

Shire of Tammin

ORDINARY COUNCIL MEETING

UNCONFIRMED MINUTES



An Ordinary meeting of the Shire of Tammin was held on **Wednesday 26th April 2023** 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
26 April 2023

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 4:00pm.

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:

Cr G Batchelor	Shire President
Cr T Nicholls	Deputy Shire President
Cr N Caffell	Councillor
Cr Thomson (Charmaine)	Councillor
Cr C Thomson (Courtney)	Councillor

In Attendance:

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

Leave of Absence previously granted:

Cr B Leslie	Councillor
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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

Cr Batchelor declared a financial interest in Item 12.3 due to business ownership of similar nature.

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 22 March 2023

TSC 23/23 MOTION

That the minutes of the Ordinary Council Meeting held on 22 March 2023 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 5/0

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for March 2023

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	17/04/2023
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

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of March 2023 totaling \$163,298.77 by way of:

Cheque numbers	NIL	\$0.0
Direct debit payments	01/03/23 – 28/03/23	\$9,297.35
Licensing transfers	01/03/23 – 28/03/23	\$5,224.95
Bank fees	01/03/23 – 28/03/23	\$161.34
VISA payments	01/03/23 – 28/03/23	\$4,010.68
EFT payments	EFT 6012 – EFT 6094	\$93,231.71
Salaries and wages	01/03/23 – 28/03/23	\$51,372.74
Total payments	01/03/23 – 28/03/23	\$163,298.77

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

CAI Fences Supply and install fencing as per your quote No 84122	\$ 16,478.00
Porter Consulting Engineers Porter Consulting's Lump Sum for project management based on a 15 weeks project, extra weeks if required at cost of \$2,400+gst/week	\$ 21,048.50

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2022/2023 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 24/23 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 March 2022 to 31 March 2023 totaling \$163,298.77 as contained in attachments 12.1.

Municipal Fund payments totaling \$163,298.77 detailed:

Cheque numbers	NIL	\$0.0
Direct debit payments	01/03/23 – 31/03/23	\$9,297.35
Licensing transfers	01/03/23 – 31/03/23	\$5,224.95
Bank fees	01/03/23 – 31/03/23	\$161.34
VISA payments	01/03/23 – 31/03/23	\$4,010.68
EFT payments	EFT 5964 – EFT 6011	\$93,231.71
Salaries and wages	01/03/23 – 31/03/23	\$51,372.74

Moved: Cr Nicholls

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

12.2 Financial Management Report for the month of March 2023

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	19 April 2023
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 - March 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 February 2023 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

Rates were issued on 5 August 2022 with payments due in full by 12 September 2022. Payment arrangements have been made with rate payers if required. 91.6% of rates have been received as of 31 March 2023. Capex projects and maintenance works are underway, with the Southern Link Project near completion.

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

TSC 25/23 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 March 2023 comprising;

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

Moved: Cr Thomson

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

12.3 Change to the Schedule of Fees and Charges

Cr Batchelor declared a financial interest in item 12.3 and vacated the chamber at 4:16pm.

Deputy President Cr Nicholls presided the meeting.

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	14 th April 203
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

Council to consider amending camping fees at Donnan Park in the Schedule of Fees and Charges 22-23.

Background

The Shire currently has camping available at Donnan Park, with various fees and charges set for its usage. The fee and charge includes the use of the toilet and shower facilities at the venue. Whilst the toilets are always accessible, the showers require a key from the office to access. This limits the ability for travelers to use the facility as they need to work around office opening hours for both booking, payment and key handovers. Due to these logistical challenges the Shire have not been actively promoting the facility.

Comments

It is proposed that Donnan Park becomes a 72hr Rest Stop site. This would mean that campers could stay for a maximum of three nights in any 28-day period. As the toilets are always open they will continue to be a facility available to campers however it is recommended that the showers be withdrawn. Many caravans and motorhomes have their own self-contained facilities including showers. This would alleviate the issues are the keys to the facility.

It is also recommended that the bookings for the camping be moved to an online system, again negating the need for travelers to arrive in office hours. It also allows those travelers that don't plan there stops in advance to be able to stay at the facility last minute.

Given the reduction in the facilities on offer (i.e no showers) it is suggested to reduce nightly camping costs accordingly. Current schedule of fees is as follows:

Camping at Donnan Park

(4 powered sites available)

Caravan powered site per week (2 people) Council \$ 65.00 GST Inc

Caravan powered site per night (2 people) Council \$ 15.00 GST Inc

Powered Tent site per week (2 people) Council \$ 65.00 GST Inc

Powered Tent site per night (2 people) Council \$ 10.00 GST Inc

Non- Powered Tent site per week (2 people) Council \$ 32.50 GST Inc

Non- Powered Tent site per night (2 people) Council \$ 5.00 GST Inc

Each additional person Council \$ 10.00 GST Inc

Camping Bond (long term only) Council \$ 100.00 GST Inc

It is recommended that these fees be replaced with the following:

Powered site per night (2 people) - \$10 GST Inc

Non-Powered site per night (2 people) - \$5 GST Inc

Each additional person per night - \$2.5 GST Inc

With this new system, campers will be able to do everything online, thus reducing the administrative burden required to run the camping facility. Excluding the showers means nothing needs to be accessed that isn't already open to the public 24/7 now.

As this change will allow the Shire to actively promote the facility it is hoped it will encourage more travels to stop and spend time and hopefully money in our area.

Consultation

Other Local Government Authorities

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

The nightly camping fees are being reduced however it is expected that even though the fees are lower this will be compensated by an increase in campers using the facility.

Strategic Implications

Economic Development Strategies

Outcome 4.2 An attractive destination for visitors

TSC 26/23 MOTION

That Council, in accordance with *s6.16 of the Local Government Act 1995*, amend the camping fees in the schedule of fees in charges by removing all current fee categories and replacing with the below:

Powered site per night (2 people) - \$10.00 GST Inc

Non-Powered site per night (2 people) - \$5.00 GST Inc

Each additional person per night - \$2.50 GST Inc

Moved: Cr Caffell

Seconded: Cr C Thomson

Vote: Absolute Majority

Carried: 4/0

Cr Batchelor returned to the chamber at 4:20pm

The motion was read aloud, and Cr Batchelor presided the meeting.

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

Nil

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 4:22pm.

