

# 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 23<sup>rd</sup> October 2024** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

A handwritten signature in blue ink, appearing to read 'Darren Mollenoyux'.

Darren Mollenoyux  
Acting Chief Executive Officer  
23 October 2024

#### MISSION STATEMENT

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

**Contents**

AGENDA ..... 3

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS ..... 3

2. ACKNOWLEDGEMENT TO COUNTRY ..... 3

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

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE ..... 3

5. PUBLIC QUESTION TIME ..... 3

6. APPLICATIONS FOR LEAVE OF ABSENCE ..... 3

7. DECLARATION OF MEMBER’S INTERESTS IN AGENDA ITEMS..... 4

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS ..... 4

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS..... 5

9.1 Ordinary Council Meeting Minutes – 26 September 2024 ..... 5

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION ..... 5

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS..... 5

12. MATTERS FOR CONSIDERATION – FINANCE..... 6

12.1 List of Payments for September 2024..... 6

12.2 Financial Management Report for the month of September 2024..... 10

13 MATTERS FOR CONSIDERATION – ADMINISTRATION ..... 13

13.1 Office Closure – Christmas/New Year Period December 2024 ..... 13

13.2 Request to waive Lesser Hall hire fees for Feed it Forward ..... 16

13.3 New Policy – Consumption of Alcohol on Shire Property ..... 18

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH ..... 21

15. MATTERS FOR CONSIDERATION – TOWN PLANNING ..... 21

16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN ..... 21

17. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23) ..... 21

18. CLOSURE OF MEETING..... 21

## **AGENDA**

**1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Shire President will declare the meeting open at 5.07 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 Leslie (via phone)  
Cr Caffell (via phone)  
Cr Charmaine Thomson  
Cr Courtney Thomson,  
Cr Nicholls  
Cr Rogers

**In Attendance:** ACEO - Darren Mollenoyux,  
Manager of Finance & Corporate Service – Racheal King,  
Manager of Works & Services – Bevan Klein

**Leave of Absence previously granted:** Nil

**Apologies:** Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**TSC Motion 63/24**

That Cr Rogers be excused from the Ordinary Council Meeting, 20<sup>th</sup> November 2024.

Moved: Cr Courtney Thomson

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 6/0

**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:

Nil

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:

Nil

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:

Nil

**8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS**

Nil

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 Ordinary Council Meeting Minutes – 26 September 2024**

**TSC Motion 63/24**

That the minutes of the Ordinary Council Meeting held on 26 September 2024 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Courtney Thomson

Vote: Simple Majority

Carried/Lost: 6/0

**10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

## 12. MATTERS FOR CONSIDERATION – FINANCE

### 12.1 List of Payments for September 2024

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Finance Officer
<b>Date:</b>	17.10.2024
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	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 September 2024 totaling \$433,114.78 by way of:

Cheque numbers	01/09/2024- 30/09/2024	Nil
Direct debit payments	01/09/2024- 30/09/2024	\$15,307.86
Licensing transfers	01/09/2024- 30/09/2024	\$5,000.10
Bank fees	01/09/2024- 30/09/2024	\$145.22
VISA payments	01/09/2024- 30/09/2024	\$5,481.55
EFT payments	EFT7168- EFT7246	\$335,035.44
Salaries and wages	01/09/2024- 30/09/2024	\$53,005.31
<b>Total payments</b>	<b>01/09/2024- 30/09/2024</b>	<b>\$433,114.78</b>

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

Creditor	Description	Amount
<b>150 Square Pty Ltd</b>	Acting CEO expenses for August 2024	\$ 6,121.00
<b>AP Concreting Pty Ltd</b>	Footpath renewal at Packham & Dreyer Street, approx 300sq meters	\$ 23,314.50
<b>Bobcat plus PTY LTD</b>	Remove old culverts, install new culvert and structure, inc backfill and earth drains on Chappell Wheeldon Rd Tammin & Excavation at shire office driveway	\$ 11,137.00
<b>D&amp;A Plumbing and Gas</b>	Replace RPZP and tundish, replace hanging chains at Depot & reticulation repairs at 14 Russell St	\$ 6,026.02

<b>Leon Garlett</b>	Grader and roller hire for maintenance grading and drainage on Goldfields Road	\$ 6,207.00
<b>Western Australian Local Government Association</b>	Local Government Convention from 08/10- 10/10/24 for all Councillors including breakfast	\$ 7,139.00
<b>Luke Stephen Stewart</b>	Paint the internal walls, ceilings, floor trims etc at 14 Russell Street including materials, replace carpark roof at Admin Office and fit timber to grave surrounds at Cemetery	\$ 30,360.00
<b>Mineral Crushing Services (WA) Pty Ltd</b>	Aggregate supplied from Doodlakine Quarry for various roads	\$ 9,796.71
<b>Wright Express Australia Pty Ltd (Caltex)</b>	Fuel expenses for various vehicles for the month of August 2024	\$ 7,064.74
<b>Bobcat plus PTY LTD</b>	Installation of culvert and end structures at Yorkrakine East Road	\$ 10,857.00
<b>Luke Stephen Stewart</b>	Supply and replace 6 x whirlybird ceiling vents in Tammin Hall, repair hot water system leak in Admin Office & repairs to drinking fountain at Oval	\$ 5,775.00
<b>Bobcat plus PTY LTD</b>	Installation of culvert and end structures on York Tammin Road	\$ 10,862.50
<b>Hutton &amp; Northey Sales</b>	Purchase of Case IH Farmall 115C tractor & Challenge onelift 40 as per capex budget	\$ 97,900.00
<b>KW &amp; AJ Swann</b>	Excavator works for inlet and outlet of all culverts on Tammin York Road & Maintenance grading on Kitto-Rogers Road	\$ 10,032.00
<b>Youlie and Son Spreading Services</b>	Maintenance grading on Yorkrakine Road, dozer work at Tip site and dozer and grader hire at Yorkrakine East Road (floodway)	\$ 24,545.40

**Comment**

Nil

**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 64/24**

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 September 2024 to 30 September 2024 totaling \$433,114.78 as contained in attachments 12.1.

Municipal Fund payments totaling \$433,114.78 detailed:

Cheque numbers	01/09/2024- 30/09/2024	Nil
Direct debit payments	01/09/2024- 30/09/2024	\$15,307.86
Licensing transfers	01/09/2024- 30/09/2024	\$5,000.10
Bank fees	01/09/2024- 30/09/2024	\$145.22
VISA payments	01/09/2024- 30/09/2024	\$5,481.55
EFT payments	EFT7168- EFT7246	\$335,035.44
Salaries and wages	01/09/2024- 30/09/2024	\$53,005.31
<b>Total payments</b>	<b>01/09/2024- 30/09/2024</b>	<b>\$433,114.78</b>

Moved: Cr Leslie

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 6/0

## 12.2 Financial Management Report for the month of September 2024

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Corporate Services
<b>Date:</b>	17 October 2024
<b>Author:</b>	Racheal King
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.2 –September 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 September 2024 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

### **Comment**

With the Budget approved at the last Council meeting, work has begun on a number of Capex jobs. Fees and Charges adopted at Council's last meeting have come into effect. Rates were issued on 20<sup>th</sup> August 2024 with payments due in full by 28 October 2024. As of 30 September 2024, 10.5% of rates have been received, largely in part as the due date falls later this month, 28 October 2024. Payment arrangements will be made for those requiring it.

### **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

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 65/24**

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 September 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 Office Closure – Christmas/New Year Period December 2024**

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Shire of Tammin
<b>Date:</b>	3 October 2024
<b>Author:</b>	Racheal King
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Racheal King: as the author of the item has an interest as she is a current employee, and this office closure would also apply to her.
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

**Proposal/Summary**

Council to consider the closure of the Shire Administration Office over the Christmas and New Year period in December 2024.

**Background**

The Shire office has traditionally been closed over the Christmas and New Year period.

**Comment**

Previously no complaints or adverse comments have been received in relation to the office closure. At the 28 September 2022 Ordinary Council meeting, a policy in relation to Local Government Public Holidays was adopted. This policy is inclusive of two additional holidays commonly known as Public Service Days, one of which affects the Christmas Closure.

Given the timing of the Christmas and New Year holidays it is proposed that the Office be closed for the period commencing Monday 23 December 2024 to Monday 1 January 2025. The Office will reopen on Thursday, 2 January 2025.

As a rule no significant business is conducted between the Christmas and New Year period, therefore it is considered an ideal time to close the office and allow staff to enjoy a safe, relaxed festive period with their families. As per previous years, there will be staff available on call for emergencies should the need arise. Discussions with the Management team has confirmed this.

Notification of the office closure will be advertised to the public leading up to the closing period. The item is being put forward now so that staff have plenty of notice and can plan their end of year accordingly.

Ordinarily, three days of annual leave is required to be taken by staff to cover the office shut down period.

In 2022 Council moved an amendment to the officer recommendation to authorise staff to take the three days required as extra paid leave and not require them to use their annual leave entitlements.

The reasons Council gave for this amendment are as follows:

*Council recognise the work and commitment of staff over the year and acknowledge that while the Shire of Tammin has a limited budget to reward employees through salary rates that this is an opportunity to alternatively rewarded staff.*

Therefore, two proposed options are being put forward for Council consideration:

**Option 1: Staff utilise 3 days of leave entitlements**

<b>Monday 23 December 2024</b>	Local Government Public Holiday	Office Closed
<b>Tuesday 24 December 2024</b>	Staff utilise leave entitlements	Office Closed
<b>Wednesday 25 December 2024</b>	Christmas Day Public Holiday	Office Closed – Public Holiday
<b>Thursday 26 December 2024</b>	Boxing Day Public Holiday	Office Closed – Public Holiday
<b>Friday 27 December 2024</b>	Staff utilise leave entitlements	Office Closed
<b>Saturday 28 December 2024</b>	Weekend	Weekend
<b>Sunday 29 December 2024</b>	Weekend	Weekend
<b>Monday 30 December 2024</b>	Staff utilise leave entitlements	Office Closed
<b>Tuesday 31 December 2024</b>	Staff utilise leave entitlements	Office Closed
<b>Wednesday 1 January 2025</b>	Public Holiday – New Years Day	Office Closed – Public Holiday
<b>Thursday 2 January 2024</b>	Nil	Office Open

**Option 2: Council provide 3 extra paid leave days**

<b>Monday 23 December 2024</b>	Local Government Public Holiday	Office Closed
<b>Tuesday 24 December 2024</b>	Staff utilise leave entitlements	Office Closed
<b>Wednesday 25 December 2024</b>	Christmas Day Public Holiday	Office Closed – Public Holiday
<b>Thursday 26 December 2024</b>	Boxing Day Public Holiday	Office Closed – Public Holiday
<b>Friday 27 December 2024</b>	Extra Paid Leave	Office Closed
<b>Saturday 28 December 2024</b>	Weekend	Weekend
<b>Sunday 29 December 2024</b>	Weekend	Weekend
<b>Monday 30 December 2024</b>	Extra Paid Leave	Office Closed
<b>Tuesday 31 December 2024</b>	Extra Paid Leave	Office Closed
<b>Wednesday 1 January 2025</b>	Public Holiday – New Years Day	Office Closed – Public Holiday
<b>Thursday 2 January 2024</b>	Nil	Office Open

**Consultation**

Nil

**Statutory Implications**

Nil

**Policy Implications**

Nil

### **Financial Implications**

If option 1 is adopted, then leave is taken as annual leave and/or RDO entitlement thus reducing the accumulated leave provisions within the FY2024/25 budget. If option two is taken, then whilst there is no increased cash cost it does result in three days of lost production when employees take the three days annual leave that they weren't required to take during the office shut down.

The Shire currently has no employees that have a leave balance in excess of their annual leave entitlement.

### **Strategic Implications**

Nil

#### **TSC Motion 66/24**

That Council:

1. Approve the closure of the Shire Administration Office during the Christmas and New Year period from Monday 23 December 2024 to Wednesday 1 January 2025 inclusive, reopening on Thursday, 2 January 2025;
2. That leave required for the office closure period be in accordance with option 2; and,
3. Advertise the Administration Office closure to the public leading up to the Office closure.

Moved: Cr Rogers

Seconded: Cr Caffell

Vote: Simple Majority

Carried: 6/0

### 13.2 Request to waive Lesser Hall hire fees for Feed it Forward

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Feed it Forward
<b>Date:</b>	16 October 2024
<b>Author:</b>	Racheal King
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	N/A
<b>Attachment/s:</b>	Attachment Item 13.2 – Feed it Forward Letter Request Attachment Item 13.2 – Feed it Forward Information Sheet

#### **Proposal/Summary**

For Council to consider the waiver of fees associated with Lesser Hall hire, for the purpose of twice weekly services for the Feed it Forward group.

#### **Background**

On 15 October the Shire received a letter from Pamela Bartlett on behalf of Feed it Forward. The letter is requesting the use of the Tammin Lesser Hall free of charge to hold twice weekly services.

#### **Comments**

The letter outlining the request is attached to this item. The group are asking for a waiver so that they can hold the services twice weekly.

The request outlines that the Feed it Forward is a not-for-profit group created to assist individuals and families of all backgrounds in accessing food and other resources. They are 100% volunteer and cover all costs associated with resourcing and providing the service, with some members accessing the resource from as far away as Beverley.

As a not-for-profit community service, the Shire could consider waiving the fees to allow the group to continue servicing the community. It promotes social welfare by addressing food insecurity and supporting vulnerable community members. By allowing the group to use the space, the initiative can operate in a safe, central, and accessible location. This also fosters a sense of community, encourages volunteerism, and strengthens local support networks, while reflecting positively on the local government hosting the service by showing its commitment to social responsibility and inclusivity.

A key outcome of the Shire Strategic Community Plan is “A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency.” If the organisation meets twice weekly the Shire will have forgone \$1,560 in revenue for the year, however it should be noted that if the fees are unable to be waived, the group will continue to run from the members’ home to maintain low costs.



**Consultation**

Nil

**Statutory Implications**

Nil

**Policy Implications**

Nil

**Financial Implications**

Waiving the fees for the hire of the Lesser Hall reduces revenue for the Shire of Tammin and therefore negatively impacting cash flow. Consideration should be taken for the costs associated with the operating and maintenance costs for the Hall.

*Fees & Charges 2024/25:*

*Meetings – Half Day \$15*

If the organisation meets monthly the Shire will have forgone \$1,560 in revenue for the year, however it should be noted that if the fees are unable to be waived, the group will continue to run from the members home to maintain low costs.

**Strategic Implications**

**Social /Community Strategies**

**Outcome 1.1** A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency

1.1.1 Continue to develop and support a healthy inclusive and accessible community providing facilities and services for all ages, abilities, visitors and tourists  
*(Cunderdin-Tammin Age Friendly Communities Plan 2017; Shire of Tammin, Tammin Town Centre Visioning Plan 2017)*

1.1.2 Continue to support and strengthen community groups and networks

**TSC Motion 67/24**

That Council:

1. Approves the request to waive the lesser hall hire fees for a period of 12 months for the Feed it Forward group. To be reviewed annually.

Moved: Cr Courtney Thomson

Seconded: Cr Rogers

Vote: Simple Majority

Carried/Lost: 6 / 0

### 13.3 New Policy – Consumption of Alcohol on Shire Property

<b>Location:</b>	N/A
<b>Applicant:</b>	Shire of Tammin
<b>Date:</b>	14 October 2024
<b>Author:</b>	Manager of Finance & Corporate Services
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 13.3– Proposed Policy for Consumption of Alcohol on Shire Premises

#### Proposal/Summary

This item brings a new Consumption of Alcohol on Shire Premises Policy before Council and seeks a Council resolution to introduce the proposed policy.

#### Background

Council policies are formally reviewed every two years to ensure fit for purpose. Reviews may occur outside the scheduled timeframe if legislation changes, where amendment is required to support the direction of Council or where improved guidance is required to support function and operability.

Effective policies clearly establish Council’s position on various matters, they complement associated legislation, provide good governance and clear administrative guidance, and present the community with concise and topical information. In this instance, the need for a policy was identified following concerns regarding risk management and asset protection.

#### Comment

Policy objective created to clearly indicate that the conditions that apply to the consumption of alcohol in and on Shire owned facilities and public reserves must be complied with. It provides assistance when managing:

- **Risk Management and Liability:** When alcohol is consumed on Shire premises, especially in community buildings, the potential for accidents, injuries, or misconduct increases. A policy helps to mitigate legal and financial risks to the Shire by clearly outlining acceptable behaviour and safety requirements. It ensures the Shire can regulate alcohol consumption, thereby minimising its exposure to liability in case of incidents.
- **Public Safety:** Alcohol consumption, if unregulated, can lead to situations that may endanger the community, such as alcohol-related accidents, disorderly conduct, or health emergencies. This policy imposes restrictions or guidelines that ensure responsible drinking practices and safeguard the well-being of all attendees.
- **Consistency and Fairness:** A policy ensures that all venue hires are subject to the same rules and expectations regarding alcohol use. This consistency prevents arbitrary decisions and maintains fairness in the application of rules, thereby reducing potential disputes between hirers and the Shire.

- **Preservation of Property:** Community buildings are often public assets maintained by the Shire. Alcohol-related events can lead to property damage due to accidents or negligent behaviour. A policy can establish clear guidelines around security, cleaning responsibilities, and damage prevention, helping protect these assets.
- **Community Relations and Expectations:** Shire-owned community buildings often serve diverse groups, including families and children. A clear alcohol consumption policy helps manage community expectations, ensuring that events are appropriate for the location and context. It also allows the Shire to maintain a positive relationship with the broader community by balancing the needs of those who wish to serve alcohol with those who expect alcohol-free environments.
- **Compliance with Regulations:** There are often legal requirements around the sale and consumption of alcohol, such as the need for permits or adherence to liquor licensing laws. A policy can ensure that hirers understand and comply with these regulations, protecting both the Shire and event organisers from legal violations.
- **Reputation Management:** The Shire has a responsibility to uphold its reputation within the community. Unregulated or inappropriate alcohol consumption on Shire premises could damage this reputation. A policy helps ensure that events reflect the values and standards of the Shire, minimising the risk of negative public perception.

In summary, a well-structured policy on alcohol consumption for Shire premises provides a framework that promotes safety, fairness, and compliance, while protecting the Shire’s assets, reputation, and legal standing.

#### **Consultation**

Other WA Local Governments  
Management Team

#### **Policy Implications**

Nil

#### **Financial Implications**

Should the Policy be updated, the Council may wish to impose a fee for the application to consume alcohol on the premises.

#### **Strategic Implications**

##### Civic Leadership Strategies

Our Councilor’s 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

##### Outcome

6.2 An efficient and effective organisation

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

**TSC Motion 68/24**

That Council, by Simple Majority, pursuant to Section 3.18 of the *Local Government Act 1995 (WA)* resolves to introduce the Consumption of Alcohol on Shire Premises Policy.

Moved: Cr Nicholls

Seconded: Cr Courtney Thomson

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 5.26 pm