

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 **Wednesday 21st August** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

A handwritten signature in black ink, appearing to read 'Joanne Soderlund'.

Joanne Soderlund
Chief Executive Officer
16 August 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 3

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS 3

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS 4

9.1 Ordinary Council Meeting Minutes – 1 August 2024..... 4

9.2 Special Council Meeting Minutes – 7 August 2024..... 4

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 July 2024 6

12.2 Financial Management Report for the month of July 2024 10

12.3 Request to waive Lesser Hall hire fees for Tammin seniors exercise classes 13

13 MATTERS FOR CONSIDERATION – ADMINISTRATION 16

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH 16

15. MATTERS FOR CONSIDERATION – TOWN PLANNING..... 16

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

17. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23) 16

18. CLOSURE OF MEETING 16

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at ____ 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:

In Attendance:

Leave of Absence previously granted:

Apologies:

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

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 1 August 2024

Officers Recommendation

That the minutes of the Ordinary Council Meeting held on 1 August 2024 be confirmed as a true and accurate record of proceedings.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

9.2 Special Council Meeting Minutes – 7 August 2024

Officers Recommendation

That the minutes of the Special Council Meeting held on 7 August 2024 be confirmed as a true and accurate record of proceedings.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for July 2024

Location:	Shire of Tammin
Applicant:	Finance Officer
Date:	09/08/2024
Author:	Kelsey Pryer
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 Attachment Item 12.1 – Credit Card 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 July 2024 totaling \$280,273.38 by way of:

Cheque numbers	Nil	0.00
Direct debit payments	01/07/2024- 31/07/2024	\$31,796.75
Licensing transfers	01/07/2024- 31/07/2024	\$6,247.60
Bank fees	01/07/2024- 31/07/2024	\$119.29
VISA payments	01/07/2024- 31/07/2024	\$7,994.86
EFT payments	EFT7034- EFT7085	\$155,594.63
Salaries and wages	01/07/2024- 31/07/2024	\$78,520.25
Total payments	01/07/2024- 31/07/2024	\$280,273.38

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

Supplier	Description	Amount
Wright Express Australia Pty Ltd (Caltex)	Fuel expenses for Shire plant for June 2024	\$ 8,866.66
Accwest Pty Ltd	Accounting Assistance for Reg 5.2(c) review, budget prep, GST rec, BAS & review reports	\$ 20,968.75
MB Power & AirCon	Supply and fit Washtech M2 Professional dishwasher to Town Hall kitchen	\$ 9,839.50
Western Australian Local Government Association (WALGA)	WALGA subscriptions for 2024-2025 - Assoc, Council Connect, Employee relations, Procurement services, Tax services and LG Complete guide	\$ 29,317.74
Wheatbelt Diesel Services	Major overhaul repairs to TN2203 & carry out 30,000km service on TN3 including parts	\$ 18,148.52
Wheatbelt East Regional Organisation of Councils (WEROC)	Annual financial contribution to WEROC 2024/25	\$ 13,200.00
Landgate	GRV General revaluation 2023/24	\$ 6,617.31
Wheatbelt Diesel Services	Repairs to TN1, TN251, TN6, TN2022 & TN2203	\$ 6,447.14
WA Treasury Corporation	Loan 80 & 81 Capital and interest payment for July-September 2024	\$ 15,205.26

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

Officers Recommendation

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 July 2024 to 31 July 2024 totaling \$280,273.38 as contained in attachments 12.1.

Municipal Fund payments totaling \$280,273.38 detailed:

Cheque numbers	Nil	0.00
Direct debit payments	01/07/2024- 31/07/2024	\$31,796.75
Licensing transfers	01/07/2024- 31/07/2024	\$6,247.60
Bank fees	01/07/2024- 31/07/2024	\$119.29
VISA payments	01/07/2024- 31/07/2024	\$7,994.86
EFT payments	EFT7034- EFT7085	\$155,594.63
Salaries and wages	01/07/2024- 31/07/2024	\$78,520.25
Total payments	01/07/2024- 31/07/2024	\$280,273.38

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

12.2 Financial Management Report for the month of July 2024

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	16 August 2024
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 – July 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 July 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 and Rates will be issued by the time Council meet, on 20 August. 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

Officers Recommendation

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 July 2024 comprising;

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

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

12.3 Request to waive Lesser Hall hire fees for Tammin seniors exercise classes

Location:	Shire of Tammin
Applicant:	Women in Farming Tammin Branch
Date:	16 August 2024
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	Attachment Item 12.3 – Email Request

Proposal/Summary

For Council to consider the waiver of fees associated with Lesser Hall hire, for the purpose of monthly meetings for the Women in Farming – Tammin Branch.

Background

On 16 August 2024 the Shire received an email from Zoe Christison on behalf of the newly formed Tammin Branch of Women in Farming. The email is requesting the use of the Tammin Lesser Hall free of charge to hold their monthly meetings.

Comments

The email outlining the request is attached to this item. The group are asking for a 12 month waiver so that they can hold the monthly meetings that they plan to have and let the group get established.

The request outlines that the Women in Farming Organisation is a not for profit organisation created for women within the industry. They hold meetings to share knowledge and to support each other. Some topics that the group cover include marketing, succession planning and inviting guest speakers for other topics such as agronomy.

As a not for profit community group there the Shire could consider waiving the fees to allow the group to get established. Connectedness in a small regional location is important and creates stronger communities and groups that are aiming to do this should be supported where possible. 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 branch were to meet monthly the revenue forgone by the Shire for the 12 month period would be \$180.

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 \$15.00

If the organisation meets monthly the Shire will have forgone \$180 in revenue for the year.

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

1.1.3 Actively promote and support community events and activities

Outcome 1.2 A growing, healthy and safe community

1.2.2 Improve recreation for all ages

Recommendation

That Council:

1. Approves the request to waive the lesser hall hire fees for a period of 12 months for the Women in Farming, Tammin Branch to get established.

Moved: Cr _____ Seconded: Cr _____

Vote: Simple Majority Carried/Lost: ___/___

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

15. MATTERS FOR CONSIDERATION – TOWN PLANNING

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 ____pm.

