

# 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 27<sup>th</sup> March 2024** at Yorkrakine Hall, commencing at **5:00pm**.

Racheal King  
Acting Chief Executive Officer  
22 March 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 \_\_\_\_\_ 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 – 21 February 2024**

**Officers Recommendation**

That the minutes of the Ordinary Council Meeting held on 21 February 2024 be confirmed as a true and accurate record of proceedings.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

**9.2 Audit Committee Meeting Minutes – 7 March 2024**

**Officers Recommendation**

That the minutes of the Audit Committee Meeting held on 7 March 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 February 2024

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration & Finance Officer
<b>Date:</b>	18 March 2024
<b>Author:</b>	Teresa Brindley-Stevens
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 12.1 – Payment List 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 February 2024 totaling \$475,841.22 by way of:

Cheque numbers	6838 - 6839	\$4,872.43
Direct debit payments	01/02/2024 – 29/02/2024	\$11,041.29
Licensing transfers	01/02/2024 – 29/02/2024	\$9,000.95
Bank fees	01/02/2024 – 29/02/2024	\$61.97
VISA payments	01/02/2024 – 29/02/2024	\$3,132.09
EFT payments	EFT6720- EFT6774	\$342,673.03
Salaries and wages	01/02/2024 – 29/02/2024	\$50,632.78
<b>Total payments</b>	<b>01/02/2024 – 29/02/2024</b>	<b>475,841.22</b>

The Shire of Tammin made the following significant purchases during the month of February 2024:

<b>Major Motors</b> Supply and deliver Crew Cab truck NPRCC-D21 NPR 65/45-10 AMT CREW as per quote 55511 from Vendor Panel ref VP373513	<b>\$124,201.00</b>
<b>Millard Machinery</b> MM186 2020 Caterpilla 303.5E2 Used Excavator	<b>\$75,900.00</b>
<b>AP Concreting Pty Ltd</b> Footpaths- Booth st Tammin 315sqm	<b>\$47,393.50</b>
<b>Blue diamond machinery PTY LTD</b> 33kva Diesel Generator Isuzu	<b>\$16,170.00</b>
<b>Synergy</b> 25/10/2023- 24/11/2023 street lighting charges	<b>\$9,061.30</b>
<b>Tank Master</b> 2 x Poly round water tank 23000L smooth cream	<b>\$7,400.00</b>
<b>Wright Express Australia Pty Ltd (Caltex)</b> Fuel card charges for the month of January 2024 as per listing	<b>\$5,913.49</b>
<b>Corsign WA</b> Supply guideposts and signs as per quote	<b>\$5,460.40</b>
<b>Perfect Computer Solutions</b> HPE 16 GB RAM KIT Hard Drive Cabinet for Server Labour/ Travel	<b>\$5080.52</b>
<b>TOTAL</b>	<b>\$296,580.21</b>

**Comment**

Nil

**Financial Implications**

All liabilities have been settled in accordance with the Shire of Tammin 2023/2024 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.*





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

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Corporate Services
<b>Date:</b>	15 March 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 – February 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 February 2024 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

### **Comment**

Rates were issued on 8 August 2023 with payments due in full by 12 September 2023. Payment arrangements have been made with rate payers if required. 91.1% of rates have been received as of 29 February 2024 with minimal overdue rates. Debt recovery is in progress for outstanding Rates and payment plans have been entered where possible. A number of Capex job are underway, works have commenced on the Bungulla North Road, the Yorkrakine Road floodway has been completed, the replacement excavator purchased, replacement vehicle of the Crew Cab Truck purchased, work on town footpaths has been completed, as well as work completed on the Coinda building. A number of other projects are underway and progressing nicely.

### **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 12.3 for the period ending 29 February 2024 comprising;

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

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

### 12.3 Golf Club – Financial Assistance Request

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Golf Club
<b>Date:</b>	22 March 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>	Nil
<b>Attachment/s:</b>	Attachment Item 12.3 – Golf Club Request Letter

#### Purpose of Report

For Council to consider a request for financial assistance for the Golf Club to assist them with the cost of filling the space between the building and the verandah.

#### Background

A request has been received from the Golf Club to assist them with rectifying the safety concerns regarding the space between the building and the verandah.

#### Comments

A letter requesting support was received by the Shire on the 22 March 2024 from Libby Hutchinson. They have been quoted an amount of \$4,250.00 to fix the issue and are currently seeking assistance for an amount of \$2,125.00 or 50% of costs.

#### Consultation

Golf Club

#### Statutory Implications

Local Government Act, 1995

#### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* *Absolute majority required.*

- (1a) In subsection (1) —  
**additional purpose** means a purpose for which no expenditure estimate is included in the local government’s annual budget.
- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Notwithstanding s 6.8 1(a), provision is made in the Shire’s FY2023/24 Budget, A/C 041115 – Donations and Contributions for instances such as this request.

**Policy Implications**

N/A

**Financial Implications**

The Shire has budgeted \$2,890 for donations & contributions in FY2023/24 of which \$700 has been spent to date. Therefore there is \$2,190 remaining in the current budget.

**Risk Implications**

Nil

**Strategic Implications**

Social /Community Strategies

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

**Voting Requirements**

Simple Majority

<b><u>Recommendation</u></b>	
That Council agree to provide a \$2,125 co-contribution to the Golf Club to assist the to fill the space between the building and the verandah.	
Moved: Cr _____	Seconded: Cr _____
Vote: Simple Majority	Carried/Lost: ___/___

## 12.4 Mid-Year Budget Review 2023/24 Financial Year

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Corporate Services
<b>Date:</b>	20 March 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 12.4 – FY 2023-24 Mid-Year Budget Review

### **Proposal/ Summary**

The purpose of this report is for the Shire of Tammin to consider and adopt the Budget Review Report, as at 29 February 2023, with any amendments, for the financial Year 1 July 2023 to 30 June 2024.

### **Background**

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

The Local Government (Financial Management) Regulations 1996 require local governments to undertake a review of the Annual Budget and forward *a copy of the review and determination to the Department of Local Government, Sports and Culture*.

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2024, as at 29 February 2023, is presented for consideration. Statements of Financial Activity at 28 February 2024 have been prepared to provide a summary of the budget review results, as well as a Statement of Closing Funds detailing a projected surplus as at 30 June 2024 of \$0.

### **Comment**

The budget review has been prepared to include the information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996*, and the Australian Accounting Standards. Council adopted a 10% minimum or \$10,000 for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The adopted budget contained an opening surplus of \$1,586,372, with a forecast closing position at 30<sup>th</sup> June 2023 of \$0. Following completion of the annual financial audit of FY22/23 results, the actual opening surplus has been revised to \$2,146,891, an increase of \$560,519 in funds available.

Following review and taking into account all proposed budget amendments as detailed in the attached report, a closing balance of \$0 is predicted.

Review of capital expenditure requirements for the remainder of the 2023/24 Financial Year, carried out as part of the budget review process, has identified a requirement for the following proposed significant amendments to the capital expenditure budget:

**NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

Account	Job	Account Description	Adopted Original Budget	Predicted Budget	YTD Actual	Predicted Budget Variance
<b>Land &amp; Buildings</b>						
145522	FE005	Security Screen for Admin Office	5,799	5,799	0	0
	REGHOU	Growing Regions Housing Project	0	374,503	0	374,503
091403	SNOT2	5 Nottage Way - Aircon and Replacement Lighting	5,670	3,850	3,850	(1,820)
113401	DPB9	Donnan Park - Outdoor Speakers	5,000	5,000	0	0
113401	DPB10	Donnan Park - Ladies Toilets - Retiling and Plumbing	60,000	50,900	50,900	(9,100)
113401	DPB11	Donnan Park - Outdoor BBQ Kitchen Area	15,000	15,000	0	0
106106	COO004	Cooinda Ceiling Renewal	12,000	12,000	0	0
113401	DPB13	Donnan Park - Entry Booth	6,000	6,000	0	0
113521	GC001	Golf Club Restoration Project	12,000	18,000	12,877	6,000
113401	DPB12	Donnan Park - Replace Doors at Pavilion	11,200	11,200	0	0
			<b>132,669</b>	<b>502,252</b>	<b>67,627</b>	<b>369,583</b>
<b>Furniture &amp; Equipment</b>						
041400	MC1902	Councillor Laptops	10,000	12,000	0	2,000
111400	FTH002	Town Hall - Industrial Dishwasher	14,500	14,500	0	0
145522	FE004	IT Equipment Upgrade	25,000	20,000	0	(5,000)
			<b>49,500</b>	<b>46,500</b>	<b>0</b>	<b>(3,000)</b>
<b>Plant &amp; Equipment</b>						
145401		Purchase of CEO vehicle TN1	60,000	60,000	60,845	0
145400	145400	Purchase of Replacement TN2	45,000	45,000	44,866	0
123400	PT012	MWS Replacement Vehicle	50,000	52,250	0	2,250
123400	PT013	Excavator	40,000	69,000	69,000	29,000
123400	PT014	Hino Crew Cab Truck	100,000	113,000	0	13,000
123400	PT011	Toro Wheel Mower	65,650	68,340	250,248	2,690
143407	PEG	Generator - Trailer Mounted for Emergencies	20,000	20,000	14,700	0
			<b>380,650</b>	<b>427,590</b>	<b>439,659</b>	<b>46,940</b>
<b>Roads</b>						
	HVSPP1	Southern Link Project	0	80,000	22,825	80,000
121400	C0090	Cubbine SLK 3-4	57,000	37,000	2,123	(20,000)
	C0094	Yorkrakine Road Floodway #21	0	35,000	0	35,000
121400	C0006	Yorkrakine Road	57,000	40,000	24,996	(17,000)
121403	RRG003	Bungulla North Rd SLK 9.1 to SLK 13.26	586,705	636,705	91,450	50,000
121412	R2R006	Reseal Yorkrakine Road	156,770	156,770	441	0
121400	C0086	Council Road Resheet	55,000	55,000	0	0
	C011	Resheet 2km of Road	9,000	9,000	0	0
121400	C0057	Council Road Resheet	64,000	64,000	0	0
			<b>985,475</b>	<b>1,113,475</b>	<b>141,835</b>	<b>128,000</b>
<b>Footpaths</b>						
121407	FOOT	Footpath Construction - General	20,000	20,000	23,438	0
			<b>20,000</b>	<b>20,000</b>	<b>23,438</b>	<b>0</b>
<b>Other Infrastructure</b>						
132153	OI004	Digital Scoreboard at Pavilion	15,000	15,000	0	0
	PUMPT	Pump Track	0	10,000	0	10,000
132153	OI002	Information Bay Refurbishment - Near Puma	50,000	50,000	1,641	0
145523	AD001	Admin Office - Drainage	17,450	0	0	(17,450)
113545	DPLU1	Donnan Park Lighting Upgrade	50,000	0	0	(50,000)
			<b>132,450</b>	<b>75,000</b>	<b>1,641</b>	<b>(57,450)</b>
			<b>1,700,744</b>	<b>2,184,817</b>	<b>674,200</b>	<b>484,073</b>

Further description of the budget adjustments proposed for the Shire’s budgeted capital projects are as outlined in Note 5 of the Budget Review Report.

The 2023/24 Annual Budget Review, for the period 1 July 2023 to 30 June 2024, is based on current trends, actual expenditures as at 29 February 2023 and anticipated additional revenue and expenditure.

### **Consultation**

Chief Executive Officer  
Manager of Works & Services  
Megan Shirt – Local Government Financial Consultants (Accwest)

### **Policy Implications**

Nil

### **Statutory Environment**

*Local Government Act 1995*

*s6.2. Local government to prepare annual budget*

- (1) *During the period from 1<sup>st</sup> June in a financial year to 31<sup>st</sup> August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30<sup>th</sup> June next following that 31<sup>st</sup> August.*

*\*Absolute majority required.*

*Local Government (Financial Management) Regulations 1996, Regulation 33A*

*33A. Review of Budget*

- (1) *Between 1<sup>st</sup> January and 31<sup>st</sup> March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
- (a) consider the local government’s financial performance in the period beginning on 1<sup>st</sup> July and ending no earlier than 31<sup>st</sup> December in that financial year; and*
  - (b) consider the local government’s financial position as at the date of the review; and*
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required*



- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### **Risk Implications**

Financial controls required to ensure sustainability of Shire operations and services to the community

### **Strategic Implications**

#### **Infrastructure & Transport Strategies**

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.

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

Outcome 5.1 A well-connected and serviced community accessible to all

5.1.1 Advocate for the needs of our residents for improved levels of health, water, energy, communications and transport infrastructure to be provided by State Government, to meet increasing demand and to support our growth as a community

#### **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

**Officers Recommendation**

That Council:

1. Adopt the 2023/24 Annual Budget Review, as presented in Attachment Item 12.4 – FY 2023/24 Budget Review and notes that the estimated closing funds are based on current revenue and expenditure trends.
2. Authorise the budget amendments as per the attachment to item 12.4 and as detailed in the agenda item report.
3. Determine any changes it wishes to be made.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Absolute Majority

Carried/Lost: \_\_/\_\_

### 13. MATTERS FOR CONSIDERATION – ADMINISTRATION

#### 13.1 Compliance Audit Return - 2023

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Acting Chief Executive Officer
<b>Date:</b>	22 March 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>	Nil
<b>Attachment/s:</b>	Attachment Item 13.1 - Compliance Audit Return 2023

#### **Proposal/ Summary**

For Council to adopt the 2023 Compliance Audit Return as recommended by the Audit Committee at its meeting on 7 March 2024.

#### **Background**

Each local government is to carry out a compliance audit (following the end of each calendar year) against the requirements included in the Department of Local Government, Sports & Cultural Industries Compliance Audit Return (CAR).

The Report is first to be presented to the Audit Committee for its consideration and direction to address any issues it may have.

In cases of non-compliance, additional information is required, explaining or qualifying the issues, together with explanation of what remedial action has been taken or proposed, with such information to be included in the Agenda item. Each Committee Member is to be provided the opportunity to review the completed Return and make comment.

The adoption of the Return is to be recorded in the minutes of the subsequent Council meeting.

The completed Return is to be submitted to the Department of Local Government by 31 March 2024.

#### **Comment**

The Compliance Audit Return has been completed and is now presented to the Shire's Audit Committee in accordance with Regulations. No areas of non-compliance were identified in the 2023 return.

## **Consultation**

Chief Executive Officer

## **Policy Implications**

Nil

## **Statutory Environment**

Local Government Act –

*s7.13(1)(i) provides that: Regulations may make provision –*

- (i) Requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*
  - (i) Of a financial nature or not; or*
  - (ii) Under this Act or another written law*

Local Government (Audit) Regulation 1996

*Clause 14 provides that:*

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) A compliance audit return is to be –*
  - (a) presented to the council at a meeting of the council;*
  - (b) adopted by the council; and*
  - (c) recorded in the minutes of the meeting at which it is adopted.*

## **Strategic 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”*

**Officers Recommendation:**

That Council, pursuant to Regulation 14 of the Local Government (Audit) Regulations 1996,

1. Adopt the attached Compliance Audit Return 2023;
2. Authorise the Shire President and Chief Executive Officer to certify the Return; and,
3. Instruct the Acting Chief Executive Officer to lodge the CAR 2023 with the Department of Local Government, Sport and Cultural Industries.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote: Absolute Majority

Carried/Lost: \_\_\_/\_\_\_

**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)**

Nil

**18. CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at \_

