

# Shire of Tammin

## ORDINARY COUNCIL MEETING

### MINUTES



#### NOTICE OF MEETING

The ordinary meeting of the Shire of Tammin was held on **Thursday October 25<sup>th</sup>, 2018** in the Council Chambers, 1 Donnan St, Tammin, commencing at **5:10pm**.

A handwritten signature in black ink, appearing to read 'Gary Martin', is positioned above the printed name.

Gary Martin  
Acting Chief Executive Officer

#### 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 declared the meeting open at 5:10pm.

### **2. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES**

#### **Present:**

Cr M Greenwood	Shire President
Cr D Thomson	Deputy President
Cr T Daniels	Member
Cr N Caffell	Member

#### **In Attendance:**

Gary Martin	Acting Chief Executive Officer
Kelsey Pryer	Manager Finance & Administration
Fabian Houbrechts	Manager of Works & Services

#### **Leave of Absence previously granted:**

Cr G Batchelor	Member
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#### **Apologies:**

Nil

### **3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

### **4. PUBLIC QUESTION TIME**

Nil

### **5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

### **6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS**

Nil

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 Ordinary Council Meeting Minutes – 23<sup>rd</sup> September 2018**

**TSC 94/18 MOTION**

**That the Minutes of the Ordinary Council Meeting held on 27<sup>th</sup> September 2018 be confirmed as a true record of proceedings.**

**Moved: Cr Caffell**

**Seconded: Cr Daniels**

**Vote: Simple Majority**

**Carried: 4/0**

**7.2 Shared Chief Executive Officer Resource Sharing Committee – 22<sup>nd</sup> October 2018**

**TSC 95/18 MOTION**

**That the unconfirmed minutes of the Shared Chief Executive Officer Resource Sharing held on 22<sup>nd</sup> October 2018 be received.**

**Moved: Cr Thomson**

**Seconded: Cr Greenwood**

**Vote: Simple Majority**

**Carried: 4/0**

**8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

## 10. MATTERS FOR CONSIDERATION – FINANCE

### 10.1 List of Payments for September 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Administration / Finance Officer
<b>Date:</b>	19 <sup>th</sup> October 2018
<b>Author:</b>	Georgie Crane
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	Attachment Item 10.1 - Credit Card Statement 28.07.2018 – 28.08.2018

#### Background

Accounts paid for September 2018 is listed totaling:

Cheque numbers	6710 - 6712	\$635.61
Direct debit payments	01/09/18 – 30/09/18	\$3,579.94
Licensing transfers	01/09/18 – 30/09/18	\$5,327.90
Bank fees	01/09/18 – 30/09/18	\$873.93
VISA payments	01/09/18 – 30/09/18	\$9,698.95
EFT payments	EFT 2382 - 2473	\$69,308.82
Salaries and wages	01/09/18 – 30/09/18	\$24,527.93
<b>Total payments</b>	<b>01/09/18 – 30/09/18</b>	<b>\$113,953.08</b>

#### Comment

Nil

#### Financial Implications

Directly impacts the Shire of Tammin 2018/2019 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 Implications**

Nil

**Community Consultation**

Nil

**TSC 96/18 MOTION**

**That Council notes that during the month of September 2018, the Acting Chief Executive Officer has made the following payments.**

**Municipal Fund payments totaling \$113,953.08 on licensing transactions, bank fees, EFT, Cheques, Visa, Direct Debit and salaries and wages payments.**

**Moved: Cr Daniels**

**Seconded: Cr Thomson**

**Vote: Simple Majority**

**Carried: 4/0**

Ref	Date	Name	Description	Amount
<b>Licencing Transfer</b>				
39	03/09/2018	Department of Transport	Daily licencing transactions	\$ 66.65
39	05/09/2018	Department of Transport	Daily licencing transactions	\$ 85.65
39	07/09/2018	Department of Transport	Daily licencing transactions	\$ 1,690.10
39	10/09/2018	Department of Transport	Daily licencing transactions	\$ 353.10
39	11/09/2018	Department of Transport	Daily licencing transactions	\$ 106.30
39	18/09/2018	Department of Transport	Daily licencing transactions	\$ 26.85
39	19/09/2018	Department of Transport	Daily licencing transactions	\$ 14.95
39	20/09/2018	Department of Transport	Daily licencing transactions	\$ 24.55
39	27/09/2018	Department of Transport	Daily licencing transactions	\$ 491.30
39	26/09/2018	Department of Transport	Daily licencing transactions	\$ 115.20
39	25/09/2018	Department of Transport	Daily licencing transactions	\$ 1,810.15
39	21/09/2018	Department of Transport	Daily licencing transactions	\$ 543.10
			<b>Subtotal</b>	<b>\$ 5,327.90</b>
<b>Bank Fees</b>				
39	03/09/2018	5 - MERCHANT FEES	MERCHANT FEES	\$ 103.37
39	05/09/2018	1 - BANK FEES	BANK FEES	\$ 5.25
39	28/09/2018	1 - BANK FEES	NAB CONNECT FEES	\$ 41.99
39	28/09/2018	5 - MERCHANT FEES	MERCHANT FEES	\$ 640.12
39	28/09/2018	1 - BANK FEES	ACCOUNT FEES	\$ 63.20
39	28/09/2018	1 - BANK FEES	ACCOUNT FEES	\$ 20.00
			<b>Subtotal</b>	<b>\$ 873.93</b>
<b>EFT Payments</b>				
EFT2474	06/09/2018	Adapt Electrical Solutions	Re-location of switchboard in pavilion kitchen	\$ 3,020.67
EFT2475	06/09/2018	Advanced Autologic Pty Ltd	Oil and grease for various plant	\$ 1,064.00
EFT2476	06/09/2018	F-111 Engineering Pty Ltd	Make frames for seating around oval	\$ 4,228.68
EFT2477	06/09/2018	IT Vision	Monthly SynergySoft fee for August 2018	\$ 2,065.80
EFT2478	06/09/2018	LGRCEU	Payroll deductions	\$ 41.00
EFT2479	06/09/2018	Marketforce	Death Notice - Sue Button (Saturday 04/08/2018)	\$ 73.85
EFT2480	06/09/2018	Perfect Computer Solutions	Computer maintenance	\$ 212.50
EFT2481	06/09/2018	STS West	Repair puncture - TN3	\$ 35.00
EFT2482	06/09/2018	Shire of Cunderdin	Limestone fencing construction at the Oval playground	\$ 1,107.72
EFT2483	06/09/2018	Telstra	iPad and mobile phone charges	\$ 2,055.77
EFT2484	06/09/2018	Wheatbelt Office and Business Machines	Fuji Xerox meter reading for August 2018	\$ 587.24
EFT2485	06/09/2018	Wheatbelt Plumbing & Gas	Install Gas Cooker in Unit 6 @ Tamma Village	\$ 550.00
EFT2486	13/09/2018	Ag Implements	M136194 blade for slasher pack of 3	\$ 75.57
EFT2487	13/09/2018	Australia Post	Account charges for August 2018	\$ 350.91
EFT2488	13/09/2018	Avon Waste	Account charges for August 2018	\$ 2,502.39
EFT2489	13/09/2018	Conway Highbury Pty Ltd	Review of local laws, delegations register & policy manual	\$ 1,573.00
EFT2490	13/09/2018	Eastern Hills Saws & Mowers Pty Ltd	Brushcutter and wire	\$ 849.00
EFT2491	13/09/2018	Farmways Kellerberrin	Westinghouse Elevated Gas Freestanding Cooker	\$ 2,513.05
EFT2492	13/09/2018	Gull Tammin Roadhouse	Account charges for August 2018	\$ 188.21
EFT2493	13/09/2018	Kellerberrin Farmers Co-Operative	Account charges for August 2018	\$ 17.33
EFT2494	20/09/2018	Chatfields Tree Nursery	Variety of seedlings for Connecting Corridors project	\$ 7,639.96
EFT2495	20/09/2018	Courier Australia	Freight for front counter PC	\$ 22.33
EFT2496	20/09/2018	Cunderdin CRC	Advertising Comedy Gold and CDO/AO position	\$ 215.00
EFT2497	20/09/2018	DKT Rural Agencies	Various plumbing fittings and chemical	\$ 2,119.70
EFT2498	20/09/2018	Executive Media	Advertising in the Caravaning Australia Spring 2018 Edition	\$ 650.00
EFT2499	20/09/2018	F-111 Engineering Pty Ltd	Replace broken springs in ramps on trailer	\$ 495.00
EFT2500	20/09/2018	Great Eastern Country Zone of WALGA	Annual subscription 2018/19	\$ 3,850.00
EFT2501	20/09/2018	Gregory Investment Trust	Accommodation for Comedy Gold - 4 rooms @ \$90.00 each	\$ 360.00
EFT2502	20/09/2018	LGRCEU	Payroll deductions	\$ 41.00
EFT2503	20/09/2018	Officeworks	Various items for admin, depot, pavilion and public toilets	\$ 508.98
EFT2504	20/09/2018	P & M Automotive Equipment	Inspection & Certification of 4 point hoist at Works Depot	\$ 181.50
EFT2505	20/09/2018	Quest Innaloo	Accommodation for Trelis training - S Pimlott	\$ 462.00
EFT2506	20/09/2018	Shire of Cunderdin	Shared CEO services	\$ 5,562.11
EFT2507	20/09/2018	Synergy	Streetlights	\$ 1,711.60
EFT2508	20/09/2018	WA Contract Ranger Services Pty Ltd	Ranger services for 27/08/18 & 10/09/18	\$ 561.00
EFT2509	20/09/2018	Woodstock Electrical	Cable location at Donnan Park prior installation of bollards	\$ 491.70
EFT2510	20/09/2018	Wright Express Australia Pty Ltd (Puma)	Account charges for August 2018	\$ 4,514.59
EFT2511	27/09/2018	Adapt Electrical Solutions	Security light repairs at Admin Office	\$ 928.20
EFT2512	27/09/2018	Baileys Fertilisers	ENERGY TURF Fertilizer 20KG/Bag	\$ 3,735.60



EFT2513	27/09/2018	Caffell & Son	Rates refund for assessment A20, A18, A1562, A23	\$ 1,325.32
EFT2514	27/09/2018	Courier Australia	Freight charges	\$ 10.73
EFT2515	27/09/2018	Griffin Valuation Advisory	Professional valuation advisory	\$ 6,058.80
EFT2516	27/09/2018	Rylan Concrete	Kerbing at Entrance of Tammin Oval	\$ 3,997.40
EFT2517	27/09/2018	Telstra	Telstra charges	\$ 589.61
EFT2518	27/09/2018	Wheatbelt Renovations	Cleaning gutters at 14 Russell Street	\$ 165.00
			<b>Subtotal</b>	<b>\$ 69,308.82</b>
<b>Cheques</b>				
6710	13/09/2018	Bond Administrator	Lodgement of bond - 5 Nottage Way	\$ 220.00
6711	13/09/2018	Department of Health	Emergency attendance - Ray Jefferies	\$ 280.00
6712	20/09/2018	Water Corporation	Water charges	\$ 135.61
			<b>Subtotal</b>	<b>\$ 635.61</b>
<b>Direct Debit Payments</b>				
DD1012.1	04/09/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,409.63
DD1012.2	04/09/2018	Australian Super	Superannuation contributions	\$ 252.19
DD1021.1	18/09/2018	WA Local Government Superannuation Plan	Payroll deductions	\$ 1,515.55
DD1021.2	18/09/2018	Australian Super	Superannuation contributions	\$ 233.57
DD1027.1	18/09/2018	Messages on Hold	Interactive Voice Recordings (Agreement)	\$ 169.00
			<b>Subtotal</b>	<b>\$ 3,579.94</b>
<b>NAB Visa Payment</b>				
DD1016.1	03/09/2018	NAB Business Visa	NAB visa card transactions from 28/07/18 to 28/08/18	\$ 9,698.95
			<b>Subtotal</b>	<b>\$ 9,698.95</b>
<b>Salaries &amp; Wages</b>				
	04/09/2018	Shire of Tammin	Salaries and wages	\$12,221.40
	18/09/2018	Shire of Tammin	Salaries and wages	\$12,306.53
			<b>Total</b>	<b>\$ 24,527.93</b>
			<b>Total for Municipal Account</b>	<b>\$ 113,953.08</b>

## 10.2 Financial Management Report for the month of September 2018

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Administration
<b>Date:</b>	4 <sup>th</sup> October 2018
<b>Author:</b>	Kelsey Pryer
<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 10.2 - August 2018 Monthly Financial Report

### Background

Enclosed is the Monthly Financial Report for the month of September 2018.

### Financial Implications

Financial Management of 2018/2019

### 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.*

#### **Comment**

Nil

#### **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 Implications**

Nil

#### **Community Consultation**

Nil

#### **TSC 97/18 MOTION**

**That Council adopt the Financial Report for the month of September 2018 comprising;**

**a) Statement of Financial Activity**

**b) Note 1 to Note 12**

**Moved: Cr Caffell**

**Seconded: Cr Thomson**

**Vote: Simple Majority**

**Carried: 4/0**

## 11. MATTERS FOR CONSIDERATION – ADMINISTRATION

### 11.1 Office Closure – Christmas/ New Year Period 2018-19

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	4 <sup>th</sup> October 2018
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### Proposal/Summary

Council to consider the closure of the Shire Administration Office over the Christmas and New Year period.

No complaints and/ or adverse comments have been received in relation to the office closure in the past.

#### Background

Nil

#### Comment

As a general rule no significant business is conducted between the Christmas and New Year period, therefore it is considered an ideal time to close the office and allow staff to clear some of their accrued leave entitlements, and enjoy a relaxed festive period with their families.

It is proposed the office be closed from 12 noon Friday 21<sup>st</sup> December 2018 to Tuesday 1<sup>st</sup> January 2019 inclusive, reopening on Wednesday 2<sup>nd</sup> January 2019.

Notification of the office closure will be advertised to the public leading up to the closing period.

#### Consultation

Nil

#### Statutory Implications

Nil

#### Policy Implications

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**TSC 98/18 MOTION**

**That Council:**

- 1. Approves the closure of the Shire Administration Office during the Christmas and New Year period from 12 noon Friday 21<sup>st</sup> December 2018 to Tuesday 1<sup>st</sup> January 2019 inclusive, reopening on Wednesday 2<sup>nd</sup> January 2019.**
- 2. Advertises the Administration Office closure to the public leading up to the Office closure.**

**Moved: Cr Daniels**

**Seconded: Cr Caffell**

**Vote: Simple Majority**

**Carried: 4/0**

## 11.2 Ordinary Council Meeting Dates for 2019

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	4 <sup>th</sup> October 2018
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Acting Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### **Proposal/Summary**

Council to continue to hold Council Meetings on the fourth Thursday of each month, except for the months of January and December 2019.

### **Background**

Council has previously agreed to hold Council Meetings on the fourth Thursday of every month, commencing at 5.00pm, in the Council Chambers at 1 Donnan Street, with the expectations of the September Council Meeting which is traditionally held in Yorkrakine Hall.

### **Comment**

Nil

### **Consultation**

Nil

### **Statutory Implications**

*Regulation 12 of the Local Government (Administration) Regulations provides:*

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
- (a) *the ordinary council meetings; and*
  - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*

### **Policy Implications**

Nil

### **Financial Implications**

Nil

**Strategic Implications**

Nil

**Officers Recommendation**

That Council:

1. Ordinary Council Meeting date for December to be changed from Thursday 26<sup>th</sup> December 2019 to Tuesday 17<sup>th</sup> December 2019 at 5.00pm, in the Council Chambers at 1 Donnan Street, Tammin.
  
2. 2019 Council Meeting dates be as follows:
  - January – no Council Meeting
  - 28<sup>th</sup> February 2019
  - 28<sup>th</sup> March 2019
  - 25<sup>th</sup> April 2019
  - 23<sup>rd</sup> May 2019
  - 27<sup>th</sup> June 2019
  - 25<sup>th</sup> July 2019
  - 22<sup>nd</sup> August 2019
  - 26<sup>th</sup> September 2019 (Yorkrakine Hall)
  - 24<sup>th</sup> October 2019
  - 28<sup>th</sup> November 2019
  - 17<sup>th</sup> December 2019 (Tuesday)

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

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

Vote: Simple Majority

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

**TSC 99/18 MOTION**

**That Council:**

- 1. Ordinary Council Meeting date for December to be changed from Thursday 26<sup>th</sup> December 2019 to Tuesday 17<sup>th</sup> December 2019 at 5.30pm, in the Council Chambers at 1 Donnan Street, Tammin.**
  
- 2. Ordinary Meeting dates for 2019 will be held at 5:30pm, in the Council Chambers at 1 Donnan Street, Tammin. The meeting dates will be:**
  - **January – no Council Meeting**
  - **28<sup>th</sup> February 2019**
  - **28<sup>th</sup> March 2019 (Yorkrakine Hall)**
  - **25<sup>th</sup> April 2019**
  - **23<sup>rd</sup> May 2019**
  - **27<sup>th</sup> June 2019**
  - **25<sup>th</sup> July 2019**
  - **22<sup>nd</sup> August 2019**
  - **26<sup>th</sup> September 2019**
  - **24<sup>th</sup> October 2019**
  - **28<sup>th</sup> November 2019**
  - **17<sup>th</sup> December 2019 (Tuesday)**

**Moved: Cr Thomson**

**Seconded: Cr Daniels**

**Vote: Simple Majority**

**Carried: 4/0**

**NOTE Reason for change:**

**The Council made minor amendments to the time and location of meetings to better suit its requirements.**



### 11.3 Corporate Business Plan 2018 - 2022

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Date:</b>	19 <sup>th</sup> October 2018
<b>Author:</b>	Kelsey Pryer
<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 11.3 – Corporate Business Plan Latest 19.10.18

#### **Proposal/Summary**

To consider the adoption of the Shire of Tammin Corporate Business Plan 2018 – 2022.

#### **Background**

The preparation of the Corporate Business Plan is a statutory requirement for local governments and is a key element of integrated planning and reporting (IPR). This report provides to Council that sets out the Shires priorities and actions for the next four years.

#### **Comments**

The **Corporate Business Plan 2018-2022** contains the same key objectives and strategies as the Strategic Community Plan, with the addition of specific priorities the Shire will focus on over the next four years. This Plan ensures the Shire will deliver services in line with Council priorities, as informed by community aspirations. The Plan provides a medium-term view of the Shire's operational priorities and activities which works to inform the operational planning and annual budgeting process

The Corporate Business Plan forms part of the Shires Integrated Planning. The Plan delivers accountable and measurable linkages between Council's long-term vision and aspirations and practical service delivery. Effective service delivery of the Council's intentions is documented via three key operational informing documents, being the Work Force Plan, Asset Management Plans and Long-Term Financial Plan. These plans have been developed with staff knowledge and input over the past 6 months.

#### **Consultation**

At the end of 2017 the Shire staff commenced the review of the Corporate Business Plan. Several meetings were held with staff and teleconferences and meetings with current consultants to discuss Community Plan priorities and funding requirements. Through these, priority areas and supporting operating actions were identified. These priorities and actions were discussed with Elected Members during budget deliberations.

### **Statutory Implications**

In accordance with the requirements of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*, all local governments are required to implement a plan, which provides for a ten-year Strategic Community Plan and a four-year Corporate Business Plan. The annual review of the Corporate Business Plan is a requirement of the *Local Government (Administration) Regulations 1996: 19DA (4)*.

The development of the Corporate Business Plan is a requirement under the *Local Government (Administration) Regulations 1996*. In accordance with the Regulations, a Corporate Business Plan is required to:

- a) *Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district;*
- b) *Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- c) *Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

### **Policy Implications**

Nil

### **Financial Implications**

The adoption of the Corporate Business Plan provides the Shire with financial direction over the period of the plan.

### **Strategic Implications**

The proposal accords with the following Outcome Objective of the Shires Strategic Plan 2006 – 2021:  
6 *Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.*  
6.1 *Strong governance and leadership, demonstration fair and equitable community values."*

#### **TSC 100/18 MOTION**

**That the Shire adopts the Corporate Business Plan 2018- 2022.**

**Moved: Cr Daniels**

**Seconded: Cr Caffell**

**Vote: Absolute majority**

**Carried: 4/0**

## 12 MATTERS FOR CONSIDERATION - TOWN PLANNING

### 12.1 Draft Shires of Cunderdin, Quairading and Tammin Regional Local Planning Strategy & Draft Tammin Local Planning Scheme No. 2 – Adoption for Advertising

<b>Location:</b>	Shire-wide
<b>Applicant:</b>	Shire of Tammin
<b>Date:</b>	11 <sup>th</sup> October 2018
<b>Author:</b>	J Jurmann, Contract Planner
<b>Item Approved by:</b>	G Martin, A/CEO
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	<ol style="list-style-type: none"><li>1. Draft Regional Local Planning Strategy &amp; Maps</li><li>2. Draft Local Planning Scheme No. 2 &amp; Maps</li><li>3. Scheme Review Report</li><li>4. WAPC Scheme Review Report Endorsement DPLH Process Flow Charts</li></ol>

#### Proposal/Summary

The Council consider the draft Shires of Cunderdin, Quairading and Tammin Regional Local Planning Strategy and the draft Tammin Local Planning Scheme No. 2 for adoption for advertising purposes.

#### Background

The Council consider the draft Shires of Cunderdin, Quairading and Tammin Regional Local Planning Strategy and the draft Tammin Local Planning Scheme No. 2 for adoption for advertising purposes.

#### Comment

Once endorsed the Regional Local Planning Strategy will provide the framework for local planning and the strategic basis for the new local planning schemes. It will provide the interface between State and local planning, and will be seen by government agencies as the means by which to address economic, resource management, environmental and social issues at a strategic level.

The draft Strategy sets out the objectives for future planning and development in the region and includes a broad framework by which to pursue those objectives. The strategy addresses social, environmental, resource management and economic factors that affect, and are in turn affected by, land use and development.

There are two parts to the Strategy in accordance with the recommended format in the DPLH's Local Planning Manual. Part 1 is the Strategy containing the strategic directions and actions. Part 2 contains the Background Information, such as demographics, local issues and various maps.

The draft local planning scheme has been prepared using the Model Provisions in Schedule 1 of the Regulations, which aims to provide State-wide uniformity of definitions, land uses, zones, reserves and mapping.

Points of difference between TPS1 and LPS2 include:

- Conversion of zone names to accord with the Model Provisions and introduction of new zones, including Urban and Industrial Development, Light Industry and Rural Enterprise zones;
- Significant expansion of the land uses in the Zoning Table and the land use definitions in Part 6 to minimise proposals for land uses not listed and to provide better guidance for applicants and landowners;
- Review of land use permissibility and levels of permissibility in all zones;
- Application of density codes to all residential zoned land, which will provide an improved regulatory framework to control the population density by outlining the type and amount of residential dwellings that can be built on particular land size;
- Introduction of provisions to modify the R-Codes relating to dual density zones and construction of outbuildings;
- Review of the development standards for non-residential areas;
- Introduction of structure planning requirements for urban and industrial development zones;
- Introduction of urban and industrial development zones to identify suitable development land to cater for future population and employment needs; and

The new mapping has been produced by DPLH to meet the requirements of the Regulations, including zone labels, colours and acronyms.

Adopting the draft documents for advertising purposes does not preclude Council from modifying the documents during or following the consultation period.

It is worth noting that the current Planning Reform initiated by the Minister for Planning recently may result in changes to the Shire's new planning framework. However, the DPLH have recommended continuing progression of any local planning reviews that are substantially progressed and any changes resulting from the Planning Reform can be incorporated at a later date through the basic amendment process. A similar approach was adopted by DPLH in 2015 following the introduction of the new local planning schemes regulations.

### **Consultation**

Statutory Consultation Processes set out in the Regulations apply to Local Planning Strategies and Schemes, including Community Consultation Periods.

### **Statutory Implications**

The *Planning and Development (Local Planning Schemes) Regulations 2015* require every local government have a local planning scheme and any new scheme prepared to be accompanied by a local planning strategy.

The Regulations also require local governments to review their local planning schemes every five years with initial review periods for existing schemes prepared under the previous regulations stipulated as follows:

- 2020 – If the scheme is less than five years old (i.e. Gazetted from 19 October 2010 to present).
- 2017 – If the scheme is more than five years old (i.e. Gazetted from 18 October 2010 or older).

The Scheme Review Report received by Council in September 2017 was endorsed by the WAPC and recommends that due to the age of the Scheme and the non-conformance with the new Model Scheme Text, that a new local planning scheme be developed, in conjunction with the development of a regional local planning strategy.

#### Local Planning Strategy

Part 3 of the Regulations sets out the requirement for a local planning strategy and the approval process, including consultation requirements.

#### Local Planning Scheme

Part 5 of the *Planning and Development Act 2005* and Part 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* set out the requirements for the development, content, advertising and approval of a new local planning scheme. A flowchart depicting the process has been published by the Department of Planning, Lands and Heritage and has been attached to this report for Council's reference (Attachment 5).

The draft documents have been prepared in accordance with the requirements of the Regulations and the Department of Planning, Land and Heritage's (DPLH) Local Planning Manual.

#### Policy Implications

The Shire's Local Planning Policies adopted under the provisions of TPS1 will continue to operate under a transitional clause in LPS2 until such time the review has been completed. It is important that the LPPs are current and consistent with the provisions of LPS2, and represent the needs of the community.

#### Financial Implications

The development of the draft documents have been carried out by the Shire's Consultant Planner as part of her contracted duties with the mapping being produced by the DPLH within the existing budgetary allocation.

#### Strategic Implications

The local planning strategy is the framework for local planning and the strategic basis for local planning schemes. It provides the interface between regional and local planning, and is increasingly being seen by other agencies as the means by which to address economic, resource management, environmental and social issues at a strategic level.

Local planning schemes are the principal statutory tool for implementing the local planning strategy and achieving the local government's aims and objectives with respect to the development of its local area. While schemes deal mainly with land use, development control and infrastructure coordination, they must be developed in the context of the strategic framework and the broader environmental, social and economic goals and objectives.

The local planning strategy and scheme will be developed utilising existing local and regional strategic planning documents, including each Shire's Strategic Community Plan.

#### **TSC 101/18 MOTION**

**That Council:**

- 1. Adopt for advertising purposes the draft Shires of Cunderdin, Quairading and Tammin Regional Local Planning Strategy and Shire of Tammin Local Planning Scheme No. 2 for submission to the Western Australian Planning Commission for certification to advertise.**
- 2. That Council forwards the draft Strategy and Scheme to:**
  - (a) The Heritage Council for advice, pursuant to section 79 of the *Planning and Development Act 2005*.**
  - (b) The Environmental Protection Authority for comment, pursuant to Section 81 of the *Planning and Development Act 2005*.**
  - (c) The Western Australian Planning Commission for review, pursuant to Regulation 21 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**
- 3. Following receipt of the Western Australian Planning Commission's certification, with or without modifications, advertise the draft documents in accordance with Regulations 13 and 22 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 4. Following the advertising period, receive a further Report including details of consideration of the submissions, to endorse the Strategy and Scheme, with or without modifications, for submission to the Western Australian Planning Commission for approval.**

**Moved: Cr Greenwood**

**Seconded: Cr Thomson**

**Vote: Simple Majority**

**Carried: 4/0**

#### **13 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

#### **14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)**

Nil

#### **15 CLOSURE OF MEETING**

There being no further business the Shire President declared the meeting closed at 5:35pm.