 30 September 2021 comprising;

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

Moved: Cr Leslie

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 5/0

### 11.3 Policy Proposal – Superannuation for Elected Members

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	7 October 2021
<b>Author:</b>	Gary Martin Acting CEO
<b>Item Approved by:</b>	CEO
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 11.3 - WALGA Draft Policy Proposal

#### Proposal/Summary

WALGA is seeking feedback on a draft policy to advocate for Elected Members to be required to be paid superannuation. The recommended approach is this be mandated by amendment to the *Local Government Act 1995* in addition to fees and allowances.

WALGA has extended the submission period for comment to Friday 29 October 2021 for this matter to be considered at November Zone meetings and then allow advocacy to be undertaken with the Minister for Local Government.

#### Background

The draft policy and supporting information is attached for Council's consideration and information.

Clarification was sought from WALGA regarding the entitlement of elected members for superannuation (in the context of them not being employees of the Shire) and advised that is not the case. WALGA advised that all Board members on private, not for profit and government boards receive superannuation on top of or as part of their Board Member allowance. This proposal is aimed at bringing elected members into alignment with Board members.

WALGA advised that Board members (State Councillors) and LGIS Board Members all receive superannuation and have for many years.

#### Comment

The WALGA policy is not based on the question of entitlement for superannuation but on whether this should be enabled (discretionary) or required (mandatory). In either case amendment will be required to the *Local Government Act 1995*.

It appears that the cost to the Shire will be minimal but the overall cost to the local government sector will be substantial on an annual and on-going basis. That cost, and the additional benefit to elected members may result in some adverse reaction from the State's ratepayers.

The question for the Council's consideration is whether the payment of superannuation should be discretionary for each Council's determination or mandated. Either option will require amendment to the legislation.

### **Consultation**

This communication from WALGA appears to be the first time that the proposal has been raised with member councils and there is a tight timeline in which to consider and respond.

### **Policy Implications**

If this proposal eventually proceeds it will have implications for current Members allowances policy.

### **Financial Implications**

The Table outlined on page 7 of the policy document provides an indication of the Maximum Superannuation liability for the four bands, with Tammin being a Band 4 local government.

### **Strategic Implications**

#### **TSC 100/21 MOTION**

**That the Council believes that local governments should be enabled to pay superannuation to elected members.**

**Moved: Cr Nicholls**

**Seconded: Cr C Thomson**

**Vote: Simple Majority**

**Carried: 5/0**



## 12. MATTERS FOR CONSIDERATION – ADMINISTRATION

### 12.1 Office Closure – Christmas/New Year Period December 2021

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	20 October 2021
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### Proposal/Summary

Council to consider the closure of the Shire Administration Office over the Christmas and New Year period in December 2021.

#### Background

The Shire office has traditionally been closed over the Christmas and New Year period.

#### Comment

No complaints and/ or adverse comments have been received in relation to the office closure in the past.

Christmas Day falls on a Saturday with Monday, 27 December 2021 and Tuesday, 28 December 2021 being a public holiday in lieu of Christmas and Boxing Day. New Years' Day will be on the following Saturday. It is generally accepted that the office closes earlier on Christmas Eve to allow staff to travel during daylight hours as one is conscious of the increased traffic at this time. It is suggested that the office close at 12.00pm on Christmas Eve.

Given the timing of the Christmas and New Year holidays it is proposed that the Office be closed for the period Friday, 24 December to Monday 3 January 2022. With New Years' Day falling on Saturday 1 January 2021 with Monday 3 January a public holiday in lieu of New Year's Day, the Office will reopen on Tuesday, 4 January 2022.

As a general rule no significant business is conducted between the Christmas and New Year period, therefore it is considered an ideal time to close the office and allow staff to clear some of their accrued leave entitlements and enjoy a safe, relaxed festive period with their families.

Notification of the office closure will be advertised to the public leading up to the closing period.

#### Consultation

Nil

#### Statutory Implications

Nil



**Policy Implications**

Nil

**Financial Implications**

The leave is taken as annual leave and or RDO entitlement thus reducing the accumulated leave provisions within the FY2021/22 budget.

**Strategic Implications**

Nil

**TSC 101/21 MOTION**

**That Council:**

- 1. Approve the closure of the Shire Administration Office during the Christmas and New Year period from Friday, 24 December 2021 at 12:00pm to Monday 3 January 2022 inclusive, reopening on Tuesday, 4 January 2022;**
- 2. Endorse the early closure of the Office at 12.00pm on Friday 24 December 2021; and,**
- 3. Advertise the Administration Office closure to the public leading up to the Office closure.**

**Moved: Cr Leslie**

**Seconded: Cr Nicholls**

**Vote: Simple Majority**

**Carried: 5/0**

## 12.2 Development Assessment Panel – Local Government Nominations

<b>Location:</b>	N/A
<b>Applicant:</b>	Department of Planning, Lands & Heritage
<b>Date:</b>	20 October 2021
<b>Author:</b>	Joanne Soderlund
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.2 - DAP Correspondence

### Proposal/Summary

For Council to confirm its nominated elected members to be appointed by the Minister for Planning to the Mid-West / Wheatbelt Joint Development Assessment Panel.

### Background

Correspondence has been received from the DAP Secretariat regarding potential changes in the Shire's DAP membership following the local government elections. Regulation 29 of the *Planning and Development (Development Assessment Panels) Regulations 2011* states that a DAP member holds office for the term specified in the member's Ministerial instrument of appointment.

The current DAP members for the Shire of Tammin, nominated at the Special meeting held on 23 October 2019, are Councillors Greenwood and Batchelor, as Local members, and Councillors Caffell & Daniels, as Alternate Members.

### Comments

Cr Batchelor's current term as the Shire's DAP member expires on 26 January 2022. Council need to re-nominate one local member and two alternative members effective immediately to replace Cr Greenwood, Cr Caffell and Cr Daniels respectively. Council will also need to appoint one local member effective from the 26<sup>th</sup> of January 2022.

### Consultation

Not required.

### Statutory Implications

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* Council is required to nominate, as soon as possible following elections, four elected council members to sit as DAP members.

Nominations are to be completed on the authorised form.

### Policy Implications

There are no policy implications associated with this proposal.

### **Financial Implications**

Nominated Councillors are remunerated for their time and travel attending training and meetings. Councillors must attend training prior to being eligible to sit on a DAP.

### **Strategic Implications**

Representation of local interests is a key aspect of the DAPs system and therefore it is important for Council to nominate members to the Mid-West / Wheatbelt Joint Development Assessment Panel.

### **TSC 102/21 MOTION**

**That Council nominates the following Council Members to the Mid-West / Wheatbelt Joint Development Assessment Panel and advises the Minister for Transport, Planning; Ports:**

- 1. Nominates Councillor Thomson as the Shire of Tammin Local member effective immediately,**
- 2. Nominates Councillor Batchelor as the Shire of Tammin Local member effective from 26<sup>th</sup> of January 2022;**
- 3. Nominates Councillor C Thomson and Councillor Nicholls as the Shire of Tammin Alternate members effective immediately.**

**Moved: Cr Leslie**

**Seconded: Cr C Thomson**

**Vote: Simple Majority**

**Carried: 5/0**

### 12.3 Bush Fire Advisory Committee Meeting Minutes – 6 October 2021

Cr Thomson declared an interest affecting impartiality in Item 12.3 due to being related to a member of the Bush Fire Brigade.

Cr C Thomson declared an interest affecting impartiality in Item 12.3 due to being related to a member of the Bush Fire Brigade.

*Community Emergency Services Management Officer (CESM) Simon Bell was welcomed by Shire President Cr Batchelor at 5:15pm. Simon gave a presentation to Council on the role of the CESM Officer and status of current projects for the Shire of Tammin Fire Brigades.*

Location:	N/A
Applicant:	CESM
Date:	22 October 2021
Author:	Simon Bell
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.3 – BFAC Minutes

#### Proposal/Summary

That Council consider each of the Committee's following Recommendations individually.

#### Background

The Bush Fire Advisory Committee met on Wednesday 16 September 2020 at the Tammin Volunteer Fire and Emergency Service Station.

#### Comments

The Committee discussed various agenda items and has put forward to council various recommendations for Council's Consideration: -

- RECOMMENDATION 1
- RECOMMENDATION 2: BFAC2– 20/21
- RECOMMENDATION 3: BFAC3– 20/21
- RECOMMENDATION 4: BFAC4– 20/21

#### Consultation

All of the members that were present at the meeting were local community members of which would be some of the listed members of the brigade.

#### Statutory Implications



Bush Fires Act 1954 Part 4 s38 Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

### **Policy Implications**

The Bush Fires Act 1954 Section 41 (1) states the below:

#### 41. Bush fire brigades

- (1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.

Those that were present at the meeting were not interested in the acquisition of any Appliances at this time and were only wanting to establish a brigade as a Farm Response Brigade only.

### **Financial Implications**

The Creation of a Bush Fire Brigade within the Shire of Tammin will allow for the Shire to have access to funding through the Local Government Grant Scheme which will allow for the purchase of Personal Protective Clothing and equipment for listed volunteers as well as covering all insurance costs.

### **Strategic Implications**

The Establishment of a brigade will assist the Shire of Tammin in meeting their hazard reduction requirements over the high threat bush fire period by allowing many local community members access to a SMS service alerting them of any fires within the Local Government.

#### **TSC 103/21 MOTION**

**That Council receive the Minutes of the Bush Fire Advisory Committee for its meeting on 6 October 2021.**

**Moved: Cr C Thomson**

**Seconded: Cr Leslie**

**Vote: Simple Majority**

**Carried:5/0**



**TSC 104/21 MOTION**

**RECOMMENDATION: BFAC2– 20/21**

That the Bush Fire Advisory Committee Meeting recommend to Council that: -  
Mr David Thomson be appointed as Chief Bush Fire Control Officer until the end of September 2022 subject to their acceptance.

Moved: Cr Nicholls

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

**TSC 105/21 MOTION**

**RECOMMENDATION: BFAC3– 20/21**

That the Bush Fire Advisory Committee Meeting recommend to Council that: -  
Mr Gavin Charlton be appointed as Deputy Chief Bush Fire Control Officer until the end of September 2022 subject to their acceptance.

Moved: Cr Leslie

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 5/0

**TSC 106/21 MOTION**

**RECOMMENDATION: BFAC4– 20/21**

That the Bush Fire Advisory Committee Meeting recommend to Council that: -  
The following persons, subject to their acceptance be elected as Fire Control Officers for the Shire of Tammin for the next 12 Months:-

Mr B Humfrey, Mr D Thompson, Mr N Caffell, Mr G Charlton, Mr H Dixon, Mr T York and Mr R Uppill.

Moved: Cr Nicholls

Seconded: Cr Leslie

Vote: Simple Majority

Carried: 5/0

*Community Emergency Services Management Officer (CESM) Simon Bell was thanked by Shire President Cr Batchelor for attending and presenting at the meeting. Simon left the Chamber at 5:45pm.*

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

Nil

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

Nil

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

Nil

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

Nil

**17. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 5:49pm.