

Shire of Tammin
ORDINARY COUNCIL MEETING
Thursday April 27th, 2017

MINUTES

NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin will be held on **Thursday April 27th, 2017** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:03pm**.



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 Shire President declared the meeting open at 5:03pm.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Attendance:

Cr S Uppill	Shire President
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:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Item 10.9	Cr's Crane, Thomson & Uppill
Item 11.1	Cr Batchelor

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 ORDINARY COUNCIL MEETING MINUTES- (23rd March 2017)

MIN 27/17 MOTION:

That the Minutes of the Ordinary Council meeting held on 23rd March 2017 be confirmed as a true record of proceedings.

Moved: Cr Bell

Seconded: Cr Greenwood

Vote: Simple Majority

Carried: 6/0

7.2 Meeting of the Resource Sharing Committee held Tuesday 4th April 2017

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	13 th April 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	N/A
File Reference:	Nil
Attachment/s:	33 pages (2 documents)

Proposal/Summary

Council to accept the minutes of the Resource Sharing Committee Meeting held on Tuesday 4th April 2017.

Background

The Resource Sharing Committee further considered the Potential Shared Manager Works and Services Position in conjunction with the Draft Shared Services Proposal (incorporating the overall cost analysis).

The Committee resolved as follows:

“that the draft Shared Services Proposal (incorporating the overall cost analysis) as presented, for the Shared Manager Works and Services position for the Shire of Tammin and Shire of Cunderdin be endorsed and that the Report be recommended to both the Shires of Tammin and Cunderdin for adoption.”

Comment

Copies of the meeting minutes and the Draft Shared Services Proposal for the Manager Works & Services Position have been circulated as attachments with the agenda.

Consultation

Darren Long Consulting

Statutory Environment

Local Government Act 1995 Part 5 Division 2 Subdivision 3 - Section 5.22 (2)

The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Policy Implications

Nil

Financial Implications

The Draft Report indicates that there are no negative financial implications with the Shared Manager Work & Services Proposal.

Strategic Implications

Nil

MIN 28/17 MOTION:

That Council:

1. Receives the Minutes from the Resource Sharing Committee Meetings held on Tuesday 4th April 2017; and:

2. Endorses the recommendation at item 5.1 of the Minutes, as follows:

“that the draft Shared Services Proposal (incorporating the overall cost analysis) as presented, for the Shared Manager Works and Services position for the Shire of Tammin and Shire of Cunderdin be endorsed and that the Report be recommended to both the Shires of Tammin and Cunderdin for adoption.”

3. Endorses the appointment of Mr Greg Stephens to the position of Shared Manager Works & Services, in accordance with the terms and conditions as detailed in the aforementioned Report, for the Shires of Tammin and Cunderdin with effect from 1st July 2017.

Moved: Cr Uppill

Seconded: Cr Thomson

Vote – Simple majority

Carried: 6/0

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSION

10. AGENDA ITEMS

10.1 List of Payments for March 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	4 th April 2017
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachments (2 Pages)

BACKGROUND

Accounts paid for March 2017 is listed totaling:

Cheque numbers	6654- 6656	6,280.23
Direct debit payments	01/03/17- 31/03/17	11,907.59
Licensing transfers	01/03/17- 31/03/17	9,430.40
Bank fees	01/03/17- 31/03/17	194.30
VISA payments	01/03/17- 31/03/17	766.91
EFT payments	EFT 1280- 1352	351,092.18
Salaries and Wages	01/03/17- 31/03/17	29,765.84
Total payments	01/03/17- 31/03/17	\$409,437.45

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 29/17 MOTION:

That the list of payments made for March 2017 be endorsed as follows:

Cheque numbers	6654- 6656	6,280.23
Direct debit payments	01/03/17- 31/03/17	11,907.59
Licensing transfers	01/03/17- 31/03/17	9,430.40
Bank fees	01/03/17- 31/03/17	194.30
VISA payments	01/03/17- 31/03/17	766.91
EFT payments	EFT 1280- 1352	351,092.18
Salaries and Wages	01/03/17- 31/03/17	29,765.84
Total payments	01/03/17- 31/03/17	\$409,437.45

Moved: Cr Crane

Seconded: Cr Thomson

Simple Majority Required

Carried: 6/0

10.2 Financial Report for March 2017

Location:	Shire of Tammin
Applicant:	Manager of Finance & Administration
Date:	4 th April 2017
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachments (19 Pages)

BACKGROUND

The financial reports have been circulated to all Councillors.

COMMENT

Nil

FINANCIAL IMPLICATIONS

All financial implications are contained within the reports.

POLICY IMPLICATIONS

Council resolved (Item 5– 15) 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

The Local Government Act 1995 Part 6 Division 3 requires that a monthly financial report be presented to Council.

STRATEGIC PLAN IMPLICATIONS

Nil

FUTURE PLAN IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

MIN 30/17 MOTION:

That Council receives the monthly financial reports for March 2017.

Moved: Cr Bell

Seconded: Cr Crane

Simple Majority Required

Carried: 6/0

10.3 WA Local Government Association – 2017 Local Government Convention

Location:	Perth Convention Exhibition Centre
Applicant:	WA Local Government Association
Date:	13 th April 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	5 Pages

Proposal/Summary

For Council to consider the following in relation to the WA Local Government Association (WALGA) 2017 Annual Local Government Convention to be held at the Perth Convention Exhibition Centre from Wednesday 2nd August to Friday 4th August 2017:

- 2017 Association Honours
- Notice of Annual General Meeting
- 2017 State and Local Government Forum

Background

- **2017 Association Honours**

Nominations for the 2017 WALGA Honours program close on Friday 5th May 2017. Member Local Governments are invited to submit nominations.

The six categories of awards are:

1. Local Government Medal – recognises outstanding achievement and significant contribution by Elected Members and officers to the Association and / or to Local Government.
2. Life Membership – recognises the long and outstanding service of Elected Members and officers to the Association and / or Local Government.
3. Eminent Service Award – recognises personal commitment, eminent service and contribution to Local Government or the Association.
4. Long and Loyal Service Award – recognises Elected Members who have provided long service of a high degree as an executive member of the Association for 8 or more years, or as an Elected Member for 12 or more years.
5. Merit Award – recognises Elected Members who have provided distinguished service to the community through their Local Government.
6. Local Government Distinguished Officer Award – recognises Local Government officers or employees of Agencies of the sector to reward their achievements.

- **Notice of Annual General Meeting**

The Annual General Meeting for WALGA will be held on Wednesday 2nd August 2017 as part of the Local Government Convention.

WALGA is inviting member local governments to submit motions for consideration at the AGM. Closing date for nominations is Monday 5th June 2017.

- **2017 State and Local Government Forum**

WALGA issues an invitation for Council to participate in the 2017 State and Local Government Forum to be held on Wednesday 2nd August 2017 in the lead up to the Local Government Convention.

The event involves a limited audience of Chief Executive Officer and Mayors / Presidents (or their delegates) and can include a 10 minute 'speed date' style exchange with various Ministers and / or Departmental Directors of State Government Agencies.

Comment

For Council consideration please.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

MIN 31/17 MOTION:

That Council receives the correspondence and the information be noted.

Moved: Cr Thomson

Seconded: Cr Bell

Vote – Simple majority

Carried: 6/0

10.4 Works Supervisors Report

Location:	Shire of Tammin
Applicant:	Works Supervisor
Date:	20 th April 2017
Author:	Greg Stephens
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachments (1 page)


PROPOSAL/SUMMARY

Council is to receive the Works Supervisor Report.

Tammin Shire Council	WORKS REPORT Thursday 20th April 2017	Works and Services Department
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URBAN - TAMMIN	
Various Streets	Routine Maintenance program White ant inspection and treatment
UNSEALED ROADS NETWORK	
Unsealed Roads	General Inspections Maintenance Grade <ul style="list-style-type: none"> • Nelson Road (sections) Open up/Grade sections of roads recent rain event. Wyola South - dewater section of flooded roadway (Canova house area) and Resheet with gravel.
SEALED ROAD NETWORK	
Sealed Roads	General Inspections Pot hole patching Tree removal (fallen Trees)
PARKS AND OPEN SPACE AREAS - GARDENS, PARKS, OVALS AND VILLAGE.	
Freason Park	General clean up Reticulation repairs
Memorial Park	General maintenance, Mowing Weed control ongoing
Heritage Park	General clean up General maintenance Weed control ongoing
Reserves, Open Areas	General clean up General maintenance, Mowing, Slashing Weed control ongoing
Tamma Village	General clean up General maintenance, Mowing Weed control ongoing Reticulation maintenance and repairs Fencing Quotations.

Kadjinyiny Kep	General clean up General maintenance, Mowing Weed control ongoing Reticulation maintenance
Tammin Oval (Donnan Park)	General clean up White ant inspection and treatment General maintenance, Mowing Weed control ongoing Groundwork for upcoming Football season
Town Dam	Dam Levels as of the 18 th April 2017 Rear dam 85% Front dam 90%
BUILDING MAINTENANCE	
All Buildings	General Maintenance as required White ant inspection and treatment
Tamma Village Units	General programmed Maintenance Unit 8 - Order new stove and oven (awaiting delivery) Unit 9 - Repairs to plumbing
Staff housing	General Maintenance - Nottage Way houses (Garden areas)
Admin, and Hall buildings	Lesser Hall <ul style="list-style-type: none"> Air conditioning some in need of repairs, Contractor engaged to carry out repairs, not urgent. (In Progress). Hall <ul style="list-style-type: none"> Stage Lighting renewal LED lights installed in main hall area Spot lights (new LED) placed in main hall
PUBLIC CONVENIENCES	
Public Ablution Block (behind Admin)	Cleaned Mondays, Wednesdays and Fridays <ul style="list-style-type: none"> New sensor light installed at entrance
Public Ablution Block (at Oval)	Cleaned Mondays, Wednesdays and Fridays
WASTE SITE TAMMIN	
General waste area's	Weekly - waste pushed up and covered. New General waste site formed up (old site nearly depleted).
Surrounds	Vegetation control, site cleanup as per conditions of license
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
VANDALISM	
	Nothing of significance to report
PLANT	
RFT 03 Oval Reel Mower	New Toro Side winder reel mower

	delivered
Plant and Vehicle repairs/maintenance	Multi Tired Roller - Broken Window Komatsu Grader - Water pump replacement Komatsu Grader - 2,500 service
ROAD WORKS	
<p>Roads to Recovery Project</p> <ul style="list-style-type: none"> Ralston Road - 2 km section from 6.5km to 8.5 km from the Tammin-Yorkrakine road reconstruct and widen seal <p>Roads to Recovery Project</p> <ul style="list-style-type: none"> Ralston Road - Heavy Patch (failed section) <p>Regional Roads Group Project</p> <ul style="list-style-type: none"> Tammin- Wyalkatchem Road - 2 km section from 4.4km to 6.4km from the Great Eastern Highway reconstruct and widen seal <p>Regional Roads Group Project</p> <ul style="list-style-type: none"> Tammin- Wyalkatchem Road - 2 km section from 2.4km to 4.4km from the Great Eastern Highway Final Seal 	Completed
AGRN 743 FLOOD DAMAGE	
Recent flood damage	Works have been completed with the gravel reinstatement on damaged roads.
STREET TREES TAMMIN	
 <p>Tammin Primary School</p>	<p>All of the street trees within the Townsite have been recently inspected for white ants/termites.</p> <p>Over the past six months quite a few trees have fallen within the town sector.</p> <p>A street tree on Russell Street fell onto the Shire house causing damage to the roof area, five other street trees within the area had to be removed due to the root rot.</p> <p>Trees along Strang Street and reserves have fallen within the Townsite.</p> <p>These trees were white ant affected and or damaged by birds, (birds chewing in the V's of the branch trunks causing water to seep in and rot out the inside of the trees making them hollow inside and weak).</p> <p>Tammin Primary School</p> <p>There is some concern with the large gum tree on Ridley Street at the Tammin Primary School, four known occasions of bee nests, large fallen branches onto the sheds (causing significant damage) and footpath.</p> <p>This is the main walk entrance/exit to the</p>

	<p>school, parent's park, pickup/drop off their children there.</p> <p>A letter of concern has been received from the Tammin Primary School asking for either the tree be removed or lopped (see attached letter).</p> <p>It is recommended that:</p> <ol style="list-style-type: none">1. the tree be safely removed, if removed replace with a suitable replacement tree. <p>Or</p> <ol style="list-style-type: none">2. if able to, lopped to a safe height to have re-growth.
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MIN 32/17 MOTION:

That Council receives the Works Supervisor Report.

Moved: Cr Thomson

Seconded: Cr Bell

Vote – Simple majority

Carried: 6/0

10.5 Shire of Tammin Audit 2015/16 – Management Letter

Location:	Shires of Tammin
Applicant:	Chief Executive Officer
Date:	13 th April 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN02
Attachment/s:	3 Pages

PROPOSAL / SUMMARY

For Council to receive the Audit Management Letter for the 2015/16 Financial Year, and note the matters raised therein.

BACKGROUND

Councils Auditors, Anderson Munro & Wylie, have completed their final audit for year ended 30 June 2016.

The Auditors have provided a Management Letter to Council, via the Shire President and Chief Executive Officer, in accordance with the provisions of the *Local Government Act 1995* and associated Regulations.

COMMENT

The Management Letter reported on four (4) areas of non-compliance, which as previously reported to Council have been addressed by staff and we are not expecting to be repeated in future years.

STATUTORY ENVIRONMENT

Local Government Act 1995

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 his or her other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*

Local Government (Audit) Regulations 1996

10. Report by auditor

- (1) *An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.*
- (2) *The report is to give the auditor's opinion on —*
- (a) *the financial position of the local government; and*
 - (b) *the results of the operations of the local government.*
- (3) *The report is to include —*
- (a) *any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government; and*

- (b) any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law; and
 - (c) details of whether information and explanations were obtained by the auditor; and
 - (d) a report on the conduct of the audit; and
 - (e) the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions —
 - (i) the asset consumption ratio; and
 - (ii) the asset renewal funding ratio.
- (4A) In subregulation (3)(e) —
 asset consumption ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2);
 asset renewal funding ratio has the meaning given in the Local Government (Financial Management) Regulations 1996 regulation 50(2).
- (4) Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

MIN 33/17 MOTION:

That Council receives the Audit Management Letter for the 2015/2016 Financial Year, and notes the matters raised within the letter that have now been addressed by staff.

Moved: Cr Uppill

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 6/0

10.6 Write Off of Outstanding Bad Debtors

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	13 th April 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	8 Attachments (53 Pages)

PROPOSAL/ SUMMARY

The purpose of this report is for Council to consider writing off several bad debts that the Shire has been carrying for a period of time totaling \$11,064.

BACKGROUND

The outstanding debts relate to Private Works charges & Shire rentals dating back as far as 2012, and don't appear to have been followed up or pursued with any real intent in recent times.

Jeff Dunning: 16 invoices ranging between 27/02/13 - 19/06/13 - \$2434.90

All relating to renting 11 Nottage Way from the Shire

Rent, Electricity Usage, Water Usage, Internet Usage

Skip Trace completed by AMPAC Debt Recovery to locate his whereabouts & demand letter sent.

Kirsty Harrison: 14 invoices ranging between 21/10/13 - 01/04/15 - \$4279.35

Relating to renting 45 Draper Street from the Shire

Rent, Water Usage, damages to door, carpet cleaning, lost library book

Demand letter sent from Shire & Demand Letter sent from AMPAC Debt Recovery.

Kelvin Taafe: Invoice 6567 – 20/03/14 - \$1801.45

Electrical Private Works – Upgrade Mains Supply

Kelvin has contacted the Shire refusing to pay this account, as he advised the job was not completed to a legal or satisfactory standard. Kelvin has also written to the Shire in 2014 and 2015 asking for further details on the account. He has provided photos of the unfinished work and also invoices from Woodstock Electrical who had to complete the job.

Peter Caporn: Invoice 6432 – 13/02/14 - \$531.85

Electrical Private Works – Install RCD & HWSA's

Demand letter sent from Shire & demand letter sent from AMPAC Debt Recovery.

Skip Trace completed by AMPAC Debt Recovery to locate his whereabouts & demand letter sent to new address.

Bev Goodin & Scott Goodin: Invoice 6665 – 07/05/14 - \$500.00
Electrical Private Works – installation of air conditioner
No current address and mail getting returned

Luke Wilks: Invoice 6893 – 14/08/214 - \$714.15
Electrical Private Works – RCD & HWSA check and installation
Demand letter sent from Shire & demand letter sent from AMPAC Debt Recovery. Luke believed to no longer live in WA

Lance Smith: Invoice 6991 – 02/10/14 - \$440.00
Mow front & back lawn at 11 Shield Street
Mail is getting returned – No longer lives locally

Tchae Shehan: Invoice 5251 - \$362.30
Electrician Private Works – 18 Ridley Street
Demand letter sent from the Shire & demand letter sent from AMPAC Debt Recovery

COMMENT

Attempts to recover the outstanding monies via several avenues including debt collection agency have not proven successful.

The payment of ongoing fees and charges to a debt collection agent are very costly and given the age of the outstanding debtors it is recommended that the amounts be written off.

CONSULTATION

AMPAC Collection Agency.

STATUTORY IMPLICATIONS

Local Government Act 1995

6.12. *Power to defer, grant discounts, waive or write off debts*

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *wave or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money, which is owed to the local government.*

** Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

POLICY IMPLICATIONS

Policy 1.21 – Outstanding Debts Policy

Delegations Register – LGA 30 Write off of Debts and other than Rates & Service Charges

FINANCIAL IMPLICATIONS

\$11,064

STRATEGIC PLAN IMPLICATIONS

Nil

VOTING REQUIREMENT

Absolute Majority

MIN 34/17 MOTION:

That Council authorises the Chief Executive Officer to write off the outstanding debtors as detailed in the Council Agenda Report to the total value of \$11,064.

Moved: Cr Thomson

Seconded: Cr Greenwood

Absolute Majority Required

Carried: 6/0

10.7 Request for In-Kind Donation

Location:	Tammin Sports Pavilion & Tammin Hall
Applicant:	Melissa Nelson
Date:	13 th April 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	3 Pages

PROPOSAL/ SUMMARY

For Council to consider providing an in-kind donation, in the form of fee waiver for hire of the Tammin Sports Pavilion from Friday 30th June to Sunday 2nd July 2017, inclusive, and the Tammin Hall on Sunday 2nd July 2017.

BACKGROUND

Ms Melissa Nelson has presented the aforementioned request for Council consideration.

The purpose of the request is for the members of Mr Newton Kickett's family to hold a family reunion in Tammin on the weekend of 30th June – 2nd July 2017.

The proposed dates do not clash with any sporting activities at the Tammin Sports Ground, however Ms Nelson has acknowledged that should anything arise the use of the sports ground for organised events is a priority and they understand that they will need to ensure the premises are to be presented in a neat and tidy order.

It has also been pointed out to Ms Nelson that any endeavor to camp at the sports ground will have to off the main sporting arena.

COMMENT

For Council consideration and direction please.

CONSULTATION

Melissa Nelson

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy Manual – 1.21 Requests for Financial / Other Assistance
The Policy does not generally cover this type of request.

FINANCIAL IMPLICATIONS

Shire of Tammin Schedule of Fees & Charges:

Town Hall Hire: \$220/day (with alcohol) or \$110/day (no alcohol), Bond \$300

Donnan Park: \$220/day (with alcohol) or \$110/day (no alcohol), Bond \$300

Donnan Park Camping: \$10 (for 2 persons) /day.

STRATEGIC PLAN IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

MIN 35/17 MOTION:

That Council resolves:

- 1. That payment of the hire and bond fees for the Tammin Town Hall and Donnan Park Pavilion be due and payable in accordance with the Shire of Tammin Schedule of Fees and Charges; and**
- 2. That the camping fees for camping at Donnan Park be waived. Note that the camping must be in the designated camping area on the west side of the pavilion.**

Moved: Cr Uppill

Seconded: Cr Bell

Simple Majority Required

Carried: 6/0

10.8 Resurfacing of Tammin Netball / Basketball Courts

Location:	Donnan Park, Tammin
Applicant:	Narelle Caffell
Date:	13 th April 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	SPREC05
Attachment/s:	2 pages

PROPOSAL/ SUMMARY

Request for Council consideration to provide additional funding for the proposed resurfacing of the Tammin netball / Basketball Courts.

BACKGROUND

Council considered and endorsed a grant application to the Department of Sport and Recreation Community Sport & Recreation Facilities Fund program at the Council meeting held on 18th August 2016 for the resurfacing of the Courts.

At the meeting Council resolved:

That Council Endorses the Grant Application prepared by the Kats Netball Club to the Department of Sport & Recreation Community Sports & Recreation Facilities Fund and submits to the Department for Consideration, subject to:

- 1. The maximum value for the works to resurface the Tammin Netball Courts does not exceed \$21,000; and*
- 2. The maximum value of Council contribution to the project does not exceed \$7,000 (ie: equal to one-third of the project costs).*

As Council is aware the grant application was successful for works to the total value of \$15,030 (GST Ex). The source of funding to be CSRFF \$5,010, Shire of Tammin \$5,010 and KATS Netball Club \$5,010.

A requirement of the grant approval is for the project to be completed by 15th June 2017.

COMMENT

In March 2014 Council, in acknowledging provision on the Shires Long Term Financial Plan for the upgrade of the netball / basketball courts, made provision of \$200,000 for multi-purpose courts (including tennis court/s) to be developed.

This however has not come to fruition and Council has included amount of \$150,000 on the 2016/17 Budget to develop new tennis courts on the former bowls area on the corner of Station Road and Donnan Street.

The request being presented for Council consideration is for the KATS Netball Club contribution to the resurfacing project to be allocated from the remaining balance of \$50,000

in the Shire of Tammin Sports, Recreation and Community Facilities Upgrade and Improvements Reserve Account, from the original multi-purpose courts proposal.

The request presented by Narelle Caffell on behalf of the Tammin Netball Group (and KASTS Netball Club) does seem to be fair given that the resurfacing of the courts (and / or development of multi-purpose courts) has previously been considered significant enough by Council to be included on the Long Term Financial Plan.

For Council consideration please.

CONSULTATION

Narelle Caffell

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

\$10,020 (potentially to be allocated from the Shire of Tammin Sports, Recreation and Community Facilities Upgrade and Improvements Reserve Account).

STRATEGIC PLAN IMPLICATIONS

Resurfacing of the Courts has been included on the Shire of Tammin Long Term Financial Plan.

VOTING REQUIREMENT

Absolute Majority

MIN 36/17 MOTION:

That Council agrees to contribute to two-thirds of the costs for the resurfacing of the Tammin Netball / Basketball courts to a maximum value of \$10,020.

Moved: Cr Crane

Seconded: Cr Greenwood

Absolute Majority Required

Carried: 6/0

10.9 Community Crop

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	18 th April 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Yes
File Reference:	ORGL21
Attachment/s:	6 Pages

DECLARATION OF INTEREST

Cr's Crane, Thomson & Uppill declared an Impartiality Interest as they are financial members of the some of the clubs that have submitted a nomination for the community cropping program.

PROPOSAL/ SUMMARY

For Council to endorse the Chief Executive Officers actions in awarding the Community Cropping Program prior to formal consideration by Council.

BACKGROUND

Expressions of Interest were extended to all Tammin Sporting and Community Groups to participate in the annual community cropping program.

EOI period closed on 14th April 2017.

COMMENT

At the close of the submission period expressions of interest were received from the following:

- Tammin Playgroup
- Tammin P&C
- KATS Football Club
- Tammin Netball Group
- Tammin Women's Hockey Club

Immediately following the closure of the EOI period (14th April 2017), and given the lateness of the April Council Meeting, the CEO in accordance with Council resolutions from previous years in relation to the community cropping program, has informed each of the clubs / groups that submitted an interest of the process to be followed and convened a meeting of the respective parties to enable the cropping program to be advanced.

Please note that a late nomination was received from the Tammin Golf Club. This was referred to a meeting of the Community Cropping Group on Wednesday 26th April 2017, at which the late nomination was accepted.

CONSULTATION

Nick Caffell

STATUTORY IMPLICATIONS

Local Government Act 1995

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

30. Dispositions of property to which section 3.58 of Act does not apply

(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC PLAN IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

MIN 37/17 MOTION:

That Council:

- 1. Endorses the Chief Executive Officers actions in progressing the Community Cropping Program; and**
- 2. Acknowledges the Tammin Sporting and Community Groups who submitted an expression of interest to be involved in the Program.**

Moved: Cr Bell

Seconded: Cr Batchelor

Simple Majority Required

Carried: 6/0

10.10 Mid-Year Budget Review 2016/17 Financial Year

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	20 th April 2017
Author:	Peter Naylor/ Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachments (25 pages)

PROPOSAL/ SUMMARY

The purpose of this report is for the Shire of Tammin to consider and adopt the Budget Review Report, with any amendments, for the period 1st July 2016 to 31st March 2017.

BACKGROUND

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

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

**Absolute majority required.*

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget.

33A. Review of Budget

- (1) *Between 1st January and 31st March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
- (a) consider the local government's financial performance in the period beginning on 1st July and ending no earlier than 31st December in that financial year; and*
 - (b) consider the local government's financial position as at the date of the review; and*
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

A detailed analysis at account level incorporating year to date actual results and budget projections to 30th June 2017, for the period ending 31st March 2017, is presented for consideration. Statements of Financial Activity at have been prepared to provide a summarisation of the budget review results, as well as a Statement of Closing Funds detailing the projected surplus as at 30th June 2017 of \$46,782.

COMMENT

The budget review has been prepared to include the information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and the Australian Accounting Standards. Council adopted a 10% minimum or \$5,000 for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The adopted budget contained an opening surplus of \$696,709 with a closing surplus at 30th June 2017 of \$1610. After the completion of the audit the actual opening surplus is \$697,853, which increased the closing surplus by \$1,144. Following the review and taking into account all proposed budget amendments, as detailed in the attached Report, a surplus of \$46,782 is predicted and Council may use this surplus as it sees appropriate.

The 2016/17 Annual Budget Review, for the period 1st July 2016 to 31st March 2017, is based on current trends and anticipated addition revenue and expenditure.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Sound financial management is an important cornerstone of good governance.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.2

Local Government (Financial Management) Regulations 1996, Regulation 33A

MIN 38/17 MOTION:

That Council:

- 1. Adopt the 2016/17 Annual Budget Review, as presented in Attachment 10.10, and notes that the estimated closing funds are based on current revenue and expenditure trends.**
- 2. Authorise the budget amendments as per the attachment to item 10.10 and as detailed in the agenda item report.**

Moved: CrThomson

Seconded: Cr Batchelor

Simple Majority Required

Carried: 6/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Nomination for Honorary Freeman of the Shire of Tammin

Location:	Shire of Tammin
Applicant:	Cr Crane
Date:	9 th March 2017
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Yes
File Reference:	Nil
Attachment/s:	1 Page CONFIDENTIAL

Cr Batchelor declared an Impartiality Interest.

5:20pm Cr Batchelor left the Council Chambers.

PROPOSAL/ SUMMARY

For Council to consider a nomination for an Honorary Freeman of the Shire Award.

BACKGROUND

Full details pertaining to the nomination are in the enclosed CONFIDENTIAL attachment.

COMMENT

There are no statutory requirements or guidelines in respect to a Council nominating and / or endorsing a nomination for a Honorary Freeman of the Shire Award.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC PLAN IMPLICATIONS

Nil

MIN 39/17 MOTION:

That Council resolved to bestow the title of Honorary Freeman of the Shire, in recognition for outstanding service to the Shire of Tammin and wider community, to the nominated person whose name shall remain suppressed at this point in time.

Moved: Cr Crane

Seconded: Cr Uppill

Simple Majority Required

Carried: 5/0

5:45pm Cr Batchelor returned to the Council Chambers.

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

13 CLOSURE OF MEETING

There being no further business the Shire President closed the meeting at 5:45pm

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.*