



# Shire of Tammin

## Annual Report 2016/17



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## Our Shire

Tammin is located 184km east of Perth on the Great Eastern Highway. The Shire of Tammin covers an area of 1,087 km<sup>2</sup> and is bounded by the Shires of Kellerberrin, Quairading, Cunderdin and Wyalkatchem.

The Shire of Tammin, including the settlements of Bungulla and Yorkrakine, has a total population of approximately 400. The economy of the Shire is primarily agriculture based.

The community enjoys a Mediterranean type climate with weather ranging from 0°C in winter to 40°C plus during the summer. The average yearly rainfall is 370mm, which mainly falls in winter.

Tammin was first settled in 1893 by John Packham with more settlers arriving in the 1900's. The town of Tammin was gazetted in 1899.

The name "TAMMIN" means grandmother or grandfather according to the "Descriptive Vocabulary of Aborigines of WA" by G F Moore. Other theories are that Tammin was named after the Tamma, a small animal that once inhabited the area or the Tamma bush which grows throughout the district.

European settlement continued to grow and with the completion of the Goldfields Water Supply and the railway line to Kalgoorlie, the township grew along with necessary shops and facilities.

Yorkrakine, 30km north of Tammin, became a small township with a post office, store and hall.

In 1948 Tammin became a Road Board in its own right, having previously been part of the Meckering Road Boards and later the Cunderdin-Meckering-Tammin Road Boards. With the change in *Local Government Act 1960* it became the Shire of Tammin in 1961.

## Our Council

### **President**                      **Cr. Michael Greenwood**

Elected: 2004

Term expiry: 2021

Email: crgreenwood@tammin.wa.gov.au

Ph. (08) 9637 1515

### **Deputy President**            **Cr. Donald Thomson**

Elected: 2012

Term expiry: 2019

Email: crthomson@tammin.wa.gov.au

Ph. (08) 9045 2051

### **Councillor**                      **Cr. Carol Crane**

Elected: 2011

Term expiry: 2019

Email: crcrane@tammin.wa.gov.au

Ph. (08) 9637 1640

### **Councillor**                      **Cr. Glenice Batchelor**

Elected: 2015

Term expiry: 2019

Email: crbatchelor@tammin.wa.gov.au

Ph. (08) 9637 1221

### **Councillor**                      **Cr. Tania Daniels**

Elected: 2017

Term expiry: 2021

Email: crdaniels@tammin.wa.gov.au

Ph. 0428 741 900

### **Councillor**                      **Cr. Nicholas Caffell**

Elected: 2017

Term expiry: 2021

Email: crcaffell@tammin.wa.gov.au

Ph. (08) 9045 2048

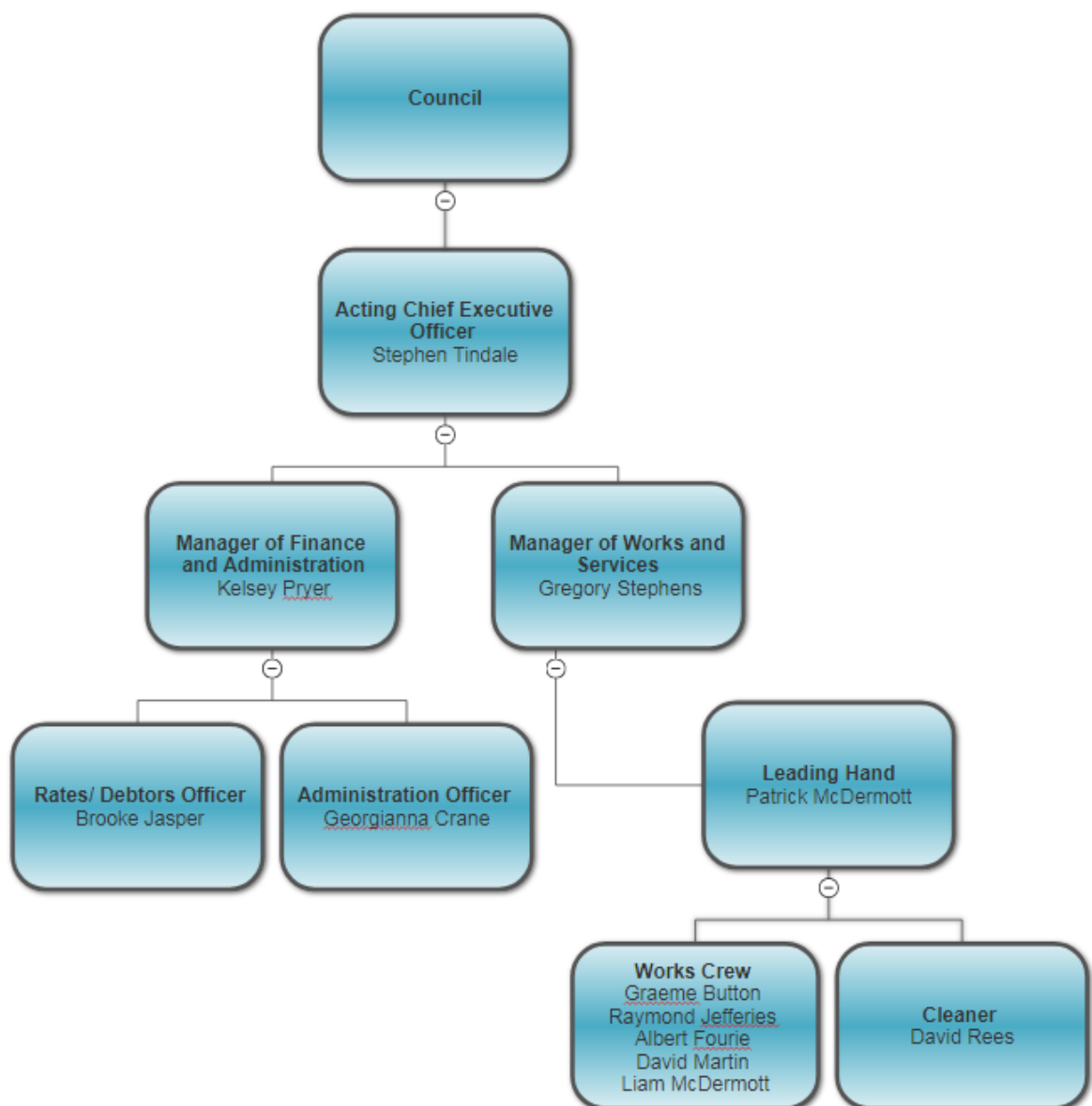
### **Councillor Meeting Attendance**

Council Policy provides that Council member attendance at all Council meetings and Committee meetings which they have been appointed a member, be reported in the Annual Report. For the year ended 30 June 2017 Council member attendance was as follows:

	Council		Committee	
	Eligible	Attended	Eligible	Attended
Cr S. Uppill	11	10	1	1
Cr C. Crane	11	10	0	0
Cr M. Greenwood	11	10	1	1
Cr P. Bell	11	10	0	0
Cr D. Thomson	11	11	1	1
Cr G Batchelor	11	11	1	1

## Our People

Shire of Tammin  
 1 Donnan Street  
 Tammin WA 6409  
 Ph: (08) 9637 0300  
 Email: [shire@tammin.wa.gov.au](mailto:shire@tammin.wa.gov.au)  
 Office hours: Mon - Fri 9.00am - 4.00pm



Environmental Health, Building and Ranger services are provided through service contracts.

## Shire President's Report



We unfortunately bid farewell to Peter Naylor our shared CEO with the Shire of Cunderdin in November, 2017 after almost 2 years of resource sharing and wish him well in his new position.

He showed us all that with diligence and belief in the arrangement the resource sharing can and will work, both for the Shire of Tammin as well as the Shire of Cunderdin.

Our office staff continues to provide amazing service to the community and our outside staff is steadily improving the Shire and should be commended.

We are very lucky to have obtained the services of Stephen Tindale in the interim whilst we are looking for a new CEO and his wealth of knowledge in the local government sector will only be of benefit to us all and he is residing in the Shire of Tammin during his term.

### **2017 Election Results**

Local government elections were held in October 2017 and there were three seats to be filled. Both Cr Scott Uppill and Cr Pat Bell decided not to renominate and I and the rest of the community wish to thank them both for their hard work and long hours that they put into the Council, for the benefit of the community.

Two new nominees put their hands up for election and we are proud to announce that Cr Nick Caffell and Cr Tania Daniels have joined the Council. Cr Michael Greenwood renominated.

Our new council duly elected myself as President and I am very honoured to have Cr Donald Thomson as the Deputy President and a highly diverse and strong Council which will take us forward to a new and exciting chapter in Tammin.

**Cr Michael D Greenwood**  
**Shire President**

## Chief Executive Officer's Report



Following on from my recent appointment as Acting CEO I now report on the following matters.

### **Resource Sharing**

During the 2016/17 financial year, the shared CEO role with the Shire of Cunderdin was bedded down and now sees the joint CEO generally working two days a week in Tammin and three days a week in Cunderdin.

The success of the sharing arrangement has now been replicated with the Shire of Tammin's Manager of Works and Services, Greg Stephens, being contracted to the Shire of Cunderdin from 1 July 2017.

These arrangements and the close proximity of Tammin to Cunderdin allow both local governments to remain politically independent and, with higher remuneration is likely to attract and assist in the retention of more experienced and better qualified staff in a very competitive market.

I pay tribute to the former CEO, Peter Naylor, in making the shared arrangements work as well as they do in the midst of many challenges across both Shires including the adoption of new financial management software here in Tammin.

### **Shire Staff**

There have been several changes to our staff during the financial year:

#### Departures -

Nathan Gilfellow, Senior Finance Officer and Deputy CEO, September 2016.

Zoe Jefferies, Administration Officer, September 2016

Erin Macek, Administration and Finance Officer, November 2016

#### Arrivals -

Kelsey Pryer, Manager of Finance and Administration, September 2016

Brooke Jasper, Rates/Debtors Officer, October 2016

Georgie Crane, Administration Officer, November 2016

In the short time I have been with the Shire I have been impressed with the warmth, competence and willingness of all staff – both inside and outside. It says a lot for small local governments and reflects well upon the community and the Council.

**Stephen Tindale**

**Acting Chief Executive Officer**



## Strategic Community Plan

### Our vision - A place for people, a place for community

Tammin has a community that cares and is a place where community matters. Tammin will be a great place to live and visit because we take pride in our local area, with enhanced local natural areas or open spaces.

Our community is vibrant and active, inclusive and welcoming, a community for young and old, a community where people are treated equally and feel safe.

### Our aim

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

### Our Goals - Social

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

### Environmental

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

### Economic

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

<b>Vision – Social - Building a Sense of Community</b>	<b>Outcomes</b>	<b>Objectives</b>
Our community will be inclusive and inviting; a place where all people, young and old are accepted and valued.	Strong and inclusive community	Strengthen community groups and networks
Community leadership and involvement will ensure our different communities recreate, network and interact, building strong relationships and support.	An active community	Improve recreation for all ages
Our diverse community has access to services within their local area.	Community service enhancement	Improve local access to service
<b>Vision - Environment: Preserving and Sustaining Our Natural Environment</b>	<b>Outcomes</b>	<b>Objectives</b>
We will live sustainably in our natural environment.	Sustainable waste management	Ensure waste management
Our local bush spaces will be enjoyed by our community and we will ensure our local environment is protected and enhanced	Sustainable living	Promote and strengthen the efficient use of natural resources
We will provide leadership and be recognised for sustainable practices through our active support in regional recycling and resource recovery	Enhanced local environment	Protect, maintain and enhance our local environment
<b>Vision - Built Environment: Enhanced Lifestyle Choices</b>	<b>Outcomes</b>	<b>Objectives</b>
Our local area will be maintained through the provision of housing and employment choices for all ages, whilst protecting our viable farmland.	Improved quality and maintenance of our Infrastructure	Upgrade and maintain our infrastructure To ensure transport routes are safe
Our local town, amenities and facilities will be maintained and enhanced, ensuring that our town is one that community loves to be in and is proud of.	Housing needs met Improved business capacity	Facilitate affordable diverse housing requirements Create land use capacity for industry
<b>Vision - Economic Development: Maximise Development</b>	<b>Outcomes</b>	<b>Objectives</b>
We will build and sustain our community through facilitating employment opportunities.	Industry and employment growth	Facilitate local industry growth support and facilitate sustainable businesses
Our economy will thrive, support sustainable businesses and facilitate the growth of industry.	Increased economic capacity	Promote Tammin as a place to visit, live and work

## Manager of Works and Services Report

The Works and Services department undertakes capital construction, major maintenance works, and the routine maintenance of infrastructure within the Shire. To undertake these required activities significant funding is derived from external grant sources through various Federal and State Government agencies and Council rates.

### Grant Revenue

External funding is the major income stream for capital works and maintenance of the Shire's assets.

The major external funding agencies providing grants or contributions to the Shire of Tammin are:

- Central Wheatbelt Regional Road Group – funding administered by Main Roads Western Australia
- Direct Grant for Roads - Main Roads Western Australia
- Western Australian Natural Disaster Relief and Recovery Arrangements – Australian Government funding administered by Main Roads Western Australia
- Australian Government Financial Assistance Grant - distributed through the WA Local Government Grants Commission

### Expenditure on Councils major capital assets and maintenance operations in 2016/17

#### Road Construction

Contractors undertake the major capital construction works for the Shire of Tammin.

Significant major projects undertaken within the road construction section include:

#### Tammin Wyalkatchem Road

- Expenditure \$251,100
- Funding Assistance from: Central Wheatbelt Regional Road Group

#### Flood Damage

- Expenditure \$206,465
- Funding Assistance from: Western Australian Natural Disaster Relief and Recovery Arrangements

#### Ralston Road

- Expenditure \$433,108
- Funding Assistance from: Roads to Recovery

#### Maintenance Works

Council's staff and contractors have undertaken two maintenance grades of all roads this year, being a wet grade and roll and mid- term grade (dry grade). In addition, roads are graded on an as-needs-basis due to wear and erosion.

- Expenditure for remote rural road maintenance of Shire of Tammin roads was \$445,680
- Total kilometers of remote unsealed roads required to be maintenance graded is 366km
- Expenditure within the Tammin town site (inclusive of street maintenance, all reticulation, playground equipment and maintenance, mowing and verge slashing, street cleaning footpath maintenance, parks and oval) was \$347,180 for the 2016/2017 period.

### **Summary**

The Works and Services department has achieved most of its goals for the 2016/2017 year with the aid of its permanent works staff and increased operational effectiveness.

We continue to work towards minimising the carried-forward figure into the 2017/2018 and future years by undertaking works in a timely and planned manner to ensure the best results for Shire.

The resource sharing arrangements that are in place between the shires of Tammin and Cunderdin are expected to continue through the Works and Services department with resultant economies of scale. The major objective of both Councils is to improve the Shires sustainability and capacity, build on collaborative projects already in place and improve services to Tammin and Cunderdin.

- Outdoor Workforce – sharing equipment, skills and work plans in parks and reserves, facility management, road construction and maintenance, and engineering;
- Information Technology and Business Systems – sharing software, systems and procedures to support staff to efficiently do their work;
- Workforce Development and Succession Planning – sharing staff development tools and plans to smooth workload during busy periods.

The cost of waste management is being closely monitored in the face of ever-increasing service costs. The Shire completed another year of in-house management of the Tammin waste site with roadside collection and recycling being out-sourced to Avon Waste. The Shire is developing the Operational Plan for the Tammin waste site with a view to increasing its presence in the waste management business.

WA Contract Ranger Services have had a stronger presence in the community with more information being provided to the public on requirements across a range of topics including animal management, fire hazard mitigation, litter management and nuisance control. The goal is to deliver positive outcomes within the community firstly through education and secondly through enforcement.

As Manager of Works and Services I would like to express my sincere thanks and gratitude to all of the staff that have helped achieve the goals set for the Works and Services department and all their hard work and effort during the 2016/2017 year.

**Greg Stephens**  
**Manager of Works & Services**

## Integrated Planning & Reporting

Long Term Financial Plan	completed by the consultant and adopted by Council in February 2014.
Asset Management Plan	the consultants completed the asset management plan for buildings and structures during 2012/13 and the transport asset management plan was adopted by Council in March 2014.
Corporate Business Plan	community consultation was undertaken by consultants in June 2014 and the final plan presented to Council early in the 2014/15 financial year.

## Community Events

**August** Comedy Gold – Best of the Adelaide Fringe

**September** Seniors Musical Luncheon

**October** Local Government Election

**November** Fuse Festival

**December** Community Christmas Tree

**January** Australia Day Community Breakfast

**February** Ray Ryder

**April** Tammin Art Prize  
Achievement Awards  
Annual Electors Meeting

**June** Kookoo Kookaburra

## Legislative Compliance

### National Competition Policy

The Shire met its obligations with regard to its competition policy. The Shire has no local laws or policies that contain anti-competitive provisions. No complaints were received by the city in 2016–17 in relation to anti-competitive practices.

### Disability Access and Inclusion Plan

The *Disability Services Act 1993* requires local governments to develop and implement Disability Access and Inclusion Plans (DAIPs).

Council adopted a DAIP in November 2007 for implementation. Council is required to report on our present activities as they relate to the six desired DAIP outcomes.

1. The Shire is continually adapting our existing services to give people with disabilities the same opportunities as other people to access the services of, and any events organised by the Shire.
2. The Shire also continues with improvement to buildings and footpath infrastructure to assist both wheelchair and gopher access.
3. Wherever possible people with disabilities can receive information from the Shire in a format that will enable them to access the information as readily as other people are able to access it. This includes a comprehensive website and the ability to change documents to large font size.
4. Staff are encouraged to be aware of the needs of people with disabilities to ensure they receive the same level and quality of service as other people receive. We are also working with contractors to ensure they are aware of their responsibilities.
5. People with disabilities have the same opportunities as other people to make complaints to the staff. This can be via written letters, e-mail, SMS or verbally.
6. Council provides many ways for people to participate in public consultation and we are more than happy to discuss any grievances community members may have regarding the services available to the disabled.

The Shire has undertaken a Disability Access Audit for the various community facilities and amenities. The Shire has also undertaken a works program to improve the access ramps at various townsite intersections to better cater for the disabled and aged.

### Public Interest

The *Public Interest Disclosure Act 2003* (the Act) aims to facilitate and encourage the disclosure of public interest information and to provide protection for those who have made disclosures and for those about whom disclosures are made.

The Shire of Tammin does not tolerate corrupt or other improper conduct, including mismanagement of public resources and the exercise of the public functions of the Shire and its officers, employees and contractors.

The Shire is committed to the aims and objectives of the Act and recognises the value and importance of contributions of staff to enhance administrative and management practices and supports disclosures being made by staff as to corrupt or other improper conduct. During the reporting period there were no disclosures made under the Act.

### **Annual Salaries**

One employee of the Shire of Tammin received a salary in excess of \$100,000 for the reporting period. The salary was in the \$150,000 - \$160,000 range. The cost is equally shared with the Shire of Cunderdin.

### **Record Keeping Plan**

The Shire is committed to best practice record keeping and compliance in accordance with the *State Records Act 2000*. The Shire's Record Keeping Plan has been approved by the State Records Office and the Shire conducts regular record keeping training for staff.

### **Register of Minor Complaints**

Section 5.121 of the *Local Government Act 1995* requires a local government to maintain a register of complaints that result in action under Section 5.110 (6) (b) or (c) of the Act. There were no complaints made under Section 5.121 of the Act during the reporting period.

### **Freedom of Information**

Section 96 of the *Freedom of Information Act 1992* requires local governments to publish an Information Statement.

In summary, the Shire of Tammin's Statement indicates that the Shire of Tammin is responsible for the good governance of the Shire and carries out functions as required including statutory compliance and provision of services and facilities.

All Council meetings are open to the public and meeting dates and venues are advertised on a regular basis. Members of the public are invited to ask questions during Public Question Time shortly after the commencement of each meeting.

The Shire of Tammin maintains records relating to the function and administration of the Shire, each property within the Shire and includes such documents as the Minutes of Meetings, Rate Book, Town Planning Scheme, Local Laws, Codes of Conduct, Register of Financial Interests, Register of Delegated Authority, Financial Statements and Electoral Rolls. These documents can be inspected free of charge at the Shire Office, 1 Donnan Street, Tammin during office hours.

Where ever possible and practical and in line with privacy laws, the Shire of Tammin makes personal information readily available free of charge. No Freedom of Information requests was received during the reporting period.

**Annual financial statements for the year ended 30<sup>th</sup> June 2017 and Audit Report are attached.**