

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 September 27th, 2018** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:00pm**.

Gary Martin
Acting Chief Executive Officer
Friday 21st September 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 G Batchelor	Member
Cr T Daniels	Member
Cr N Caffell	Member

In Attendance:

Gary Martin	Acting Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration

Leave of Absence previously granted:

Cr D Thomson	Deputy President
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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 – 23rd August 2018

<u>Recommendation</u>	
That the Minutes of the Ordinary Council Meeting held on 23 rd August 2018 be confirmed as a true record of proceedings.	
Moved: Cr _____	Seconded: Cr _____
Vote: Simple Majority	Carried/Lost: ___/___

7.2 Special Council Meeting Minutes – 5th September 2018

<u>Recommendation</u>	
That the Minutes of the Special Council Meeting held on 5 th September 2018 be confirmed as a true record of proceedings.	
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 August 2018

Location:	Shire of Tammin
Applicant:	Administration / Finance Officer
Date:	21 st September 2018
Author:	Georgie Crane
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 10.1 - Credit Card Statement 29.06.2018 – 27.07.2018

Background

Accounts paid for August 2018 is listed totaling:

Cheque numbers	6704 - 6709	\$39,329.25
Direct debit payments	01/08/18 – 31/08/18	\$3,738.41
Licensing transfers	01/08/18 – 31/08/18	\$5,466.00
Bank fees	01/08/18 – 31/08/18	\$292.60
VISA payments	01/08/18 – 31/08/18	\$1,490.50
EFT payments	EFT 2382 - 2473	\$128,619.59
Salaries and wages	01/08/18 – 31/08/18	\$36,212.16
Total payments	01/08/18 – 31/08/18	\$215,148.51

Comment

Nil

Financial Implications

Directly impacts the Shire of Tammin 2018/2019 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 August 2018, the Chief Executive Officer has made the following payments.

Municipal Fund payments totaling \$215,148.51 on licensing transactions, bank fees, EFT, Cheques, Visa, Direct Debit and salaries and wages payments.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ___/___

Ref	Date	Name	Description	Amount
Licensing Transfer				
38	02/08/2018	Department of Transport	Daily licensing transactions	\$ 391.85
38	03/08/2018	Department of Transport	Daily licensing transactions	\$ 395.10
38	06/08/2018	Department of Transport	Daily licensing transactions	\$ 956.10
38	07/08/2018	Department of Transport	Daily licensing transactions	\$ 26.85
38	09/08/2018	Department of Transport	Daily licensing transactions	\$ 78.95
38	14/08/2018	Department of Transport	Daily licensing transactions	\$ 133.30
38	15/08/2018	Department of Transport	Daily licensing transactions	\$ 537.90
38	16/08/2018	Department of Transport	Daily licensing transactions	\$ 320.80
38	21/08/2018	Department of Transport	Daily licensing transactions	\$ 26.85
38	21/08/2018	Department of Transport	Daily licensing transactions	\$ 82.30
38	22/08/2018	Department of Transport	Daily licensing transactions	\$ 44.05
38	23/08/2018	Department of Transport	Daily licensing transactions	\$ 661.90
38	27/08/2018	Department of Transport	Daily licensing transactions	\$ 442.15
38	28/08/2018	Department of Transport	Daily licensing transactions	\$ 177.35
38	30/08/2018	Department of Transport	Daily licensing transactions	\$ 1,161.75
38	31/08/2018	Department of Transport	Daily licensing transactions	\$ 28.80
			Subtotal	\$ 5,466.00
Bank Fees				
38	03/08/2018	Merchant Fees	Merchant Fees	\$ 135.61
38	03/08/2018	Bank Fees	NAB Transact Fee	\$ 4.90
38	28/08/2018	Bank Fees	NAB Connect Fee	\$ 33.99
38	31/08/2018	Merchant Fees	Merchant Fees	\$ 22.00
38	31/08/2018	Bank Fees	Bank Fees	\$ 72.20
38	31/08/2018	Bank Fees	Bank Fees	\$ 23.90
			Subtotal	\$ 292.60
EFT Payments				
EFT2382	02/08/2018	Amart Furniture	Furniture for library and admin entrance	\$ 1,447.00
EFT2383	02/08/2018	Baxters Rural Centre	Repairs to park brake switch on Luigong Loader (TN251)	\$ 38.25
EFT2384	02/08/2018	Department of Water and Environmental Regulation	2018/2019 Tammin Refuse Disposal Site Licence	\$ 2,029.41
EFT2385	02/08/2018	Eastern Hills Saws & Mowers Pty Ltd	MS170 Chainsaw	\$ 199.00
EFT2386	02/08/2018	Frontline Fire & Rescue Equipment	Fire extinguisher & fire blanket for Donnan Park	\$ 109.68
EFT2387	02/08/2018	Goodfield Quality Meats	30 x BBQ sausages for Depot meeting	\$ 28.40
EFT2388	02/08/2018	JR & A Hersey Pty Ltd	Depot consumables	\$ 892.13
EFT2389	02/08/2018	Perfect Computer Solutions	Computer maintenance	\$ 127.50
EFT2390	02/08/2018	Telstra	iPads and mobile charges	\$ 729.16
EFT2391	02/08/2018	The Workwear Group Pty Ltd	Staff uniform - Kelsey Pryer	\$ 404.97
EFT2392	02/08/2018	WA Contract Ranger Services Pty Ltd	Ranger services - 04/07/2018 & 17/07/2018	\$ 607.75
EFT2393	02/08/2018	Wheatbelt Plumbing & Gas	Repair leaking tap in ladies toilet	\$ 88.00
EFT2394	02/08/2018	Wright Express Australia Pty Ltd (Puma)	Account charges for July 2018	\$ 6,065.30
EFT2395	09/08/2018	AMPAC Debt Recovery (WA) Pty Ltd	Commissions and costs for the month of July	\$ 359.59
EFT2396	09/08/2018	Adapt Electrical Solutions	Installation of RCD's in the hall for all lighting circuits	\$ 2,957.49
EFT2397	09/08/2018	Australia Post	Account charges for July 2018	\$ 76.93
EFT2398	09/08/2018	Avon Waste	Account charges for July 2018	\$ 2,149.79
EFT2399	09/08/2018	C.R. Kennedy & Company Pty Ltd	Leica Rugby 670 Laser Level	\$ 1,911.80
EFT2400	09/08/2018	Chatfields Tree Nursery	Hire of Dingo for use at Donnan park	\$ 165.00
EFT2401	09/08/2018	Conway Highbury Pty Ltd	Review of local laws, delegations register & policy manual	\$ 5,181.99
EFT2402	09/08/2018	Custom Aluminium	Fencing materials for Donnan Park oval	\$ 3,504.16
EFT2403	09/08/2018	Donald Thomson	Sitting fee and travel expenses for July Council meeting	\$ 124.84
EFT2404	09/08/2018	Fabian Houbrechts	Reimbursement for purchase of MWS phone case	\$ 70.00
EFT2405	09/08/2018	Farmways Kellerberrin	Westinghouse Elevated gas Freestanding cooker	\$ 2,100.00
EFT2406	09/08/2018	Glenice Batchelor	Sitting fee and travel expenses for July Council meeting	\$ 105.00
EFT2407	09/08/2018	IT Vision	Monthly SynergySoft fee for July 2018	\$ 2,065.80
EFT2408	09/08/2018	Kellerberrin Farmers Co-Operative	Account charges for July 2018	\$ 274.90
EFT2409	09/08/2018	LGRCEU	Payroll deductions	\$ 61.50
EFT2410	09/08/2018	Landgate	Rural UV interim valuation shared	\$ 82.10
EFT2411	09/08/2018	Michael Greenwood	Sitting fee and travel expenses for July Council meeting	\$ 224.85
EFT2412	09/08/2018	Northam Carpet Court	Supply & install roller blinds in Shire Admin Office	\$ 4,552.00
EFT2413	09/08/2018	Officeworks	Various consumables for Admin office	\$ 343.22
EFT2414	09/08/2018	Quairading Community Resource Centre	Advertising Comedy Gold Full Page	\$ 55.00
EFT2415	09/08/2018	Raymond Jefferies	Reimbursement for locks and keys for 20 Ridley Street	\$ 72.80

EFT2416	09/08/2018	STS West	2 x Batteries for bus (TNO)	\$ 355.00
EFT2417	09/08/2018	Shire of Cunderdin	First aid course - Georgie, Ray, Albert & Dave M	\$ 749.55
EFT2418	09/08/2018	St John Ambulance Western Australia Ltd.	Service on all building and vehicle first aid kits	\$ 577.09
EFT2419	09/08/2018	State Library of WA	Delivery of Better Beginnings program packs	\$ 16.50
EFT2420	09/08/2018	Synergy	Electricity charges	\$ 1,831.30
EFT2421	09/08/2018	Tammin Golf Club	Community grant - financial assistance 2018/19	\$ 823.00
EFT2422	09/08/2018	Tammin Playgroup	Financial assistance as per the 2018/19 budget	\$ 500.00
EFT2423	09/08/2018	Tammin Primary School	Financial assistance as per the 2018/19 budget	\$ 2,000.00
EFT2424	09/08/2018	Tania Daniels	Sitting fee and travel expenses for July Council meeting	\$ 119.11
EFT2425	09/08/2018	Telstra	Telstra charges	\$ 979.83
EFT2426	09/08/2018	Wheatbelt Office and Business Machines	Fuji Xerox meter reading for July 2018	\$ 884.41
EFT2427	09/08/2018	Wheatbelt Renovations	Maintenance at Tamma Village, Unit 5	\$ 308.00
EFT2428	16/08/2018	APRA Ltd	APRA licence fee for 2018/19	\$ 241.99
EFT2429	16/08/2018	Corporate Health Professionals	Workcover Full Audiological assessment - Albert Fourie	\$ 286.00
EFT2430	16/08/2018	Countrywide Power Equipment	Honda GX160 - TN4 Spraying Unit	\$ 757.35
EFT2431	16/08/2018	Courier Australia	Freight charges	\$ 11.17
EFT2432	16/08/2018	DKT Rural Agencies	40 x bags of rapid set concrete	\$ 430.50
EFT2433	16/08/2018	Gull Tammin Roadhouse	Account charges for July 2018	\$ 45.70
EFT2434	16/08/2018	Kellerberrin Pipeline Newsletter	Advertising Comedy Gold	\$ 196.00
EFT2435	16/08/2018	Local Health Authorities Analytical Committee	Analytical services - 2018/19	\$ 392.70
EFT2436	16/08/2018	Michael Greenwood	Reimbursement for library rug and cushions	\$ 224.90
EFT2437	16/08/2018	Midalia Steel Northam	Steel for fencing at Donnan Park	\$ 10,185.93
EFT2438	16/08/2018	Officeworks	Steelco 3 Drawer Filing Cabinet Silver Grey	\$ 343.95
EFT2439	16/08/2018	Perfect Computer Solutions	Computer maintenance	\$ 170.00
EFT2440	16/08/2018	Prestige Alarms	24 hour monitoring of security alarm system	\$ 143.00
EFT2441	16/08/2018	Samantha Pimlott	Reimbursement for pre-employment medical costs	\$ 200.00
EFT2442	16/08/2018	Synergy	Electricity charges	\$ 2,719.80
EFT2443	16/08/2018	Tammin Hotel	Accommodation and meals for accounting support staff	\$ 228.00
EFT2444	16/08/2018	Tammin RSL Sub Branch	Armistice centenary grants program	\$ 14,103.00
EFT2445	23/08/2018	Adapt Electrical Solutions	Installation of connector for sump pump behind Hall	\$ 287.10
EFT2446	23/08/2018	Anderson Munro & Wyllie	Financial management review for 1/7/17 - 30/6/18	\$ 6,930.00
EFT2447	23/08/2018	Courier Australia	Freight charges - library exchange	\$ 24.26
EFT2448	23/08/2018	Kenneth Pryer	Hire of PA inc. operator for Comedy Gold 2018	\$ 450.00
EFT2449	23/08/2018	LGRCEU	Payroll deductions	\$ 205.00
EFT2450	23/08/2018	Officeworks	Various office and depot consumables	\$ 149.41
EFT2451	23/08/2018	Promotional Exposure	Outstanding 50% Comedy Gold Balance	\$ 1,650.00
EFT2452	23/08/2018	State Library of WA	Recovery of lost and damaged library books	\$ 220.00
EFT2453	23/08/2018	SupaTurf WA	3 x 15L White line marking paint	\$ 303.60
EFT2454	23/08/2018	Triset Boss Business Forms	Various envelopes and with compliment slips	\$ 1,334.00
EFT2455	23/08/2018	WA Contract Ranger Services Pty Ltd	Ranger services - 30/07/18 & 13/08/18	\$ 561.00
EFT2456	23/08/2018	Western Australian Local Government Association	Full Delegate - Glenice Batchelor	\$ 4,425.00
EFT2457	23/08/2018	Westonia Community Resource Centre	Advertising Comedy Gold	\$ 49.50
EFT2458	23/08/2018	Wheatbelt Plumbing & Gas	Maintenance to Unit 3, Tamma Village & Depot	\$ 1,822.15
EFT2459	31/08/2018	Courier Australia	Freight charges	\$ 33.06
EFT2460	31/08/2018	Cunderdin Pharmacy	Reund for overpaid Tabloid fee	\$ 65.00
EFT2461	31/08/2018	Department of Fire and Emergency Services	2018/19 ESL 1st quarter contribution	\$ 8,199.90
EFT2462	31/08/2018	Donald Thomson	Sitting fee and travel expenses for August Council meeting	\$ 124.84
EFT2463	31/08/2018	Farmways Kellerberrin	Marking rope	\$ 199.50
EFT2464	31/08/2018	Glenice Batchelor	Sitting fee and travel expenses for August Council meeting	\$ 105.00
EFT2465	31/08/2018	Michael Greenwood	Sitting fee and travel expenses for August Council meeting	\$ 236.50
EFT2466	31/08/2018	Navsdron Pty Ltd ATF Navsdron Trust	Accounting Support/Assistance for 2018/19	\$ 2,970.00
EFT2467	31/08/2018	Nicholas Caffell	Sitting fee and travel expenses for August Council meeting	\$ 119.11
EFT2468	31/08/2018	Perfect Computer Solutions	Computer maintenance	\$ 170.00
EFT2469	31/08/2018	QC Ultimate Clean	Removing stain from pavilion concrete	\$ 297.00
EFT2470	31/08/2018	Shire of Cunderdin	Shared Rates officer	\$ 3,772.96
EFT2471	31/08/2018	Tania Daniels	Sitting fee and travel expenses for August Council meeting	\$ 119.11
EFT2472	31/08/2018	Navsdron Pty Ltd ATF Navsdron Trust	Accounting Support/Assistance for 2017/18	\$ 11,880.00
EFT2473	31/08/2018	Dept. of Local Government, Sport & Cultural Industries	Sport 4 All - Kidsport (Unspent funds)	\$ 2,887.50
			Subtotal	\$ 128,619.59
Cheques				
6704	09/08/2018	Shire of Tammin	Licence renewal - 1GCX771	\$ 244.00
6705	16/08/2018	Water Corporation	Water charges	\$ 2,119.59
6706	16/08/2018	Joubert Ag	Reimbursement of bus hire bond	\$ 200.00
6707	23/08/2018	Northam Mazda	Purchase of Silver Mazda CX-5 Maxx Sport	\$ 36,300.00
6708	23/08/2018	Shire of Tammin	Licence renewal - 1GDG275	\$ 375.50
6709	31/08/2018	Water Corporation	Water charges	\$ 90.16
			Subtotal	\$ 39,329.25

Direct Debit Payments				
DD981.1	07/08/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,664.40
DD981.2	07/08/2018	Australian Super	Superannuation contributions	\$ 159.11
DD997.1	21/08/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,681.33
DD997.2	21/08/2018	Australian Super	Superannuation contributions	\$ 233.57
			Subtotal	\$ 3,738.41
NAB Visa Payment				
DD983.1	02/08/2018	NAB Business Visa	NAB Visa transactions from 29/06/18 to 27/07/18	\$ 1,490.50
			Subtotal	\$ 1,490.50
Salaries and Wages				
	7/08/2018	Shire of Tammin	Salaries and wages	\$ 13,001.19
	21/08/2018	Shire of Tammin	Salaries and wages	\$ 23,210.97
			Subtotal	\$ 36,212.16
			Total for municipal account	\$ 215,148.51

10.2 Financial Management Report for the month of August 2018

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

Background

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

Financial Implications

Financial Management of 2018/2019

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 August 2018 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 12

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ___/___

11. MATTERS FOR CONSIDERATION – ADMINISTRATION

11.1 Niche Wall Plaque Application for Susan Button

Location:	Tammin Cemetery – Niche Wall
Applicant:	Button Family
Date:	13 September 2018
Author:	Gary Martin Acting Chief Executive Officer
Item Approved by:	Gary Martin Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADM28
Attachment/s:	Attachment Item 11.1 - Letter from Button Family

Proposal/Summary

For Council to determine to agree with the Button family request that the existing brass plaque for the Late Pauline Button on the Niche Wall at Tammin Cemetery remain.

Background

Sue Button's mother's plaque (Pauline Laura Button) is brass with black font, as shown in the attached photograph, which is why the family made the initial enquiry regarding a plaque for Sue Button to be the same rather than bronze.

The Council had determined to advise the Button Family that, as per its Local Law:

1. A admiralty bronze plaque is required for the Niche Wall at the Tammin Cemetery in remembrance of Susan Button; and
2. The Shire will replace the existing brass plaque with the admiralty borne plaque for Pauline Laura Button, at its cost.

The Button family have advised that they are happy to change the plaque for the Late Sue Button to bronze as requested by the Council but that Pauline's remains the same as this was her last wishes.

Tammin Niche Wall

	1	2	3	4	5	6	7	8	9	10
A	Arthur Joseph SHREAVES	Lilian Beatrice CURTIS	Edwin Price & Ivy Adele BUTTON	LO & M MCNAMARA	George Allan J.P & Betty Josephine FREARSON	Frank L & Margaret G MASTERS	Allan Robert & Gwendoline Joyce UPPILL	Rona (Peg) & Reginald James NEWBEY	Laurence Robert NOTTAGE	<i>(Reserved) Lesely Rogers</i>
B	Ernest Henry REYNE	Lilian May REYNE	Frank & Lily Bertha RAPHAEL	Dale Allan ROGERS	<i>(Reserved) B & BM Thomson</i>	<i>(Reserved) Margaret Patterson</i>	<i>(Reserved) KG & EL Uppill</i>	Available	Available	<i>(Reserved) Susan Button</i>
C	Alfred John HOWSTEAD	<i>(Reserved) EM Haustead</i>	Grace Mary HOOPER	Pauline Laura BUTTON	Available	Available	<i>(Reserved) KG & EL Uppill</i>	Available	Available	Available
D	Marcella Sherlock HAMLIN	<i>(Reserved) Elaine Kitto</i>	Alexander Malcolm & Eileen Hope WILKINS	Available	Available	Available	<i>(Reserved) KG & EL Uppill</i>	Available	Available	Available
E	Available	Stanley (Tod) WHEELDON	Jeremiah John & Mary Carmel LARDI	Available	Available	Available	<i>(Reserved) KG & EL Uppill</i>	Available	Available	Available
F	Available	Available	<i>(Reserved) Francis Lardi</i>	Available	Available	Available	<i>(Reserved) KG & EL Uppill</i>	Available	Available	Available
	Single		Double					Single		



Comment

Staff informed the family of the Council decision however they responded that they agreed to an admiralty bronze plaque for Susan Button but wished to retain the existing plaque for Pauline.

The request is not in accordance with the provisions of the *Shire of Tammin – Management and Control of Tammin Cemetery Local Law 2006, cl 7.13 (see below)*. A review of the Minutes of Council around the time of the passing of Pauline Laura Button, i.e. 2014, failed to show prior approval for the use of an alternative material.

However, Council is able to approve the use of any other material.

While there is sound reason to seek uniformity and compliance with the Local law provision, the fact remains that the brass plaque has been in place for several years without any concern. The family have now expressly requested that the status quo remain in accordance with their mothers request.

Consultation

Estate of Susan Button
Chief Executive Officer

Statutory Implications

Local Government Act 1995
Cemeteries Act 1986
Shire of Tammin – Management and Control of Tammin Cemetery Local Law 2006.

Division 2 -Memorial Plaque Section

7.13 Requirements of a memorial plaque

- (1) All memorial plaques placed in a memorial plaque section of the cemetery shall:
(a) be made of admiralty bronze or any other material approved by the Board; and
(b) not be less than the dimensions 380 mmx 280 mm, nor more than 560mm x 305 mm.*
- (2) All memorial plaques made of admiralty bronze shall:
(a) not exceed 20 mm in thickness; and
(b) be placed upon a base mounting approved by the Board.*
- (3) All memorial plaques made of stone shall:
(a) not exceed 50 mm in thickness placed upon a base mounting approved by the Board; or
(b) not be less than 100 mm in thickness if it is not to be placed upon a base mounting.*

Policy Implications

Nil

Financial Implications

Shire of Tammin Fees & Charges 2018/19

Cost if internment is not performed by Council - \$50.00

Strategic Implications

Nil

Recommendation

For Council to approve the Button Family request that the existing brass plate with black font on the Niche Wall in remembrance of Pauline Button at the Tammin Cemetery remain.

Moved: Cr _____

Seconded: Cr _____

Vote: Simple Majority

Carried/Lost: ___/___

11.2 Tamma Village Management Policy

Location:	Tamma Village – Administration
Applicant:	Administration
Date:	13 th September 2018
Author:	Brooke Jasper
Item Approved by:	Gary Martin Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	A1076
Attachment/s:	Attachment Item 11.2 - Application form Tamma Village Attachment Item 11.2 - Tamma Village New Tenant Procedure Attachment Item 11.2 - Tamma Village Policy

Proposal/Summary

For Council to review and adopt the Tamma Village Management Policy.

Background

The Tamma Village units were built in two stages, units 1-6 in the first stage and units 7-10 in the second stage, as Joint Venture with Homeswest.

The Shire of Tammin is the owner and holds management over the units, with the Tammin Senior Citizens Committee retaining the waitlist for occupancy of the Village and ensuring suitable tenants are found when required.

As part of the entry to Tamma Village, tenants are required to pay a \$1000 non-refundable entry fee, which under the Residential Tenancies Act 1987, Section 27(1), a person shall not require or receive from a tenant or prospective tenant any monetary consideration for or in relation to entering into, renewing, extending or continuing a residential tenancy agreement other than rent and a security bond.

Further to the above, tenants are not currently being required to pay a security bond for the unit, which is a risk to the Shire's asset as there is no bond to cover any damages when a tenant vacates.

There is not currently a suitable Policy or Management Plan in place for Tammin Village.

Notwithstanding that some matters are addressed in the Lease Agreements issued in accordance with the Residential Tenancies Act 1987, a number of requirements specific to the Shire's accommodation are included that outlines the expectations and rules required to be following by residents.

Comment

Three documents are being put forward;

- A Management Policy: providing guidance to staff and community on issues such as allowance of pets, maintenance requests and allowance of vehicles ect
- A Procedure document: providing both staff and applicants guidance on what the process will be in seeking to take up residence at Tamma Village.
- An Application Form: which supplies the Shire of Tammin all of the necessary information on the tenant allowing them to create an accurate Lease Agreement.

It is also recommended to discontinue the \$1000 non-refundable entry fee and replace with the requirement to pay a security bond (equal to 4 weeks rent) and a Pet Bond of \$260.00 where applicable.

Consultation

Tammin Senior Citizens Committee

Statutory Implications

Residential Tenancies Agreement 1987

Policy Implications

To be added to Council Policy Manual

Financial Implications

Nil

Strategic Implications

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

Outcome 3.1 Improved quality and maintenance of our infrastructure

Recommendation

That Council

1. Review and adopt the Tamma Village Policy Draft subject to consultation with the Tammin Senior Citizens Committee;
2. Review and adopt the Shire of Tammin Application Form;
3. Approve to discontinue the charge of the \$1000.00 non-refundable entry fee to Tamma Village and replace with the requirement to pay a refundable Security Bond;
4. Note the content of the Tamma Village Procedures document, and,
5. Authorise inclusion of the Tamma Village Management Policy to Council's Policy Manual

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.