

## Shire of Tammin

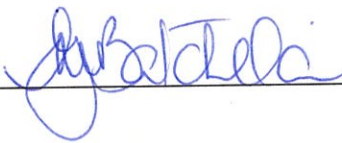


### DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 31 August 2022 was confirmed at the Ordinary Council Meeting held on 28 September 2022.

Name: Glenice Batchelor

Signed: 

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

Date: 28 / 9 / 2022

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### MINUTES



An ordinary meeting of the Shire of Tammin was held on **Wednesday 31 August 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  
31 August 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 ( <i>Attendance electronically as per Admin Regulation 14C(2)</i> ).
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:**

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

Nil

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

Nil

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

**TSC 55/22 MOTION**

Cr Leslie and Cr Thomson requested a leave of absence for the Ordinary Council Meeting on Wednesday 28 September 2022.

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 4/0

**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 transaction in Item 12.1

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

**9.1 Ordinary Council Meeting Minutes – 27 July 2022**

**TSC 56/22 MOTION**

That the minutes of the Ordinary Council Meeting held on 27 July 2022 be confirmed as a true and accurate record of proceedings.

Moved: Cr Leslie

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 July 2022

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	1 August 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 July 2022 totaling \$233,348.49 by way of:

Cheque numbers	NIL	\$10,876.01
Direct debit payments	01/07/22 – 31/07/22	\$8,501.97
Licensing transfers	01/07/22 – 31/07/22	\$8,726.40
Bank fees	01/07/22 – 31/07/22	\$238.48
VISA payments	01/07/22 – 31/07/22	NIL
EFT payments	EFT 5489 – EFT 5540	\$157,552.00
Salaries and wages	01/07/22 – 31/07/22	\$47,453.63
<b>Total payments</b>	<b>01/07/22 – 31/07/22</b>	<b>\$233,348.49</b>



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

<b>Shire of Quairading</b> CESM Shared cost April to June 2022	<b>\$5,479.21</b>
<b>Thinkproject Australia Pty Ltd</b> RAMM transport asset annual support and maintenance fee for 2022/23 Rental of pocket RAMM software 2022/23	<b>\$9,248.86</b>
<b>Wright Express Australia Pty Ltd (Puma)</b> Fuel charges for the month of June 2022.	<b>\$9,955.96</b>
<b>Caffell &amp; Son</b> Supply of gravel from Clarke Rd pit	<b>\$10,558.72</b>
<b>Western Australian Local Government Association (WALGA)</b> WALGA Membership & Subscription 2022 - 23 Association, Procurement, Tax Services, Council Connect, Employee Relations & LG Complete Guide	<b>\$23,655.04</b>
<b>Youlie and Son Spreading Services</b> Wet hire of grader and roller to do maintenance grading in the northern part of the Shire of Tammin, hourly	<b>\$24,684.00</b>
<b>ITVision</b> Annual License Fee for Synergysoft Modules; Core financials , Report manager, map enquiry, purchase ordering, payroll, rates and property, receipting	<b>\$28,051.32</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 57/22 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 July 2022 to 31 July 2022 totaling \$233,348.49 as contained in attachments 12.1

Municipal Fund payments totaling \$233,348.49 detailed:

Cheque numbers	01/07/22 – 31/07/22	\$10,876.01
Direct debit payments	01/07/22 – 31/07/22	\$8,501.97
Licensing transfers	01/07/22 – 31/07/22	\$8,726.40
Bank fees	01/07/22 – 31/07/22	\$238.48
VISA payments	01/07/22 – 31/07/22	\$
EFT payments	EFT5419 – EFT 5488	\$157,552.00
Salaries and wages	01/07/22 – 31/07/22	\$47,453.63

Moved: Cr Nicholls

Seconded: Cr C Thomson

Vote: Simple Majority

Carried: 6/0

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

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	26 August 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 - July 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 July 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**

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 58/22 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 C Thomson**

**Seconded: Cr Nicholls**

**Vote: Simple Majority**

**Carried: 6/0**



### 12.3 Interim Audit Findings for period ended 30 June 2022

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	MACRI Auditors
<b>Date:</b>	21 August 2022
<b>Author:</b>	Manager of Finance & Administration
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Performance indicators
<b>File Reference:</b>	FIN - 02
<b>Attachment/s:</b>	Attachment Item 12.3 – Interim Management Letter Attachment Item 12.3 – Interim Management Letter Attachment.

#### Proposal/Summary

The Audit Committee has reviewed the attached Interim Audit Management letter presented by MACRI Auditors for the period ended 30 June 2022, and presents to Council for its information and action.

#### Background

MACRI were appointed as the Council's Auditors in 2020/21 for a three year period. An electronic entrance meeting between MACRI and the Shire was held on the of 14 April 2022 for the presentation and discussion of the Audit Planning Memorandum.

Interim audit fieldwork was conducted electronically throughout April and May, with a site visit on Tuesday 26 April 2022 to Wednesday 27 April 2022. The audit is conducted in accordance with the Australian Auditing Standards with the objective of reducing the level of material misstatement in the financial report to an acceptably low level.

#### Comment

The MACRI Interim Audit Management Letter has identified eight moderate risks and one minor risk in need of remedial action to overcome process deficiency. Management have provided comment on each finding and are undertaking the necessary action to ensure compliance.



INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
<b>Current year issues</b>			
1. Rates and Emergency Service Levy reconciliations		✓	
2. Bank reconciliations			✓
3. Risk Management Policy		✓	
4. Annual Budget		✓	
5. Common log-in and password for the cash register			
6. Lack of investment register, procedures and outdated investment policy		✓	
7. Lack of key policies and procedures			
8. No IT security policy		✓	
9. No Asset Disposal Forms		✓	
10. No Asset Disposal Forms		✓	

<b>Significant</b>	-	Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
<b>Moderate</b>	-	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
<b>Minor</b>	-	Those findings that are not of primary concern but still warrant action being taken.

In respect to matters raised in the Interim Management Letter, the findings and response, as detailed in attachment 7.1, are summarised as:

1. **Rates and Emergency Services Levy Reconciliations**

**Findings:**

We did not find any evidence of the review of the Rates and Emergency Services Levy (ESL) reconciliations for the months of February and March 2022.

**Management Comment:**

Whilst the Rates and ESL reconciliations were completed, they missed being reviewed on a couple of occasions. Changes have been made to end of month procedure to ensure this oversight does not happen again.

2. **Bank Reconciliations**

**Findings:**

We noted that monthly bank reconciliations for the Municipal and Maxi bank accounts in respect of the months of October and November 2021 and February 2022 have not been dated by the reviewer.

**Management Comment:**

Bank Reconciliations will be dated upon review by management going forward.

3. **Risk Management Policy**

**Findings:**

We noted that the Shires Risk Management Policy has not been reviewed and updated since June 2018.

**Management Comment:**

The Risk Management Policy has been reviewed and the amended policy was adopted by Council at its 22 June 2022 Ordinary Council Meeting.

4. **Annual Budget**

**Findings:**

We noted that the Shire has not sent a copy of the Annual Budget to the Department of Local Government, Sport and Cultural Industries (DLGSCI) within 30 days of adoption as required by regulation 33 of the Local Government (Financial Management) Regulations 1996.

**Management Comment:**

An oversight following the adoption of budget at the 30 June 2021 Special Council Meeting. This has been added to the compliance calendar to ensure this step is completed each year.

5. **Common log-in and passwords for the cash register**

**Findings:**

***Status in 2022***

We note that this issue has not been resolved as of date

***Finding in 2021***

We noted all operators of the front counter cash register use the same password although the Shires Cash Handling policy required a unique log in and password for each operator.

**Management Comment:**

After investigation with IT company and other Shires it is not practical to have multiple batches open throughout the day, this gives more room for error and increases the complexity of the bank reconciliations. Transactions include the officer initials and is considered sufficient. It is industry practice to operate the front counter in this manner and it is managements opinion that this should not be an auditor finding.

6. **Lack of investment register, procedures and outdated investment policy**

**Findings:**

***Status in 2022***

The Shire has since adopted an updated Investment Policy and established an Investment register. However, it still does not have a formal internal control procedure to be followed by employees.

***Finding in 2021***

We noted that the hire does not have a formally established and document internal control procedures for

- The placement of investments (i.e. recording of interest quotes from banks, confirmation and authorisation of deals and so on)
- The rollover of investments
- The redemption of investments
- The receipt of income

Current practice of the investments of surplus funds at the Shire appears to be at the discretion of the officers responsible for this function. Regulation 19 (1) of the Local Government (Financial Management) Regulations 1996 required a local government to establish and document internal control procedures to be followed by employees to ensure control over investments.

We also noted that the Shire does not maintain an investment register as required by the Investment Policy. The Investment Policy however, has not been reviewed since November 2014.

**Management Comment:**

The Investment policy was adopted by Council at the 27 April 2022 Ordinary Council Meeting. A register has been in place since March 2022; however a procedure still needs to be added to the Formal Procedure Manual.

**7. Lack of key policies and procedures**

**Findings:**

***Status in 2022***

The finding has not been addressed as of date

***Finding in 2021***

We noted that the Shire does not have comprehensive documented policies, procedures or guidelines for many operation areas. Following are a few key examples:

- Employee recruitment and termination
- Employee performance appraisal, training and development
- Management of employee leave entitlements
- Use, authorisation and control over payroll processing
- Use, authorisation and control over journal entries

**Management Comment:**

A Formal Procedure manual is in development following the 2021 audit findings. Officers are required to input procedures relating to their role over time, to be completed by the 2022 audit.

#### 8. **No IT Security Policy**

**Findings:**

***Status in 2022***

The Shire does not have a formal IT Policy as of date.

***Finding in 2021***

We noted that the Shire does not have a formal IT Security Policy.

**Management Comment:**

An Information and Communication Technology Acceptable Use Policy has been created and was adopted by Council at its 22 June 2022 Ordinary Council Meeting.

#### 9. **No Asset Disposal Forms**

**Findings:**

***Status in 2022***

The Shire has since developed an asset disposal form. However, out of the 3 disposals we tested, there were no asset disposal forms for two disposals and the disposal form in respect of the other disposal was not approved by the responsible officer

***Finding in 2021***

We noted that currently there is no process of formally documenting the disposal of assets i.e. Asset Disposal Form, and obtaining managements approval prior to disposing individual assets. We however acknowledge that potential disposal are included in the Shires approved budget.

**Management Comment:**

A procedure is in place to ensure the asset disposal form is completed and will be included in the formal Procedure Manual.

### **Consultation**

MACRI Audit Partner – Anthony Macri  
MACRI Audit Manager – Suren Herathmudalige  
OAG Representative – Suraj Karki

### **Statutory Environment**

*Local Government Act 1995 – Section 7.9*

#### ***7.9. Audit to be conducted***



- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
  - (a) *the mayor or president; and*
  - (b) *the CEO of the local government; and*
  - (c) *the Minister.*
- (2) *Without limiting the generality of subsection (1), where the auditor considers that —*
  - (a) *there is any error or deficiency in an account or financial report submitted for audit; or*
  - (b) *any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or*
  - (c) *there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government,*  
*details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.*
- (3) *The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —*
  - (a) *prepare a report thereon; and*
  - (b) *forward a copy of that report to the Minister,*  
*and that direction has effect according to its terms.*
- (4) *If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government.*  
*[Section 7.9 amended: No. 49 of 2004 s. 7; No. 5 of 2017 s. 16.]*

#### **7.12A. Duties of local government with respect to audits**

- (1) *A local government is to do everything in its power to —*
  - (a) *assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
  - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
  - (aa) *examine an audit report received by the local government; and*
  - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
  - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*



- (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
  - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

**Policy Implications**

Nil

**Financial Implications**

Non-compliance could result in adverse financial outcomes

**Strategic Implications**

**Civic Leadership Strategies**

*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

**TSC 59/22 MOTION**

**That Council note the Interim Audit findings from MACRI Auditors for period ended 30 June 2022, and for findings to be actioned by staff and addressed within the time specified.**

**Moved: Cr Nicholls**

**Seconded: Cr Thomson**

**Vote: Absolute Majority**

**Carried: 6/0**

### 13. MATTERS FOR CONSIDERATION – ADMINISTRATION

#### 13.1 Restricted Access Vehicle Network Upgrade

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Works and Services
<b>Date:</b>	26 <sup>th</sup> August 2022
<b>Author:</b>	Fabian Houbrechts
<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 – 18.12.2022 Ordinary Council Meeting Attachment item 13.1 – RAV Benefits Attachment Item 13.1 – Little Underwood Road

#### Proposal/Summary

Council is requested to consider the proposed RAV upgrade of the Shire of Tammin road network as detailed below.

#### Background

Heavy Vehicle Services (HVS) has received applications to add the following section of road onto the Restricted Access Vehicle (RAV) Network, the current application has been made by Cropline Group Pty Ltd.

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4250084	Little Underwood Rd	0.06	0.16	7	N7.3
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4250084	Little Underwood Rd	0.06	0.16	115	123.5

In late 2018, the same application was made by CBH to upgrade this section of road to a level N7.3. Council made a decision at the time, the motion TSC121/18 is reflected below in the officer's recommendation and attachment included.

Currently the Chief Executive Officer is in negotiation with CBH’s representatives as they have showed interested in having the work executed. It appears that CBH is willing to take on the responsibility for the cost of the upgrade as requested in the previous motion in 2018.

**AMMS**

Accredited Mass Management Scheme (AMMS) is a concessional loading scheme, similar to the schemes it replaced, i.e. the Certified Weighbridge Mass Management Scheme (CWMMS) and the Concessional Loading Bulk Products Scheme (CLBPS). Other existing concessional loading schemes include the Concessional Livestock Scheme and the Import/ Export Containerised Cargo Concessional Scheme.

**AMMS Mass Levels**

There are three (3) approved mass levels under AMMS, as shown in the table.

	Single Steer Axle	Tandem Axle Group	Tri Axle Group
Level 1	6.0 -7.0 t	17.0t	21.5t
Level 2	6.0 -7.0 t	17.0t	22.5t
Level 3	6.0 -7.0 t	17.5t	23.5t

Any of the three levels are available to transport operators provided appropriate loading control methods are in place to ensure compliance with the allowable mass limits. The decision which level to apply for is determined by the mass requirements of the operator.

Heavy Vehicle Services is committed to providing efficient service to its customers by finalising route assessment applications within reasonable timeframes and ensures both applicants and road owners are kept informed of progress or delays at regular intervals.

\*More information is supplied on the attachment and additional information on the Main Roads website

**Comments**

Main Roads HVS have asked if the Shire will support amending the classification of this road under the Restricted Access Vehicle (RAV) Network.

For the process to move ahead the Shire will need:

- Support to have the roads assessed with the view to upgrading the RAV classification of this road; or
  - Decline the request.
1. If the Shire is in favor of supporting the request, HVS will assess the mentioned road and a condition report will be send to the Shire on its findings.

2. If the road is suitable and are to the RAV requirements, they then will be added to the network as per the requested RAV rating.
3. Any roads that require maintenance or works will not be added to the network until the condition of the road is to the requirements of the assessment (noting that either the applicant or the Shire will need to get the road to the required standard) for it to be upgraded to the RAV rating.

Any upgrade will or may require increased on-going maintenance.

**Consultation**

Main Roads Heavy Vehicle Service (HVS)  
Cooperative Bulk Handling (CBH)

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Financial Implications**

Cost of road upgrading if required (to the applicant) and ongoing road maintenance

**Strategic Implications**

Infrastructure – appropriate for local business operations



**TSC 60/22 MOTION**

**That Council:**

**Agree to the amendment of the RAV rating of current approved road in the Restricted Access Vehicle (RAV) Network**

<b>Dimension Requirements</b>					
<b>Road No.</b>	<b>Road Name</b>	<b>From Location (SLK)</b>	<b>To Location (SLK)</b>	<b>Current Network</b>	<b>Requested Network</b>
<b>4250084</b>	<b>Little Underwood Rd</b>	<b>0.06</b>	<b>0.16</b>	<b>7</b>	<b>N7.3</b>

<b>Mass Requirements</b>					
<b>Road No.</b>	<b>Road Name</b>	<b>From Location (SLK)</b>	<b>To Location (SLK)</b>	<b>Current Mass Level</b>	<b>Requested Mass Level</b>
<b>4250084</b>	<b>Little Underwood Rd</b>	<b>0.06</b>	<b>0.16</b>	<b>115</b>	<b>123.5</b>

**subject to:**

- 1. Advise Main Roads – Heavy Vehicle services that Council supports having it assess the above mentioned roads.**
- 2. Any roads that require maintenance or works, not be added to the network until the condition of the road is to the requirements of the assessment.**
- 3. CBH funding the upgrade of the intersection with a 50mm thick asphalt AC14 intersection mix. Once work is completed, Council will notify Main Roads HVS to proceed with the upgrade to the network level.**

**Moved: Cr Caffell**

**Seconded: Cr Leslie**

**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.

