

Shire of Tammin

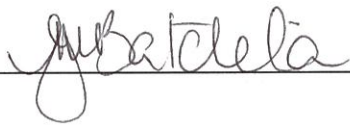


DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 23rd February 2022 was confirmed at the Ordinary Council Meeting held on 23rd March 2022.

Name: Glenice Batchelor

Signed: 

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

Date: 23-03-2022

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



An ordinary meeting of the Shire of Tammin was held on **Wednesday 23 February 2022** in Council Chambers, 1 Donnan Street Tammin, commencing at **4:00pm**.

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

Joanne Soderlund
Chief Executive Officer
23 February 2022

MISSION STATEMENT

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

Contents

AGENDA.....	3
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. ACKNOWLEDGMENT TO COUNTRY	3
3. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES.....	3
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
5. PUBLIC QUESTION TIME.....	3
6. APPLICATIONS FOR LEAVE OF ABSENCE	3
7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS.....	4
8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS.....	4
9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	4
9.1 Ordinary Council Meeting Minutes – 16 December 2021	4
10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	4
11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	4
12. MATTERS FOR CONSIDERATION – FINANCE	5
12.1 List of Payments for December 2021.....	5
12.2 List of Payments for January 2022	9
12.3 Financial Management Report for the month of December 2021	13
12.4 Financial Management Report for the month of January 2022	16
12.5 Submersible pump at the Oval Dam – February 2022	19
13. MATTERS FOR CONSIDERATION – ADMINISTRATION	21
13.1 Employee Leave Policy	21
13.2 WALGA Great Eastern Country Zone Delegates	23
13.3 Tammin Achievement Awards 2021	25
13.4 Tammin Golf Club – Clubhouse Project	29
14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH	34
15. MATTERS FOR CONSIDERATION – TOWN PLANNING.....	34
16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	34
17. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23).....	34
18. CLOSURE OF MEETING	34

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 4:00pm.

2. ACKNOWLEDGMENT 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:

Cr G Batchelor	Shire President
Cr T Nicholls	Deputy Shire President
Cr N Caffell	Member
Cr Thomson (Charmaine)	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:

Cr Thomson (Charmaine) Member
Cr Thomson had a leave of absence although was present at the meeting.

Apologies:

Cr B Leslie Member

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

Cr Thomson declared an interest affecting impartiality in Item 13.4 due to being a financial member of the Golf Club.

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 16 December 2021

TSC 01/22 MOTION

That the minutes of the Ordinary Council Meeting held on 16 December 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

President Batchelor addressed Council in regards to giving consideration for a financial donation to the affected Wheatbelt Shires in the recent fires. Council in agreeance, requested the Chief Executive Officer Joanne Soderlund to investigate pathways for donation or contribution.

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for December 2021

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	17 January 2021
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

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of December 2021 totaling \$248,971.66 by way of:

Cheque numbers	6800 - 6803	\$859.53
Direct debit payments	01/12/21 – 31/12/21	\$31,702.00
Licensing transfers	01/12/21 – 31/12/21	\$9,744.00
Bank fees	01/12/21 – 31/12/21	\$138.75
VISA payments	01/12/21 – 31/12/21	\$1,917.71
EFT payments	EFT 5003 – EFT 5088	\$157,915.00
Salaries and wages	01/12/21 – 31/12/21	\$47,554.20
Total payments	01/12/21 – 31/12/21	\$248,971.66

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

Wright Express Australia Pty Ltd (Puma) Fuel charges for month of November	\$ 5,802.08
Western Australian Electoral Commission Returning Officer costs, corporate costs; support, travel, communications, stationary, couriers, wages and overheads for conduct of Local Council Elections 2021	\$ 6,808.81
PTE Group Fabrication of one 8t Tag Trailer Single Axle as per quote 13794, including toolbox and hydraulic ramp	\$ 28,308.50
Major Motors Supply & Deliver Isuzu Truck (11.0 Tonne Truck), Model: FRRCG-L20, as per quote 27096 through Vendor Panel: VP253484, Less trade in of Isuzu White Tip Truck (1GDG275) as per agreed trade in price of \$50,000.00, Quote 27096 through Vendor Panel: VP253484	\$ 70,430.77

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

23 February 2022 – Ordinary Council Meeting Minutes

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 02/22 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 December 2021 to 31 December 2021 totaling \$248,971.66 as contained in attachments 12.1

Municipal Fund payments totaling \$248,971.66 detailed:

Cheque numbers	6800 - 6803	\$859.53
Direct debit payments	01/12/21 – 31/12/21	\$31,702.00
Licensing transfers	01/12/21 – 31/12/21	\$9,744.00
Bank fees	01/12/21 – 31/12/21	\$138.75
VISA payments	01/12/21 – 31/12/21	\$1,917.71
EFT payments	EFT 5003 – EFT 5088	\$157,915.00
Salaries and wages	01/12/21 – 31/12/21	\$47,554.20

Moved: Cr C Thomson

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

12.2 List of Payments for January 2022

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	01 January 2022
Author:	Keira Wirth
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 12.2 – Payment List Attachment Item 12.2 - 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 January 2022 totaling \$112,536.37 by way of:

Cheque numbers	6804 - 6804	\$152.85
Direct debit payments	01/01/22 – 31/01/22	\$8,803.59
Licensing transfers	01/01/22 – 31/01/22	\$2,446.65
Bank fees	01/01/22 – 31/01/22	\$136.30
VISA payments	01/01/22 – 31/01/22	\$1,452.93
EFT payments	EFT 5089 – EFT 5129	\$54,579.78
Salaries and wages	01/01/22 – 31/01/22	\$44,964.27
Total payments	01/01/22 – 31/01/22	\$112,536.37

The Shire of Tammin made the following significant purchases during the month of January 2022
NIL

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

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

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

12. Payments from municipal fund or trust fund

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

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

13. Lists of accounts

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

Strategic Plan & 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 03/22 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 January 2022 to 31 January 2022 totaling \$112,536.37 as contained in attachments 12.2

Municipal Fund payments totaling \$112,536.37 detailed:

Cheque numbers	6804 - 6804	\$152.85
Direct debit payments	01/01/22 – 30/11/21	\$8,803.59
Licensing transfers	01/01/22 – 30/11/21	\$2,446.65
Bank fees	01/01/22 – 30/11/21	\$136.30
VISA payments	01/01/22 – 30/11/21	\$1,452.93
EFT payments	EFT 5089 – EFT 5129	\$54,579.78
Salaries and wages	01/01/22 – 30/11/21	\$44,964.27

Moved: Cr Nicholls

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

12.3 Financial Management Report for the month of December 2021

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	7 February 2022
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.3 - December 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 December 2021 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

90.3% of rates have been received with current installment and payment plans in place for rate payers. Council road works program is underway with maintenance grading achieved and capex road works commencing in January 2022 through to April 2022. Additional capex projects have been commenced or in procurement progress. Accordingly, our cash flow position is currently strong; additionally, we have received an advance payment of the Financial Assistance Grants and confirmation of the Southern Link project first payment.

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 —

23 February 2022 – Ordinary Council Meeting Minutes

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

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

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

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

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

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

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

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

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 04/22 MOTION

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.3 for the period ending 31 December 2021 comprising;

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

Moved: Cr Nicholls

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 5/0

12.4 Financial Management Report for the month of January 2022

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	8 February 2022
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.4 - January 2022 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 January 2022 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

91.8% of rates have been received with current installment and pre-arranged payment plans in place for rate payers. Council road works program is underway with maintenance grading achieved and capex road works commencing in February 2022 through to April 2022. Additional capex projects have been commenced or in procurement progress. Accordingly, our cash flow position is currently strong; additionally, we have received an advance payment of the Financial Assistance Grants and confirmation of the Southern Link project first payment. LRCI Phase 3 projects have been nominated and awaiting confirmation of their status and therefore funding. General receivables outstanding are in a manageable position, with the introduction of fines enforcement and continued follow up of overdue accounts.

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.*

- (3) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- f) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - g) budget estimates to the end of the month to which the statement relates;
 - h) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - i) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - j) the net current assets at the end of the month to which the statement relates.
- (4) Each statement of financial activity is to be accompanied by documents containing —
- d) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - e) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - f) such other supporting information as is considered relevant by the local government.
- (6) The information in a statement of financial activity December be shown —
- d) according to nature and type classification; or
 - e) by program; or
 - f) by business unit.
- (8) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- c) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - d) recorded in the minutes of the meeting at which it is presented.

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

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 05/22 MOTION

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.4 for the period ending 31 January 2022;

- c) Statement of Financial Activity
- d) Note 1 to Note 12

Moved: Cr Thomson

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 5/0

12.5 Submersible pump at the Oval Dam – February 2022

Location:	Tammin
Applicant:	Tammin Shire Council
Date:	17 February 2022
Author:	Fabian Houbrechts
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADM – 51
Attachment/s:	Attachment Item 12.5 – Private & Confidential – Quote 1 Attachment Item 12.5 – Private & Confidential – Quote 2

Proposal/Summary

For Council to consider the purchase and installation of a submersible pump at the Town Dam.

Background

In November 2021, we experienced difficulties in taking the water from the dam for watering the oval. This problem is actually a yearly recurrence and the system has been playing up for the last few years.

Comments

In the financial year 2019-20, the foot valve and pontoons were replaced on the 2 dams. A service of the pumps was also executed at the time and no issues were found other than the ageing of the dam pump. Last year the power system of the shed was hit by lightning and the control board had to be replaced to ensure continuity of service to the oval.

In November last year, we were experiencing problems with the pump taking water from the dam, we contacted a company in Perth trying to solve the problem, we have replaced the flow sensors and bypass one sensor but the pump would not work automatically and required a lot of labour time to prime and try to get it up and running. After investigation a few issues came to light and have been present for quite some time.

The water collected in the rear dam (North) has never been pumped efficiently as the distance to the pump and depth of water is too great for the pump, anything below 2m of water could not be pumped. This, I have been told has always been like that since the beginning.

For the front dam (South), we have tried many times to get it to run and have been successful only a few times, we have checked all that could be checked and could not find the issue. After a conversation with an engineer regarding the issue and the pump set up we have, he came to the conclusion that the pump is not appropriate for the lift it is intended to do. The poly pipe also could be a problem as the sun heats the pipe is create its own gasses causing airlocks (cavitation).

Therefore, it is recommended to change the actual set up and install a submersible pump, the process of thought behind this method is that it is easier and simpler for a pump to push water uphill than having to

draw the water from a lower level into the tanks. The management of the pump will also be easier as some existing electronic component will no longer be required.

Consultation

Manager of Works Shire of Tammin
Cr Barry Leslie
Aqua Pump
New Ground Water Services

Statutory Implications

N/A

Policy Implications

Not applicable at this time

Financial Implications

There is a \$15,150 budget allocation in Job PT006 – Other Minor Plant available to be used for this purchase.

Strategic Implications

Social and Community Strategies

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

Outcome 1.2 A growing, healthy and safe community

- | | |
|-------|--|
| 1.2.1 | Maintain and enhance sport and recreation facilities |
| 1.2.2 | Improve recreation for all ages |
| 1.2.3 | Support provision of emergency services and encourage community volunteers |

TSC 06/22 MOTION

That Council note the intended purchase of the submersible pump for installation on the southern dam using existing budget of Job Number PT006 – Other Minor Plant.

Moved: Cr Caffell

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

13. MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Employee Leave Policy

Location:	N/A
Applicant:	Shire of Tammin
Date:	17 February 2022
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Financial Interest, Leave policy will apply to the CEO as a full time employee of the Shire of Tammin
File Reference:	Nil
Attachment/s:	Attachment Item 13.1 – Employee Leave Policy

Proposal/Summary

This item brings a draft Communications and Social Media Policy before Council and seeks a Council resolution to adopt the policy. (See Attachment Item 13.1)

Background

The current COVID-19 pandemic is now approaching levels in WA that haven't previously been seen. With infections continuing and the opportunity for the borders to be re-opening it provides the potential for further cases and exposure sites. Therefore the risk of employees being infected with COVID-19 or becoming a close contact requiring them to self-isolate for a period of time is increased.

Comment

Currently at the moment Council doesn't have a formal policy or understanding on what leave employees are expected to utilise in the case of COVID outcomes. There are several different circumstances that can occur that would force an employee to be absent from work due to COVID being;

- Testing positive to COVID-19
- Being a close contact of COVID-19
- Caring for someone that has COVID-19 or is unable to attend school as a result of COVID-19 restrictions.

The Government as of 7th February 2022 have regulated the isolation rules move to the new rules for when we are in a high caseload environment. Therefore the new isolation timeline is seven (7) days.

Council also didn't have a specific policy covering other leave types (except Community Service Leave). The drafting of this policy was a good opportunity to formalise existing arrangements, in particular, RDO/Time in Lieu/Flexi-time arrangements.

Consultation

Other WA Local Governments
WALGA

Policy Implications

Nil

Financial Implications

Employees will be able to access an additional 10 days paid COVID-19 leave once all their COVID-19 leave is exhausted. All other leave arrangements in the proposed policy are as per current budget.

Strategic Implications

Strategic Community Plan - Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values.

TSC 07/22 MOTION

That Council, by Simple Majority, pursuant to Section 3.18 of the *Local Government Act 1995 (WA)* resolves to adopt the Shire of Tammin Employee Leave Policy.

Moved: Cr Thomson

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

13.2 WALGA Great Eastern Country Zone Delegates

Location:	N/A
Applicant:	Shire of Tammin
Date:	17 February 2022
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

The purpose of this report is to update the voting delegates and proxy for the WALGA Great Eastern Country Zone until their representation expires in October 2023.

Background

In order to ensure that Council's position on different aspects of community direction is understood, Council appoints delegates to Committees external to Council. These delegates are to represent Council's views on relevant topics and to report back to Council on the outcomes of meetings held.

Appointments to the following external Committees have been addressed by Council at its' Special Meeting held on the 19 October 2021.

- a. Kellerberrin Regional Road Sub Group
- b. WALGA Great Eastern Country Zone
- c. Senior Citizens Management Committee
- d. Wheatbelt East Regional Organisation of Councils
- e. Kellerberrin Tammin Local Emergency Management Committee
- f. Local Health Advisory Group
- g. Aged Friendly Committee

Comment

Council, at its Special Meeting held on the 19 October 2019, appointed Cr Batchelor as Council's voting delegate on the WALGA Great Eastern Country Zone and Cr Nichols as proxy as per past precedence to have one member and one proxy.

However, staff have received notification from WALGA that the Shire can elect two voting delegates to the zone in addition to the proxy. Zone delegates can only be elected members however CEO's can be appointed as a proxy. In the event that a delegate cannot attend a meeting the proxy is able to attend and vote in their absence.

The CEO will generally always attend the WALGA Great Eastern Country Zone meetings so it is recommended that Cr Nicholls become a voting delegate and the CEO be appointed proxy for this committee.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

Consultation

WALGA

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan - Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values.

TSC 08/22 MOTION

That Council, by Simple Majority, pursuant to Section 5.8 of the *Local Government Act 1995 (WA)* resolves to:

1. Re-establish representation on the WALGA Great Eastern Country Zone; and
2. Re-appoint Cr Batchelor and Cr Nicholls as voting delegates and the Chief Executive Officer as Proxy to the WALGA Great Eastern Country Zone until October 2023:

Moved: Cr C Thomson

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

13.3 Tammin Achievement Awards 2021

Location:	Shire of Tammin
Applicant:	Community Development Officer
Date:	18 February 2022
Author:	Samantha Pimlott
Item Approved by:	Chief Executive Officer – Joanne Soderlund
Disclosure of Interest:	Nil
File Reference:	PUB00
Attachment/s:	Attachment Item 13.3 – Private & Confidential - Nomination Citizen of the Year Attachment Item 13.3 – Private & Confidential - Nomination Senior Citizen of the Year

Proposal/Summary

Council is asked to consider the nominations received for the Tammin Achievement Awards 2021 to be held on 18 March 2022.

Background

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

Nominations opened 29th January. A copy of the nomination form was available on the Shire of Tammin Website, from the Post Office, Cooina and Administration Office. Opening of nominations were advertised on the electronic notice board, the Shire Facebook page, website, Tabloid publication, in Cooina and Shire newsletter.

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

- a) 2021 Citizen of the Year Award
- b) 2021 Senior Citizen of the Year Award (for a person over 65 years)
- c) 2021 Youth Citizen of the Year Award (for a person under 25 years)
- d) 2021 Recognition Award

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

Comments

Two nominations have been received. Of the 2 nominations only 2 of the 4 categories are represented. At Council's discretion, it may wish to nominate a deserving recipient to fill the category of Youth Citizen of the Year or leave the position unfilled for this year's Achievement Awards Night.

Consultation

Tammin Clubs and Organisations.
Advertising

Statutory Implications

Nil

Policy Implications

7.1 Tammin Achievement Awards

POLICY STATEMENT

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

APPLICATION

2. Categories
 - a) These include, but are not limited to –
 - arts and culture,
 - sports and recreation,
 - environment,
 - education,
 - civic duty,
 - community volunteerism and
 - youth or seniors' leadership.
 - b) Sporting Awards, as recommended by each respective Tammin Sports Club, for example –
 - best & fairest winners,
 - club champion,
 - team achievement,
 - c) Nominees will have made a significant contribution through a unique achievement or outstanding service –
 - as a volunteer;

- in the course of their work, or
- in any area that provides a benefit to the Tammin community.

3. Nominations and eligibility

- a) All Tammin clubs and organisations will be invited to nominate members and/or teams for an award. The nominees do not have to be the winner or champions of their respective sport. Who is nominated is entirely at the discretion of the respective club.
- b) To nominate, a completed nomination form including a description of why the person and or team should be considered for an award, is to be submitted within the deadline.
- c) No awards will be granted without a duly completed nomination and nominations received which do not meet the criteria will not be accepted.

4. When

The presentation shall be held on 18th March 2022.

5. Venue

TBC Memorial Park

6. Invitees

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

7. Format

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

OBJECTIVE

To recognise achievements by members of the community and invite new residents to make social connections within the Tammin Community.

STATUTORY CONTEXT

None

CORPORATE CONTEXT

Annual Budget

HISTORY

Former Policy	7.3
Adopted	28 June 2018

REFERENCES

None

Financial Implications

2021/22 Budget - \$3,281

Strategic Implications

Nil

TSC 09/22 MOTION

For Council to recognize the following Tammin Achievement Awards 2021 recipients:

- a) 2021 Citizen of the Year Award:**
- b) 2021 Senior Citizen of the Year Award:**
- c) 2021 Youth Citizen of the Year Award:**
- d) 2021 Recognition Award:**

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 5/0

13.4 Tammin Golf Club – Clubhouse Project

Cr Thomson declared an interest affecting impartiality due to being a financial member of the Golf Club and remained in the chamber.

Location:	Shire of Tammin
Applicant:	Tammin Golf Club
Date:	11/02/2022
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 13.4 - Private & Confidential – Quotation 1 Attachment Item 13.4 - Private & Confidential – Quotation 2 Attachment Item 13.4 – Private & Confidential – Quote Requests Other Suppliers Attachment Item 13.4 - Memorandum of Understanding Attachment Item 13.4 - Letter of support from TGC

Proposal/Summary

For Council to consider an increase in budget allocation to facilitate a new transportable building at the Tammin Golf Club.

Background

The Tammin Golf Club (the Club) is an incorporated entity within the Shire of Tammin that seek to provide a sporting opportunity to its local and surrounding community.

Over the past 20 years the clubhouse has been subject to a white ant infestation that has caused considerable structural damage to the middle section of the club house.

Two applications were made to the Department of Local Government Sport and Cultural Industries in their Community Sporting and Recreation Facilities Fund, small grant application rounds in March and August 2020. Both of the applications were unsuccessful. The DLSCI cited that there were higher priority projects submitted in both funding rounds.

At Councils Ordinary meeting on 17 December 2020, the following motion was adopted to help with the renovation of the Tammin Golf Club building;

TSC 119/20 MOTION

That Council:

- 1. Approve an allocation of up to \$70,000 from the second tranche (\$159,521) of the Commonwealth's Local Roads and Community Infrastructure fund to the KEP project and provide support for the renovation of the Tammin Golf Club building with Shire funds from*

29

expenditure A/C 113521 – Job GC001, subject to the total project cost being shared on a 1/3 basis.

Further investigation into the renovation was conducted as no progress on the renovation had been made.

At the Councils Ordinary meeting on 24 June 2021, the following motion was adopted to help with the renovation of the Tammin Golf Club building;

TSC 56/21 MOTION

That Council

- a) Receive the letter requesting the additional funding sent by the Tammin Golf Club Inc;*
- b) Council has determined that the budgeted allocation of \$70,000.00, previously agreed and will remain as per motion TSC 127/19 Motion at the 19 December 2019 Ordinary Council Meeting; and*

TSC 127/19 Motion

That Council:

- 1) Support the Tammin Golf Club in its application to the Department of Local Government, Sport and Cultural Industries CSRFF Grant scheme; and,*
 - 2) Reconfirm its commitment of \$70,000 from the Tammin Sports Recreation Community Facilities Upgrade and Improvement Reserve' for this project*
- c) Council has determined that an additional budgeted allocation of \$70,000.00 as per motion TSC 119/20 Motion at its 17 December 2020 Ordinary Council Meeting; and*

TSC 119/20 Motion

That Council:

- 1) Approve an allocation of up to \$70,000 from the second tranche (\$159,521) of the Commonwealth's Local Roads and Community Infrastructure fund to the KEP project and provide support for the renovation of the Tammin Golf Club building with Shire funds from expenditure A/C 113521 – Job GC001, subject to the total project cost being shared on a 1/3 basis.*
- d) Await the Tammin Golf Club Inc's confirmation of availability of the previously agreed minimum co-contribution of \$70,000 before the project can proceed; and*
- e) Advise the Tammin Golf Club Inc of Council's motion in writing.*

Moved: Cr Greenwood

Seconded: Cr Batchelor

Vote: Absolute Majority

Carried: 5/0

Comments

The Tammin Golf Club Inc is an important community facility providing an essential meeting place and sporting facility that should be supported for both recreation requirements and community wellbeing. It is one of a number of community buildings that require improvements and is considered to be a high priority given its current state of repair.

As considerable time has now passed with no forward movement towards the repair to the Golf Club Building further investigation into options was undertaken. There is a real inherent risk of cost overruns with the renovation of the existing building. Until the works have commenced its hard to know exactly what will be uncovered but too late to not proceed. This exposes the Shire to extra liability once the renovation has commenced.

It is also not desirable to renovate just a section of the white ant infested building and leave other sections. An inspection in October 2020 of the Clubhouse building by an LGIS asbestos inspector identified a number of concerns about the integrity of the building structure. Remedial action of some kind is required at the earliest possible time to ensure a facility is available to Club members and others.

Therefore, the option of a new transportable building was investigated as a more cost effective long term option to provide appropriate facilities to the golf club. The Shire sought several quotes from suppliers noting that a number were too busy with demand to even quote. We did however receive three quotes for the building, two of which were satisfactorily detailed and comprehensive.

Quotation 1 attached is the recommended option for a number of reasons. The club house area is approx. 11sqm larger than the current club house area whereas quotation 2 is approximately 4sqm smaller. Quotation 1 is also cheaper per sqm and the supplier has advised an approximate build time of 8 weeks from order. The lead time given from Quotation 2 was approximately 12 – 14 months.

It is noted that the previous resolution required a 1/3 contribution from the Tammin Golf Club of the total cost of the renovation project.

After consultation with the Golf Club Renovation Committee it is proposed that an agreement be entered into with the Golf Club setting out the commitments and responsibilities of each party in relation to the project. An MOU has been drafted setting out each parties respective responsibilities and is attached to this agenda item.

A letter of support from the golf club is attached to this agenda item. When discussing the project with the golf club there was concern over the work being done (old building being removed in preparation for the new building) during the middle of their upcoming season. They have advised that the optimal time for the installation of the new building would be the last week in September. The supplier of quotation 1 was contacted and they have advised that if they were to receive a Purchase Order by late February they can honor the quoted price but will store free of charge until September/October 2022.

The previous council resolution on the project was for a renovation of the existing building and not the purchase of a new building. Therefore, the officer's recommendation includes that Council revokes their resolution of 24 June 2021.

Consultation

Golf Club

Manager of Works and Services

Statutory Implications

Local Government Act, 1995 (WA)

R. 10 of the Local Government (Administration) Regulations 1996

Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

Policy Implications

9.4 Asbestos Management

Financial Implications

The 2021/22 Budget includes \$210,000 in expenditure for the golf club renovation and a corresponding \$70,000 income contribution to the project from the Tammin Golf Club resulting in \$140,000 being the cost to Shire. This proposal would see the cost to the Shire for the project increase to \$250,000, funded through the existing \$140,000 and an allocation of tranche 3 of LRCI funding of \$110,000.

Strategic Implications

Social: Building a Sense of Community

Social /Community Strategies

Grow and sustain the population through planned provision of services. Maintain the sense of community, which is inclusive and welcoming for all.

TSC 10/22 MOTION

That Council:

- a) By 1/3 majority inclusive of the mover, pursuant to R 10(1)(b) of *The Local Government (Administration) Regulations 1996* resolves to give notice of a motion to revoke part of the decision of Council made at the ordinary meeting of Council held on 24 June 2021, being to:
 - i) "...provide support for the renovation of the Tammin Golf Club building with Shire funds from expenditure A/C 113521 – Job GC001, subject to the total project cost being shared on a 1/3 basis.
 - ii) Await the Tammin Golf Club Inc.'s confirmation of availability of the previously agreed minimum co-contribution of \$70,000 before the project can proceed; and
 - iii) Advise the Tammin Golf Club Inc. of Council's motion in writing."
- b) Pursuant to R 10(2) of the *Local Government (Administration) Regulations 1996* resolves to revoke part of the decision of council made at the ordinary meeting of Council held on 24 June 2021, being to:
 - i) "...provide support for the renovation of the Tammin Golf Club building with Shire funds from expenditure A/C 113521 – Job GC001, subject to the total project cost being shared on a 1/3 basis.
 - ii) Await the Tammin Golf Club Inc.'s confirmation of availability of the previously agreed minimum co-contribution of \$70,000 before the project can proceed; and
 - iii) Advise the Tammin Golf Club Inc of Council's motion in writing."
- c) Authorise the Chief Executive Officer to enter an agreed memorandum of understanding with the Tammin Golf Club outlining the responsibilities of each party regarding the project as outlined in Attachment Item 13.4 – Quotation 1 subject to the approval of \$110,000 towards the project from the latest round, phase 3, of the LRCl funding.
- d) Authorise the purchase a transportable building from the supplier of quotation 1 to replace the existing clubhouse at the Tammin Golf Club once the memorandum of understanding is signed by both parties;
- e) Recognise the changes required to the general ledger at the budget review in March.
- f) Note that the new transportable building will remain the property of the Shire of Tammin.

Moved: Cr Nicholls

Seconded: Cr C Thomson

Vote: Absolute Majority

Carried: 5/0

Reason for Amendment:

To provide clarity as to the ownership of the new transportable building.

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 5:20pm.