

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin was held on **Wednesday 20th November 2024** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

Andrew Malone
Chief Executive Officer
21 November 2024

MISSION STATEMENT

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

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at 5.04pm.

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: President Charmaine Thomson
Cr Nicholls
Cr Courtney Thomson
Cr Caffell
Cr Leslie (via telephone)
Cr Rogers

In Attendance: CEO Andrew Malone

Leave of Absence previously granted:

Cr Rogers (Cr Rogers was in attendance and did not require the leave)

Apologies:

Manager of Finance & Corporate Services Racheal King
Manager of Works and Services Bevan Klein

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

In accordance with section 5.65 of the Local Government Act 1995, the following disclosures of **financial** interest were made at the Council meeting.

Nil

In accordance with section 5.65 of the Local Government Act 1995, the following disclosures of **Closely Associated Person and Impartiality** interest were made at the Council meeting.

Nil

In accordance with sections 5.60B and 5.65 of the Local Government Act 1995, the following disclosures of **Proximity** interest were made at the Council meeting.

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 October 2024

Officers Recommendation

That the minutes of the Ordinary Council Meeting held on 23 October 2024 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Caffell

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 October 2024

Location:	Shire of Tammin
Applicant:	Finance Officer
Date:	08.11.2024
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 12.1 – Payment Listing Attachment Item 12.1 - Credit Card Statement and 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 October 2024 totaling \$504,276.62 by way of:

Cheque numbers	01/10/2024- 31/10/2024	Nil
Direct debit payments	01/10/2024- 31/10/2024	\$8,605.64
Licensing transfers	01/10/2024- 31/10/2024	\$6,365.90
Bank fees	01/10/2024- 31/10/2024	\$187.09
VISA payments	01/10/2024- 31/10/2024	\$2,613.23
EFT payments	EFT7247- EFT7319	\$441,316.77
Salaries and wages	01/10/2024- 31/10/2024	\$45,187.99
Total payments	01/10/2024- 31/10/2024	\$504,276.62

The Shire of Tammin made the following significant expenditure during the month of October 2024:

Creditor	Description	Amount
150 Square Pty Ltd	Acting CEO Darren Mollenoyux for the month of September 2024 (103 hours)	\$9,785.00
AP Concreting Pty Ltd	Floodway extension construction on Chappell/ Wheeldon Road	\$22,517.00
Accwest Pty Ltd	Accounting Support for budget preparation, monthly financial reports, annual financial reports & general assistance for July- September 2024	\$16,786.00
Bobcat plus PTY LTD	Installation of culverts and end structures on York Tammin Road	\$21,725.00
Wheatbelt Diesel Services	Repairs to hydraulics on TN6 & TN2203, repairs & service on John Deere slasher	\$6,448.22
Bobcat plus PTY LTD	Installation of culverts and end structures on Tammin York Road SLK 9.55	\$10,862.50
Fulton Hogan	Carryout reseal on Bungulla North Road as per quote WAHAZ2024238.01	\$145,053.98
KW & AJ Swann	Hire of excavator for 8.5 hours and grader for 12 hours on Quartermaine Road- floodway & maintenance grading on Chappell-Wheeldon Road	\$7,810.00
Luke Stephen Stewart	Remove timber fence and build new colour bond fence to match village at Unit 5 Tamma Village, set shed on concrete pad, bolt down & setup washdown bay at depot, removing water damaged wall, replace and paint at 14 Russell Street, supply and fit blinds in Admin Office, rip up and relay pavers and alterations to gate at Unit 5 Tamma Village, refit and repair door handles at Town Hall & fit new shower screen, supervise and demonstrate painting project at 14 Russell Street	\$17,270.00
Perfect Computer Solutions	IT support for October 2024, SSL certificate 2 years and nightly offsite backup annual cost	\$5,772.50
Rockway Contracting	Tree mulching & regrowth pruning on Ralston Road, Yorkrakine Road, Nock Road and Cemetery Road	\$42,712.00
Cooinda Centre	Annual donation towards staff wages costs	\$7,000.00
AP Concreting Pty Ltd	Construct concrete floodway at Quartermaine Road	\$37,290.00
Water Corporation	Water charges for various Shire properties	\$8,438.45
Wright Express Australia Pty Ltd (Caltex)	Fuel expenses for September 2024	\$5,735.98

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2024/2025 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 October 2024 to 31 October 2024 totaling \$504,276.62 as contained in attachments 12.1.

Municipal Fund payments totaling \$504,276.62 detailed:

Cheque numbers	01/10/2024- 31/10/2024	Nil
Direct debit payments	01/10/2024- 31/10/2024	\$8,605.64
Licensing transfers	01/10/2024- 31/10/2024	\$6,365.90
Bank fees	01/10/2024- 31/10/2024	\$187.09
VISA payments	01/10/2024- 31/10/2024	\$2,613.23
EFT payments	EFT7247- EFT7319	\$441,316.77
Salaries and wages	01/10/2024- 31/10/2024	\$45,187.99
Total payments	01/10/2024- 31/10/2024	\$504,276.62

Moved: Cr Nicholls

Seconded: Cr C Thomson

Vote: Simple Majority

Carried/Lost: 6/0

12.2 Financial Management Report for the month of October 2024

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	6 November 2024
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 –October 2024 Monthly Financial Report

Purpose of Report

For Council to receive the Monthly Financial Statement.

Background

Enclosed is the Monthly Financial Report for the month of October 2024 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

With the Budget approved at the last Council meeting, work has begun on a number of Capex jobs. Fees and Charges adopted at Council's last meeting have come into effect. Rates were issued on 20th August 2024 with payments due in full by 28 October 2024. As of 31 October 2024, 785% of rates have been received, with a number of rate payers selecting the installment option. Payment arrangements will be made for those requiring it.

A number of capital purchases have been completed under budget with the majority of payments made in November which will see a higher-than-normal expenditure next month however claims for several projects have already been completed by the Works Manager and we should see funds for these items very soon.

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

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 31 October 2024 comprising;

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

Moved: Cr C Thomson

Seconded: Cr Rogers

Vote: Simple Majority

Carried/Lost: 6/0

12.3 Budget Amendment – Fuel Tank & Installation

Location:	Shire of Tammin
Applicant:	Manager Work and Services
Date:	6 November 2024
Author:	Racheal King
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

For Council to endorse an amendment to the 2023/24 Budget to allow for the purchase of a fuel tank.

Background

During the October Council meeting, concerns were made regarding the monthly cost of fuel. A cost analysis was provided by works manager Bevan Klein for Councilors to review. Based on the cost analysis, it was determined that it would be a more cost-effective option to have a fuel tank on site.

Comments

A search has been carried out around Western Australia to find a suitable fuel tank to meet the Shire of Tammin's operational needs.

For the above reason, it is recommended that Council increase the budget and approve the purchase of the fuel tank.

Consultation

Fuel Suppliers Dealers

Statutory Implications

Local Government Act, 1995

6.8. Expenditure from municipal fund not included in annual budget

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

* *Absolute majority required*

Policy Implications

N/A

Financial Implications

Cost of the fuel tank and installation will be funded through a reduction in budget of the completed plant purchase of the Tractor which currently has an excess of \$21,000.

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, *pursuant to Section 6.8 of the Local Government Act 1995*, approve the below budget amendment:

- Increase expenditure budget for Job PT020 – Fuel Tank & Installation by \$15,000
- Reduce expenditure budget for Job PT016 – Tractor Purchase by \$15,000

Moved: Cr Caffell

Seconded: Cr Nicholls

Vote: Absolute Majority

Carried/Lost: 6/0

12.4 Regulation 17 Risk Review Audit Review

Location:	Shire of Tammin
Applicant:	Acting Chief Executive Officer
Date:	14 th November 2024
Author:	Darren Mollenoyux
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	CONFIDENTIAL Attachment – Reg 17 Review Report

Proposal/Summary

The CEO is required to undertake a review of and the appropriateness and effectiveness of risk management, internal control and legislative compliance at least every three years.

The purpose of this report is for the Audit and Risk Committee to review the CEO's report (prepared by Australia Audit) on the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal control, and legislative compliance. The Audit and Risk Committee are to receive the report and submit it to Council for endorsement.

Background

As reported to Council in September 2024 the Shire of Tammin is overdue for its Regulation 17 Review. The Regulation 17 of the Local Government (Audit) Regulations 1996 requires the Chief Executive Officer to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management; internal control and legislative compliance not less than once in every 3 financial years, with the CEO to report to the audit committee the results of that review.

The Acting CEO has sought quotations to undertake the works, with quotes closing on the 25th September 2024. The Chief Executive Officer contracted Australian Audit, an experienced Audit Firm, experienced in Regulation 17 Reviews and contracting to local government, to undertake the reviews.

The scope of the review by Australian Audit:

The review undertook a high-level assessment and will focus on the following 3 Regulation 17 processes:

- Risk Management
- Internal control
- Legislative Compliance

As part of our review, we will not assess and examine every governance and legislative compliance process and procedure that may exist at the Shire and as such we have limited our assessment and evaluations only to those 3 key areas as required under Regulation 17. As such we will also not examine every activity and procedure that may exist at the Shire and therefore only provide limited assurance to the Shire on the 3 above areas.

Our review, which is to be conducted in accordance with Australian Auditing Standard ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information is not an audit, and

as per ASAE 3000 we can only provide assurance based solely on our assessment of the information which is provided to us by the Shire during the conduct of this review.

Comments

The Regulation 17 Risk Review Audit was undertaken and has been completed within the given timeline. It is requested that the Audit and Risk Committee review the report and recommendations contained within the document and to recommend any actions to council and confirm the report as received.

The Regulation 17 Risk Review Report 3 moderate and 7 minor findings in need of mitigation to overcome process deficiency (Attachment 1). Management will undertake the necessary action to ensure compliance within the time frame specified and submit the progress of actions as a regular item to the Audit and Risk Committee.

Consultation

Shire of Tammin Audit and Risk Committee
Santo Casilli, FCPA PFIIA, Associate Director of Australian Audit
Acting CEO
Manager of Finance and Corporate Services
Finance and Corporate Services Officer
Finance Officer

Statutory Implications

Local Government (Audit) Regulations 1996 - REG 17

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 sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that review.*

Regulation 17 of The Local Government (Audit) Regulations 1996 directs the Chief Executive Officer (CEO) to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management; internal control and legislative compliance once every 3 financial years and to report the results of the review to the Audit and Risk Committee

Policy Implications

Nil

Financial Implications

There are no financial costs at this stage, however should Council resolve to implement any new risk management software there would be costs associated with initial purchase and annual software fees.

Strategic Implications

Strategic Community Plan 2018 - 2027

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

Outcome 6.2 An efficient and effective organisation

6.2.1 Ensure sound long-term financial management and deliver value for money

AUDIT AND RISK COMMITTEE RECOMMENDATION:

Council receive the Regional 17 Risk Review findings as contained in the attached report, and for findings to be actioned by staff and addressed within the time specified. Further that an update of the progress as per Attachment 1 be submitted to the Audit and Risk Committee as a regular agenda item at each meeting.

Moved: Cr Leslie

Seconded: Cr Rogers

Vote: Simple Majority

Carried/Lost: 6/0

12.5 Review of Audit and Risk Committee Members and External Delegates

Location:	Shire of Tammin
Applicant:	Acting Chief Executive Officer
Date:	8 th November 2024
Author:	Darren Mollenoyux
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.5 – Audit & Risk Committee Terms of Reference

Proposal/Summary

For Council to review membership of its Audit and Risk Committee for the period ending with the 2025 Elections and review appoint replacement delegates to external committees, following the recent Extraordinary election.

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 were made following the 2023 Ordinary Elections and need to be reviewed following the resignation of Greg Stephens as Councillor and Cr Jill Rogers be elected unopposed at the extraordinary election in September 2024.

In addition, Council needs to review the vacancies left by Greg Stephens as a delegate for the various non-council committees.

Comments

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 independent representative.

Current Delegates Cr Charmain Thomson (Chairperson)
 Cr Tanya Nicholls
 Cr Greg Stephens - Resigned
 External Representative - Vacant

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.

Following the recent extraordinary election the Council is required to appoint a replacement delegate to the Kellerberrin Regional Road Sub Group.

Current Delegate Cr Greg Stephens
 Cr Barry Leslie (Proxy)

The Senior Citizens Management Committee have informed the Shire President, that following their Annual General meeting in November 2024, they no longer request for a Council representative. Council needs to consider this request and any implications.

Consultation

Nil

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.

Policy Implications

Nil

Financial Implications

Council already has budget provision for Committee members are entitled to claim meeting fees and travel expenses. Delegates are entitled to claim travel expenses only.

Strategic Implications

Strategic Community Plan 2018 - 2027

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values.

Officer Recommendation

That Council;

1. In accordance with s5.9(2)(a) of the Local Government Act 1995, appoint President Charmaine Thomson, Cr Tanya Nicholls & Cr Jill Rogers as members of the Audit Committee for the period Ending October 2025; and
2. Commence advertising for an Independent External Audit and Risk Committee member with nominations to be presented to Council at the December 2024 Ordinary Council Meeting for consideration and appointment.

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 6/0

Officer Recommendation

That Council appoints Cr Barry Leslie its voting delegate and Cr Nick Caffell as the Proxy to the Kellerberrin Sub Regional Road Group for the period ending October 2025.

Moved: Cr Nicholls

Seconded: Cr Rogers

Vote: Simple Majority

Carried/Lost: 6/0

Officer Recommendation

That Council reviews the requirement to have a delegate on the Tammin Senior Citizens Management Committee.

Moved: Cr Rogers

Seconded: Cr C Thomson

Vote: Simple Majority

Carried/Lost: 6/0

12.6 Emily, Bailey & Dylan Steele – Financial Assistance

Location:	Shire of Tammin
Applicant:	Mel Steele on behalf of Emily Steele
Date:	14 November 2024
Author:	Acting Chief Executive Officer
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	N/A
File Reference:	Nil
Attachment/s:	Attachment Item 12.6 – Funding Request – Mel Steele on Behalf of Emily Steele

Proposal/Summary

For Council to consider a request for financial assistance for Emily Steele to attend the Albert Ballet School, Summer Intensive program.

Background

Mel Steele submitted a request for funding on behalf of her child Emily to make an application in accordance with Shire Policy for financial assistance. Emily has been selected the Alberta Ballet School Summer Intensive Program being held in Canada.

Comments

The application is made in accordance with Shire Policy 3.4 – Requests for Financial and Other Assistance. The maximum grant that may be awarded under the policy is \$200 for interstate travel and there is a maximum grant of \$500 per family. The application being made meets the eligibility criteria set out in the policy. The family has not made any applications for funding this financial year.

Consultation

N/A

Statutory Implications

Nil

Policy Implications

Policy 3.4 Requests for financial and other assistance

The key relevant points of the Policy are:

- only residents of the Shire of Tammin are eligible to apply.
- applicants must be selected to represent Western Australia or Australia in the area of sport, arts, cultural or educational activities.

- applications must be supported either by the relevant governing body of sport or the state/federal/voluntary organisation supporting the activity.
- there must be a demonstrated selection process which entitles the applicant to represent the state or national body or activity.
- only one application per financial year may be funded for any one individual.
- a maximum of \$500 per year will be funded per family.
- funds will only be provided towards travel or accommodation expenses.
- priority will be given to applicants who have demonstrated initiative and endeavor in raising funds for themselves.

Financial Implications

The Policy provides for a maximum grant of \$200 for interstate travel and a maximum of \$500 per family. The Shire’s 2024/25 Budget has a provision for Donations and Contributions with a current available balance of \$629.

Strategic Implications

Nil

Officers Recommendation

That Council, by Simple Majority, pursuant to Section 3.18(2) of the *Local Government Act 1995*, approves the payment of \$500.00 to Mel Steele to assist with travel and accommodation expenses for her child to attend the Albert Ballet School, Summer Intensive program held in Canada.

Moved: Cr C Thomson

Seconded: Cr Nicholls

Vote – Simple Majority

Carried/Lost: 6/0

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Amended Policy – Credit Card Policy

Location:	N/A
Applicant:	Shire of Tammin
Date:	6 November 2024
Author:	Manager of Finance & Corporate Services
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 13.1– Proposed Credit Card Policy Attachment Item 13.1 – Current Credit Card Policy

Proposal/Summary

This item brings an amended Credit Card Policy before Council and seeks a Council resolution to implement a policy relating to credit card usage.

Background

Each Shire under the Local Government (Financial Management) Regulation 11 (1)(a) is required to develop procedures for the authorization and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of Credit Cards. The current policy was adopted in June 2018 and requires an update to meet current requirements.

Comment

Currently the Shire has a credit card policy which requires amendment to bring it into line with current guidelines.

When used within appropriate guidelines, credit cards can:

- Eliminate or reduce time spent on paper based ordering and payments;
- Reduce administrative costs;
- Reduce the number of payments made per month;
- Provide a useful resource in remote and emergency situations;
- Reduce the need to carry cash on the premises; and
- Provide an effective audit trail of expenditure.

A number of issues have been considered when updating the policy. Where possible guidelines from the DLGSC have been followed in line with best practices.

Consultation

Department of Local Government, Sport and Cultural Industries

WALGA
Other Local Governments

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Civic Leadership Strategies

Our Councillor’s 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

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 Simple Majority, pursuant to regulation 11(1)(a) of the Local Government (Financial Management) Act 1995 resolves to:

- Adopt the proposed Credit Card Policy

Moved: Cr Nicholls

Seconded: Cr Rogers

Vote: Simple Majority

Carried/Lost: 6/0

13.2 Setting of Ordinary Council meeting Dates for 2025

Location:	Shire of Tammin
Applicant:	Acting Chief Executive Officer
Date:	8 th November 2024
Author:	Darren Mollenoyux
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

The purpose of this report is for Council to endorse the meeting schedule for the twelve-month period from January 2025 through to December 2025.

Background

Under Section 5.3 of the Local Government Act, Councils are required to hold Ordinary Meetings no more than three months apart, although for good governance, more frequent meetings are standard practice.

It is a requirement under the Local Government Administration Regulations for a Local Government to give public notice of the dates and times of its Ordinary Meetings that are open to members of the public.

Ordinary Council meetings for 2024 were generally held on the fourth Wednesday of every month commencing at 5.00pm. With the following exceptions;

- 1) January where there will be no Council meeting,
- 2) March with the meeting commencing at 5pm at Yorkrakine Hall,
- 3) December 2024 Ordinary Council meeting scheduled for the second week, 10 December, before the Christmas Break.

Comments

The date and time for next year's meetings are proposed along similar schedule as 2024 and to commence at 5.00pm. The proposed dates are all for the fourth Wednesday of the month with the exception of:

- **August** has been brought forward to the third Wednesday to avoid clashing with Dowerin Field Days (27th & 28th August).
- **September** has been brought forward to the third Wednesday to avoid clashing with WALGA State Conference (22nd – 24th September).
- **December** has been brought forward to the second Wednesday to avoid being too close to the Christmas break and to avoid school holidays.
- **November** has therefore been brought forward to the third Wednesday to space out the time between the November and December meetings.

The only Public Holidays that fall in proximity of a Council Meeting are;

Easter	Friday 18 th April and Monday 21 st April
ANZAC Day	Friday 25 th April

This should not impact on the ability to have the agenda ready or for holding the Council meeting on Wednesday 23rd April 2025.

Consultation

Staff and relevant organisations with scheduled dates that impact on the Council.

Statutory Implications

Section 5.3 of the Local Government Act (WA) 1995 stipulates the requirement to hold regular Ordinary Meetings of Council and Regulation 12 of the Local Government (Administration) Regulations requires Council to give local public notice of dates, times and the location of its Ordinary and Special meetings.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan 2018 - 2027

- Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values.

Officer Recommendation

That Council, pursuant to Section 5.3 of the Local Government Act (WA) 1995 resolves to:

1. Adopt the following schedule for Ordinary Meetings of Council for 2024 as follows:

Date	Venue
Wednesday, 26 February 2025	Council Chambers, 1 Donnan Street Tammin
Wednesday, 26 March 2025	Yorkrakine Hall, Bungulla North Road, Yorkrakine
Wednesday, 23 April 2025	Council Chambers, 1 Donnan Street Tammin
Wednesday, 28 May 2025	Council Chambers, 1 Donnan Street Tammin
Wednesday, 25 June 2025	Council Chambers, 1 Donnan Street Tammin
Wednesday, 23 July 2025	Council Chambers, 1 Donnan Street Tammin
Wednesday, 21 August 2025	Council Chambers, 1 Donnan Street Tammin
Wednesday, 17 September 2025	Council Chambers, 1 Donnan Street Tammin
Wednesday, 22 October 2025	Council Chambers, 1 Donnan Street Tammin
Wednesday, 19 November 2025	Council Chambers, 1 Donnan Street Tammin
Wednesday, 10 December 2025	Council Chambers, 1 Donnan Street Tammin

2. Authorise the CEO to give local public notice of the above meeting schedule in accordance with the requirements of the Local Government (Administration) Regulations 1996.
3. That Committee meetings will be held as and when required with public notice being provided.

Moved: Cr Rogers

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 6/0

13.3 Bush Fire Advisory Committee Meeting Minutes – 30th September 2024

Item 13.3 Withdrawn

The Bush Fire Advisory Committee Meeting Minutes agenda item was withdrawn due to the Committee's minutes not being provided in time for the Council meeting.

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

18. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5.34pm