

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### AGENDA



### NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Wednesday 27 July 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  
22 July 2022

### 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 \_\_\_\_\_ 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:**

**In Attendance:**

**Leave of Absence previously granted:**

**Apologies:**

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

### **5. PUBLIC QUESTION TIME**

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

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

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

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 Ordinary Council Meeting Minutes – 25 June 2022**

**Officers Recommendation**

That the minutes of the Ordinary Council Meeting held on 25 June 2022 be confirmed as a true and accurate record of proceedings.

Moved: Cr \_\_\_\_\_ Seconded: Cr \_\_\_\_\_

Vote: Simple Majority Carried/Lost: \_\_\_\_/\_\_\_\_

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

**11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

## 12. MATTERS FOR CONSIDERATION – FINANCE

### 12.1 List of Payments for June 2022

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	5 July 2022
<b>Author:</b>	Keira Wirth
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 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 June 2022 totaling \$457,330.48 by way of:

Cheque numbers	NIL	\$8,345.57
Direct debit payments	01/06/22 – 30/06/22	\$23,444.83
Licensing transfers	01/06/22 – 30/06/22	\$13,218.50
Bank fees	01/06/22 – 30/06/22	\$126.78
VISA payments	01/06/22 – 30/06/22	\$1,679.02
EFT payments	EFT 5419 – EFT 5488	\$364,890.64
Salaries and wages	01/06/22 – 30/06/22	\$45,625.14
<b>Total payments</b>	<b>01/06/22 – 30/06/22</b>	<b>\$457,330.48</b>

**The Shire of Tammin made the following significant purchases during the month of June 2022**

<b>Avon Waste</b> Domestic rubbish collection - comingled & cardboard recycle bins Incorrect charges from October 21 - April 2022	<b>\$6,071.53</b>
<b>B.H. Thomson &amp; Sons</b> Supply of already pushed up gravel for the resheeting of Dixon rd	<b>\$6,818.24</b>
<b>KW &amp; AJ Swann</b> Wet Hire of Grader for road maintenance on the southern part of Shire of Tammin Partial bill wet hire - road maintenance on the South part of Shire roads	<b>\$7,822.65</b>
<b>Aqua Pump &amp; Irrigation</b> Supply and install new submersible pump as per your quote n° SO-14562	<b>\$12,233.89</b>
<b>Smith Earthmoving Pty Ltd</b> Wet Hire of D8R dozer to push gravel at Caffell pit on Clarke Rd Tammin plus Mobe-Demobe	<b>\$12,749.00</b>
<b>Jones Lang Lasalle Public Sector Valuations Pty Ltd</b> 2021/22 Land & Building Valuation & Other Infrastructure, includes travel & accommodation as per quote dated 15 February 2022.	<b>\$14,300.00</b>
<b>AP Concreting Pty Ltd</b> Supply and install concrete footpath on Strang St 260m <sup>2</sup> , earthworks by the Shire of Tammin	<b>\$16,405.00</b>
<b>LGIS (WA)</b> Overpayment of Workers Compensation reimbursement. 2 x Invoices were raised from the Shire of Tammin to LGIS for payroll expenses, INV 3125 (\$10,017.05) & 3182 (5,947.62) totalling \$15,964.67. LGIS paid \$35,685.90, creating the overpayment by \$19,721.23.	<b>\$19,721.23</b>
<b>Earthstyle Contracting Pty Ltd</b> Gravel resheet on Rabbit Proof Fence rd SLK 0.0 to 5.5 as per Vendor Panel n° VP292809 request. Gravel resheet Dixon Road SLK 4.0 to 6.0	<b>\$193,633.00</b>

**Comment**

Nil

**Financial Implications**

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

Nil

## **Statutory Implications**

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

#### **11. Payment of accounts**

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

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

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

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

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

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

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

- (iii) Sufficient information to identify the transaction; and  
 b) The date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under sub-regulation (1) or (2) is to be —  
 a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and  
 b) Recorded in the minutes of that meeting.

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

### **Civic Leadership Strategies**

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

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

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

- 6.1.1 Deliver sustainable governance through transparent and robust policy and processes  
 6.1.2 Undertake the civic duties of Council with the highest degree of ethics

Outcome 6.2 An efficient and effective organisation

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

### **Officers Recommendation**

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 June 2022 to 30 June 2022 totaling \$457,330.48 as contained in attachments 12.1

Municipal Fund payments totaling \$457,330.48 detailed:

Cheque numbers	01/06/22 – 30/06/22	\$8,345.57
Direct debit payments	01/06/22 – 30/06/22	\$23,444.83
Licensing transfers	01/06/22 – 30/06/22	\$13,218.50
Bank fees	01/06/22 – 30/06/22	\$126.78
VISA payments	01/06/22 – 30/06/22	\$1,679.02
EFT payments	EFT5419 – EFT 5488	\$364,890.64
Salaries and wages	01/06/22 – 30/06/22	\$45,625.14

Moved: Cr \_\_\_\_\_ Seconded: Cr \_\_\_\_\_

Vote: Simple Majority Carried/Lost: \_\_/ \_\_



## 12.2 Financial Management Report for the month of June 2022

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	21 July 2022
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.2 - June 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 June 2022 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

### **Comment**

96% of rates have been received at the end of the 2021/22 Financial Year. Maintenance grading achieved, Capex road works completed and majority of Capex projects completed at 30 June 2022. Accordingly, our cash flow position is currently strong having received an advance payment of the Financial Assistance Grants and confirmation of the Southern Link project first payment. Planned transfer to reserve has been completed at 30 June 2022.

### **Financial Implications**

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

### **Statutory Implications**

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

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

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

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

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

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

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

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

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

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

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

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

### **Policy Implications**

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

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

#### **Civic Leadership Strategies**

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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

**Officers Recommendation**

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 30 June 2022 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_\_/\_\_\_\_

### **12.3 Adoption of 2022/23 Annual Budget**

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	22 July 2022
<b>Author:</b>	Morgan Ware
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.3 – FY23 Statutory Budget Attachment Item 12.3 - FY23 Operating Accounts Attachment Item 12.3 – FY23 Capital Expenditure Attachment Item 12.3 – FY23 Fees and Charges

#### **Proposal/Summary**

To consider and adopt the Annual Budget including the required rate in the dollar, minimum rates, discounts, interim charges and interest and penalty interest rates for the 2022/23 financial year.

#### **Background**

A copy of the draft 2022/23 Budget, prepared in accordance with the requirements of the Local Government Financial Management Regulations 1996 is attached.

Council at its road inspection on 29 April 2022, discussed priority road work requirements to be included in the 2022/23 budget and capital expenditure program. Furthermore, discussion on Asset Management identified building and plant requirements. These priorities have now been presented in a statutory format for formal adoption.

Council, at its budget workshop on 27 April 2022 discussed the proposed expenditures for the 2022/23 capex projects. The workshop on 25 May the proposed rates modelling was taken to Council and 22 June 2022 workshop saw the fees and charges presented to Council. All subject to final adjustment to reflect actual outcomes for the current year's budget.

#### **Comment**

The Budget allows for a 3.0% increase for general rates for both GRV and UV valued properties and a 3.0% increase to the minimum rates.

The projected net current assets for the financial year ended 30 June 2022 will total \$0.00, i.e. a balanced budget.

#### **Consultation**

Megan Shirt – ACCWEST  
Glen Nordsvan – ACCWEST

#### **Statutory Implications**

#### **Local Government Act 1995 - Sect 6.2**

## **6.2. Local government to prepare annual budget**

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

*\* Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —
  - (a) the expenditure by the local government; and
  - (b) the revenue and income, independent of general rates, of the local government; and
  - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate —
  - (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
  - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
    - (i) the amount it is estimated will be yielded by the general rate; and
    - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;and
  - (c) the fees and charges proposed to be imposed by the local government; and
  - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
  - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
  - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
  - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
  - (a) the form of the annual budget; and
  - (b) the contents of the annual budget; and
  - (c) the information to be contained in or to accompany the annual budget.

*[Section 6.2 amended: No. 49 of 2004 s. 42(8) and 56.]*

*[Section 6.2 modified: SL 2020/57<sup>1M</sup>.]*

## **6.13. Interest on money owing to local governments**

- (1) Subject to any other written law, a local government may resolve\* to require a person to pay interest at the rate set in its annual budget on any amount of money (other than rates and service charges) which —
  - (a) that person owes to the local government; and
  - (b) has been owed for the period of time referred to in subsection (6).

*\* Absolute majority required.*

- (2) A resolution under subsection (1) is to be included in the annual budget.
- (3) The rate of interest that may be set by the local government under this section is not to exceed the rate for the time being prescribed as the maximum rate of interest that may be set for the purposes of this section.
- (4) Where a local government imposes interest under subsection (1) on any outstanding amount of money the local government is not to also impose an additional charge in relation to that amount.
- (5) Accrued interest is, for the purpose of its recovery, taken to form part of the money owed to the local government on which it is charged.
- (6) A local government is not to impose interest on any amount of money under subsection (1) until the money has been owed to the local government for the period of time set by the local government in its annual budget (not being less than 35 days) after the date which is stated on the relevant account for payment as being the date the account was issued.
- (7) Regulations may provide for the method of calculation of interest.

*[Section 6.13 modified: SL 2020/57<sup>1M</sup>.]*

#### **6.34. Limit on revenue or income from general rates**

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) be more than 110% of the amount of the budget deficiency; or
- (b) be less than 90% of the amount of the budget deficiency.

#### **6.45. Options for payment of rates or service charges**

- (1) A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —
  - (a) 4 equal or nearly equal instalments; or
  - (b) such other method of payment by instalments as is set forth in the local government's annual budget.
- (2) Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —
  - (a) by a single payment; or
  - (b) by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.

- (3) A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.
- (4) Regulations may —
- (a) provide for the manner of making an election to pay by instalments under subsection (1) or (2); and
  - (b) prescribe circumstances in which payments may or may not be made by instalments; and
  - (c) prohibit or regulate any matters relating to payments by instalments; and
  - (d) provide for the time when, and manner in which, instalments are to be paid; and
  - (e) prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and
  - (f) provide for any other matter relating to the payment of rates or service charges.

*[Section 6.45 modified: SL 2020/57<sup>1M</sup>.]*

#### **Policy Implications**

As adopted at 25 June 2020 Ordinary Council Meeting - Policy 3.8 – COVID-19 Financial Hardship Policy

#### **Financial Implications**

Will establish the revenue and expenditures for the financial year ended 30 June 2023.

#### **Strategic Implications**

COVID-19 pandemic has had minor impact on the Shires Long Term Financial Plans and or its Strategic Community Plan, the 2022/23 budget continues to reflect current priorities, subject to further review during 2022/23.

### **Officers Recommendation**

*That Council adopts the Shire of Tammin 2022/23 Annual Budget as presented*

- 1. Pursuant to the provisions of Sections 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopt the Municipal fund budget as contained in the attachments of the agenda inclusive of;*
  - a. Statement of Comprehensive income by Nature and Type*
  - b. Statement of comprehensive income by program*
  - c. Statement of cash flows of the Statutory Budget*
  - d. Rate Setting Statement of the Statutory Budget*
  - e. Note to and forming part of the budget*
  - f. Budget program schedule as detailed in attachments*
- 2. Adopt a minimum rate for the 2022/23 year at:*  
*Unimproved Value \$608.00*  
*Gross Rental Value \$608.00*  
*Mining Tenement \$608.00*
- 3. Adopt a 3.0% rate increase for the 2022/23 financial year.*
- 4. Adopt, in accordance with section 6.13 of the Local Government Act 1995 and clause 8 of the Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020, a penalty interest rate of 7.0% is applicable to any amount of money owing to the local government, (other than rates or service charges) with interest calculated from the due date, which is 35-days from the date of issue shown on the account for payment, subject to:*
  - a. This interest rate cannot be applied to an excluded person who is one considered by the Shire of Tammin to be suffering financial hardship as a consequence of COVID-19 pandemic.*
- 5. Imposes, in accordance with section 6.45(3) of the Local Government Act 1995 and clause 13 of the Local Government (Covid-19 Response) Ministerial Order 2020, gazette on 8 May 2020, an additional charge of \$5.00 and interest rate of 5.5%, applicable to rate and service charge instalment arrangements, subject to:*
  - a. This additional charge and interest rate cannot be applied to an excluded person, as defined as suffering financial hardship as a consequence of COVID-19 pandemic in accordance with Council Policy 3.8 – Financial Hardship Policy.*
- 6. Imposes by absolute majority, in accordance with section 6.51(1) of the Local Government Act 1995 and clause 14 of the Local Government (COVID– 19 Response) Ministerial Order 2020, gazette on 8 May 2020, an interest rate of 7.0% applicable to overdue and unpaid rate and service charges including Emergency Services Levy , subject to:*
  - a. This interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID – 19 Response) Ministerial Order 2020 that has been determined by the Shire of Tammin as suffering financial hardship as a consequence of the COVID 19 pandemic.*
- 7. Adopt a rate in the dollar of 0.012395 cents for the Unimproved Valuation rating in 2022/23. (2021/22 - Rate in the dollar of 0.014243 cents for the Unimproved Valuation)*



8. *Adopt a rate in the dollar of 0.130762 cents for the Gross Rental Valuation rating in 2022/23. (2021/22 - Rate in the dollar of 0.126954 cents for the Gross Rental Valuation)*
9. *Adopt, in accordance with s6.16 of the Local Government Act, 1995, the attached Schedule of Fees & Charges for 2022/23.*
10. *That rate incentives prizes be offered to ratepayers for early payment of rates within 35 days at no cost to Council.*
11. *Council offers ratepayers the following payment options for 2022/23 and an administration charge of \$5.00 be applied to each rate reminder notice:*

<i>Payment in Full:</i>	<i>12 September 2022</i>
<i>Four instalments:</i>	
<i>1<sup>st</sup> Instalment</i>	<i>25% due 12 September 2022</i>
<i>2<sup>nd</sup> Instalment</i>	<i>25% due 21 November 2022</i>
<i>3<sup>rd</sup> Instalment</i>	<i>25% due 23 January 2023</i>
<i>4<sup>th</sup> Instalment</i>	<i>25% due 3 April 2023</i>
12. *That a 2.00% discount for prompt payment be applied, if all rates and charges appearing on the rates notice, including arrears are paid in full within 35 days of issue of the rates assessment notice.*
13. *That in accordance with Regulation section 34(5) of the Local Government (Financial Management) Regulations 1996 a variance percentage of 10% or \$10,000, whichever is greater, to be used to report material variances in the statement of financial activity for the 2021/22 financial reporting period.*
14. *That Council, pursuant to section 5.98(1)(b) of the Local Government Act 1995 and within the range determined by the Salaries and Allowances Tribunal, adopt the following meeting attendance fees for elected members:*

<i>President</i>	<i>\$240.00 per meeting attended</i>
<i>Councillors</i>	<i>\$120.00 per meeting attended</i>
<i>Councillors</i>	<i>\$50.00 per committee meeting attended</i>
<i>Travel</i>	<i>1600cc &amp; under at 56.69c/km</i>
	<i>1601cc to 2600cc at 68.66c/km</i>
	<i>2601 &amp; over at 95.54c/km</i>
	<i>\$5.00 within town site</i>

*That Council, pursuant to section 5.98(5) of the Local Government Act 1995 and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual local government allowance to be paid in addition to the meeting attendance fees:*

<i>President</i>	<i>\$3,000.00</i>
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*That Council, pursuant to section 5.98A of the Local Government Act 1995 and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual local government allowance to be paid in addition to the meeting attendance fees:*

<i>Deputy President</i>	<i>\$750.00</i>
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*Moved: Cr \_\_\_\_\_ Seconded: Cr \_\_\_\_\_*

*Vote: Absolute Majority Carried/Lost: \_\_\_\_/\_\_\_\_*

### **13. MATTERS FOR CONSIDERATION – ADMINISTRATION**

#### **13.1 Shire of Tammin Vision and Values**

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Shire Staff
<b>Date:</b>	20 July 2022
<b>Author:</b>	Joanne Soderlund
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 13.1 - Vision and Values Document

#### **Proposal/Summary**

For Council to note and endorse the Values and Vision collaboratively created by the Shire of Tammin employees.

#### **Background**

All Shire staff recently participated in a facilitated session together with the aim to articulate the Vision and the Values that they believe we have/should have at the Shire of Tammin. The session was very successful with lots of participation and input from all staff members.

#### **Comment**

Following the session a smaller group of staff volunteered to take the work from the session and translate it into a Vision statement and set of Values that articulates the workplace culture that we aspire to achieve and maintain.

It would be great to have Council also endorse these Values and Vision and commit to the same standards that the Staff at the Shire have created.

#### **Consultation**

Nil

#### **Statutory Implications**

Nil

#### **Policy Implications**

N/A

### **Financial Implications**

Nil

### **Strategic Implications**

#### **Strategic Community Plan**

##### 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.

### **Officers Recommendation**

That Council, by simple majority, notes and endorses the Shire of Tammin Vision and Values.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_\_\_/\_\_\_\_

### 13.2 CESM Council Report – July 2022

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Community Emergency Services Manager
<b>Date:</b>	19 July 2022
<b>Author:</b>	Simon Bell
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 13.2 - CESM Council Report – July 2022

#### **Proposal/Summary**

For Council to review and note the report prepared by the Shire of Tammin's Community Emergency Services Manager (CESM).

#### **Background**

The Shire of Tammin resources shares a CESM with the Shire's of Cunderdin and Quairading. The Department of Fire and Emergency Services (DFES) covers 60% of the CESM wages with the remaining three Shire's equally contributing to the remaining 40%.

#### **Comment**

The CESM will be preparing a report for Council information on their activities every few months to ensure Elected Members are well informed of the work the CESM is undertaking.

#### **Consultation**

Nil

#### **Statutory Implications**

Nil

#### **Policy Implications**

N/A

#### **Financial Implications**

Nil

## **Strategic Implications**

### **Strategic Community Plan**

#### **1. Social / Community Strategies**

##### **1.2.3 Support provision of emergency services and encourage community volunteers**

### **Officers Recommendation**

That Council, by simple majority, notes the July 2022 CESM report for information only.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Simple Majority

Carried/Lost: \_\_/ \_\_

### 13.3 Review of Audit Committee

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	19 July 2022
<b>Author:</b>	Joanne Soderlund
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 13.3 – Audit and Risk Committee Terms of Reference

#### **Proposal/Summary**

For Council to review and re-establish it's Audit Committee of Council for the period ending with the 2023 Elections.

#### **Background**

At the Special Council Meeting on the 19 October 2021, the Council re-established its Audit Committee following the 2021 Council elections. This committee was re-established in line with past practice which was to include all council members as Audit Committee members. At the time Council had one vacant seat that was later filled at a special election therefore Cr Caffell is not currently part of the Audit Committee.

When the Council was considering the updated Risk Management Policy, a request was made for officers to review the current terms of reference of the Audit Committee and broaden the committee to be an Audit and Risk Committee.

#### **Comment**

The current terms of reference for the Audit Committee set out a membership that includes all Councillors. As an Audit Committee should be meeting separately to Council meetings this means gathering all Councillors together in between ordinary meetings and ensuring you have enough quorum to do so which can be problematic.

The Local Government Reforms recently announced by the WA State Government include the intention to mandate an external chair of all Local Government Audit Committees. The requirement will not come into effect until the legislation passes however the updated terms of reference make provisions for one external member of the Audit and Risk Committee in preparation for the coming changes.

The Audit and Risk Committee is established under the Local Government Act, 1995 s5.9(2) and s7.1A. Recommendations are made in Minutes of the Audit and Risk Committee meeting and should a Council resolution be required, recommendations are to be included as an item of business at the next available Ordinary Meeting of Council.

## **Consultation**

Local Government Reform Package

## **Statutory Implications**

Local Government Act, 1995

### **5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees. *\* Absolute majority required.*

### **5.9. Committees, types of**

(1) In this section —

**other person** means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

### **5.10. Committee members, appointment of**

(1) A committee is to have as its members —

(a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or

(5).

*\* Absolute majority required.*

### **5.11. Committee membership, tenure of**

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
- (b) the person resigns from membership of the committee; or
- (c) the committee is disbanded; or
- (d) the next ordinary elections day,

whichever happens first.

### **5.17. Limits on delegation of powers and duties to certain committees**

(1) A local government can delegate —

- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - (i) any power or duty that requires a decision of an absolute majority of the council; and
    - (ii) any other power or duty that is prescribed;
 and
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - (i) the local government's property; or
    - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

#### 7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

*\* Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

*[Section 7.1A inserted by No. 49 of 2004 s. 5; amended by No. 5 of 2017 s. 11.]*

### **Local Government (Audit) Regulations 1996**

#### 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.



### **Policy Implications**

N/A

### **Financial Implications**

Committee members are entitled to claim meeting fees and travel expenses.

### **Strategic Implications**

#### **Strategic Community Plan**

##### **6. Civic Leadership**

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

CL 6.1 Deliver sustainable governance through transparent and robust policy and processes.

### **Officers Recommendation**

That Council, by absolute majority, pursuant to Section 5.8 of the Local Government Act (WA) 1995 resolves to:

1. Re-establish the Shire of Tammin Audit Committee as the Audit and Risk Committee
2. Approve the terms of reference for the Shire of Tammin Audit and Risk Committee as attached;
3. Appoint the following Elected Members to the Shire of Tammin Audit and Risk Committee from the 27<sup>th</sup> of July 2022 to 21<sup>st</sup> October 2023:

CR \_\_\_\_\_;

CR \_\_\_\_\_ AND

CR \_\_\_\_\_

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Absolute Majority

Carried/Lost: \_\_\_\_/\_\_\_\_

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

Nil

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

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

Nil

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

**18. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at \_\_\_\_

