

Shire of Tammin
ORDINARY COUNCIL MEETING
Thursday February 23rd, 2017

MINUTES

NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Thursday February 23rd, 2017** in the Council Chambers, 1 Donnan St, Tammin, commencing at **3:30pm**.



Peter Naylor
Chief Executive Officer

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 Deputy Shire President declared the meeting open at 3:30pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Attendance:

Cr C Crane	Deputy President
Cr G Batchelor	Member
Cr P Bell	Member
Cr M Greenwood	Member
Cr D Thomson	Member

Peter Naylor	Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration
Greg Stephens	Works Supervisor

Leave of Absence:

Cr S Uppill	Shire President (OCM 13 th December 2016)
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3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

MIN 01/17 MOTION

That Leave of Absence be granted to Cr Carol Crane for the Ordinary Meeting of Council to be held on Thursday 23rd March 2017.

Moved: Cr Thomson

Seconded: Cr Batchelor

Simple Majority Required

Carried: 4/0

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Item 10.6

Peter Naylor, Chief Executive Officer

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 ORDINARY COUNCIL MEETING MINUTES- (13th December 2016)

MIN 02/17 MOTION

That the Minutes of the Ordinary Council meeting held on 13th December 2016 be confirmed as a true record of proceedings.

Moved: Cr Bell

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 5/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSION

10. AGENDA ITEMS

10.1 List of Payments– December 2016 and January 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	8 th February 2017
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	4 Pages

BACKGROUND

Accounts paid for December 2016 is listed totaling:

Cheque numbers	6647- 6649	4,094.70
Direct debit payments	01/12- 31/12/2016	4,046.95
Licensing transfers	01/12- 31/12/2016	5,248.15
Bank fees	01/12- 31/12/2016	219.57
VISA payments	01/12- 31/12/2016	4,125.46
EFT payments	EFT 1122- 1187	97,844.27
Salaries and Wages	01/12- 31/12/2016	27,280.65
Total payments	01/12- 31/12/2016	142,859.75

Accounts paid for January 2017 is listed totaling:

Cheque numbers	6650- 6653	1,606.84
Direct debit payments	01/01- 31/01/2017	28,442.08
Licensing transfers	01/01- 31/01/2017	4,193.65
Bank fees	01/01- 31/01/2017	158.54
VISA payments	01/01- 31/01/2017	601.19
EFT payments	EFT 1188- 1229	92,612.14
Salaries and Wages	01/01- 31/01/2017	32,922.45
Total payments	01/01- 31/01/2017	160,536.89

COMMENT

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

See attached reference point 14

STRATEGIC PLAN IMPLICATIONS

Nil

FUTURE PLAN IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

MIN 03/17 MOTION

That the list of payments made for December 2016 be endorsed as follows:

Cheque numbers	6647- 6649	4,094.70
Direct debit payments	01/12- 31/12/2016	4,046.95
Licensing transfers	01/12- 31/12/2016	5,248.15
Bank fees	01/12- 31/12/2016	219.57
VISA payments	01/12- 31/12/2016	4,125.46
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Salaries and Wages	01/01- 31/01/2017	32,922.45
Total payments	01/01- 31/01/2017	160,536.89

Moved: Cr Thomson

Seconded: Cr Greenwood

Simple Majority Required

Carried: 5/0

10.2 Financial Report to 31st December 2016 and 31st January 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	8 th February 2017
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Yes

BACKGROUND

The Monthly Financial Reports to 31st December 2016 and 31st January 2017 are attached.

COMMENT

The Financial Reports have been prepared in the format requested by Council.

The effect of the Council's Policy decision on reporting variances is shown in the far right column– being the calculated variance between the YTD Actual Column and the YTD Budget column figures where the variance is greater than 10% and \$5,000.

FINANCIAL IMPLICATIONS

No significant implications.

POLICY IMPLICATIONS

Council resolved (Item 5th– 15th August 2013) that in accordance with section 34(5) of the Local Government (Financial Management) Regulations 1996 a variance percentage of 10% and \$5,000 be adopted for reporting material variances.

STATUTORY ENVIRONMENT

See attached reference point 15

STRATEGIC PLAN IMPLICATIONS

Nil

FUTURE PLAN IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

MIN 04/17 MOTION

That the Financial Reports for period 31 December 2016 and 31 January 2017 be received.

Moved: Cr Bell

Seconded: Cr Batchelor

Simple Majority Required

Carried: 5/0

10.3 Integrated Planning and Reporting Requirements

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	8 th December 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADM51
Attachment/s:	Nil

Please note this agenda item was deferred from the Ordinary Meeting of Council held on 13th December 2016.

PROPOSAL/SUMMARY

For Council to consider presenting a proposal to the Wheatbelt Development Commission (and/or other State Government Agencies) to be approached to assist Wheatbelt Local Governments with the Integrated Planning and Reporting requirements.

BACKGROUND

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia as part of the State Government's Local Government Reform Program. All Local Governments were required to have their first suite of IPR documents in place by 1st July 2013.

The IPR suite of documents included:

- Strategic Community Plan;
- Corporate Business Plan;
- Asset Management Plan;
- Workforce Plan; and
- Long Term Financial Plan.

In essence the IPR was designed as a process to:

- Articulate the community's vision, outcomes and priorities; and
- Allocate resources to achieve the vision, striking a considered balance between aspirations and affordability.

The initial preparation of the plans was phased in a gradual basis as the framework and guidelines were developed by the Department of Local Government & Communities.

The unfortunate scenario however existed that almost as soon as the plans were adopted they became null and void due to the demise of the Royalties for Regions Country Local Government Fund, the freeze placed on the indexation of the Local Government Financial Assistance Grants (by the Commonwealth Government) and the freeze placed on the indexation of the State to Local Government Roads Agreement (by the State Government).

As required under the legislation, a desktop review of the Strategic Community Plan and the Corporate Business Plan was undertaken in April 2016 and endorsed by Council.

A full Review of all of the IPR plans is required by June 2017.

COMMENT

The Wheatbelt Development Commission (WDC), Regional Development Australia Wheatbelt (RDAW), and Department of Sport & Recreation (DSR) prepare a number of Wheatbelt Regional Plans. These documents along with the Local Government IPR Plans basically identify the same strategic goals for every local government in the Wheatbelt.

For example the Livable Communities section of the Wheatbelt Regional Investment Blueprint Roadmap for Growth, prepared by the WDC, includes:

- **Goal:** Diverse, safe, healthy and resilient communities where services and infrastructure reflect the needs and aspirations of residents.
- **Priority 1:** Connected settlements– support economic growth and offer multiple livability options.
- **Priority 2:** Service Delivery Reform– collaborative strategies ensure health, education, aged and youth / children’s services reflect the needs of current and future Wheatbelt residents.
- **Priority 3:** Community Amenity– contributes to community well-being and livability and create economic opportunity.

It seems that to avoid a great deal of duplication and to save time with our valuable resources the WDC, RDAW and / or DSR could be engaged to work in a closer liaison with local governments to carry out an overall strategic plan for the wheatbelt communities, which includes community consultation, and preparation of an overarching strategic plan with an addendum added for each LG independently.

An additional benefit to this process could be that if the many projects identified within each LG area can be prioritised it would enable the Local Governments to work more confidently with their community organisations to apply for grant funding, when their project/s are due, and receive that funding.

CONSULTATION

Wendy Newman, Chief Executive Officer, Wheatbelt Development Commission
Juliet Grist, Executive Officer, Regional Development Australia Wheatbelt
Jennifer Collins, Manager Wheatbelt, Department Sport & Recreation

STATUTORY IMPLICATIONS

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.*
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*

- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to—*
 - (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
 - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - (c) *demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*
[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483- 4.]

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to—*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

To be determined.

STRATEGIC IMPLICATIONS

Social: Building a Sense of Community

- Our community will be inclusive and inviting; a place where all people, young and old, are accepted and valued.
- Community leadership and involvement will ensure our different communities recreate, network and interact, building strong relationships and support.
- Our diverse community has access to services within their local area.

Built Environment: Enhanced Lifestyle Choices

- Our local area will be maintained through the provision of housing and employment choices for all ages, whilst protecting our viable farmland.
- Our local town, amenities and facilities will be maintained and enhanced, ensuring that our town is one that community loves to be in and is proud of.

MIN 05/17 MOTION

That Council approaches the Wheatbelt Development Commission, Department of Sport & Recreation and Regional Development Australia Wheatbelt with a view to:

- 1. Streamlining the strategic planning processes for the Wheatbelt; and**
- 2. Working in collaboration for the preparation of the Integrated Planning and Reporting requirements for the local governments in the Wheatbelt.**

Moved: Cr Crane

Seconded: Cr Thomson

Vote – Simple majority

Carried: 5/0

10.4 Works Supervisors Report

Location:	Shire of Tammin
Applicant:	Works Supervisor
Date:	15 th February 2017
Author:	Greg Stephens
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

PROPOSAL/SUMMARY

For Council to receive the Works Supervisors Reports.

Tammin Shire Council	WORKS REPORT Wednesday 15 th February 2017	Works and Services Department
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URBAN - TAMMIN	
Various Streets	Routine maintenance program.
	Clean, patch footpaths, pot hole patching, and trim encroaching trees on footpaths.
UNSEALED ROADS NETWORK	
Unsealed Roads	General inspections and grading of roads from recent rain event.
SEALED ROAD NETWORK	
Sealed Roads	General Inspections and pot hole patching.
PARKS AND OPEN SPACE AREAS - GARDENS, PARKS, OVALS AND VILLAGE.	
Freason Park	General clean up and reticulation repairs.
Memorial Park	General maintenance, mowing and weed control ongoing.
Heritage Park	General clean up and maintenance. Weed control ongoing.
Reserves, Open Areas	General clean up and maintenance, mowing, slashing and weed control ongoing.
Tamma Village	General clean up and maintenance. Mowing, weed control ongoing and reticulation maintenance and repairs.
Kadjininy Kep	General clean up and maintenance. Mowing, weed control ongoing and reticulation maintenance. Groundwork for upcoming event.
Tammin Oval (Donnan Park)	General clean and maintenance. Mowing, weed control ongoing and groundwork for Junior and Senior Cricket.
Town Dam	Dam levels as of the 23 rd January 2017: Rear dam 5% too low to extract water Front dam 40%.

<p>Background Information</p> <p>The dam was constructed in 2006. The constructed capacity volume of water was 65-75MI (both front 9.5MI and rear 65MI dams); water is channeled to the dam from the town storm water runoff. The 65,000MI volume could only be applicable if water was pumped. In which case the inflow pipes would have to have some form of flood gate, seal or tap system.</p> <p>Most of the catchment is from CBH and Roadhouse hard stand and runoff from roads and open areas.</p>	<p>Water evaporation figures estimated at 5mm per day during the summer months.</p> <p>Dam Levels as of the 16th February 2017: Rear dam 100% Front dam 100%</p> <p>NOTE - Dam levels are measured on the actual volume that can be held in the cells not the design volume. Actual Holding capacity= approximately 25-30MI. Design Capacity = 65- 75 MI.</p>
<p>BUILDING MAINTENANCE</p>	
<p>All Buildings</p>	<p>General maintenance as required.</p>
<p>Tamma Village</p>	<p>Unit 6 repairs required to ceiling need to engage contractor to carry out works.</p>
<p>Staff housing</p>	<p>General maintenance completed at Nottage Way houses (Garden areas).</p>
<p>Admin, and Hall buildings</p>	<p>Air conditioning in need of repairs. Contractor engaged to carry out repairs but not urgent. Tammin Hall- Floor sanded and sealed.</p>
<p>PUBLIC CONVENIENCES</p>	
<p>Public Ablution Block 1 (behind Admin)</p>	<p>Cleaned Mondays, Wednesdays and Fridays.</p>
<p>Public Ablution Block 1 (at Oval)</p>	<p>Cleaned Mondays, Wednesdays and Fridays.</p>
<p>WASTE SITE TAMMIN</p>	
<p>General waste area's</p>	<p>Weekly- waste pushed up and covered.</p>
<p>Surrounds</p>	<p>Vegetation control (summer spraying weeds), site cleanup as per conditions of license.</p>
<p>Recycling- Bulk Bins at Roadhouse and Waste Site. Presented at the December Council Meeting 2016</p> <p>Recycling Site to be relocated from the Roadhouse to Booth Street. Shire land between the Emergency Services Building- (Fire Station) and the Kadjininy Kep.</p> <p>The move will take place on the 20th March 2017, the area will be set up so it will be easy for all to use, and notices will be sent to all residents within the Shire as well as a notice in the Tammin Tabloid.</p> <p>The shed will also be removed and used at one of the newly built Shire houses in Nottage Way Tammin.</p> <p>Reasons for the move to the new site are mainly :</p> <ol style="list-style-type: none"> 1. The recycling area is on private property and the bins are the responsibility of the Shire. 2. There is no written agreement between the Shire and the Puma Roadhouse to have the site there. 3. There may be issues if there is an accident/incident at the site in regards to liability and insurance. 	<p>At the December 2016 meeting it was asked to locate an alternative site to have the bulk refuse collection bins located from the proposed new site (behind the Fire and Emergency Services area).</p> <p>The old works Depot was mentioned as a possible site, I have inspected the area fronting Booth Street and it is a possible site that can be easily accessed and set up as the site to house the bulk bins.</p> <p>With this consideration and if Council agrees on the new site, the move will take place on the 20th March 2017, the area will be set up so it will be easy for all to use, notices will be sent to all residents within the Shire as well as a notice in the Tammin Tabloid and general notices posted around town.</p> <p>There will be no odor, vehicle movement, disturbance to residents at this site.</p>

WATER AND SEWER	
Oval Water System	General repairs and maintenance.
Donnan Park- Change Room and Public Toilets	General repairs and maintenance. Cleaned Mondays, Wednesdays and Fridays (and after events).
TOWN BLOCKS AND FIRE BREAKS AROUND TOWN	
Fire Control	Tidy up areas around the town (mow/slash).
VANDALISM	
	Public Toilets vandalised, door damaged and toilets blocked. This has been repaired. Rubbish, bottles and cans strewn around oval (2 hours to clean up).
<p>Caravan/RV Dump Point Tammin PUMA Roadhouse Background Information</p> <p>The proposed dump point to be installed at the Tammin Puma Roadhouse is partly in progress, the unit was obtained some months ago.</p> <ol style="list-style-type: none"> 1. The site has been inspected. 2. Two licensed plumbers have looked at the dump point and site. 3. Quotations received to carry out the works. 4. Environmental Health Officer needs to inspect the site. (Awaiting site meeting & inspection). 5. Department of Health fee to be submitted once daily flows in litres and supply copies of any approvals issued/designs have been calculated. <p>Once all the paper work, inspections, meetings have been finalised we then can possibly proceed with the installation of the Caravan/RV Dump Point.</p>	In Progress.
<p>Road Works</p> <p>Ralston Road - 2km section from 6.5km to 8.5 km from the Tammin York Road reconstruct and widen seal.</p> <p>Tammin- Wyalkatchem Road- 2km section from 4.4km to 6.4km from the Great Eastern Highway reconstruct and widen seal.</p>	<p>Work has commenced after lengthily delays caused by rain and water logged haul road and site.</p> <ul style="list-style-type: none"> • Site surveyed and pegged for construction. • Commenced gravel carting and spreading. <p>Work has commenced after lengthily delays caused by rain and water logged haul road and site.</p> <ul style="list-style-type: none"> • Site surveyed and pegged for construction.
Flood Damage	<p>The recent rain event (28th January 2017) has caused considerable damage to roads and infrastructure within the Shire, most roads have had some damage but will not be eligible for any funding to be repaired as a maintenance grade will be sufficient to repair.</p> <p>Roads that have had major damage have been assessed and the damage (along with photos) has been captured. (Noting that some roads and floodways are still under water, once the water has dispersed the assessment will be further carried out). Some roads within the Shire still remain</p>

	<p>closed, negotiations with land holders have commenced to obtain gravel for the repairs, once obtained we will spread on these roads, then open up to vehicle movements. The scope of works has been submitted to the Main Roads Department to further apply for the Disaster and Relief Recovery Assistance.</p> <p>So be patient as we are doing all we can to get the financial support to repair the roads.</p>
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MIN 06/17 MOTION

That Council notes and receives the Works Supervisors Report.

Moved: Cr Bell

Seconded: Cr Thomson

Vote – Simple majority

Carried: 5/0

10.5 Local Development Assessment Panel Nominations

Location:	Shire of Tammin
Applicant:	Department of Planning
Date:	14 th February 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	7 Pages

PROPOSAL / SUMMARY

Review and nominate the Shire's local Development Assessment Panel members.

BACKGROUND

The Development Assessment Panels Secretariat has advised the Shire in an email received on 4th January 2017 that the local government member appointments expire on 26th April 2017.

Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations), Council is requested to nominate four elected members, comprising two local members and two alternate local members to sit on the Mid-West/Wheatbelt Joint DAP as required. The local government nominations process is online and is required to be received by 28th February 2017.

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26th April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current Councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration.

DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the *Premier's Circular– State Government Boards and Committees Circular (2010/02)*.

Council at its Ordinary Meeting held on 19th February 2015, nominated Councillors Greenwood (Member No 1) and Crane (Member No 2) and Councillors Uppill (Alternative Member No 1) and Bell (Alternative Member No 2) to sit on the DAP.

Council's nominations were duly appointed by the Minister with the current term expiring on 26th April 2017.

If no nominations are received from the Shire, regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011, enables the Minister to include on the local government register a person who is an eligible voter of the Shire of Tammin and who has relevant knowledge or experience that will enable that person to represent the interest of the local community.

COMMENT

On 13th October 2016, the Minister for Planning Hon Donna Faragher announced changes to the DAP system, which were gazetted on 16th December 2016 and will take effect on 1st February 2017.

The amendments are predominantly administrative in nature and are aim at ensuring the DAP system is flexible and responsive, as well as increasing transparency and accountability.

In regards to local government members, regulation 29 (2) has been amended to provide that a DAP member can be appointed for a term of up to 3 years, rather than 2 years. This will allow local government DAP members who retain office as local Councillors after an election to remain in place as DAP members until they can be formally reappointed.

This amendment was deemed necessary due to situations that have arisen where there is a period of time after an election where no local government Councillors have been formally appointed to the DAP. The previous 3 month period for formal appointment was found to be insufficient.

The DAP fees have also been reviewed and a number of increases to DAP sitting fees have been made, including the introduction of new sitting fees for re-training of DAP members. As a consequence, the DAP application fees have been increased by 3% to ensure that the system continues to recover its costs.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Planning & Development (Development Assessment Panels) Regulations 2011.

Regulation 26 requires the Minister to maintain a register of local government members for each Joint Development Assessment Panel. To compile this register, the Minister will request each local government for which a Joint Development Assessment Panel is established nominate two council members for inclusion on the register.

Under regulation 30 (1) a DAP member must attend compulsory training before the member is able to sit at a DAP meeting or perform any other functions as a DAP member. Regulation 32 (3)(e) has been introduced in the recent amendments to provide the Minister for Planning with the power to remove a DAP member who does not avail himself or herself of reasonable opportunities to undertake the compulsory training.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As indicated in the Applicant's Submission, Councillors may be eligible for DAP sitting fees, including attending training and re-training as set out in Schedule 2 of the Regulations.

STRATEGIC IMPLICATIONS

It is important that Tammin has local representation on the Development Assessment Panel should a development application be submitted that meets the thresholds of the DAP Regulations.

MIN 07/17 MOTION

That Council:

- 1. Nominates Councillors Crane and Greenwood to be the Shire of Tammin Local Members to sit on the local Joint Development Assessment Panel.**
- 2. Nominates Councillors Batchelor and Thomson to be the Shire of Tammin Alternate Local Members to sit on the local Joint Development Assessment Panel.**

Moved: Cr Bell

Seconded: Cr Greenwood

Vote – Simple majority

Carried: 5/0

10.6 Resource Sharing Committee Minutes 21st December 2016 and 7th February 2017

Location:	Shires of Tammin & Cunderdin
Applicant:	Chief Executive Officer
Date:	14 th February 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Yes
File Reference:	Nil
Attachment/s:	22 Pages (4 attachments)

DECLARATION OF INTEREST

Mr Peter Naylor, Chief Executive Officer.

PROPOSAL / SUMMARY

For Council to receive the Minutes of the Resource Sharing Committee Meetings held on Wednesday 21st December 2016 and Tuesday 7th February 2017, and endorse the recommendations (5) from the Committee to Council.

BACKGROUND

The Resource Sharing Committee, at the meetings held in Cunderdin on Wednesday 21st December 2016 and in Tammin on 7th February 2017, considered the Potential Shared Manager Works and Services Position, the Annual Chief Executive Officer Performance Review/Appraisal and a review of the Chief Executive Officer Key Result Areas and Key Performance Indicators.

In considering the aforementioned matters, the Committee resolved as follows:

That the Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin:

1. *“That the proposed Outside Staff Works Structure, with a Shared Manager Works and Services position, be endorsed for the future development of the two Shires, and that it be phased in over the next 12 month period leading up to the retirement of the Shire of Cunderdin Manager Works and Services in February 2018.”*
2. *“That the Resource Sharing Committee recommends that the Shire of Cunderdin and the Shire of Tammin:*
 - 1) *“Receives the Performance Review report and endorses the overall performance rating for the Chief Executive Officer, for the review period January to November 2016, as ‘More Than Satisfactory’;*
 - 2) *Endorses the interim key result areas and outcomes for 2017;*
 - 3) *Schedules a workshop in May 2017 for the purpose of updating the CEO’s key focus areas and outcomes; and*
 - 4) *Schedules the next review of performance to be commenced by 1 September*

2017 and completed by mid-October 2017. Review process to include facilitation of personal interviews with elected members in Cunderdin/Tammin to obtain their feedback.”

3. *“That the Resource Sharing Committee recommends that the Shire of Cunderdin and the Shire of Tammin:*
 - 1) *Authorises an increase to the Chief Executive Officer’s total reward package to \$196,135 pa (1.0%), effective from 15 October 2016.*
 - 2) *Schedules the next review of remuneration to be considered by 15th October 2017, in accordance with the contract of employment between Council and Mr Naylor.”*

4. *“That the Resource Sharing Committee confirms the Committee resolution from the RSC Meeting held on 21st December 2016, as follows in dot point 1, however with an amendment to the proposed model as per dot point 2.*
 - 1) *The Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin that the proposed Outside Staff Works Structure, with a Shared Manager Works and Services position, be endorsed for the future development of the two Shires, and that it be phased in over the next 12 month period leading up to the retirement of the Shire of Cunderdin Manager Works and Services in February 2018.*
 - 2) *That the proposed Works Staff Structure model and supplementary information be amended to reflect two full time leading hand positions at each of the Shire of Cunderdin and the Shire of Tammin, and the shared Works Supervisor position (on a 90/10 basis) be removed.”*

COMMENT

Copies of the meetings minutes, the Shared Chief Executive Officer Cunderdin & Tammin Position Review 2016 (Council Report, incorporating the Key Result Areas and Key Performance Indicators), and the Shires of Cunderdin-Tammin Chief Executive Officer’s Review 2016 (Remuneration Report), both prepared by John Phillips Consulting, were circulated as attachments with the agenda.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.38. Annual review of certain employees’ performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

POLICY IMPLICATIONS

Shared Chief Executive Officer Contract of Employment (Clause 4).

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

RECOMMENDATION

That Council:

Receives the Minutes from the Resource Sharing Committee Meetings held on Wednesday 21st December 2016 and Tuesday 7th February 2017, and:

1. Endorses the recommendations at items 5.1 of the 21st December 2016 Minutes, as follows:

That the Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin:

“That the proposed Outside Staff Works Structure, with a Shared Manager Works and Services position, be endorsed for the future development of the two Shires, and that it be phased in over the next 12 month period leading up to the retirement of the Shire of Cunderdin Manager Works and Services in February 2018.”

2. Endorses the recommendations at items 5.1 and 5.2 of the 7th February 2017 Minutes, as follows:

(a) “That the Resource Sharing Committee recommends that the Shire of Cunderdin and the Shire of Tammin:

- 1) *“Receives the Performance Review report and endorses the overall performance rating for the Chief Executive Officer, for the review period January to November 2016, as ‘More Than Satisfactory’;*
- 2) *Endorses the interim key result areas and outcomes for 2017;*
- 3) *Schedules a workshop in May 2017 for the purpose of updating the CEO’s key focus areas and outcomes; and*
- 4) *Schedules the next review of performance to be commenced by 1 September 2017 and completed by mid-October 2017. Review process to include facilitation of personal interviews with elected members in Cunderdin/Tammin to obtain their feedback.”*

- (b) *“That the Resource Sharing Committee recommends that the Shire of Cunderdin and the Shire of Tammin:*
- 1) *Authorises an increase to the Chief Executive Officer’s total reward package to \$196,135 pa (1.0%), effective from 15th October 2016.*
 - 2) *Schedules the next review of remuneration to be considered by 15th October 2017, in accordance with the contract of employment between Council and Mr Naylor.”*
- (c) *“That the Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin that the proposed Outside Staff Works Structure, with a Shared Manager Works and Services position, be endorsed for the future development of the two Shires, and that it be phased in over the next 12 month period leading up to the retirement of the Shire of Cunderdin Manager Works and Services in February 2018.”*
- (d) *“That the Resource Sharing Committee confirms the Committee resolution from the RSC Meeting held on 21st December 2016, as follows in dot point 1, however with an amendment to the proposed model as per dot point 2.*
- 1) *The Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin that the proposed Outside Staff Works Structure, with a Shared Manager Works and Services position, be endorsed for the future development of the two Shires, and that it be phased in over the next 12 month period leading up to the retirement of the Shire of Cunderdin Manager Works and Services in February 2018.*
 - 2) *That the proposed Works Staff Structure model and supplementary information be amended to reflect two full time leading hand positions at each of the Shire of Cunderdin and the Shire of Tammin, and the shared Works Supervisor position (on a 90/10 basis) be removed.”*

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried / Lost: _/_

MIN 08/17 MOTION

That Council receives the Minutes from the Resource Sharing Committee Meetings held on Wednesday 21st December 2016 and Tuesday 7th February 2017.

Moved: Cr Bell

Seconded: Cr Batchelor

Simple Majority Required

Carried: 5/0

MIN 09/17 MOTION

That Council:

Endorses the recommendations at item 5.1 of the 21st December 2016 Minutes, and item 5.2 of the 7th February 2017 Minutes, as follows:

That the Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin:

“That the proposed Outside Staff Works Structure, with a Shared Manager Works and Services position, be endorsed for the future development of the two Shires, and that it be phased in over the next 12 month period leading up to the retirement of the Shire of Cunderdin Manager Works and Services in February 2018.”

“That the Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin that the proposed Outside Staff Works Structure, with a Shared Manager Works and Services position, be endorsed for the future development of the two Shires, and that it be phased in over the next 12 month period leading up to the retirement of the Shire of Cunderdin Manager Works and Services in February 2018.”

“That the Resource Sharing Committee confirms the Committee resolution from the RSC Meeting held on 21st December 2016, as follows in dot point 1, however with an amendment to the proposed model as per dot point 2.

- 1) The Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin that the proposed Outside Staff Works Structure, with a Shared Manager Works and Services position, be endorsed for the future development of the two Shires, and that it be phased in over the next 12 month period leading up to the retirement of the Shire of Cunderdin Manager Works and Services in February 2018.***
- 2) That the proposed Works Staff Structure model and supplementary information be amended to reflect two full time leading hand positions at each of the Shire of Cunderdin and the Shire of Tammin, and the shared Works Supervisor position (on a 90/10 basis) be removed.”***

Moved: Cr Crane

Seconded: Cr Greenwood

Simple Majority Required

Carried: 4/1

5:07pm

All Council staff departed the meeting.

MIN 10/17 MOTION

That Council:

Endorses the recommendations at item 5.1 of the 7th February 2017 Minutes, as follows:

“That the Resource Sharing Committee recommends that the Shire of Cunderdin and the Shire of Tammin:

- 1) “Receives the Performance Review report and endorses the overall performance rating for the Chief Executive Officer, for the review period January to November 2016, as ‘More Than Satisfactory’;***
- 2) Endorses the interim key result areas and outcomes for 2017;***
- 3) Schedules a workshop in May 2017 for the purpose of updating the CEO’s key focus areas and outcomes; and***
- 4) Schedules the next review of performance to be commenced by 1 September 2017 and completed by mid-October 2017. Review process to include facilitation of personal interviews with elected members in Cunderdin/Tammin to obtain their feedback.”***

“That the Resource Sharing Committee recommends that the Shire of Cunderdin and the Shire of Tammin:

- 1) Authorises an increase to the Chief Executive Officer’s total reward package to \$196,135 pa (1.0%), effective from 15th October 2016.***
- 2) Schedules the next review of remuneration to be considered by 15th October 2017, in accordance with the contract of employment between Council and Mr Naylor.”***

Moved: Cr Thomson

Seconded: Cr Bell

Simple Majority Required

Carried: 5/0

5:23pm

Council staff returned to the meeting.

Note: Council requests that in future they be informed of the dates of all Resource Sharing Committee (RSC) meeting dates and be provided with a copy of the meeting agenda prior to the meeting to allow Council members to discuss and provide comment to the RSC Meeting delegates if considered necessary.

10.7 One (1) Reel Mower

Location:	Shires of Tammin
Applicant:	Works Supervisor
Date:	15 th February 2017
Author:	Greg Stephens
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Response Evaluations for the Supply of One (1) Wide Area Reel Mower

PROPOSAL/ SUMMARY

The purpose of this item is to present to Council for its consideration the tenders received for RFT TSC 03 – Supply and Delivery of One New Wide Area Reel Mower.

BACKGROUND

The current Toro Reel Master 3100-D Sidewinder was purchased in 2005 and for use at the Tammin Sports Oval, now as per Councils adopted plant replacement program, the machine is due for replacement in the 2016/17 budget. The machine itself while very effective and is starting to show signs of wear.

Being somewhat 180km from Perth if there is an issue with the mower getting it to Perth and the repair can take up to 2 weeks (pending parts and workload of repairer).

No suitable backup mower to maintain the Sports Oval.

As per Councils 2016/2017 adopted budget and vehicle replacement plan, \$55,000 has been allocated for the purchase of a Wide Area Reel Mower - for the Tammin Sports Oval.

There is consideration for a trade mower for this tender.

Tender documents were prepared for the required vehicle.

WALGA (Western Australian Local Government Association) E-Quote system was used for this tender.

WALGA E-Quote service offer competitive advertising, value added benefits, Local Government control and aggregated supply of products.

The tender was advertised via E-Quotes, specifications for the vehicle were sent to preferred suppliers.

Seven (7) requests were made for the applicable tender documents.

The Tender process allowed for a minimum of 14 days for companies who are preferred suppliers through the WALGA E-Quote system to submit tenders.

At the tender closing time being 5.00pm on the 10th February 2017, Four (4) submitted tender documents were received being:-

Company submitting tender via E-Quotes are:

1. McIntosh and Son
2. E & MJ Rosher PTY LTD
3. T-Quip
4. Kubota Tractor Australia (via E & MJ Rosher PTY LTD)

ENVIRONMENT

There are no known environmental implications associated with this proposal.

ECONOMIC IMPLICATIONS

There are no known significant economic implications associated with this proposal.

SOCIAL IMPLICATIONS

There are no known significant social implications associated with this proposal.

COMMENT

The mower will be used to maintain the Sports Oval at Tammin (Donnan Park).

Consideration for the existing Oval Mower (Toro Reel Master 3100-D Sidewinder) be offered for sale as a trade to the successful Tenderer or privately sold.

Three of the four tenders received were above the amount set in Councils adopted 2016/2017 budget.

WALGA Price reduction for Shires using the E-Quote service.

TENDER EVALUATION

The submitted tenders were evaluated by Council Officers and Works Staff. All tenders were assessed against the selection weighted criteria, being Cost 70%, Driveline, Chassis and Cab/Console Specifications 30%.

RECOMMENDATIONS

Based upon the above assessment, it is recommended that T-Quip be awarded the tender due to the following:

- Within budget
- Achieved the highest score for the item.
- Best suited vehicle for Councils operations.

Based on requirements for the vehicle it is recommended that the following attachments are fitted to the vehicle prior to delivery:

- Seat Cover- H/D Canvas
- Flashing LED Beacon
- 1.5kg Fire Extinguisher
- Catchers
- Canopy

FINANCIAL IMPLICATIONS

As per Councils adopted 2016/2017 budget, \$55,000 has been allocated for the purchase of the Wide Area Reel Mower.

POLICY IMPLICATIONS

There are no known political implications associated with this proposal.

STRATEGIC PLAN IMPLICATIONS

There are no known strategic implications associated with this proposal.

COMMUNITY CONSULTATION

Shire CEO, Works Supervisor and Depot Staff were involved.
Staff were asked to give their opinion of the best machine that would suit the Shire's operations.

LEGISLATIVE REQUIREMENTS

Local Government Act S3.57, Tenders for providing Goods or Services, 3.58 Disposing of Property.

VOTING REQUIREMENT

Simple Majority

MIN 11/17 MOTION

That Council accept Tender RFT TSC 03 from T-Quip Pty Ltd for the supply and delivery of One (1) New Toro Reel Master 3100-D Sidewinder Wide Area Reel Mower with attachments. The necessary funds will be sourced from the plant reserve.

- 1. New Toro Reel Master 3100-D Sidewinder Reel Mower with attachments for
\$57,200.00 Retail Price.
WALGA Nett Price
\$53,500.00 Exclusive of GST.**

Moved: Cr Bell

Seconded: Cr Batchelor

Simple Majority Required

Carried: 5/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

13 CLOSURE OF MEETING

There being no further business the Deputy Shire President declared the meeting closed at 5:30pm.

14 REFERENCES

6 DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

The Local Government Act (Section 5.60 – 5.62) provides that it is the Councillor's obligation to declare an interest if they believe that they have a financial interest, proximity interest, closely associated persons interest or an interest affecting impartiality in a matter being discussed by Council.

The Act provides that the interest may be declared in writing to the CEO prior to the meeting or declared prior to discussion of the agenda item at the meeting. Forms for this purpose are available to Councillors.

The Act further provides that the extent of the interest needs to be declared if the Councillor seeks to remain in the Chamber during the discussion, debate or voting on the item.

A Councillor declaring a financial or proximity interest must leave the meeting prior to the matter being discussed or voted on (including the question as to whether they are permitted to remain in the Chamber). Councillors remaining in the Chamber may resolve to allow the member to return to the meeting to participate in the proceedings.

7.1 STATUTORY ENVIRONMENT

Section 5.22(2) of the Local Government Act provides that minutes of all meetings to be kept and submitted to the next full Council meeting for confirmation.

11.1 List of Financial Payments Reference -STATUTORY ENVIRONMENT

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that:

- (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.*

11.2 Financial Report Reference - STATUTORY ENVIRONMENT

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires a Statement of Financial Activity to be prepared each month, which is to contain the following details:

- (a) *annual budget estimates;*
- (b) *budget estimates to the end of the month;*
- (c) *actual amount of expenditure and revenue;*
- (d) *material variances between comparable amounts in (b) and (c) above; and*
- (e) *the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).*

The Statement is to be accompanied by:

- (a) *explanation of the composition of net current assets, less committed assets and restricted assets;*
- (b) *explanation of the material variances; and*
- (c) *such other information considered relevant by the local government.*