

## Shire of Tammin



### DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 28 September 2022 was confirmed at the Ordinary Council Meeting held on 26 October 2022.

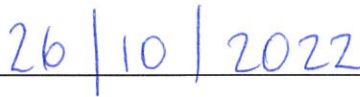
Name: Glenice Batchelor

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



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

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



# Shire of Tammin

## ORDINARY COUNCIL MEETING

### MINUTES



An ordinary meeting of the Shire of Tammin was held on *Wednesday 28 September 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  
28 September 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 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 Nicholls	Deputy Shire President
Cr N Caffell	Councillor
Cr Thomson (Charmaine)	Councillor
Cr Leslie	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:**

#### **Apologies:**

Nil

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

Nil

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

Nil

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

Nil

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

Nil

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

Cr Caffell declared a related party disclosure in item 12.1

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

**9.1 Ordinary Council Meeting Minutes – 31 August 2022**

**TSC 61/22 MOTION**

That the minutes of the Ordinary Council Meeting held on 31 August 2022 be confirmed as a true and accurate record of proceedings.

Moved: Cr Leslie

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 6/0

**9.2 Audit Committee Minutes – 22 August 2022**

**TSC 62/22 MOTION**

That the minutes of the Audit Committee Meeting held on 22 August 2022 be confirmed as a true and accurate record of proceedings.

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 6/0

**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 August 2022

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	06 September 2022
<b>Author:</b>	Monica Geary
<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 August 2022 totaling \$505,546.44 by way of:

Cheque numbers	6815, 6816	\$ 7,611.72
Direct debit payments	01/08/22 – 31/08/22	\$ 12,645.85
Licensing transfers	01/08/22 – 31/08/22	\$ 8,034.45
Bank fees	01/08/22 – 31/08/22	\$ 155.09
VISA payments	01/08/22 – 31/08/22	\$ 3924.70
EFT payments	EFT 5541 – EFT 5606	\$ 423,391.52
Salaries and wages	01/08/22 – 31/08/22	\$ 49,783.11
<b>Total payments</b>	01/08/22 – 31/08/22	<b>\$ 505,546.44</b>

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

<b>Accwest Pty Ltd</b> Budget assistance May & June, monthly financial report for April & May 2022	<b>\$7,370.00</b>
<b>Australian Taxation Office - BAS</b> BAS June 2022	<b>\$42,110.00</b>
<b>Wright Express Australia Pty Ltd (Puma)</b> Fuel charges for the month of August 2022.	<b>\$10,492.29</b>
<b>LGIS (WA)</b> LGIS Insurance; Publicly Liability #000080 Workcare #000078 LG Special Risks Policy #000080 Casual Hirer Policy #001138 Crime Policy #05CH005846 Bush fire Policy #000080 Personal Accident Policy #93130702 Motor Vehicle Policy #632533376VFT Travel Policy #93130627 Management Liability Policy #05CH005534	<b>\$53,300.30</b>
<b>Department of Fire and Emergency Services</b> 2022/23 ESL Quarter 1 - ESL Levy	<b>\$9,652.60</b>
<b>Vicki Philipoff Settlements</b> PURCHASE OF LOT 9,10,51,52 DONNAN STREET, TAMMIN SHIRE OF TAMMIN Transfer Duty Costs & Disbursements ADJUSTMENT OF RATES/TAXES Balance due prior to settlement	<b>\$59,425.26</b>
<b>Tutt Bryant Equipment</b> Supply & Delivery of Multi-wheel Roller BW28RH as per quote dated 11/07/2022 4 years / 4000 hours EPT Warranty	<b>\$203,453.69</b>

**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 63/22 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 August 2022 to 31 August 2022 totaling \$505,546.44 as contained in attachments 12.1

Municipal Fund payments totaling \$505,546.44 detailed:

Cheque numbers	01/08/22 – 31/08/22	\$7,611.72
Direct debit payments	01/08/22 – 31/08/22	\$12,645.85
Licensing transfers	01/08/22 – 31/08/22	\$8,034.45
Bank fees	01/08/22 – 31/08/22	\$155.09
VISA payments	01/08/22 – 31/08/22	\$3,924.70
EFT payments	EFT5419 – EFT 5488	\$423,391.52
Salaries and wages	01/08/22 – 31/08/22	\$49,783.11

Moved: Cr Thomson

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 6/0

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

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	23 September 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 - August 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 August 2022 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

### Comment

Rates were issued on the 5<sup>th</sup> of August with payments due in full to receive the discount by 12 September 2022. Maintenance road works underway and Capex projects commencing in the coming months. 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.

### 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

**TSC 64/22 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 July 2022 comprising;**

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

**Moved: Cr Nicholls**

**Seconded: Cr Leslie**

**Vote: Simple Majority**

**Carried: 6/0**

### 13. MATTERS FOR CONSIDERATION – ADMINISTRATION

#### 13.1 New Policy – Local Government Public Holidays

<b>Location:</b>	N/A
<b>Applicant:</b>	Shire of Tammin
<b>Date:</b>	21/09/2022
<b>Author:</b>	Chief Executive Officer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	N/A
<b>Attachment/s:</b>	Attachment Item 13.1 - Draft Local Government Public Holidays Policy

#### Proposal/Summary

This item brings a new policy entitled Local Government Public Holidays Policy before Council and seeks a Council resolution to adopt the policy.

#### Background

Under a previous Local Government Officers award, Local Government workers used to receive two additional public holidays as 'service days'.

A quick survey was done of some of our surrounding Local Governments and the following Shires all provide this benefit in some way:

- Kellerberrin
- Corrigin
- Westonia
- Trayning
- Mt Marshall
- Wyalkatchem
- Bruce Rock
- Koorda
- Nungarin

#### Comment

The Shire of Tammin has financial constraints that mean it cannot always compete with other businesses on remuneration rates. However, it is important to create a suite of other benefits that make the Shire of Tammin an employer of choice and a place people want to work, even if their hourly rate isn't as much as they could achieve elsewhere.

The Policy proposes that the two extra Public Holidays be taken on Christmas Eve and Easter Tuesday each year so that they can be incorporated into our office closure advertising that we already do during these periods.

Implementing the policy will not have a financial impact on the Shire, however it would result in two days of lost productivity.

### **Consultation**

Other WA Local Governments

### **Policy Implications**

Nil

### **Financial Implications**

No direct financial impact, however it will result in two days lost productivity.

### **Strategic Implications**

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

### **TSC 65/22 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 Local Government Public Holidays Policy.**

**Moved: Cr Nicholls**

**Seconded: Cr Caffell**

**Vote: Simple Majority**

**Carried: 6/0**

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

Nil

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

Nil

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

Nil

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

Nil

**18. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 4:20pm.