

Shire of Tammin

ORDINARY COUNCIL MEETING

Minutes



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin was held on **Wednesday 11th December 2024** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

A handwritten signature in black ink, appearing to read 'Andrew Malone', is written over a horizontal line.

Andrew Malone
Chief Executive Officer
11 December 2024

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 5.02 pm.

2. ACKNOWLEDGEMENT TO COUNTRY

We begin today by acknowledging the Ballardong Noongar People as traditional custodians of the land and skies on which we gather, and we pay our respects to their Elders, past, present and emerging.

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

Present: Cr Charmaine Thomson
Cr Nicholls
Cr Courtney Thomson
Cr Caffell
Cr Rogers
Cr Leslie (via Phone)

In Attendance: CEO Andrew Malone
Manager of Finance & Corporate Services Racheal King

Leave of Absence previously granted:

Apologies: Manager of Works and Services Bevan Klein

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

In accordance with section 5.65 of the Local Government Act 1995, the following disclosures of **financial** interest were made at the Council meeting.

Date	Name	Item No	Reason

In accordance with section 5.65 of the Local Government Act 1995, the following disclosures of **Closely Associated Person and Impartiality** interest were made at the Council meeting.

Date	Name	Item No	Reason

In accordance with sections 5.60B and 5.65 of the Local Government Act 1995, the following disclosures of **Proximity** interest were made at the Council meeting.

Date	Name	Item No	Reason

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 20th November 2024

TSC Motion 80/24

That the minutes of the Ordinary Council Meeting held on 20 November 2024 be confirmed as a true and accurate record of proceedings.

Moved: Cr Rogers

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 6/0

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for November 2024

Location:	Shire of Tammin
Applicant:	Manager of Finance & Corporate Services
Date:	6 December 2024
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 12.1 – Payment Listing Attachment Item 12.1 - Credit Card Statement and Summary Attachment Item 12.1 – Fuel allocation costs

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of November 2024 totaling \$1,027,209.16 by way of:

Cheque numbers	01/11/2024- 30/11/2024	Nil
Direct debit payments	01/11/2024- 30/11/2024	\$8,446.44
Licensing transfers	01/11/2024- 30/11/2024	\$3,224.70
Bank fees	01/11/2024- 30/11/2024	\$4,096.82
VISA payments	01/11/2024- 30/11/2024	\$5,077.45
EFT payments	EFT7320- EFT7406	\$961,548.56
Salaries and wages	01/11/2024- 30/11/2024	\$44,815.19
Total payments	01/11/2024- 30/11/2024	\$1,027,209.16

The Shire of Tammin made the following significant expenditure during the month of November 2024:

Creditor	Description	Amount
Australian Audit PTY LTD	Reg 17 Review	\$ 5,005.00
DJ and D Jasper (Leithvale Trading)	Supply of 1623m3 of gravel from pit on Goldfields Road @ \$3.00 per m3 for Tammin York Road	\$ 5,355.90
Avon Valley Windscreens	Supply and fit front windscreen to Bomag Roller	\$ 5,980.59
Wheatbelt Diesel Services	Repairs to TN251 & TN6, service and supply parts to TN246	\$ 6,555.98
Bobcat plus PTY LTD	Place rock pitching to culverts on Tammin York Road	\$ 6,600.00
DKT Rural Agencies	2x brushcutters, 2x petrol blowers & 2x chainsaws for small plant	\$ 6,702.99
Woodstock Electrical	Retic repairs at Tamma Village in 2023	\$ 6,760.01
Vizona	Supply and Deliver solar equipment as per quote QUViz-1727 Final Payment	\$ 7,529.77
Dallcon	Supply and delivery of single barrel 450mm pipe headwalls	\$ 8,866.00
Wright Express Australia Pty Ltd (Caltex)	Fuel expenses for October 2024	\$ 9,138.55
Luke Stephen Stewart	Unit 2 Tamma Village repairs after inspection	\$ 9,559.00
Youlie and Son Spreading Services	Hire of semi trailers for earthworks from 01/10/2024- 15/10/2024	\$ 9,710.25
150 Square Pty Ltd	Acting CEO Darren Mollenoyux for September 2024 (108.50 hours)	\$ 10,307.50
Bobcat plus PTY LTD	Installation of culvert and end structures on Quartermaine Road (floodway)	\$ 10,890.00
Department of Fire and Emergency Services	24/25 ESL quarter 2 payment	\$ 11,033.56
Youlie and Son Spreading Services	Dozer Hire	\$ 12,713.25
Department of Primary Industries and Regional Development	Return of unspent traineeship grant funds 2022-2023 funding round	\$ 14,917.10
Youlie and Son Spreading Services	Clearing verges and spreading gravel on Goldfields Road & operating possie track	\$ 20,770.75
AP Concreting Pty Ltd	Construct floodway on Yorkrakine East Road	\$ 32,241.00
Australian Taxation Office - BAS	BAS July - September 2024	\$ 33,916.00
Avon Valley Toyota & Avon Valley Isuzu	Purchase of Toyota RAV4 AWD 2.L Hyb CVT GX (SS) for MFC	\$ 46,966.41
LGIS (WA)	Insurance for period 30/06/2024 to 30/06/2025	\$ 59,361.79
Avon Valley Toyota & Avon Valley Isuzu	Supply of 2 new vehicles, CEO Parado and MWS Hi Lux	\$ 142,269.41
Fulton Hogan	Carryout rural reseals on North Bungulla Road and Yorkrakine Road as per quotation WAHAZ2024235.01	\$ 400,299.62

Comment

It should be noted that due to an increase in EFTPOS usage, credit card payments and a lack of banks providing cheques services, our Merchant bank fees are significantly higher than last year. Given the large percentage of rates already paid, we do not expect ongoing merchant fees to be as high.

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2024/2025 Operating Budget.

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
- a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - b) Petty cash systems.
- (1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (2) Payments made by a local government —
- a) Subject to sub-regulation (4), are not to be made in cash; and
 - b) Are to be made in a manner which allows identification of —
 - (i) The method of payment;
 - (ii) The authority for the payment; and
 - (iii) The identity of the person who authorised the payment.
- (3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]

12. Payments from municipal fund or trust fund

- (1) A payment may only be made from the municipal fund or the trust fund —
- a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - b) Otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]

13. Lists of accounts

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - a) *The payee's name;*
 - b) *The amount of the payment;*
 - c) *The date of the payment; and*
 - d) *Sufficient information to identify the transaction.*

- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - a) *For each account which requires council authorisation in that month —*
 - (i) *The payee's name;*
 - (ii) *The amount of the payment; and*
 - (iii) *Sufficient information to identify the transaction; and*
 - b) *The date of the meeting of the council to which the list is to be presented.*

- (3) *A list prepared under sub-regulation (1) or (2) is to be —*
 - a) *Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - b) *Recorded in the minutes of that meeting.*

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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

The following outcomes and strategies have been identified to achieve this vision.

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

- 6.1.1 Deliver sustainable governance through transparent and robust policy and processes
- 6.1.2 Undertake the civic duties of Council with the highest degree of ethics

Outcome 6.2 An efficient and effective organisation

- 6.2.1 Ensure sound long-term financial management and deliver value for money
- 6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

TSC Motion 81/24

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 November 2024 to 30 November 2024 totaling \$1,027,209.16 as contained in attachments 12.1.

Municipal Fund payments totaling \$1,027,209.16 detailed:

Cheque numbers	01/11/2024- 30/11/2024	Nil
Direct debit payments	01/11/2024- 30/11/2024	\$8,446.44
Licensing transfers	01/11/2024- 30/11/2024	\$3,224.70
Bank fees	01/11/2024- 30/11/2024	\$4,096.82
VISA payments	01/11/2024- 30/11/2024	\$5,077.45
EFT payments	EFT7320- EFT7406	\$961,548.56
Salaries and wages	01/11/2024- 30/11/2024	\$44,815.19
Total payments	01/11/2024- 30/11/2024	\$1,027,209.16

Moved: Cr Nicholls

Seconded: Cr Leslie

Vote: Simple Majority

Carried/Lost: 6/0

12.2 Financial Management Report for the month of November 2024

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	3 December 2024
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 –November 2024 Monthly Financial Report

Purpose of Report

For Council to receive the Monthly Financial Statement.

Background

Enclosed is the Monthly Financial Report for the month of November 2024 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

Rates were issued on 20th August 2024 with payments due in full by 28 October 2024. As of 30 November 2024, 82% of rates have been received, with a number of rate payers selecting the installment option. Payment arrangements will be made for those requiring it.

We've seen a higher than normal expenditure in November due to the amount of Capex jobs being completed. Claims for several projects have already been completed by the Works Manager and we should see funds for these items very soon.

Financial Implications

There are currently no financial implications as income and expenditure is in accordance with Budget. Amendments will be made at Budget review in terms of Grant Income and Expenditure.

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

*(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - b) budget estimates to the end of the month to which the statement relates;
 - c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity December be shown —
- a) according to nature and type classification; or
 - b) by program; or
 - c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
- a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b) recorded in the minutes of the meeting at which it is presented.

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Implications

Council resolved that in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% or \$10,000, whichever is greater, be adopted for reporting material variances.

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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The following outcomes and strategies have been identified to achieve this vision.

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

6.1.2 Undertake the civic duties of Council with the highest degree of ethics

Outcome 6.2 An efficient and effective organisation

6.2.1 Ensure sound long-term financial management and deliver value for money

6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

TSC Motion 82/24

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.2 for the period ending 30 November 2024 comprising;

- a) Statement of Financial Activity
- b) Note 1 to Note 12

Moved: Cr Courtney Thomson

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 6/0

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Bush Fire Advisory Committee Meeting Minutes – 30th September 2024

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	3 December 2024
Author:	Andrew Malone
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 13.1 – Bush Fire Advisory Committee Meeting Minutes

Proposal/Summary

For Council to consider the recommendations made by the Bush Fire Advisory Committee.

Background

The Bush Fire Advisory Committee met on Monday 30th September 2024 at the Donnan Park Pavilion.

Comments

The Committee discussed various agenda items and has put forward to council various recommendations for Council's Consideration including the appointment of Bush Fire Control Officers.

The Committee also reviewed the current burning periods and did not recommend any alternations.

The full set of minutes has been included as an attachment to this item.

Consultation

Tammin Bushfire Brigade Members

Ben Davies, CSEM

Statutory Implications

Bush Fires Act 1954 Part 4 s38 Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

Policy Implications

The Bush Fires Act 1954 Section 41 (1) states the below:

41. Bush fire brigades

- (1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2018 - 2027

- Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values.
- Outcome 1.2 A growing, healthy and safe community
 - 1.2.3.1 Support provision of emergency services and encourage community volunteers.

TSC Motion 83/24

That Council receive the Minutes of the Bush Fire Advisory Committee for its meeting on 30th September 2024

Moved: Cr Caffell

Seconded: Cr Rogers

Vote: Simple Majority

Carried/Lost: 6/0

TSC Motion 84/24

That Council endorse the following recommended appointments: -

Chief Bush Fire Control Officer:

Nicholas Caffell

Deputy Chief Bush Fire Control Officer:

Brad Jones

Fire Control Officers:

Gavin Charlton

Hayden Dixon

David Thomson

Corey Dixon

Lewis York

Moved: Cr Courtney Thomson **Seconded:** Cr Rogers

Vote: Simple Majority

Carried/Lost: 6/0

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

15. MATTERS FOR CONSIDERATION – TOWN PLANNING

Nil

16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

18. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5.17 pm