

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 25th October 2023 was confirmed at the Ordinary Council Meeting held on 22nd November 2023.

Name: Charmaine Thomson

Signed: cm Thomson.

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

Date: 22 November 2023

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



NOTICE OF MEETING

Dear Elected Member

The ordinary meeting of the Shire of Tammin was held on **Wednesday 25 October 2023** in Council Chambers, 1 Donnan Street Tammin, commenced at **4:00pm**.

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

Joanne Soderlund
Chief Executive Officer

MISSION STATEMENT

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

25 October 2023 – Ordinary Council Meeting Minutes

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer will declare the meeting open at 4:04 pm.

1.1 Swearing-In of Council Members

Members of Council who were declared elected by the Returning Officer at the close of nominations on the 7 September 2023 are required to take the Declaration of Office (refer Form 7 attached).

1.2 Election of Shire President

In accordance with Schedule 2.3 of the Local Government Act 1995, the following process is required for the election of Shire President:-

Section 3 – CEO to Preside

The CEO is to preside at the meeting until the office is filled.

Section 4 – How the President is elected

- (1) The Council is to elect a councillor to fill the office
- (2) The election is to be conducted by the CEO
- (3) Nominations for the office are to be given to the CEO in writing (refer to Nomination form attached) or verbally at the Meeting before nominations declared closed by the CEO
- (4) If a Councillor is nominated by another Councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office
- (5) The Councillors are to vote on the matter by secret ballot as if they were electors voting at an election

Councillors Please Note:

Nominations in writing for the positions of Shire President & Deputy Shire President will be received by the CEO and verbally at the meeting before the CEO declares the close of nominations.

If when the votes cast are counted there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and the meeting is to be adjourned and votes cast for a second time.

Following the election process, the successful candidate is required to take the mandatory Declaration of Office.

Once the above process has been completed, the CEO will vacate the Chair and the newly elected Shire President will preside over the meeting.

The CEO vacated the Chair and the newly elected President, Cr Charmaine Thomson assumed the same.

1.3 Election of Deputy Shire President

The process for election of the Deputy Shire President is the same as outlined above for the Shire President however is conducted by the Shire President not the CEO.

Newly Elected Deputy President, Tanya Nicholls.

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, Cr Courtney via Zoom, Cr Leslie via phone

In Attendance:

Leave of Absence previously granted:

Apologies:

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Nil

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 23 September 2023

70/23 MOTION

That the minutes of the Ordinary Council Meeting held on 23 September 2023 be confirmed as a true and accurate record of proceedings.

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 6/0

10. **ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**
Nil
11. **PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**
Nil
12. **MATTERS FOR CONSIDERATION – FINANCE**

12.1 List of Payments for September 2023

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	04/10/2023
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 – Fuel allocation costs

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of September 2023 totaling \$212,031.69 by way of:

Cheque numbers	Nil	\$
Direct debit payments	01/09/23 – 30/09/23	\$9,262.33
Licensing transfers	01/09/23 – 30/09/23	\$6,223.00
Bank fees	01/09/23 – 30/09/23	\$473.89
VISA payments	01/09/23 – 30/09/23	\$2,397.19
EFT payments	EFT 6426 – EFT 6483	\$128,588.39
Salaries and wages	01/09/23 – 30/09/23	\$65,086.89
Total payments	01/09/23 – 30/09/23	\$212,031.69

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

Evanies Diesel Services Repairs on brakes and bearings on trailer dolly	\$ 5,986.05
Cooinda Centre Donation to Cooinda - Staff employment wages as per 2023/24 budget	\$ 7,000.00
Mayday Rental Dry Hire of bomag roller BW216 smooth drum roller	\$ 7,672.50

Wright Express Australia Pty Ltd (Caltex) Fuel charges for various plant for the month of August 2023	\$ 10,820.12
Youlie and Son Spreading Services Shoulder works on Bungulla North Rd, Yorkrakine East Rd, Nock Rd & McQueen Rd	\$ 18,364.50
Jones Lang Lasalle Public Sector Valuations Pty Ltd 2022/23 Fair Value Roads, Drainage & Footpaths Infrastructure Asset Valuation. Sample approach, as per quote inclusive of travel, ancillary etc.	\$ 18,700.00
Western Australian Local Government Association (WALGA) Membership Procurement Services Tax Services Council Connect Employee Relations LG Complete Guide	\$ 26,934.82

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

71/23 MOTION

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 September 2023 to 30 September 2023 totaling \$212,031.69 as contained in attachments 12.1.

Municipal Fund payments totaling \$212,031.69 detailed:

Cheque numbers	Nil	\$
Direct debit payments	01/09/23 – 30/09/23	\$9,262.33
Licensing transfers	01/09/23 – 30/09/23	\$6,223.00
Bank fees	01/09/23 – 30/09/23	\$473.89
VISA payments	01/09/23 – 30/08/23	\$2,397.19
EFT payments	EFT 6426 – EFT 6483	\$128,588.39
Salaries and wages	01/09/23 – 30/08/23	\$65,086.89

Moved: Cr Greg

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 6/0

12.2 Financial Management Report for the month of September 2023

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	20 October 2023
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 - September 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 September 2023 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. As of 30 September 2023, 86.5% of rates have been received. With an increased focus on Rates debt collection, we have now agreed to payment arrangements for the majority of outstanding rates for previous years.

Council Road works programs have commenced and Capex project, Bungulla North Road, commenced in Mid-September. Additional capex projects have been commenced or are in procurement progress.

As Interest rates for term deposits are currently quite competitive, we have two term deposits with Municipal funds to increase interest revenue. Combined with our operating Municipal account funds, our cash flow position is currently quite strong.

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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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

72/23 MOTION

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.2 for the period ending 30 September 2023 comprising;

a) Statement of Financial Activity

b) Note 1 to Note 13

Moved: Cr Nicholls

Seconded: Cr Leslie

Vote: Simple Majority

Carried/Lost: 6/0

13. MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Establishment of the Committees and Appointment of Delegates

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	19 October 2023
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 13.1 – Elected Member Prospectus – delegates Attachment Item 13.1 – Election of Zone Delegates and State Councillors Attachment Item 13.1 – Audit & Risk Committee Terms of Reference Attachment Item 13.1 – Terms of Reference TVJAPC

Proposal/Summary

For Council to establish its Audit Committee of Council for the period ending with the 2025 Elections and appoint delegates to external committees.

Background

Council has previously established a number of Committees of Council and appointed delegates to other external committee to meet the requirements of the Local Government Act, 1995. Committees must have a minimum membership of three persons.

Furthermore, if appointing a committee consisting of persons other than Councillors, all members of the committee must also be appointed and named.

Committee appointments expired with the 2023 Ordinary Elections and are now required to be re-established.

In addition, delegates should be appointed to the various non-council committees such as Kellerberrin & Tammin Local Emergency Management Committee.

Comment

In accordance with the Local Government Act, 1995 Council may establish a number of different types of committee.

Under the Local Government Act 1995 Committees can be classified as:

- Council committees, that is, a committee of three or more persons established by Council to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees; or,
- Non council committees established by some other authority, e.g. Emergency Management Act; or,
- community groups that operate with no delegated authority in respect to Council's powers or duties but which have an interest in some of the activities of Council and to which Council wishes to have formal representation by way of Delegates.

Shire of Tammin Audit & Risk Committee

The Audit and Risk Committee is established under the Local Government Act, 1995 s5.9(2) and s7.1A. Recommendations are made in Minutes of the Audit Committee meeting and should a Council resolution be required, recommendations are to be included as an item of business at the next available Ordinary Meeting of Council.

In accordance with the Local Government (Audit) Committee Regulations

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; and
- (c) is to review a report given to it by the CEO under regulation 17(3) (the *CEO's report*) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council.

Members are appointed for the two year period between elections, in this case the period ending October 2025 and are appointed in accordance with the Committees Terms of Reference which sets the committee membership as: Three elected members and one external representative.

Tamma Village Joint Allocation Committee

A Joint Venture Agreement was signed in 1995 for the Tamma Village units, between Homeswest and the Shire of Tammin. The document outlines the requirements and responsibilities of the Shire of

Tammin (the Organization) and also the Tammin Senior Citizens Committee (the Management Committee).

Item 10 of the schedule of the document requires the appointment of a Joint Allocation Panel, consisting of two members of the organization on the management committee and the Area Manager of Homeswest.

A letter was sent to the Tammin Senior Citizens Committee on the 22nd November 2018, reconfirming the requirements of the Joint Venture agreement and advising that a Joint Allocation Panel would be appointed. The Shire requested confirmation of delegates for appointment to the Committee and were informed that Ypie Thomson would remain a delegate in her capacity as President of the Seniors Group and Julie Brooks would be the representative from Tamma Village.

Local Emergency Management Committee - Delegate

Authority	Emergency Management Act 2005 - s38
Delegation	No delegated authority. Minutes are published and distributed to members and Councillors
Current Membership	Not formally appointed but listed in Local Plan
Meetings	As required
Current Status	Active

This Committee is a shared arrangement with the Shire of Kellerberrin to which Council appoints its delegate with the CEO being their proxy.

The Local Emergency Management Committee is established under the Emergency Management Act 2005 and Local Government Act, 1995 s5.9(2). Recommendations are made in Minutes of the Committee meeting and should a Council resolution be required, recommendations are to be included as an item of business at the next available Ordinary Meeting of Council.

The constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

The functions of a local emergency management committee are set out in s39 of the Emergency Management Act 2005 (see below in statutory implications).

Appointment of Other Delegates

Council may appoint delegates to external committee as it sees fit. There is a clear distinction between committee and delegate appointments. Whilst travel and out of pocket expenses can be recouped by Delegates, no sitting fees are payable.

Council is required to appoint delegates to the WALGA Great Eastern Country Zone and the Wheatbelt East Regional Organisation of Councils (WEROC). In accordance with Sections 5.1(a)&(b) of the WEROC MoU, the President and CEO of the participant member council are members of WEROC. The participant

may appoint one elected member and one officer as a deputy who are able to attend meetings and temporarily act in place of either member.

Other committee appointments include the Kellerberrin Regional Road Sub Group, Senior Citizens Management Committee, Local Health Advisory Group and Aged Friendly Committee.

Consultation

Senior Citizens Management Committee

Statutory Implications

Local Government Act, 1995

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees. * *Absolute majority required.*

5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

5.10. Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

* *Absolute majority required.*

5.11. Committee membership, tenure of

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
- (b) the person resigns from membership of the committee; or
- (c) the committee is disbanded; or

- (d) the next ordinary elections day,
whichever happens first.

5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —
 - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
 - (i) any power or duty that requires a decision of an absolute majority of the council; and
 - (ii) any other power or duty that is prescribed;
 - and
 - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

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.

[Section 7.1A inserted by No. 49 of 2004 s. 5; amended by No. 5 of 2017 s. 11.]

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.

- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

Emergency Management Act 2005

38. Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) A local emergency management committee consists of —
 - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
 - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

39. Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- (b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Policy Implications

N/A

Financial Implications

Committee members are entitled to claim meeting fees and travel expenses.
Delegates are entitled to claim travel expenses only.

Strategic Implications

Strategic Community Plan

6. Civic Leadership

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity and act in good faith on behalf of their communities.

CL 6.1 Deliver sustainable governance through transparent and robust policy and processes.

73/23 MOTION

Recommendation 1

That Council:

1. a) In accordance with s5.9(2)(a) of the Local Government Act 1995, establish its Audit Committee and appoint Cr Nicholls, Cr Charmaine Thomson & Cr Greg Stephens as members of the Audit Committee: and

b) Endorse the attached Terms of Reference

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Absolute Majority

Carried/Lost: 6/0

Recommendation 2

1. That Council appoint as a Committee of Council, the Tamma Village Joint Allocation Panel Committee, comprising of;
 - a) Two members of staff, being Manager of Finance and Corporate Services and the Finance/Administration Officer,
 - b) Two members of Council, being Cr Courtney Thomson and Cr Nicholls,
 - c) Two members of the Tammin Senior Citizens Committee, the President being Ypie Thomson and a resident of Tamma Village being Julie Brooks.
 - d) with delegated authority to select a suitable applicant for any future Unit vacancy that may arise; and,
 - e) endorse the attached Terms of Reference.

Moved: Cr Leslie

Seconded: Cr Caffell

Vote: Absolute Majority

Carried/Lost: 6/0

Recommendation 3

That Council appoint the following Delegates to External Committees & Organisations:

1. Kellerberrin Regional Road Sub Group (RRG)

Cr Stephens, & Cr Leslie (proxy)

2. WALGA Great Eastern Country Zone (GECZ)

Cr Caffell, Cr Nicholls & CEO (Proxy Delegate)

3. Senior Citizens Management Committee

Cr Courtney Thomson, Cr Charmaine Thomson

4. Wheatbelt East Regional Organisation of Councils (WEROC)

Shire President, CEO & Cr Caffell (Proxy)

5. Kellerberrin Tammin Local Emergency Management Committee (LEMC)

Shire President, CEO (Proxy)

6. Local Health Advisory Group (LHAG)

Cr Courtney Thomson, Cr Nicholls (proxy)

7. Aged Friendly Committee

Community Development Officer, Cr Courtney Thomson & Cr Nicholls (proxy)

Moved: Cr Nicholls

Seconded: Cr Stephens

Vote: Absolute Majority

Carried/Lost: 6/0

13.2 Bush Fire Advisory Committee Meeting Minutes – 11 October 2023

Location:	N/A
Applicant:	CEO
Date:	20 October 2023
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 13.2 – BFAC Minutes

Proposal/Summary

For Council to consider the recommendations made by the Bush Fire Advisory Committee.

Background

The Bush Fire Advisory Committee met on Wednesday 11 October 2023 at the Donnan Park Pavilion.

Comments

The Committee discussed various agenda items and has put forward to council various recommendations for Council's Consideration including the appointment of Bush Fire Control Officers. The Committee also review the current burning periods and did not recommend any alternations.

Consultation

Tammin Bushfire Brigade Members

Statutory Implications

Bush Fires Act 1954 Part 4 s38 Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

Policy Implications

The Bush Fires Act 1954 Section 41 (1) states the below:

41. Bush fire brigades

- (1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2018 - 2027

Outcome 1.2 A growing, healthy and safe community

- 1.2.3 Support provision of emergency services and encourage community volunteers.

74/23 MOTION

Officers Recommendation 1

That Council receive the Minutes of the Bush Fire Advisory Committee for its meeting on 11 October 2023.

Moved: Cr Nicholls

Seconded: Cr Leslie

Vote: Simple Majority

Carried/Lost: 6/0

Bush Fire Advisory Committee Recommendation 2

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

Mr Brad Jones be appointed as a Fire Control Officer until the end of September 2024 subject to their acceptance.

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

Nil

16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

Nil

Nil

18. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 4:53pm

