

Shire of Tammin

ORDINARY COUNCIL MEETING

AGENDA



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Thursday June 28th, 2018** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:00pm**.

Neville Hale
Chief Executive Officer
Friday 22nd June 2018

MISSION STATEMENT

"Together with the people of Tammin we will provide leadership, vision and progress to achieve sustainability and growth"

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at _____ pm.

2. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES

Present:

Cr M Greenwood	Shire President
Cr D Thomson	Deputy President
Cr G Batchelor	Member
Cr T Daniels	Member
Cr N Caffell	Member
Cr Glenice Batchelor	Member

In Attendance:

Neville Hale	Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration
Neil Mitchell	Consultant

Leave of Absence previously granted:

Apologies:

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

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting Minutes

<u>Recommendation</u>	
That the Minutes of the Ordinary Council Meeting held on 24 th May 2018 be confirmed as a true record of proceedings	
Moved: Cr _____	Seconded: Cr _____
Vote: Simple Majority	Carried/Lost: ___/___

7.2 Joint (Shire of Tammin & Shire of Cunderdin) Committee Meeting Minutes

<u>Recommendation</u>	
That the Minutes of the Joint Committee meeting, between the Shires of Tammin and Cunderdin, held on 12 th June 2018 be received for information.	
Moved: Cr _____	Seconded: Cr _____
Vote: Simple Majority	Carried/Lost: ___/___

7.3 Joint (Shire of Tammin & Shire of Cunderdin) Committee Meeting Minutes

<u>Recommendation</u>	
That the Minutes of the Joint Committee meeting, between the Shires of Tammin and Cunderdin, held on 26 th June 2018 be received for information.	
Moved: Cr _____	Seconded: Cr _____
Vote: Simple Majority	Carried/Lost: ___/___

8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

10. MATTERS FOR CONSIDERATION – FINANCE

10.1 List of Payments for May 2018

Location:	Shire of Tammin
Applicant:	Administration / Finance Officer
Date:	21 st June 2018
Author:	Georgie Crane
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 10.1 - Credit Card Statement 28.04.2018 – 28.05.2018

Background

Accounts paid for May 2018 is listed totaling:

Cheque numbers	6694 - 6696	\$32,141.74
Direct debit payments	01/05/18 - 31/05/18	\$8,185.18
Licensing transfers	01/05/18 - 31/05/18	\$6,563.60
Bank fees	01/05/18 - 31/05/18	\$216.30
VISA payments	01/05/18 - 31/05/18	\$334.41
EFT payments	EFT 2200 - 2259	\$174,524.28
Salaries and Wages	01/05/18 – 31/05/18	\$59,705.77
Total payments	01/05/18 – 31/05/18	\$281,671.28

Comment

Nil

Financial Implications

Directly impacts the Shire of Tammin 2017/2018 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 Implications

Nil

Community Consultation

Nil

Recommendation

That Council notes that during the month of May 2018, the Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$281,671.28 on licensing transactions, bank fees, EFT, Cheques, Visa, Direct Debit and salaries and wages payments.

Moved: Cr _____

Seconded: Cr _____

Simple Majority Required

Carried/Lost: ___/___

Ref	Date	Name	Description	Amount
Licensing Transfer				
35	01/05/2018	Department of Transport	Daily licensing transactions	\$ 777.55
35	03/05/2018	Department of Transport	Daily licensing transactions	\$ 13.35
35	07/05/2018	Department of Transport	Daily licensing transactions	\$ 851.45
35	08/05/2018	Department of Transport	Daily licensing transactions	\$ 319.10
35	09/05/2018	Department of Transport	Daily licensing transactions	\$ 176.00
35	11/05/2018	Department of Transport	Daily licensing transactions	\$ 65.50
35	14/05/2018	Department of Transport	Daily licensing transactions	\$ 1,489.90
35	15/05/2018	Department of Transport	Daily licensing transactions	\$ 42.60
35	17/05/2018	Department of Transport	Daily licensing transactions	\$ 587.70
35	29/05/2018	Department of Transport	Daily licensing transactions	\$ 42.50
35	30/05/2018	Department of Transport	Daily licensing transactions	\$ 770.15
35	31/05/2018	Department of Transport	Daily licensing transactions	\$ 1,427.80
			Subtotal	\$ 6,563.60
Bank Fees				
35	01/05/2018	MERCHANT FEES	MERCHANT FEES	\$ 22.00
35	03/05/2018	MERCHANT FEES	MERCHANT FEES	\$ 79.91
35	03/05/2018	BANK FEES	NAB TRANSACT FEE	\$ 5.60
35	15/05/2018	BANK FEES	BANK FEES	\$ 15.00
35	22/05/2018	BANK FEES	NAB CONNECT	\$ 41.49
35	31/05/2018	BANK FEES	MUNI ACCOUNT FEES	\$ 32.30
35	31/05/2018	BANK FEES	TRUST ACCOUNT FEES	\$ 20.00
			Subtotal	\$ 216.30
EFT Payments				
EFT2200	03/05/2018	AAA Asphalt Surfaces	Materials for town works	\$ 7,172.00
EFT2201	03/05/2018	AMPAC Debt Recovery (WA) Pty Ltd	Commissions and costs for the month of April 2018	\$ 41.40
EFT2202	03/05/2018	Bitutek Pty Ltd	Bitumen spray seal for Tammin-Wyalkatchem Road	\$ 50,250.97
EFT2203	03/05/2018	Carolyn Crane	April Meeting sitting fee and travel expenses	\$ 105.00
EFT2204	03/05/2018	City & Regional Waste & Rehabilitation Services	Tip maintenance	\$ 2,376.00
EFT2205	03/05/2018	Donald Thomson	April Meeting sitting fee and travel expenses	\$ 140.12
EFT2206	03/05/2018	Earthstyle Contracting Pty Ltd	Plant hire	\$ 40,480.00
EFT2207	03/05/2018	Glenice Batchelor	April Meeting sitting fee and travel expenses	\$ 105.00
EFT2208	03/05/2018	Goodfield Quality Meats	Meat for Tennis Court opening	\$ 94.89
EFT2209	03/05/2018	JR & A Hersey Pty Ltd	Various depot consumables	\$ 843.07
EFT2210	03/05/2018	LGRCEU	Payroll deductions	\$ 61.50
EFT2211	03/05/2018	Marketforce	West Australian Advert - Periodic Review of Local Laws	\$ 256.47
EFT2212	03/05/2018	Michael Greenwood	April Meeting sitting fee and travel expenses	\$ 258.94
EFT2213	03/05/2018	Nick Caffell	April Meeting sitting fee and travel expenses	\$ 130.86
EFT2214	03/05/2018	Perfect Computer Solutions	Computer maintenance	\$ 637.50
EFT2215	03/05/2018	Stuey's Plumbing Services	Repairs to water pipe and remove tap at Tennis Courts	\$ 264.00
EFT2216	03/05/2018	Synergy	5 Nottage Way electricity	\$ 68.25
EFT2217	03/05/2018	Tania Daniels	April Meeting sitting fee and travel expenses	\$ 130.86
EFT2218	03/05/2018	Telstra	Telstra charges	\$ 726.97
EFT2219	03/05/2018	WA Contract Ranger Services Pty Ltd	Ranger services - 09/04/2018 & 24/04/2018	\$ 537.62
EFT2220	03/05/2018	Wheatbelt Office and Business Machines	Fuji Xerox meter reading for April 2018	\$ 442.24
EFT2221	03/05/2018	Wheatbelt Renovations	Tamma Village maintenance	\$ 1,052.00
EFT2222	03/05/2018	Wright Express Australia Pty Ltd (Puma)	Account charges for April 2018	\$ 4,985.31
EFT2223	11/05/2018	Adapt Electrical Solutions	Electrical maintenance at Donnan park	\$ 628.65
EFT2224	11/05/2018	Australia Post	Account charges for April 2018	\$ 212.05
EFT2225	11/05/2018	BGC Quarries	Washed granite for roadwork's	\$ 15,234.89
EFT2226	11/05/2018	Combined Tyres Cunderdin	Maintenance on TN1	\$ 1,424.50
EFT2227	11/05/2018	DKT Rural Agencies	Reticulation and other supplies for town maintenance	\$ 1,942.50
EFT2228	11/05/2018	Dave's Tree Service	Tree lopping	\$ 2,860.00
EFT2229	11/05/2018	F-111 Engineering Pty Ltd	Maintenance on slasher	\$ 49.50

EFT2230	11/05/2018	Gull Tammin Roadhouse	Account charges for April 2018	\$ 328.55
EFT2231	11/05/2018	IT Vision	Monthly SynergySoft fee for April 2018	\$ 2,007.86
EFT2232	11/05/2018	Kellerberrin Farmers Co-Operative	Account charges for April 2018	\$ 176.13
EFT2233	11/05/2018	Kleenheat Gas	Account charges for April 2018	\$ 451.00
EFT2234	11/05/2018	STS West	Repair puncture hole on Roller	\$ 180.00
EFT2235	11/05/2018	Shire of Cunderdin	Shared Rates Officer	\$ 3,783.59
EFT2236	11/05/2018	Wheatbelt Plumbing & Gas	Fix leaking toilet in ladies toilets	\$ 147.40
EFT2237	11/05/2018	Wheatbelt Renovations	Maintenance as per annual inspection	\$ 2,398.00
EFT2238	18/05/2018	Courier Australia	Freight charges	\$ 33.67
EFT2239	18/05/2018	DKT Rural Agencies	3 x 10pck Neta joiner barbed for Tamma Village gardens	\$ 17.85
EFT2240	18/05/2018	Synergy	Electricity charges	\$ 1,701.60
EFT2241	18/05/2018	Telstra	Telstra charges	\$ 1,404.47
EFT2242	25/05/2018	Avon Waste	Account charges for April 2018	\$ 2,121.31
EFT2243	25/05/2018	Department of Fire and Emergency Services	2017/18 ESLB 4th quarter contribution	\$ 2,615.06
EFT2244	25/05/2018	Donald Thomson	Deputy president allowance 2017/18	\$ 440.12
EFT2245	25/05/2018	Farmways Kellerberrin	Paint supplies for Unit 3, Tamma Village	\$ 673.50
EFT2246	25/05/2018	Glenice Batchelor	May Meeting sitting fee and travel expenses	\$ 105.00
EFT2247	25/05/2018	Komatsu Australia Pty Ltd	Various grader parts - post 3000 hour service	\$ 6,179.96
EFT2248	25/05/2018	LGRCEU	Payroll deductions	\$ 61.50
EFT2249	25/05/2018	Michael Greenwood	President allowance 2017/18	\$ 1,458.94
EFT2250	25/05/2018	Nick Caffell	May Meeting sitting fee and travel expenses	\$ 129.32
EFT2251	25/05/2018	Officeworks	Office supplies for Admin Office and Depot	\$ 361.95
EFT2252	25/05/2018	Perfect Computer Solutions	Computer maintenance	\$ 510.00
EFT2253	25/05/2018	Prestige Alarms	24 Hour monitoring of security alarm system	\$ 143.00
EFT2254	25/05/2018	Tammin Bowling Club	Hire of Bowling Club for opening of the Tennis Courts	\$ 205.00
EFT2255	25/05/2018	Tania Daniels	May Meeting sitting fee and travel expenses	\$ 130.86
EFT2256	25/05/2018	Westrac CAT	Bolts for the grader (TN6)	\$ 60.59
EFT2257	25/05/2018	CWA Tammin	Annual donation - WA Week CWA Luncheon	\$ 650.00
EFT2258	25/05/2018	Navsdron Pty Ltd ATF Navsdron Trust	Assistance with budget prep, reports and audit enquiries	\$ 8,800.00
EFT2259	25/05/2018	Shire of Cunderdin	Shared Rates Officer	\$ 3,734.99
			Subtotal	\$ 174,524.28
Cheque Payments				
6694	03/05/2018	Water Corporation	Barrack Road standpipe	\$ 17,602.59
6695	11/05/2018	Australian Taxation Office - FBT	Fringe benefits tax return 01/04/2017 - 31/03/2018	\$ 14,497.30
6696	25/05/2018	Water Corporation	Water charges	\$ 41.85
			Subtotal	\$ 32,141.74
Direct Debit Payments				
DD905.1	01/05/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 2,153.89
DD905.2	01/05/2018	Australian Super	Superannuation contributions	\$ 251.07
DD919.1	15/05/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 2,237.39
DD919.2	15/05/2018	Australian Super	Superannuation contributions	\$ 153.73
DD927.1	29/05/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 3,235.37
DD927.2	29/05/2018	Australian Super	Superannuation contributions	\$ 153.73
			Subtotal	\$ 8,185.18
Visa Payment				
DD917.1	03/05/2018	NAB Business Visa	Visa card transactions for the month of April 2018	\$ 334.41
			Subtotal	\$ 334.41
Salaries and Wages				
	01/05/2018	Shire of Tammin	Salaries and wages	\$ 18,241.37
	15/05/2018	Shire of Tammin	Salaries and wages	\$ 17,455.98
	29/05/2018	Shire of Tammin	Salaries and wages	\$ 24,008.42
			Subtotal	\$ 59,705.77
			Total for Municipal Fund	\$ 281,671.28

10.2 Financial Management Report for the month of May 2018

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	13 th June 2018
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 10.2 - May 2018 Monthly Financial Report

Background

Enclosed is the Monthly Financial Report for the month of May 2018.

Financial Implications

Financial Management of 2017/2018

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.

Comment

Nil

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 Implications

Nil

Community Consultation

Nil

Recommendation

That Council adopt the Financial Report for the month of May 2018 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr _____

Seconded: Cr _____

Vote – Simple Majority

Carried/Lost: ___/___

10.3 Wheatbelt East Regional Organisation of Councils (WEROC) (MOU)

Location:	Shire of Tammin
Applicant:	Sarah Symons, Community Development Officer, Central Wheatbelt Visitors Centre (Shire of Merredin)
Date:	15 th June 2018
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Agreements
Attachment/s:	Attachment Item 10.3 - Annual Tourism Shires Budget 2018-19 Attachment Item 10.3 - WEROC 2018-2021 Draft

Proposal/Summary

For Council to renew the Memorandum of Understanding between the Shire of Merredin and Wheatbelt East Regional Organisation of Councils (WEROC).

Background

The Shires of Cunderdin and Tammin are joint participants in the WEROC MOU for Visitor Servicing and Regional Promotion through The Central Wheatbelt Visitor Centre for three (3) years for which an annual fee of \$1,929 is applicable.

Previously, the Shire of Cunderdin supported the MoU seeing value in the Central Wheatbelt Visitor Centres reach to promote the 20 eastern Wheatbelt member Shires at both state wide and intra state trade show opportunities.

Currently the Shire of Tammin pays \$1,250 annually for the current MoU.

Comment

The Central Wheatbelt Visitor Centre promotes the Shire of Tammin through websites, “The Eastern Wheatbelt Visitors’ Guide” distributed throughout the Wheatbelt and by word of mouth. The proposed membership renewal will provide significant discount on promotional opportunities in addition to the Shire’s own promotional activities.

The MoU and Marketing Budget is attached and outlines the extra services and savings going forward.

Consultation

Central Wheatbelt Visitors Centre

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

\$1,929 of out Account 132101 – Expenses Relating to Tourism and Area Promotion

Strategic Implications

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

Social

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

Economic

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.

Recommendation

That Council;

1. Agrees to extend, for three (3) years, its participation in the Memorandum of Understanding between the Shire of Merredin and Wheatbelt East Regional Organisation of Councils (WERO) of which the Shires of Cunderdin and Tammin are joint participants for Visitor Servicing and Regional Promotion through The Central Wheatbelt Visitor Centre (Merredin): and,
2. Approve expenditure of \$1,929 annually to The Central Wheatbelt Visitor Centre from Account 132101 – Expenses Relating to Tourism and Area Promotion.

Moved: Cr _____

Seconded: Cr _____

Vote – Simple Majority

Carried/Lost: ___/___

11. MATTERS FOR CONSIDERATION – ADMINISTRATION

11.1 Local Laws Review 2018

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	19 th June 2018
Author:	Niel Mitchell, Consultant
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.1 - Local Laws Review Report v.4

Proposal/Summary

For Council to determine the outcome of the review of local laws.

Background

The Local Government Act 1995 s.3.16 requires that there be a periodic review of local laws every 8 years. The Act also specifies various actions that are required.

Comments

As required, public submission were invited through advertising in the West Australian newspaper and on the website on 11 April 2018, and by notice of official notice boards for the full 6 week period.

Public submissions closed on 30 May 2018 and no submissions were received. Comment was received from the Planner and EHO in relation to several matters, as noted in the Report.

There is no obligation on Council to accept any recommendation in the Report, as Council may simply receive the report in order to satisfy the statutory requirement for a review.

The Review found that while all could benefit from a range of minor updates, significant matters were not always evident, and the benefit of making amendments needs to be weighed. Due to legislative changes, the Health Local Law is the one most out of date, but even this remains useful at its core. Examples of some of the changes within each local law are noted, but the list is not exhaustive.

The Report recommendations cover –

- each of the current local laws, other than Parking which is to be determined by Council,
- two new local laws – being an Amenity Local Law and a Waste Local Law, and
- new/replacement Health Local Law

Consultation

Niel Mitchell – Conway – Highbury
Jacky Jurmann – Planner
Tim Jurmann – Environmental Health Officer

Statutory Implications

Compliance with various Local Government Act requirements.

Policy Implications

None

Financial Implications

Nil if the Report is simply received.
No estimate as yet prepared if Council resolves to make amendments etc.

Strategic Implications

Review of the local laws as required by legislation, to ensure effective and appropriate management of Council responsibilities.

Recommendation

That –

- the Local Law Review Report, in compliance with the *Local Government Act 1995* s.3.16 be received, and
- that the recommendations of the Report be adopted

Moved: Cr _____

Seconded: Cr _____

Vote – Absolute Majority

Carried/Lost ___/___

11.2 Policy Manual – Adoption 2018

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	19 th June 2018
Author:	Niel Mitchell, Consultant
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.2 - Council Policy Manual v.6

Proposal/Summary

For Council to adopt the Policy Manual as revised in June 2018.

Background

Council's Policy Manual has been reviewed in detail to –

- remove unnecessary policies that were of a delegations or operational nature,
- amend those that require change to reflect changes in legislation, and
- propose new policies to comply with legislative requirements or considered advisable.

As with the Delegations Register, the Policy Manual will fit into a hierarchy of requirements, which are noted within the Appendix to the draft document. Accordingly, it is necessary that it integrates with legislative requirements and the local laws, planning policy and delegations as made by Council.

Comments

Policy may be made, amended or revoked at any time by simple majority.

The general hierarch of authority is –

1. legislation – including regulations and local planning scheme
2. local laws
3. delegations – being under direct authority of legislation or local laws, ad being made by absolute majority
4. policy – as it outlines how the above three authorities are to be implemented and being made by simple majority

Although every policy is at Council's discretion, they are essential for the effective and efficient operation of the Shire. As noted, delegation is about "who is permitted", whereas policy is more directed at "how it is to be done".

Local Planning Policy should be kept separate from general or administrative policy as it is made under the authority of the Planning Scheme, has particular adoption and advertising requirements, is often referred to the WA Planning Commission in case of an appeal, and is able to be enforced.

A number of policies have highlights for Council’s attention and consideration.

If adopted, the highlighted section in the Contents page and the title of the policies are removed, as they have been inserted for ease of comparison.

Consultation

Niel Mitchell – Conway – Highbury
Jacky Jurmann - Planner

Statutory Implications

Compliance with various Local Government Act requirements.

Policy Implications

None

Financial Implications

Minor to finalise if adopted.

Strategic Implications

The Policy Manual is to enable the effective and efficient implementation of Council’s instructions, adopted annual budget, and legislative and local law obligations.

Recommendation

That the attached Policy Manual be adopted.

Moved: Cr _____

Seconded: Cr _____

Vote – Simple Majority

Carried/Lost ___/___

11.3 Delegations Register – Adoption 2018

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	17 th June 2018
Author:	Niel Mitchell, Consultant
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	Attachment Item 11.3 - CEO Listing - Auth, Sub-Deleg, Purchase Limits June 2018 v.2

Proposal/Summary

For Council to adopt the Delegations Register revised as revised in June 2018.

Background

Council's Delegations Register has been reviewed in detail to –

- remove unnecessary delegations that were of a policy or operational nature,
- amend those that require amendment to reflect changes in legislation, and
- propose new delegation to comply with legislative requirements or considered advisable.

The Delegations Register will fit into a hierarchy of requirements, which are noted within the Appendix to the draft document. Accordingly, it is necessary that it integrates with legislative requirements and the local laws, planning policy and general policy as made by Council.

Comments

Delegations may be made, amended or revoked at any time by absolute majority.

The general hierarch of authority is –

5. legislation – including regulations and local planning scheme
6. local laws
7. delegations – being under direct authority of legislation or local laws, ad being made by absolute majority
8. policy – as it outlines how the above three authorities are to be implemented and being made by simple majority

Although every delegation is at Council's discretion, they are essential for the effective and efficient operation of the Shire. In keeping with the principle of the Local Government Act 1995 s.5.42, wherever possible the delegation is made to the CEO, even those where the actual exercise of the duty must be by a qualified or registered person. In these cases the CEO has the duty to see that the task is carried out, even if not a qualified person.

Several delegations are not to the CEO. These are where the delegations –

- can only be to a qualified or registered person, as required by legislative head of power,
- are to persons who are not considered employees, as permitted by legislative head of power, or
- can only be to specified positions, as required by legislative head of power.

Council's attention is drawn to the following delegations which have monetary aspects, or other limits, for consideration and confirmation –

- 3.1(4)(b) – Maximum value of total credit card limits and store card account value
- 3.6(1) – value of individual debt that may be written off
- 3.7(1)(d)(ii) – amount or % that a tender contract may be varied
- 3.8(1) – amount or % that a general contract may be varied
- 3.9(5)(c) – disposal of property other than land (maximum value for exempt transaction as per Regulations)
- 3.10(2) – disposal of property being land and buildings (maximum value for exempt transactions as per Regulations, but less time than permitted)
- 3.11(1)(b) and (2)(a) – maximum value of donations or works that may be approved at a single time or cumulative annual total
- 11.4(1)(c) – maximum value of discounted facility hire fees per event
- 13.7(1)(e) – maximum value of private infrastructure on public land that may be approved
- 15.2(1)(f) – maximum % of seed that may be taken

Council attention is also directed to Delegation 1.2, which is designed to allow for continuity of authority in times of unexpected absence of the CEO from duty. These times do not include absence of the CEO from the office attending meetings, conferences etc outside the Shire. This delegation is supported by proposed Policy 2.2 which outlines the processes etc for the operation of the delegation.

The Delegations are structured so that Council may place limits on each delegation, including who a sub-delegations is permitted to be made to. This does not require the CEO to further delegate, except in some instances as outlined. The CEO may impose further restrictions on any secondary delegations, so that the recipient of the delegation is required to comply not only with the limits as placed by Council, but also the restriction place by the CEO.

As each delegations or secondary delegation is require to be in writing, a listing of these has been prepared, together with a listing of authorised persons as required by the various pieces of legislation. In addition, a listing of authorised purchasing limits and therefore authority to sign purchase order has been prepared. This document is attached for information, only as the authorisations within this document are at the CEO's discretion.

Consultation

Niel Mitchell – Conway - Highbury

Statutory Implications

Compliance with various Local Government Act requirements.

Policy Implications

A new and up to date Policy Manual for Council's consideration

Financial Implications

The Review process will incur consultancy costs of \$5,000 (estimated) in accordance with current budget provisions

Strategic Implications

Delegations Register is to enable the effective and efficient implementation of Council's instructions, adopted annual budget, and legislative and local law obligations.

Recommendation

That the attached Delegations Register be adopted.

Moved: Cr _____

Seconded: Cr _____

Vote – Absolute Majority

Carried/Lost ___/___

11.4 Major Review of the Strategic Community Plan

Location:	Shire of Tammin
Applicant:	Community Development Officer
Date:	18 th June 2018
Author:	Sarah Symons
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.3 - Strategic Community Plan Public Notice

Proposal/Summary

For Council to adopt the Strategic Community Plan 2017-2027 prepared in accordance with the Integrated Planning and Reporting Framework.

Background

The Shire of Tammin Strategic Community Plan was first adopted by Council at the Ordinary Meeting held on 15 March 2012. A minor desktop review of the Strategic Community Plan was undertaken in February 2014.

As part of a major review of the Strategic Community Plan, a multi-faceted community engagement process was undertaken in April-June 2017 with the purpose of engaging the community to obtain their views, exchange information and provide feedback on their desired future direction and long term vision. Results of the online survey and Community Workshops, which are summarised in the Outcomes Report, were used to identify the community's long term vision and priorities.

In addition to the *Shire of Tammin Community Consultation for the Four-Year Review of the Strategic Community Plan Outcomes Report*, the following further consultation resulting in the following adopted documents were used in the review of the Strategic Community Plan:

- Tammin Town Centre Visioning Plan (November, 2017)
The plan was created in order to provide a vision or concept plan for the Tammin Townsite. Consultation with Council and Community members was undertaken prior to adoption of the plan.
- Cunderdin – Tammin Age Friendly Communities Plan
The plan outlines the actions that the Local Governments can undertake individually and collectively to make our communities better places for people of all ages and abilities to live and participate in. The plan was informed through community engagement with residents and service providers of both Shires, and adopted by Council for the purpose of informing the Strategic Community Plan.

The revised Strategic Community Plan was advertised for public comment May 2018 and no further comment was received.

Comment

In accordance with the *Local Government Act 1995*, all Local Governments are required to plan for the future of their district. The Strategic Community Plan is Council's principal strategy and planning document that links community aspirations with the Council's vision and long term strategy. The Strategic Community Plan forms the basis of the Integrated Planning and Reporting Framework and provides the foundation to develop other strategic documents.

As a consequence of the consultation process, there has been a recognition of three additional key focus areas to guide Council when pursuing improvement opportunities across the Shire. These additional key focus areas are:

Housing and Facilities

- ◆ Our local area will be maintained through the provision of housing and employment choices for all ages, whilst protecting our viable farmland.

Infrastructure and Transport

- ◆ 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.

Civic Leadership

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

These areas of focus will be included within the scope of the Corporate Business Plan and its informing strategies, Long Term Financial Plan and Asset Management Plans.

Consultation

Community Consultation for the Four-Year Review of the Strategic Review of the Strategic Community Plan: Outcomes Report

- Community consultation via mail-out survey
- Workshop with residents and Councillors

Cunderdin-Tammin Age Friendly Communities Plan

- Community consultation via mail-out survey
- Community workshop with residents
- Service provider survey
- Formation of a Steering-Committee to provide advice and guidance

Tammin Town Centre Visioning Plan, November 2017

- Circulated to all members of the Tammin Community inviting comments and discussion immediately after the Annual Electors Meeting

Statutory Implications

All local governments are currently required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995*. Regulations have been made under S5.56(2) of the Act to briefly outline

the minimum requirements to achieve this.

The minimum requirement to meet the intent of the plan for the future is the development of a Strategic Community Plan and a Corporate Business Plan.

Local Government Act 1995 – Local Government (Administration) Amendment Regulations (No. 2) 2011– Section 19C – Planning for the future: strategic community plans – 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 sub regulation (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.

Policy Implications

Nil

Financial Implications

N/A

Strategic Implications

Tammin Strategic Community Plan

Our Aim

To sustain and build our local area capacity through local employment and strengthened community development.

Our Goals

Social/Community

- ◆ Grow and sustain the population through planned provision of services.
- ◆ Maintain the sense of community, which is inclusive and welcoming for all.

Environmental

- ◆ Provide leadership and promote local and regional sustainability principles and practices.
- ◆ Enhance local natural areas and open spaces.

Economic

- ◆ Strengthen local business and employment capacity.
- ◆ Support and encourage sustainable business growth.

Recommendation

That Council adopts the revised Strategic Community Plan 2017 - 2027.

Moved: Cr _____

Seconded: Cr _____

Vote – Simple Majority

Carried/Lost: ___/___

12 MATTERS FOR CONSIDERATION - TOWN PLANNING

Nil

13 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)

15 CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at ____pm.

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.*