

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 13th December 2023 was confirmed at the Ordinary Council Meeting held on 21st February 2024.

Name: Charmaine Thomson

Signed: *cmthomson*

Being the person presiding at the meeting at which these minutes were confirmed.

Date: 21-02-2024

Shire of Tammin

ORDINARY COUNCIL MEETING

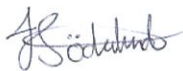
MINUTES



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Wednesday 13 December 2023** in Council Chambers, 1 Donnan Street Tammin, commencing at **4:00pm**.



Joanne Soderlund
Chief Executive Officer
11 December 2023

MISSION STATEMENT

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

13 December 2023 – Ordinary Council Meeting Minutes

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at 4.01 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: All, Barry via Phone

In Attendance: NIL

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

22ND FEB NIL

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

NIL

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

NIL

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for November 2023

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	04/12/2023
Author:	Keira Wirth
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	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 November 2023 totaling \$163,932.58 by way of:

Cheque numbers	NIL	\$
Direct debit payments	01/11/2023 – 30/11/2023	\$16,533.22
Licensing transfers	01/11/2023 – 30/11/2023	\$3,221.30
Bank fees	01/11/2023 – 30/11/2023	\$145.04
VISA payments	01/11/2023 – 30/11/2023	\$6,804.38
EFT payments	EFT6555- EFT6597	\$72,628.75
Salaries and wages	01/11/2023 – 30/11/2023	\$16,533.22
Total payments	01/11/2023 – 30/11/2023	\$163,932.58

The Shire of Tammin made the following significant purchases during the month of November 2023:

Bellburrow Farms Supply gravel for shoulder construction - Bungulla North Road	\$ 5,500.88
Wheatbelt Plumbing & Gas Remove existing faulty HWS and replace with gas system at the depot - Septic tank maintenance 3 & 5 Nottage Way	\$ 5,929.00
Wright Express Australia Pty Ltd (Caltex) Fuel charges for various vehicles for the month of October 2023	\$ 8,570.54
Civic Legal Legal Fees - Southern Link	\$ 17,942.91

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.
- (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 November 2023 to 30 November 2023 totaling \$163,533.22 as contained in attachments 12.1.

Municipal Fund payments totaling \$163,533.22 detailed:

Cheque numbers	NIL	\$
Direct debit payments	01/11/23 – 30/11/23	\$16,533.22
Licensing transfers	01/11/23 – 30/11/23	\$3,221.30
Bank fees	01/11/23 – 30/11/23	\$145.04
VISA payments	01/11/23 – 30/11/23	\$6,804.38
EFT payments	EFT 6555 – EFT 6597	\$72,628.75
Salaries and wages	01/11/23 – 30/11/23	\$64,599.89

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 6/0

12.2 Financial Management Report for the month of November 2023

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	8 December 2023
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 - November 2023 Monthly Financial Report

Purpose of Report

For Council to receive the Monthly Financial Statement.

Background

Enclosed is the Monthly Financial Report for the month of November 2023 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

Rates were issued on 8 August 2022 with payments due in full by 12 September 2022. Payment arrangements have been made with rate payers if required. 88.9% of rates have been received as of 30 November 2023 with minimal overdue rates. 20 Assessments chose to use the installment option, with the majority of the remaining ratepayers having paid their rates in full. Capex projects and maintenance works are underway including the toilets at the pavilion which is due for completion shortly.

Financial Implications

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

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

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

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

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

Policy Implications

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

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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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 November 2023 comprising;

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

Moved: Cr Leslie

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 6/0

12.3 Audit Report 2022/23 Financial Year

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	21 November 2023
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachments:	Attachment Item 12.3 – Audit Report 30 June 2023 Attachment Item 12.3 - Annual Financial Statement 30 June 2023

Proposal / Summary

To receive the Audit Report for the 2022/23 Financial Year and recognise the meeting held with the Shire's Auditors.

Background

Section 7.12A, clause 2 of the *Local Government Act 1995* requires that a local government is to meet with the auditor as least once in each financial year. MACRI Partners were engaged to conduct the 2022/23 audit to present to the Office of Auditor General (OAG).

The 2022/23 Annual Financial Report and Independent Auditors Report for the 2022/23 financial year have been circulated to all Council members. The Audit Committee Representatives Cr Charmaine Thomson and Cr Nicholls alongside executive team Joanne Soderlund and Racheal King met with representatives of MACRI and the Office of the Auditor General (OAG) for the exit meeting on Thursday 16 November 2023 to discuss the Audit Closing Report and Annual Financial Statements.

Comment

The Shire of Tammin has been issued a 'clean' unqualified audit report. No issues were raised by the OAG in the audit report.

Consultation

Nil

Statutory Environment

Local Government Act 1995

7.1A. Audit committee

- 1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- 2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

** Absolute majority required.*

- 3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- 4) *An employee is not to be a member of an audit committee.*

7.1B. Delegation of some powers and duties to audit committees

- 1) *Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.*

**Absolute majority required.*

- 2) *A delegation to an audit committee is not subject to section 5.17.*

7.1C. Decisions of audit committees

Despite section 5.20, a decision of an audit committee is to be made by a simple majority.

7.12A. Duties of local government with respect to audits

- 1) *A local government is to do everything in its power to —*
 - a) *assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*
 - b) *ensure that audits are conducted successfully and expeditiously.*
- 2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year*

Local Government (Audit) Regulations 1996

16. Audit committee, functions of

An audit committee —

- (a) is to provide guidance and assistance to the local government —*
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor; and*
- (b) may provide guidance and assistance to the local government as to —*
 - (i) matters to be audited; and*
 - (ii) the scope of audits; and*
 - (iii) its functions under Part 6 of the Act; and*
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management; ...*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Audit Committee Recommendation:

That the Audit Committee recommend to Council:

1. That it, pursuant to *Section 7.12A (3) of the Local Government Act 1995*, receive the “Unqualified” Independent Audit Report from the Office of the Auditor General for the 2022/23 financial year
2. That it, pursuant to *Section 7.12A (2) of the Local Government Act 1995*, recognises the exit meeting held with the Office of the Auditor General and MACRI partners on the 16 November 2023 as a meeting with the auditor of the Local Government.

Moved: Cr Stephens

Seconded: Cr Nicholls

Vote: Absolute Majority

Carried/Lost: 6/0

12.4 Presentation of the 2022/2023 Annual Report incorporating the 2022/2023 Annual Financial Statements

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	8/12/2023
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.4 - Shire of Tammin Annual Report

Proposal/Summary

To seek Council acceptance of the Annual Report and Annual Financial Statements for the 2022/2023 financial year.

Background

The *Local Government Act 1995* requires Councils to prepare and accept an Annual Report for each financial year by 31 December following the financial year end or no later than two months after receiving the Audit Report.

Comments

The Annual Report, prepared in accordance with the requirements of the Local Government Act, is included with the Agenda for Council's perusal, consideration and acceptance.

Council's Auditors, Macri Partners, have completed an audit of Council's financial records for the financial year ending 30 June 2023. The Auditors Report was received on Monday 20 November 2023.

Once the Annual Report has been accepted Council is required to give local public notice of the availability of the Annual Report as soon as practicable.

Consultation

Nil

Statutory Implications

Section 5.53(1) of the Local Government Act 1995 requires a Local Government to prepare an annual report for each financial year. Section 5.53(2) (f) of the Local Government Act 1995 specifies that the annual report is to contain the financial report of the financial year and Section 5.53(2) (h) specifies that it must contain the auditor's report for the financial year.

In accordance with Section 5.54 of the Local Government Act 1995 an annual report for the financial year is to be accepted by the Local Government by the 31 December after that financial year or no later than 2 months after the auditor's report becomes available.

Section 5.27 of the Local Government Act 1995 requires:

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Policy Implications

N/A

Financial Implications

Nil

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.

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, by Absolute Majority, pursuant to Section 5.54 of the Local Government Act 1995, resolves to:

1. Accept the 2022/23 Annual Report for the Shire of Tammin;
2. Authorise the Chief Executive Officer to give local public notice of the availability of the Annual Report;
3. Set the date for the Annual Electors General Meeting as Tuesday 6th of February 2024 commencing at 4pm at the Shire of Tammin Council Chambers.

Moved: Cr Courtney Thomson

Seconded: Cr Caffell

Vote: Absolute Majority

Carried/Lost: 6/0

13. MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Review and Adoption of Code of Conduct (Members) Policy

Location:	Shire of Tammin
Applicant:	Manager of Finance & Corporate Services
Date:	20 November 2023
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 13.1 – Model Code of Conduct Behavior Complaints Policy Attachment Item 13.1 – Model Code of Conduct Regulations

Proposal/Summary

For Council to receive and acknowledge the Model Code of Conduct Behavior Complaints Policy.

Background

Pursuant to s5. 103 and s5 104 in the Local Government Act 1995, Council Members, Committee Members and Candidates are to be provided with the Code of Conduct. Council, at its 25 February 2021 Ordinary Meeting, adopted the Model Code of Conduct as its Code. Following our recent election in October, Council is now required to review and accept the Model Code of Conduct Behavior Complaints Policy.

Comment

Nil

Consultation

WALGA

DLGSC

Statutory Implications

Local Government Act 1995

s5.103 – Model code of conduct for council members, committee members and candidates refer Local Government (Model Code of Conduct) Regulations 2021 – Schedule 1

Policy Implications

The attached new Code of Conduct Behavior Complaints Management Policy will be included in Council's Policy Manual

Financial Implications

Nil

Risk Implications

The Code requirements are intended to reduce the risk of inappropriate behaviours or influence being applied to Council's decision making processes whilst ensuring that Members and Candidates have a clear understanding of their behavioural requirements and a the means by which complaints in that regard will be managed.

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

Recommendation

That Council:

1. Receives Model Code of Conduct Behavior Complaints Policy;
2. Re-affirm the Appointment of its Chief Executive Officer as its Behaviour Complaints Officer;
and
3. Nominate Shire President to sit on the WEROC Complaint Assessor Panel, if established;

Moved: Cr Nicholls

Seconded: Cr Courtney Thomson

Vote: Simple Majority

Carried/Lost: 6/0

13.2 Fraud and Corruption prevention Plan

Location:	Shire of Tammin
Applicant:	Manager of Finance & Corporate Services
Date:	20 November 2023
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Management KPI's
File Reference:	FIN 00
Attachment/s:	Attachment Item 13.2 - Fraud and Corruption Prevention Plan – Current Attachment Item 13.2 – Fraud and Corruption Plan – Proposed Attachment Item 13.2 – OAG – Fraud Prevention in Local Government Attachment Item 13.2 - OAG - Fraud Risk Management Better Practice Guide

Proposal/Summary

This item brings an amended Fraud and Corruption Prevention Plan before Council and seeks a Council resolution to replace the existing Fraud and Corruption Prevention Plan.

Background

In the interest of good governance, Management has prepared a Fraud and Corruption Prevention Plan for Council's consideration which is to be reviewed by the Council every two years.

The Plan will also form the basis of a fraud awareness training program for all staff in accordance with the recommendations of the Office of the Auditor General.

Comments

The attached Fraud and Corruption Prevention Plan comprises four stages:

- planning and resourcing;
- prevention;
- detection; and,
- response

The attributes of each and the responsible positions for review and updating of those attributes are outlined in the Plan.

Consultation

WALGA

DLGSC

Statutory Implications

Local Government (Audit) Regulations, 1996 – reg 17
Internal control requirement

Policy Implications

Policy 2.5 – Risk Management

Financial Implications

None

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

Outcome 6.1

- 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 An efficient and effective organisation
- 6.2.1 Ensure sound long-term financial management and deliver value for money

Recommendation

That Council adopt the attached Proposed Fraud and Corruption Prevention Plan.

Moved: Cr Leslie

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost:6/0

13.3 Business Continuity Plan

Location:	Shire of Tammin
Applicant:	Manager of Finance & Corporate Services
Date:	21 November 2023
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Management KPI's
File Reference:	FIN 00
Attachment/s:	Attachment Item 13.3 – Business Continuity Plan – Current - CONFIDENTIAL Attachment Item 13.2 – Business Continuity Plan – Proposed - CONFIDENTIAL

Proposal/Summary

This item brings an amended Business Continuity Plan before Council and seeks a Council resolution to replace the existing Business Continuity Plan.

Background

In the interest of good governance, Management has prepared an updated Business Continuity Plan for Council's consideration which is to be reviewed by the Council every two years.

The Plan will form the basis of a business operations interrupted by instances such as power outage, supplier disruption, loss of people, loss of premises and disruption due to IT failure/attack.

Comments

The attached Business Continuity Plan comprises an action plan following disruptions to business operations including contact information for staff and recommended resources and action plans.

The attributes of each and the responsible positions for review and updating of those attributes are outlined in the Plan.

Consultation

WALGA
DLGSC

Statutory Implications

Local Government (Audit) Regulations, 1996 – reg 17
Internal control requirement

Policy Implications

Policy 2.5 – Risk Management

Financial Implications

None

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

Outcome 6.1

- 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 An efficient and effective organisation
- 6.2.1 Ensure sound long-term financial management and deliver value for money

Recommendation

That Council adopt the attached Business Continuity Plan.

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 6/0

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

15. MATTERS FOR CONSIDERATION – TOWN PLANNING

15.1 Development Assessment Panel – Local Government Nominations

Location:	N/A
Applicant:	Department of Planning, Lands & Heritage
Date:	7 December 2023
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 15.1 - DAP Correspondence

Proposal/Summary

For Council to confirm its nominated elected members to be appointed by the Minister for Planning to the Mid-West / Wheatbelt Joint Development Assessment Panel.

Background

Correspondence has been received from the DAP Secretariat regarding potential changes in the Shire’s DAP membership following the local government elections. Regulation 29 of the *Planning and Development (Development Assessment Panels) Regulations 2011* states that a DAP member holds office for the term specified in the member’s Ministerial instrument of appointment.

The current DAP members for the Shire of Tammin, nominated at the Ordinary Council Meeting held on 28 October 2021, are Councillors Charmaine Thomson and Glenice Batchelor, as Local members, and Councillors Courtney Thomson & Tanya Nicholls, as Alternate Members.

Comments

Cr Thomson’s current term as the Shire’s DAP member expires on 26 January 2024. Council need to re nominate one local member effective immediately to replace Cr Batchelor. Council will also need to appoint one local member and two alternative members effective from the 26th of January 2024.

Consultation

Not required.

Statutory Implications

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* Council is required to nominate, as soon as possible following elections, four elected council members to sit as DAP members.

Nominations are to be completed on the authorised form.

Policy Implications

There are no policy implications associated with this proposal.

Financial Implications

Nominated Councillors are remunerated for their time and travel attending training and meetings. Councillors must attend training prior to being eligible to sit on a DAP.

Strategic Implications

Representation of local interests is a key aspect of the DAPs system and therefore it is important for Council to nominate members to the Mid-West / Wheatbelt Joint Development Assessment Panel.

Recommendation

That Council nominates the following Council Members to the Mid-West / Wheatbelt Joint Development Assessment Panel and advises the Minister for Transport, Planning; Ports:

1. Nominates Councillor Nicholls as the Shire of Tammin Local member effective immediately,
2. Nominates Councillor Charmaine Thomson as the Shire of Tammin Local member effective from 26th of January 2024;
3. Nominates Councillor Courtney Thomson and Councillor Caffell as the Shire of Tammin Alternate members effective from 26th of January 2024.

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 6/0

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 4.29pm

