

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 22nd November 2023 was confirmed at the Ordinary Council Meeting held on 13th December 2023.

Name: Charmaine Thomson

Signed: *cmthomson*

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

Date: 13th December 2023

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Wednesday 22 November 2023** in Council Chambers, 1 Donnan Street Tammin, commenced at **4:00pm**.

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

Joanne Soderlund
Chief Executive Officer

MISSION STATEMENT

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

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at 4:01 pm.

2. ACKNOWLEDGEMENT TO COUNTRY

We begin today by acknowledging the Ballardong Noongar People as traditional custodians of the land and skies on which we gather, and we pay our respects to their Elders, past, present and emerging.

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

Present: All

In Attendance:

Leave of Absence previously granted: Nil

Apologies: Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Nil

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 25 October 2023

75/23 MOTION

That the minutes of the Ordinary Council Meeting held on 25 October 2023 be confirmed as a true and accurate record of proceedings.

Moved: Cr Stephens

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 6/0

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for October 2023

| | |
|--------------------------------|---|
| Location: | Shire of Tammin |
| Applicant: | Administration & Finance Officer |
| Date: | 16/11/2023 |
| Author: | Keira Wirth |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| File Reference: | FIN05 |
| Attachment/s: | Attachment Item 12.1 – Payment List Attachment Item 12.1 - Credit Card Statement Attachment Item 12.1 – Credit Card Summary Attachment Item 12.1 – Fuel allocation costs |

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of October 2023 totaling \$352,162.99 by way of:

| | | |
|-----------------------|----------------------------|---------------------|
| Cheque numbers | 6829-6832 | \$4,172.48 |
| Direct debit payments | 01/10/23 – 31/10/23 | \$186.32 |
| Licensing transfers | 01/10/23 – 31/10/23 | \$3,513.45 |
| Bank fees | 01/10/23 – 31/10/23 | \$553.64 |
| VISA payments | 01/10/23 – 31/010/23 | \$11,360.67 |
| EFT payments | EFT 6484 – EFT 6554 | \$ 267,172.30 |
| Salaries and wages | 01/10/23 – 31/10/23 | \$65,204.13 |
| Total payments | 01/10/23 – 31/10/23 | \$352,162.99 |

The Shire of Tammin made the following significant purchases during the month of October 2023:

| | |
|--|---------------------|
| Monsterball Amusements Remainder of payment due for Fuse Festival Obstacle, bucking bull, spider mountain and various other rides | \$5,304.00 |
| Mayday Rental Bungulla North Rd - Dry hire smooth roller & Demobilisation | \$ 6,440.50 |
| WALGA Great Eastern Country Zone - Annual Subscription, WALGA Convention and OHS Safety Course. | \$11,008.40 |
| Not Too Dusty Plant Hire Bungulla North Road - Dry hire of water cart day | \$ 11,165.00 |
| Accwest Pty Ltd Budget preparation Assistance in the preparation of the 2023-24 Budget in July 31/07/2023 Monthly financial reports Assistance in the preparation of the June monthly report General assistance in July 30/09/2023 Annual Financial Reports Assistance in the preparation of the 2023 annual financial | \$ 11,352.00 |
| NAB Business Visa NAB Credit Card Sep 2023 | \$11,360.67 |
| Wright Express Australia Pty Ltd (Caltex) Fuel charges for various vehicles for the month of September 2023 | \$12,085.65 |
| Australian Taxation Office – BAS BAS October 2023 | \$12,232.39 |
| Youlie and Son Spreading Services Wet hire of grader for shoulder reconstruction | \$14,399.00 |
| Earthstyle Contracting Pty Ltd Wet hire of grader and roller as per rates supplied various roads | \$21,824.00 |
| LGIS (WA) Insurance - WorkCare, Property, Commercial Crime & Cyber Liability, Casual Hirers Liability, Bushfire Injury Voluntary Worker, Pollution Liability, Travel, Management Liability, Motor Vehicle | \$55,909.82 |
| T-Quip Supply and delivery of Toro Reelmaster 3100-Diesel Non sidewinder as per your quote 230005 on Vendor Panel request VP341806 January 2023 & Realisation on Sale of Assets old mower | \$67,661.00 |

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2023/2024 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

76/23 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 October 2023 to 31 October 2023 totaling \$352,162.99 as contained in attachments 12.1.

Municipal Fund payments totaling \$352,162.99 detailed:

| | | |
|-----------------------|---------------------|--------------|
| Cheque numbers | 6829-6832 | \$4,172.48 |
| Direct debit payments | 01/10/23 – 31/10/23 | \$186.32 |
| Licensing transfers | 01/10/23 – 31/10/23 | \$3,513.45 |
| Bank fees | 01/10/23 – 31/10/23 | \$553.64 |
| VISA payments | 01/10/23 – 31/10/23 | \$11,360.67 |
| EFT payments | EFT 6484 – EFT 6554 | \$267,172.30 |
| Salaries and wages | 01/10/23 – 31/10/23 | \$65,204.13 |

Moved: Cr Courtney Thomson Seconded: Cr Caffell

Vote: Simple Majority Carried/Lost: 6/0

12.2 Financial Management Report for the month of October 2023

| | |
|--------------------------------|--|
| Location: | Shire of Tammin |
| Applicant: | Manager of Finance and Corporate Services |
| Date: | 17 November 2023 |
| Author: | Racheal King |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| File Reference: | Nil |
| Attachment/s: | Attachment Item 12.2 - October 2023 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 October 2023 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

Rates were issued on 8 August 2022 with payments due in full by 12 September 2022. Payment arrangements have been made with rate payers if required. 87.40% of rates have been received as of 31 October 2023 with minimal overdue rates. We have made steady progress on overdue rates and expect this number to decrease over the next 6 months. Capex projects and maintenance works are underway including the toilets at the pavilion currently undergoing the budgeted upgrade.

Financial Implications

There are currently no financial implications as income and expenditure is in accordance with Budget. Amendments will be made at Budget review in terms of Grant Income and Expenditure.

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

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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

77/23 MOTION

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.2 for the period ending 31 October 2023 comprising;

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

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 6/0

12.3 Emily, Bailey & Dylan Steele – Financial Assistance

| | |
|--------------------------------|--|
| Location: | Shire of Tammin |
| Applicant: | Mel Steele on behalf of Emily, Bailey & Dylan Steele |
| Date: | 16 th November 2023 |
| Author: | Chief Executive Officer |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | N/A |
| File Reference: | Nil |
| Attachment/s: | Attachment Item 12.3 - Team Confirmation Letters |

Proposal/Summary

For Council to consider a request for financial assistance for Emily, Bailey & Dylan Steele to attend the GKR Karate 2023 Australian National Championships (The Championships).

Background

Mel Steele submitted team confirmation letters on behalf of her children Emily, Bailey and Dylan to make an application in accordance with Shire Policy for financial assistance. Emily, Bailey and Dylan have been selected in the GKR Karate Western Australian Competition Team. The Championships are being held in Logan, Queensland on the 18th of November 2023. Refer to letters attached.

Comments

The application is made in accordance with Shire Policy 3.4 – Requests for Financial and Other Assistance. The maximum grant that may be awarded under the policy is \$200 for interstate travel and there is a maximum grant of \$500 per family. The application being made meets the eligibility criteria set out in the policy.

Consultation

N/A

Statutory Implications

Nil

Policy Implications

Policy 3.4 Requests for financial and other assistance

The key relevant points of the Policy are:

- only residents of the Shire of Tammin are eligible to apply.

- applicants must be selected to represent Western Australia or Australia in the area of sport, arts, cultural or educational activities.
- applications must be supported either by the relevant governing body of sport or the state/federal/voluntary organisation supporting the activity.
- there must be a demonstrated selection process which entitles the applicant to represent the state or national body or activity.
- only one application per financial year may be funded for any one individual.
- a maximum of \$500 per year will be funded per family.
- funds will only be provided towards travel or accommodation expenses.
- priority will be given to applicants who have demonstrated initiative and endeavor in raising funds for themselves.

Financial Implications

The Policy provides for a maximum grant of \$200 for interstate travel and a maximum of \$500 per family. The Shire's 2023/24 Budget has a provision for Donations and Contributions with a current available balance of \$2,890.

Strategic Implications

Nil

78/23 MOTION

That Council, by Simple Majority, pursuant to Section 3.18(2) of the *Local Government Act 1995*, approves the payment of \$500.00 to Mel Steele to assist with travel and accommodation expenses for her children to attend the GKR Karate 2023 Australian National Championships in November 2023.

Moved: Cr Stephens

Seconded: Cr Nicholls

Vote – Simple Majority

Carried/Lost: 6/0

12.4 Letter to Department of Fire and Emergency Services – Request of Second Hand Truck

| | |
|--------------------------------|---|
| Location: | Shire of Tammin |
| Applicant: | Shire of Tammin |
| Date: | 17/11/2023 |
| Author: | Chief Executive Officer |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| File Reference: | Nil |
| Attachment/s: | Attachment 12.4 – Letter to Department of Fire and Emergency Services |

Proposal/Summary

For Council to endorse a request letter to the Department of Fire and Emergency Services (DFES) for the provision of a second hand fire truck.

Background

The Shire of Tammin has been unsuccessful in the previous two years Local Government Grant Scheme application to DFES for a new fire appliance for the Tammin Bush Fire Brigade. The Tammin Brigade is only of only a handful in the state that do not have a fire fighting appliance. The Brigade therefore is fully reliant on the Brigades volunteer private fire units.

Comment

When adopting the Bushfire Advisory Council meeting minutes at the October Ordinary Council meeting a suggestion was made that the Shire should formally write to DFES requesting a second hand appliance for the Brigade given we have so far been unsuccessful with our applications for a new appliance.

Attached is the draft letter that is being proposed to send to DFES co-signed by both the Shire President and the Chief Executive Officer.

The letter outlines that if we were successful in obtaining a second hand appliance from DFES the Shire would house the appliance at the Shire Depot and that we would ensure it was appropriately maintained and ready to go when required.

Consultation

CESM
Councillors

Policy Implications

Nil

Financial Implications

There will be costs associated with the maintenance and preparedness of the fire appliance however these cost would all be covered by the Local Government Grant Scheme operational grant we receive from DFES.

Strategic Implications

Strategic Community Plan – Outcome 1.2.3 Support provision of emergency services and encourage community volunteers.

79/23 MOTION

That Council notes the proposed letter, with minor amendments as agreed, to the Department of Fire and Emergency Services and endorses it to be co-signed by the Shire President and the Chief Executive Officer.

Moved: Cr Caffell

Seconded: Cr Leslie

Vote: Simple Majority

Carried/Lost: 6/0

13.1 MATTERS FOR CONSIDERATION – ADMINISTRATION

Ordinary Council Meeting Dates for 2024

| | |
|--------------------------------|-------------------------|
| Location: | Shire of Tammin |
| Applicant: | Chief Executive Officer |
| Date: | 16 November 2023 |
| Author: | Joanne Soderlund |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| File Reference: | Nil |
| Attachment/s: | Nil |

Proposal/Summary

The purpose of this report is for Council to endorse the meeting schedule for the twelve-month period from January 2024 through to December 2024.

Background

Under Section 5.3 of the Local Government Act, Councils are required to hold Ordinary Meetings no more than three months apart, although for good governance, more frequent meetings are standard practice.

It is a requirement under the Local Government Administration Regulations for a Local Government to give public notice of the dates and times of its Ordinary Meetings that are open to members of the public.

Ordinary Council meetings for 2023 were generally held on the fourth Wednesday of every month commencing at 4pm. With the following exceptions;

- 1) January where there will be no Council meeting,
- 2) March with the meeting commencing at 5pm at Yorkrakine Hall,
- 3) December 2023 Ordinary Council meeting scheduled for the second week, 13 December, before the Christmas Break.

Comment

The date and time for next years meetings was discussed at a Council information session on the 25 October 2023 after the Ordinary Council meeting. A suggestion was made to push back Council meeting time from 4pm to 5pm. This time change is reflected in the proposed dates below.

The proposed dates are all for the fourth Wednesday of the month with the exception of:

- August has been brought forward to the third Wednesday to avoid clashing with Dowerin field days.

- September has been brought forward to the third Wednesday to avoid clashing with school holidays.
- December has been brought forward to the second Wednesday to avoid being too close to the Christmas break and to avoid school holidays.
- November has therefore been brought forward to the third Wednesday to space out the time between the November and December meetings.

Consultation

Councillors

Statutory Implications

Section 5.3 of the *Local Government Act (WA) 1995* stipulates the requirement to hold regular Ordinary Meetings of Council and Regulation 12 of the Local Government (Administration) Regulations requires Council to give local public notice of dates, times and the location of its Ordinary and Special meetings.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

80/23 MOTION

That Council, pursuant to Section 5.3 of the Local Government Act (WA) 1995 resolves to:

1. Adopt the following schedule for Ordinary Meetings of Council for 2024 as follows:

| Time | Date | Venue |
|------|------------------------------|--|
| 5pm | Wednesday, 22 February 2024 | Council Chambers, 1 Donnan Street Tammin |
| 5pm | Wednesday, 27 March 2024 | Yorkrakine Hall |
| 5pm | Wednesday, 24 April 2024 | Council Chambers, 1 Donnan Street Tammin |
| 5pm | Wednesday, 22 May 2024 | Council Chambers, 1 Donnan Street Tammin |
| 5pm | Wednesday, 26 June 2024 | Council Chambers, 1 Donnan Street Tammin |
| 5pm | Wednesday, 24 July 2024 | Council Chambers, 1 Donnan Street Tammin |
| 5pm | Wednesday, 21 August 2023 | Council Chambers, 1 Donnan Street Tammin |
| 5pm | Wednesday, 18 September 2023 | Council Chambers, 1 Donnan Street Tammin |
| 5pm | Wednesday, 23 October 2023 | Council Chambers, 1 Donnan Street Tammin |
| 5pm | Wednesday, 20 November 2023 | Council Chambers, 1 Donnan Street Tammin |
| 5pm | Wednesday, 11 December 2023 | Council Chambers, 1 Donnan Street Tammin |

2. Authorise the CEO to give local public notice of the above meeting schedule in accordance with the requirements of the Local Government (Administration) Regulations 1996.

3. That Committee meetings will be held as and when required with public notice being provided.

Moved: Cr Nicholls

Seconded: Cr Courtney Thomson

Vote: Simple Majority

Carried: 6 / 0

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

15. MATTERS FOR CONSIDERATION – TOWN PLANNING

Nil

16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

Nil

18. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 4:21pm

