

Shire of Tammin



DECLARATION

I declare that the minutes of the:

Ordinary Council Meeting held on 24th June 2021 was confirmed at the Ordinary Council Meeting held on 22nd July 2021.

Name: Michael Greenwood

Signed: _____

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

Date: _____

22/07/2021

Shire of Tammin

ORDINARY COUNCIL MEETING

MINUTES



An Ordinary meeting of the Shire of Tammin was held on **Thursday 24 June 2021** in Council Chambers, 1 Donnan Street Tammin, commencing at **5:08pm**.

Fabian Houbrechts
Acting Chief Executive Officer
24 June 2021

MISSION STATEMENT

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

Contents

AGENDA3

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	3
2.	PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.	PUBLIC QUESTION TIME	3
5.	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
6.	DECLARATION OF MEMBER’S INTERESTS IN AGENDA ITEMS	4
7.	DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS Nil	4
8.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
8.1	Ordinary Council Meeting Minutes – 27 May 2021	5
8.2	Special Council Meeting Minutes – 31 May 2021	5
8.3	CEO Recruitment Committee Minutes – 24 May 2021	5
9.	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	5
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	5
11.	MATTERS FOR CONSIDERATION – FINANCE.....	6
11.1	List of Payments for May 2021.....	6
11.2	Financial Management Report for the month of May 2021	13
11.3	Financial Management Review Audit for period ended 30 June 2021.....	16
11.4	Interim Audit Findings for period ended 30 June 2021.....	20
11.5	Section 7.12A(4) – Significant adverse finding - Interim Audit Report - 2020/21 Financial Year.....	27
11.6	Tammin Golf Club – Renovation Project Funding request.....	30
11.7	Golf Club Lawn Mower – June 2021.....	34
12.	MATTERS FOR CONSIDERATION – ADMINISTRATION.....	36
12.1	Shire of Tammin Code of Conduct Behaviour Complaints Management Policy - Adoption	36
12.2	Local Emergency Management Committee Meeting - Minutes	40
12.3	Review of Risk Management, Internal Control and Legislative Compliance – Risk Management Governance Framework – <i>Local Government (Audit) Regulations 1996</i> - eg. 17	42
12.4	Appointment of Acting Chief Executive Officer	47
13.	MATTERS FOR CONSIDERATION – BUILDING & HEALTH.....	50
14.	MATTERS FOR CONSIDERATION – TOWN PLANNING	50
15.	ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN	50
16.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)	50
16.1	Temporary Chief Executive Officer Appointment	50
17.	CLOSURE OF MEETING	51

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5:08 pm.

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

Present:

Cr M Greenwood	Shire President
Cr G Batchelor	Member
Cr T Daniels	Member
Cr C Thomson	Member
Cr T Nicholls	Member

In Attendance:

Morgan Ware	Manager of Finance & Administration
Fabian Houbrechts	Acting Chief Executive Officer

Leave of Absence previously granted:

Apologies:

Cr N Caffell	Member
--------------	--------

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

At 5:08pm Marilyn Garlett, Marion Kickett and Tennesse Knapp attended Council Meeting for Public Question Time.

Marion Kickett asked Council to advise of plans for Shields Street in regards to road development due to concerns regarding the state of the road, especially with the increased rainfall. Furthermore Marilyn Garlett advised Council of the lack of street cleaning/sweeping and buildup of debris, as well as the state of the easement between Shields and Ridley Street.

Cr Greenwood advised that further road construction will be undertaken in 2021/22 to extend the reseal of Shields Street and future years to complete the entirety of Shields Street to Russell Street subject to receiving further funding. Manager of Works, Fabian Houbrechts advised that street cleaning will be conducted as well as a verge collection in July/August 2021.

Cr Greenwood on behalf of Council thanked Marilyn, Marion and Tennesse for their attendance at Public Question time and encouraged future attendance to raise matters of concern.

Marilyn Garlett, Marion Kickett and Tennesse Knapp left the meeting at 5:25pm.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Cr Thomson declared an interest affecting impartiality in Item 11.6 and 11.7 due to being a member of the Tammin Golf Club Inc.

Cr Greenwood declared an interest affecting impartiality in Item 11.6 and 11.7 due to being a member of the Tammin Golf Club Inc.

Cr Daniels declared an interest affecting impartiality in Item 11.6 and 11.7 due to being a member of the Tammin Golf Club Inc.

7. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 Ordinary Council Meeting Minutes – 27 May 2021

TSC 48/21 MOTION

That the minutes of the Ordinary Council Meeting held on 27 May 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 5/0

8.2 Special Council Meeting Minutes – 31 May 2021

TSC 49/21 MOTION

That the minutes of the Special Council Meeting held on 31 May 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Batchelor

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

8.3 CEO Recruitment Committee Minutes – 24 May 2021

TSC 50/21 MOTION

That the minutes of the CEO Recruitment Committee meeting held on 24 May 2021 be confirmed as a true and accurate record of proceedings.

Moved: Cr Daniels

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 5/0

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11. MATTERS FOR CONSIDERATION – FINANCE

11.1 List of Payments for May 2021

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	04 June 2021
Author:	Keira Wirth
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 11.1 – Payment List Attachment Item 11.1 - Credit Card Statement

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of May 2021 totaling \$417,353.13 by way of:

Cheque numbers	6786 - 6787	\$3,987.73
Direct debit payments	01/05/21 – 31/05/21	\$15,286.72
Licensing transfers	01/05/21 – 31/05/21	\$4,705.60
Bank fees	01/05/21 – 31/05/21	\$125.40
VISA payments	01/05/21 – 31/05/21	\$835.26
EFT payments	EFT 4538 – EFT 4604	\$349,323.73
Salaries and wages	01/05/21 – 31/05/21	\$43,088.85
Total payments	01/05/21 – 31/05/21	\$417,353.13

The Shire of Tammin made the following significant purchases during the month of April 2021

Bovell Surveys Pty Ltd Supply survey requirements as per per survey brief for the Tammin Southern Link project as per your quote dated 22nd February 2021	\$ 6,820.00
Caffell & Son Supply gravel from Clarke Rd pit as per extraction agreement at a rate of \$2/m ³ +gst	\$ 7,535.00
Core Hospitality Group Pty Ltd Supply of 60 x Function 3000 chairs (black) & 10 x Premium folding table, black (design top: Alaskan Natural), Delivery as per quote Q20223	\$ 9,647.00
SMEC Australia Consultation and engineering design for the Tammin Southern Link for the months of March and April 2021 as per report 10/05/2021 & travel	\$ 11,984.35
T & T Wilkins Refurbishment of the Coinda shop kitchen , including new battens, dry wall, insulation and ceiling as per your quote	\$ 14,300.00
Navsdrone Pty Ltd ATF Navsdrone Trust Financial assistance - Budget review, budget preparation & general assistance	\$ 14,685.00
Office of the Auditor General Fee for attest audit for year ended 30 June 2020 & Additional fee for audit work done due to new accounting standard, COVID-19 & changes in LG FM Regulations	\$ 37,400.00
Bitutek Pty Ltd Spray and cover using bituminous product on Bungulla North Rd newly formed road. Extra areas at tender rates.	\$ 81,527.60
Earthstyle Contracting Pty Ltd Resheeting works as per tender RFT 02-2020 on Turon Rd, Yoring Road, Nelson Road & Wyola Road	\$119,570.00

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2020/2021 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

TSC 51/21 MOTION

That Council notes that during the month of May 2021, the Chief Executive Officer has made the following payments:

Municipal Fund payments totaling \$417,353.13 detailed:

Cheque numbers	6786 - 6787	\$3,987.73
Direct debit payments	01/05/21 – 30/05/21	\$15,286.72
Licensing transfers	01/05/21 – 30/05/21	\$4,705.60
Bank fees	01/05/21 – 30/05/21	\$125.40
VISA payments	01/05/21 – 30/05/21	\$835.26
EFT payments	EFT 4538 – EFT 4604	\$349,323.57
Salaries and wages	01/05/21 – 30/05/21	\$43,088.85

Moved: Cr Thomson

Seconded: Cr Daniels

Vote: Simple Majority

Carried:5/0

Payment List

Ref	Date	Creditor	Description	Amount
Licensing				
72	04/05/2021	Department of Transport	Daily Licensing Fee	\$ 54.25
72	05/05/2021	Department of Transport	Daily Licensing Fee	\$ 149.50
72	06/05/2021	Department of Transport	Daily Licensing Fee	\$ 149.50
72	11/05/2021	Department of Transport	Daily Licensing Fee	\$ 128.50
72	13/05/2021	Department of Transport	Daily Licensing Fee	\$ 601.00
72	14/05/2021	Department of Transport	Daily Licensing Fee	\$ 485.75
72	17/05/2021	Department of Transport	Daily Licensing Fee	\$ 89.90
72	18/05/2021	Department of Transport	Daily Licensing Fee	\$ 386.20
72	19/05/2021	Department of Transport	Daily Licensing Fee	\$ 780.60
72	20/05/2021	Department of Transport	Daily Licensing Fee	\$ 237.75
72	21/05/2021	Department of Transport	Daily Licensing Fee	\$ 1,090.85
72	24/05/2021	Department of Transport	Daily Licensing Fee	\$ 484.40
72	26/05/2021	Department of Transport	Daily Licensing Fee	\$ 67.40
			Subtotal	\$ 4,705.60
Bank Fees				
72	28/05/2021	1 - BANK FEES	NAB CONNECT FEE	\$ 25.74
72	31/05/2021	1 - BANK FEES	ACCOUNT FEES 508368965	\$ 10.00
72	03/05/2021	5 - MERCHANT FEES	MERCHANT FEES	\$ 89.66
			Subtotal	\$ 125.40
EFT Payment				
EFT4538	05/05/2021	Astone Professional Painting	Unit 1 Tamma Village, paint two coats of paint to ceilings and walls, sand down and repaint doors. frames & skirtings	\$ 3,220.00
EFT4539	05/05/2021	Baxters Rural Centre	Battery for grader Komatsu Grader	\$ 575.74
EFT4540	05/05/2021	Caffell & Son	Supply gravel from Clarke Rd pit	\$ 7,535.00
EFT4541	05/05/2021	Department of Mines, Industry Regulation and Safety	BSL payment for the month of April 2021	\$ 429.69
EFT4542	05/05/2021	Earthstyle Contracting Pty Ltd	Resheeting works as per tender RFT 02-2020 on Turon Rd, Yoring Road, Nelson Road & Wyola Road	\$119,570.00
EFT4543	05/05/2021	Farmways Kellerberrin	Steel cap boots - Leading Hand	\$ 252.99
EFT4544	05/05/2021	Hills Fire Equipment Service	6 monthly check on fire extinguishers at various buildings	\$ 632.50
EFT4545	05/05/2021	Perfect Computer Solutions	Monthly fee for daily monitoring management for the month of April	\$ 85.00
EFT4546	05/05/2021	Sunny Sign Company	Supply Post PVC Guide C/W Turon Road & Wyola South Road	\$ 2,750.00
EFT4547	05/05/2021	Synergy	Street lighting charges for the 25/03/2021 - 24/04/2021	\$ 1,766.19
EFT4548	05/05/2021	Tammin Women's Hockey Club	17/12/2021 - Shire Christmas party catering	\$ 960.00
EFT4549	05/05/2021	Wright Express Australia Pty Ltd (Puma)	Fuel charges for various vehicles for the month of April	\$ 3,043.79
EFT4550	05/05/2021	Youlie and Son Spreading Services	Wet Hire grader at \$148.5hr on Booth St	\$ 594.00
EFT4551	20/05/2021	AIT Specialists Pty Ltd	Accounting support Fuel Tax Credit period 1/01/2021 - 31/03/2021	\$ 165.00
EFT4552	20/05/2021	Adapt Electrical Solutions	Replace 3 Faulty globes, Replace faulty sensor in backyard Fault finding on Air Conditioner - Unit 1 Tamma Village	\$ 668.70
EFT4553	20/05/2021	Australia Post	postage charges for the month of April	\$ 28.51
EFT4554	20/05/2021	Avon Waste	Domestic refuse collection for the month of April	\$ 3,114.86
EFT4555	20/05/2021	Bitutek Pty Ltd	Spray and cover using bituminous product on Bungulla North Rd newly formed road. Extra areas at tender rates.	\$ 81,527.60
EFT4556	20/05/2021	Bovell Surveys Pty Ltd	Supply survey requirements as per per survey brief for the Tammin Southern Link project as per your quote dated 22nd February 2021	\$ 6,820.00
EFT4557	20/05/2021	Cunderdin CRC	Full Page Colour Advertisement Tammin FUSE Festival	\$ 130.00
EFT4558	20/05/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 274.38
EFT4559	20/05/2021	DKT Rural Agencies	4x 45kg gas bottles for the Lesser Hall and Pavillion	\$ 506.00
EFT4560	20/05/2021	Exurban Rural & Regional Planning	General Town Planning Consulting Services during April 2021	\$ 926.17

EFT4561	20/05/2021	Farmways Kellerberrin	20 litres drum of roundup	\$ 376.00
EFT4562	20/05/2021	Goodfield Quality Meats	Refreshments for Council Meeting, 22/04/2021	\$ 95.00
EFT4563	20/05/2021	J.S Rogers & Co	Supply gravel for Wyola South Rd works as per agreement	\$ 3,399.00
EFT4564	20/05/2021	Kellerberrin Farmers Co-Operative	Ordinary Council meeting refreshments 22/04/2021	\$ 94.94
EFT4565	20/05/2021	Kleenheat Gas	Yearly facility fees for 19kg vap cyl - Booth Street	\$ 299.20
EFT4566	20/05/2021	Komatsu Australia Pty Ltd	Supply Bowl, Valve assembly and sensor as per your quote Q002125014 for grader GD555-5	\$ 336.86
EFT4567	20/05/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4568	20/05/2021	Marketforce	CEO Advertisement, Local Government Vacancies Saturday 03/04/2021, 126x1 lines, As per proforma 141650	\$ 1,314.61
EFT4569	20/05/2021	Navsdron Pty Ltd ATF Navsdron Trust	Financial assistance - Budget review, budget preparation & general assistance	\$ 14,685.00
EFT4570	20/05/2021	Office of the Auditor General	Fee for attest audit for year ended 30 June 2020 & Additional fee for audit work done due to new accounting standard, COVID-19 & changes in LG FM Regulations	\$ 37,400.00
EFT4571	20/05/2021	Officeworks	Various stationary and office supplies	\$ 106.77
EFT4572	20/05/2021	Perfect Computer Solutions	05/05/2021 - Set up new user FASO. Create Synergy profile, create new access group for mapping. add map Shire. Synergy and Xerox. Check email set up. Restarted PC and forced the GP to update, correct issue with Chrome	\$ 170.00
EFT4573	20/05/2021	Prestige Alarms	24 hour monitoring of security alarms, quarterly payment	\$ 143.00
EFT4574	20/05/2021	SMEC Australia	Consultation and engineering design for the Tammin Southern Link for the months of March and April 2021 as per report 10/05/2021 & travel	\$ 11,984.35
EFT4575	20/05/2021	Samantha Pimlott	Travel and parking reimbursement for IT Vision Rate end of year training 12/05/2021	\$ 295.24
EFT4576	20/05/2021	Shire of Quairading	CESM Shared Billing Jan - March 2021	\$ 4,474.06
EFT4577	20/05/2021	Southern Cross Austereo Pty Ltd	Advertising on Triple M Northam, Merredin and Hit FM 06/04/2021 - 16/04/2021- Fuse Festival	\$ 1,111.00
EFT4578	20/05/2021	T & T Wilkins	Refurbishment of the Cooina shop kitchen , including new battens, dry wall, insulation and ceiling as per quote	\$ 14,300.00
EFT4579	20/05/2021	Tammin RSL Sub Branch	Contribution for ANZAC Day breakfast - RSL	\$ 250.00
EFT4580	20/05/2021	Telstra	Various phone and internet line charges for the month of April	\$ 1,021.25
EFT4581	20/05/2021	Toll Ipec	Road signage for various roads freight charges - Sunny Signs	\$ 108.19
EFT4582	20/05/2021	Tony Scutter Sideshows	Supply 1 Bouncy Castle for FUSE Festival	\$ 550.00
EFT4583	20/05/2021	Western Australian Local Government Association (WALGA)	WALGA Procurement Forum, at the crown Date: Wednesday, 9 June Time: 9:00am to 4:00pm, MWS & AO	\$ 220.00
EFT4584	20/05/2021	Wheatbelt Plumbing & Gas	Supply & Install 3L boiling water unit to Admin Kitchenette as per Quote QU-0144	\$ 1,017.50
EFT4585	20/05/2021	Wyalkatchem Community Resource Centre Inc.	Snake Handling Training at Wyalkatchem CRC - Tuesday 6th July 2021	\$ 550.00
EFT4586	27/05/2021	AP Concreting Pty Ltd	Complete footpath on Great Eastern Highway	\$ 415.80
EFT4587	27/05/2021	Adapt Electrical Solutions	Fixed issue with faulty hot water unit - 12 Russell Street	\$ 100.00
EFT4588	27/05/2021	Baxters Rural Centre	Repair on hydraulic hose for bobcat, including travel, install and new hose (+ two O ring for hydraulic hose connection)	\$ 771.85
EFT4589	27/05/2021	Brian Lloyd & Assoc Pty Ltd T/A Drug safe Workplace Perth South	Oral Drug screens - All staff	\$ 616.00
EFT4590	27/05/2021	Core Hospitality Group Pty Ltd	Supply of 60 x Function 3000 chairs (black) & 10 x Premium folding table, black (design top: Alaskan Natural), Delivery as per quote Q20223	\$ 9,647.00
EFT4591	27/05/2021	DHS Official Administered Receipts CSA Account	Payroll deductions	\$ 210.11

EFT4592	27/05/2021	Department of Fire and Emergency Services	ESL 4th Quarter Contribution	\$ 2,880.90
EFT4593	27/05/2021	Earthstyle Contracting Pty Ltd	Maintenance grading and rolling on Turon Rd & Waltham Road	\$ 1,776.50
EFT4594	27/05/2021	Hutton & Northey Sales	General service TN 848 Case JXU95 Tractor & travel	\$ 400.40
EFT4595	27/05/2021	ITVision	End of year rates and billing workshop - Rates Officer 12/05/2021	\$ 770.00
EFT4596	27/05/2021	LGRCEU	Payroll deductions	\$ 20.50
EFT4597	27/05/2021	Midalia Steel Northam	PC Elgate Post caps round pipe - Oval maintenance	\$ 64.85
EFT4598	27/05/2021	Officeworks	Clip folder 2x, Calculator and Kleenex compact towel	\$ 182.18
EFT4599	27/05/2021	Southern Cross Austereo Pty Ltd	Around the Towns April interview	\$ 99.00
EFT4600	27/05/2021	Synergy	Unit 1 Tamma Village electricity charges 16/04/2021 - 21/05/2021	\$ 44.98
EFT4601	27/05/2021	Telstra	Telstra Councillor & SFO tablet charges, Wireless, LH MWS & CEO Mobile phone charges 18/05/2021 - 17/06/2021	\$ 245.13
EFT4602	27/05/2021	Toll Ipec	Freight charges for Komatsu Grader parts	\$ 10.73
EFT4603	27/05/2021	WA Contract Ranger Services Pty Ltd	Ranger services 27/04/2021 & 14/05/2021	\$ 467.50
EFT4604	27/05/2021	Wheatbelt Office and Business Machines	Photo copying charges Fuji Xerox ApeosPost C4570	\$ 701.55
			Subtotal	\$349,323.57

Cheque Payment				
6786	27/05/2021	Shire of Tammin	Vehicles - fleet one year licence charges various vehicles	\$ 3,737.50
6787	27/05/2021	Water Corporation	Water charges for Yorkrakine Hall and Tammin Golf Club 17/02/2021 - 14/04/2021	\$ 250.23
			Subtotal	\$ 3,987.73

NAB Visa Payments				
DD1765.1	04/05/2021	NAB Business Visa	NAB Visa Transactions from 30/03/2021 to 28/04/2021	\$ 835.26
			Subtotal	\$ 835.26

Direct Debit				
DD1762.1	11/05/2021	Aware Super	Superannuation contributions	\$ 3,004.45
DD1762.2	11/05/2021	Australian Super	Superannuation contributions	\$ 364.36
DD1762.3	11/05/2021	Spirit Super	Superannuation contributions	\$ 189.20
DD1771.1	14/05/2021	Western Australian Treasury Corporation	Loan 82 payment & interest 14/05/2021	\$ 7,258.57
DD1773.1	20/05/2021	Messages on Hold	Interactive Voice Recordings 18/05/21- 17/06/21	\$ 177.45
DD1775.1	25/05/2021	Aware Super	Superannuation contributions	\$ 3,304.91
DD1775.2	25/05/2021	Australian Super	Superannuation contributions	\$ 364.90
DD1775.3	25/05/2021	Spirit Super	Superannuation contributions	\$ 188.74
DD1781.1	31/05/2021	Bond Administrator	BOND payment - Unit 1/11 Booth Street Tammin - Steven Charles Tuzes (4 weeks rent)	\$ 434.14
			Subtotal	\$ 15,286.72

Salaries & Wages				
	11/05/2021	Shire of Tammin	Salaries & Wages	\$ 21,046.05
	25/05/2021	Shire of Tammin	Salaries & Wages	\$ 22,042.80
			Subtotal	\$ 43,088.85

Total Paid Municipal Account for the month of May

\$417,353.13

11.2 Financial Management Report for the month of May 2021

Location:	Shire of Tammin
Applicant:	Manager of Finance and Administration
Date:	14 June 2021
Author:	Morgan Ware
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.2 - May 2021 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 May 2021 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

At this stage of the budgeted income and expenditure cycle, we have received over 85% of our rates income together with the various grants whilst we have yet to incur expenditure on the major road works program. Accordingly, our cash flow position is currently strong.

Financial Implications

There are currently no financial implications as income and expenditure is in accordance with Budget.

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

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

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

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

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

Policy Implications

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

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

6.1.2 Undertake the civic duties of Council with the highest degree of ethics

Outcome 6.2 An efficient and effective organisation

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

6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

TSC 52/21 MOTION

That Council adopt the Monthly Financial Report for the period ending 31 May 2021 comprising;

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

Moved: Cr Greenwood

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

11.3 Financial Management Review Audit for period ended 30 June 2021

Location:	Shire of Tammin
Applicant:	AMW Auditors
Date:	17 June 2021
Author:	Manager of Finance and Administration
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Performance indicators
File Reference:	FIN - 02
Attachment/s:	Attachment Item 11.3 –Financial Management Review Report – Shire of Tammin.

Proposal/Summary

The Audit Committee has reviewed the attached Financial Management Review Report presented by AMW Auditors for the period ended 30 June 2021, and presents to Council for its information and action.

Background

AMW were appointed for the Financial Management Review Audit 2021. The objective of the review is to assist Council in discharging its responsibility to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the Shire as required by Local Government, Financial Management Regulation 5 (2)(c). The review focusses on four areas, Review of Financial Management, Risk Management, Legislative Compliance and Internal Control.

The Audit fieldwork was conducted electronically throughout February 2021 to May 2021 utilising Dropbox. The Final Management Review letter was delivered on 17 June 2021 following management responses.

Comment

The Financial Management Review Letter has identified five areas in need of mitigation to overcome process deficiency. Management have provided comment on each finding and will undertake the necessary action to ensure compliance within the time frame specified.

INDEX OF FINDINGS	RATING		
	High	Medium	Low
1. Procedure Manual			✓
2. Council Policies			✓
3. Disaster Recovery and Business Continuity Plan and Implementation		✓	

4. Trust Fund			✓
5. Office of the Auditor General (OAG) also conducted an Interim Audit			✓

In respect to matters raised in the Financial Management Review Report, the findings and response, as detailed in attachment 11.3, are summarised as:

1. Procedure Manual

Findings:

The procedures documentation currently existing is in the form of several detailed step-by-step guide of the individual processes which are not yet digitally formalised. Further, we note that the involvement of the officers is not identified.

Management Comment:

Create procedural template for officers to complete on all internal procedures. Formalised template to include officer involvement and controls to ensure segregation of duties. Documents to be maintained in one file on server and reviewed to ensure accuracy and completeness.

2. Council Policies

Findings

The council policy manual was adopted on 28 June 2018 and amended to 28 February 2021. This manual is a comprehensive compilation of the general guidelines for Council Governance, Administration/Organisation, Financial Management, Order/Public Safety, Fire Control, and other classified and unclassified aspects.

Management Comment:

To ensure an easier dissemination and review of policies, the policy manual will be simplified. The policy will note the reference to the corresponding procedure in the Procedure Manual.

3. Disaster Recovery and Business Continuity Plan and Implementation

Findings

Shire's BCP adopted in July 2019 does not have evidence of a current review, updated contacts of the responsible personnel and outside service providers for e.g email addresses to contact in the event of a disaster. Shire does not seem to have a Service Level Agreement (SLA) with the IT service provider detailing agreed service levels during recovery from disaster. The plan has no mention of the data backups to use for recovery. We are unsure if this BCP has been tested and mock drills conducted to test the efficacy of the plan.

Management Comment:

The BCP is currently under review with IT Consultant, contact details to be updated and reviewed frequently. Data backups are currently being performed as per requirements and recorded daily.

4. Trust Fund

Findings

Trust bank account was forced closed by the ADI due to nil balance and inactivity over a period of time.

Management Comment:

The Shire held a trust account in which was forced closure due to a nil balance. The provider was requested to maintain opening the account although unsuccessful. Investigation into financial services allowing a nil balance to be held or as recommended an eftpos facility directly into Trust.

5. Office of the Auditor General (OAG) also conducted an Interim Audit

Findings

Council has disposed of and implemented most of the recommendations made in the OAG Interim audit report. However, although not mandatory, Council is yet to establish an Internal audit function or avail the services of an outsourced Internal audit service provider to test the design and operative effectiveness of internal controls in the organisation.

Management Comment:

An audit committee is established consisting of members of Council. The function of the audit committee is to provide an independent oversight of the financial systems and meet as required. Council will review the need for establishing an internal audit function.

Consultation

AMW Director – Billy-Joe Thomas

AMW Director – Aswin Kumar

AMW Auditor – April Murillo

Statutory Environment

Local Government Act 1995 – Section 5

5. *CEO's duties as to financial management*

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*

- (iii) *assets and liabilities;*
 - and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments;*
and
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
- (a) *ensure that the resources of the local government are effectively and efficiently managed;*
and
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Civic Leadership Strategies

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

TSC 53/21 MOTION

That Council note the Financial Management Review findings received from Auditors RSM, for the period ended 30 June 2021, and for findings to be actioned by staff and addressed within the time specified.

Moved: Cr Nicholls

Seconded: Cr Daniels

Vote: Absolute Majority

Carried: 5/0

11.4 Interim Audit Findings for period ended 30 June 2021

Location:	Shire of Tammin
Applicant:	MACRI Auditors
Date:	18 June 2021
Author:	Manager of Finance & Administration
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Performance indicators
File Reference:	FIN - 02
Attachment/s:	Attachment Item 11.4 – Draft Management Letter – Interim Audit for year ended 30 June 2021.

Proposal/Summary

The Audit Committee has reviewed the attached Interim Audit Management letter presented by MACRI Auditors for the period ended 30 June 2021, and presents to Council for its information and action.

Background

MACRI were appointed as the Council's Auditors for 2020/21. President Michael Greenwood, CEO Neville Hale and Manager of Finance and Administration Morgan Ware attended an electronic entrance meeting on 28 April 2021 with MACRI auditors for the presentation and discussion of the Audit Planning Memorandum.

Interim audit fieldwork was conducted electronically throughout May and June, with a site visit on Monday 10 to Tuesday 11 May 2021. The audit is conducted in accordance with the Australian Auditing Standards with the objective of reducing the level of material misstatement in the financial report to an acceptably low level.

Comment

The MACRI Interim Audit Management Letter has identified one significant risk and seven moderate risks in need of remedial action to overcome process deficiency. Management have provided comment on each finding and are undertaking the necessary action to ensure compliance.

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Current year issues			
1. Lack of segregation of duties	✓		
2. Common log-in and password for the cash register		✓	
3. Lack of investment register, procedures and outdated investment policy		✓	
4. Long outstanding rate debtors		✓	
5. Lack of key policies and procedures		✓	

6. No IT security policy		✓	
7. Delayed Invoice requisition forms		✓	
8. No Asset Disposal Forms		✓	

Significant	-	Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
Moderate	-	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
Minor	-	Those findings that are not of primary concern but still warrant action being taken.

The Auditors identified one area which has a significant rating, being:

1. **Lack of Segregation of duties:** providing comment as follows:

We noted 9 out of 18 purchase transactions, where the same staff receipted goods/services, individually issued and approved the purchase orders, and authorised the related supplier invoices. However, all these transactions were for business purposes. Management should implement appropriate segregation of duties, particularly between authorisation of purchase order and the relevant supplier invoices.

Non-compliance with segregation of duties being rated as “significant” is subject to a separate report to this Committee and Council.

In respect to matters raised in the Interim Management Letter, the findings and response, as detailed in attachment 11.4, are summarised as:

2. **Common log-in and password for the cash register**

Findings:

We noted all operators of the front counter cash register use the same password although the Shire’s Cash Handling Policy requires a unique log in and password for each operator. Management should ensure that the each operator adheres to the requirements of the Cash Handling Policy.

Management Comment:

All staff enter a unique reference code when performing transactions. This reference is recorded in Synergy Soft and is visible on end of day reports. Although, investigation will be undertaken with system provider IT Vision to create a login/password for each operator for front counter transactions.

3. Lack of investment register, procedures and outdated investment policy

Findings:

We noted that the Shire does not have a formally established and documented internal control procedure for:

- the placement of investments (i.e. recording of interest quotes from banks, confirmation and authorisation of deals and so on)
- the rollover of investments
- the redemption of investments
- the receipt of income

Current practice of the investments of surplus funds at the Shire appears to be at the discretion of the officers responsible for this function. Regulation 19(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to establish and document internal control procedures to be followed by employees to ensure control over investments.

We also noted that the Shire does not maintain an Investment register as required by the Investment policy. The investment policy however, has not been reviewed since November 2014. The Shire should establish and document internal control procedures that should be followed by employees to ensure control over investments, in accordance with Regulation 19(1) of the Local Government (Financial Management) Regulations. Also, an investment register should be established and the investment policy be reviewed in a timely manner.

Management Comment:

A review of the Investment Policy will be conducted and authorised by Council prior to the September 2021 Ordinary Council Meeting, establishing an Investment procedure inclusive of an Investment Register template.

4. Long outstanding rates debtors

Findings:

We noted that approximately 32% of the total rates debtors totalling \$ 71,212.39 at 7 May 2021 had been outstanding for more than 2 years. The Shire should follow up long outstanding debts and put procedures in place for the recovery of such debts in a timely manner.

Management Comment:

The Shire to establish a Management of outstanding rates debtors procedure to ensure recovery within a timely manner. Outstanding rates making up the 32% include properties awaiting the 3 year rule for action for repossession, a small number in liquidation and the remaining outstanding rates debtors will be sent to debt recovery following the due date of the 2021 rates billing.

5. Lack of key policies and procedures

Findings:

We noted that the Shire does not have comprehensively documented policies, procedures for guidelines for many operational areas. Following are a few key examples:

- Employee recruitment and termination.
- Employee performance appraisal, training and development.
- Management of employee leave entitlements
- Use, authorisation and control over payroll processing.
- Use, authorisation and control over journal entries.

We recommend that management develops and implement comprehensive policies and procedures for the processes noted above. These policies and procedure should also be approved by the Council prior to being implemented.

Management Comment:

The Shire will establish policies and procedures as per the recommendation at its earliest, and be approved by Council prior to being implemented.

6. No IT Security Policy

Findings:

We noted that the Shire does not have a formal IT Security Policy. Management should develop a formal IT Security Policy at the earliest and it should be reviewed and updated regularly as changes occur.

Management Comment:

Formal IT Security policy is being established and implemented with consultant IT provider. The Shire will review and update regularly as changes occur.

7. Delayed Invoice Requisition Forms

Findings:

We noted 3 instances out of a sample of 8 transactions where the invoice requisition forms were dated after the date of the invoices raised by the Shire to customers. Invoices should be raised based on duly authorised invoice requisition form.

Management Comment:

Generally invoices raised by the Shire of Tammin are generated based on details on the authorised requisition form however; in this instance 3 out of the 8 samples did not comply with this procedure. Going forward the Shire will ensure that the invoices are not raised without an approved invoice requisition form.

8. No Asset Disposal Forms

Findings:

We noted that currently there is no process of formally documenting the disposal of assets i.e. *Asset Disposal Form*, and obtaining management's approval prior to disposing individual assets. We however acknowledge that potential disposals are included in the Shire's approved budget. Management should introduce an Asset Disposal/Deletion form to formalise the asset disposals/deletions process, which should also be subject to appropriate authorisation.

Management Comment:

To ensure clarity and completeness of disposals notwithstanding that disposals are a budgeted item, an Asset Disposal form will be established and added as an attachment to the Formal Procedure manual. The Shire will ensure that this form is properly authorised by the responsible officer prior to disposal of any asset.

Consultation

MACRI Audit Partner – Anthony Macri
MACRI Audit Manager – Suren Herathmudalige
OAG Representative – Suraj Karki

Statutory Environment

Local Government Act 1995 – Section 7.9

7.9. *Audit to be conducted*

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
 - (a) *the mayor or president; and*
 - (b) *the CEO of the local government; and*
 - (c) *the Minister.*
- (2) *Without limiting the generality of subsection (1), where the auditor considers that —*
 - (a) *there is any error or deficiency in an account or financial report submitted for audit; or*
 - (b) *any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or*
 - (c) *there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government,*
details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.
- (3) *The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —*

- (a) *prepare a report thereon; and*
- (b) *forward a copy of that report to the Minister,*

and that direction has effect according to its terms.

- (4) *If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government.*

[Section 7.9 amended: No. 49 of 2004 s. 7; No. 5 of 2017 s. 16.]

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
 - (a) *assist the auditor of the local government to conduct an audit and carry out the auditor’s other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.*

Policy Implications

Nil

Financial Implications

Non-compliance could result in adverse financial outcomes

Strategic Implications

Civic Leadership Strategies

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

TSC 54/21 MOTION

The Council note the Interim Audit Findings received from MACRI Partners for the period ended 30 June 2021, and for findings to be actioned by staff and addressed within the time specified.

Moved: Cr Daniels

Seconded: Cr Nicholls

Vote: Absolute Majority

Carried:5/0

11.5 Section 7.12A(4) – Significant adverse finding - Interim Audit Report - 2020/21 Financial Year

Location:	Shire of Tammin
Applicant:	MACRI Auditors
Date:	18 June 2021
Author:	Manager of Finance & Administration
Item Approved by:	Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 11.5 – Draft Management Letter – Interim Audit for year ended 30 June 2021.

Purpose/Summary

The Audit Committee has reviewed the Interim Audit Management letter presented by MACRI Auditors for the period ended 30 June 2021 identifying the significant adverse trend, and presents to Council for its information and action.

Background

The Shire's Auditors, MACRI Partners, recently completed its interim audit for the 2020/21 Financial Year and identified one matter it regards as significant with potential significant risk to the entity should the finding not be addressed by the entity promptly.

Comment

Significant Finding: Lack of Segregation of duties.

We noted 9 out of 18 purchase transactions, where the same staff receipted goods/services, individually issued and approved the purchase orders, and authorised the related supplier invoices. However, all these transactions were for business purposes.

Rating: Significant

Implication

Lack of segregation of duties increases the risk of unauthorised purchases occurring without detection, resulting in financial loss to the Shire.

Recommendation

Management should implement appropriate segregation of duties, particularly between authorisation of purchase order and the relevant supplier invoices.

Management Comment

Going forward, the Shire will implement strategies to ensure sound segregation of functions where the officer generating the purchase order is not signing off on the goods received. This process will decrease the risk of unauthorised purchases or potential financial loss.

Responsible Person: Manager of Finance & Administration & all staff

Completion Date: Prior to final audit

Consultation

N/A

Statutory Implications

Division 4 — General

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
 - (a) *assist the auditor of the local government to conduct an audit and carry out the auditor’s other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.*

Policy Implications

Nil

Financial Implications

Non-compliance could result in adverse financial outcomes

Strategic Implications

Nil

Civic Leadership Strategies

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

TSC 55/21 MOTION

That Council:

- 1. note the adverse Audit finding in respect to lack of segregation of duties and the actions proposed to be taken to address the issue;**
- 2. in accepting this report, authorise the Acting Chief Executive Officer to forward a copy of the Report to the Minister in accordance with section 7.12A(4)(b) of the Local Government Act, 1995; and,**
- 3. publish a copy of this Report on its website in accordance with the provisions of section 7.12A(4)(b).**

Moved: Cr Batchelor

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

11.6 Tammin Golf Club – Renovation Project Funding request.

Cr Thomson declared an interest affecting impartiality in Item 11.6 due to being a member of the Tammin Golf Club Inc.

Cr Greenwood declared an interest affecting impartiality in Item 11.6 due to being a member of the Tammin Golf Club Inc.

Cr Daniels declared an interest affecting impartiality in Item 11.6 due to being a member of the Tammin Golf Club Inc.

Location:	Shire of Tammin
Applicant:	Tammin Golf Club
Date:	18 June 2021
Author:	Fabian Houbrechts
Item Approved by:	Acting Chief Executive
Disclosure of Interest:	Nil
	Nil
File Reference:	SREC
Attachment/s:	Attachment Item 11.6 – Tammin Golf Club – Renovation Project Funding Request Letter
	Attachment Item 11.6 - Golf Club scope of works

Proposal/Summary

For Council to consider an increase in budget allocation to facilitate repairs to the Tammin Golf Club building as raised by the Tammin Golf Club, in attached letter dated 17th June 2021.

Background

The Tammin Golf Club (the Club) is an incorporated entity within the Shire of Tammin that seek to provide a sporting opportunity to its local and surrounding community.

Over the past 20 years the clubhouse has been subject to a white ant infestation that has caused considerable structural damage to the middle section of the club house.

Two applications were made to the Department of Local Government Sport and Cultural Industries in their Community Sporting and Recreation Facilities Fund, small grant application rounds in March and August 2020. Both of the applications were unsuccessful. The DLSCI sited that there were higher priority projects submitted in both funding rounds.

At Councils Ordinary meeting on 17 December 2020, the following motion was adopted to help with the renovation of the Tammin Golf Club building

TSC 119/20 MOTION

That Council:

1. Approve an allocation of up to \$70,000 from the second tranche (\$159,521) of the Commonwealth's Local Roads and Community Infrastructure fund to the KEP project and provide support for the renovation of the Tammin Golf Club building with Shire funds from expenditure A/C 113521 – Job GC001, subject to the total project cost being shared on a 1/3 basis.

Comments

The Tammin Golf Club Inc is an important community facility providing an essential meeting place and sporting facility that should be supported for both recreation requirements and community wellbeing. It is one of a number of community buildings that require improvements and is considered to be a high priority given its current state of repair.

As 12 months have now passed with no forward movement towards the repair to the Golf Club Building further investigation into renovation options are required to resolve disrepair to the asset.

A recent inspection, in October 2020, of the Clubhouse building by an LGIS asbestos inspector identified a number of concerns about the integrity of the building structure. Remedial action of some kind is required at the earliest possible time to ensure a facility is available to Club members and others

Early 2021, quotes for the renovation were sought after, 2 builders did respond to the request with prices ranging around \$162,000 +gst. An excel spreadsheet is attached with the estimated costing for the building renovation to completion. The spreadsheet includes the cost involved for the Shire, the Golf Club and the builder. At glance, the total cost is approaching \$228,000+ gst

The hard cash component that the Shire may face to bring the project to completion would include the cost of the builder \$181,995 (incl. extras) and various cost such as asbestos removal, compaction certification for a total of \$186,795+gst as a minimum figure. The amount could vary substantially depending on the Golf Club involvement with their economic input into the project.

Currently the Shire of Tammin has agreed to participate in the cost of renovation of the building on a 2/3 (SoT) - 1/3 (TGC) sharing of cost with the Tammin Golf Club Inc. to a maximum of \$140,000 +gst.

Consultation

Golf Club,
Department of Local Government Sport and Cultural Industries.
Manager of Works and Services

Statutory Implications

Local Government Act, 1995.

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Local Government (Functions & General) Regulations, 1996.

Division 2 — Tenders for providing goods or services (s. 3.57) [Heading inserted: Gazette 2 Feb 2007

11. When tenders have to be publicly invited (1A) In this regulation — state of emergency declaration has the meaning given in the Emergency Management Act 2005 section 3.

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless sub regulation (2) states otherwise.

Other statutory considerations include:

- *Occupational Safety and Health Act 1984 (WA)*
- *Occupational Safety and Health Regulations 1996 (WA)*

Policy Implications

9.4 Asbestos Management.

Financial Implications

In the absence of funding from the DLGSC and the poor condition of the Golf Clubhouse building, urgent consideration is required as to what options are available for renovation or repair to the building.

It may be possible to allocate some of this unbudgeted funding, either directly or indirectly, towards the renovation requirements of the Golf Clubhouse at Council's discretion for the 2021-21 Financial Year.

Strategic Implications

Social: Building a Sense of Community

Social /Community Strategies

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

Officers Recommendation

That Council

- a) consider the request letter sent by the Tammin Golf Club Inc. for additional funding;
- b) allocate additional funds of \$_____over and above the already agreed two third cost participation of the total cost; and
- c) Advise the Tammin Golf Club of Council's motion in writing.

Moved: Cr_____

Seconded: Cr_____

Vote: Absolute Majority

Carried/Lost: 0/0

TSC 56/21 MOTION

That Council

- a) Receive the letter requesting the additional funding sent by the Tammin Golf Club Inc;
- b) Council has determined that the budgeted allocation of \$70,000.00, previously agreed and will remain as per motion TSC 127/19 Motion at the 19 December 2019 Ordinary Council Meeting; and

TSC 127/19 Motion

That Council:

- 1) *Support the Tammin Golf Club in its application to the Department of Local Government, Sport and Cultural Industries CSRFF Grant scheme; and,*
 - 2) *Reconfirm its commitment of \$70,000 from the Tammin Sports Recreation Community Facilities Upgrade and Improvement Reserve' for this project*
- c) Council has determined that an additional budgeted allocation of \$70,000.00 as per motion TSC 119/20 Motion at its 17 December 2020 Ordinary Council Meeting; and

TSC 119/20 Motion

That Council:

- 1) *Approve an allocation of up to \$70,000 from the second tranche (\$159,521) of the Commonwealth's Local Roads and Community Infrastructure fund to the KEP project and provide support for the renovation of the Tammin Golf Club building with Shire funds from expenditure A/C 113521 – Job GC001, subject to the total project cost being shared on a 1/3 basis.*
- d) Await the Tammin Golf Club Inc's confirmation of availability of the previously agreed minimum co-contribution of \$70,000 before the project can proceed; and
- e) Advise the Tammin Golf Club Inc of Council's motion in writing.

Moved: Cr Greenwood

Seconded: Cr Batchelor

Vote: Absolute Majority

Carried: 5/0

11.7 Golf Club Lawn Mower – June 2021

Cr Thomson declared an interest affecting impartiality in Item 11.7 due to being a member of the Tammin Golf Club Inc.

Cr Greenwood declared an interest affecting impartiality in Item 11.7 due to being a member of the Tammin Golf Club Inc.

Cr Daniels declared an interest affecting impartiality in Item 11.7 due to being a member of the Tammin Golf Club Inc.

Location:	Tammin
Applicant:	Tammin Golf Club Inc.
Date:	18 June 2021
Author:	Fabian Houbrechts
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	SREC
Attachment/s:	Attachment Item 11.7 – Golf Club Lawn Mower Letter Attachment Item 11.7 – Mower Repair costs

Proposal/Summary

For Council to consider an application from the Tammin Golf Club for the purchase of a second hand lawn mower.

Background

On 16th of June, Council has received a letter from the Tammin Golf Club requesting funding for the purchase of a second hand lawn mower. The current lawn mower used by the Golf Club is too old and repairs to machinery will be costly.

Comments

The letter received by the Golf Club makes reference to 2 types of lawn mower with a wide deck, these can range between \$30,000 and \$40,000 for a second hand model. New model of these type of mower are around \$85,000.

With our current Long Term Financial plan for asset replacement, the Shire of Tammin does not have the capacity to undertake a purchase of this importance. There are already three pieces of plant being replaced this next financial year. We currently have a John Deere Zero Turn mower to be disposed of in the near future. This mower has been replaced by the new lawn mower that was purchased late last year. This is a 54" wide cut that was used to slash the road reserve alongside the Great Eastern Hwy and various reserves for maintenance. The machine is still in good condition and is worth around \$4,000 second hand. The

machine could be made available to the Golf Club as loan should Council be favorable to the proposal. The machine would stay the property of the Shire of Tammin, maintenance, running costs and repairs would become the responsibility of the Golf Club Inc.

Consultation

Manager of Works Shire of Tammin

Statutory Implications

N/A

Policy Implications

Not applicable at this time

Financial Implications

Not Applicable at this time

Strategic Implications

Social and Community Strategies

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

Outcome 1.2 A growing, healthy and safe community

- 1.2.1 Maintain and enhance sport and recreation facilities
- 1.2.2 Improve recreation for all ages
- 1.2.3 Support provision of emergency services and encourage community volunteers

TSC 57/21 MOTION

That Council

- 3) Permit the Tammin Golf Club Inc to use its old John Deere Zero turn mower for the maintenance of the grounds; and**
- 4) Operating costs and repairs to be at Tammin Golf Club Inc expenses. The Golf Club will be responsible for the storage of the lawn mower.**

Moved: Cr Nicholls

Seconded: Cr Batchelor

Vote: Simple Majority

Carried: 5/0

12. MATTERS FOR CONSIDERATION – ADMINISTRATION

TSC 58/21 MOTION

That TSC 41/21 Motion to lay item 12.1 Shire of Tammin Code of Conduct Behaviour Complaints Management Policy – Adoption on the table from 27 May 2021 Ordinary Council Meeting, be lifted for adoption.

Moved: Cr Greenwood

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

12.1 Shire of Tammin Code of Conduct Behaviour Complaints Management Policy - Adoption

Location:	Administration
Applicant:	Department of Local Government, Sport and Cultural Industries
Date:	10 May 2021
Author:	Neville Hale
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	ADMIN
Attachment/s:	Attachment Item 12.1 – Model Code of Conduct Behaviour Complaints Policy Attachment Item 12.1 – Development Framework Code of Conduct Behaviour Complaints Policy Attachment Item 12.1 – Behaviour Complaints Committee Attachment Item 12.1 – Delegation Behaviour Complaints Committee

Purpose of Report

For Council to adopt, as amended, the WALGA “Code of Conduct Behaviour Complaints Management Policy” as the Shire of Tammin’s Policy for its Councillors, Committee Members and Candidates.

Background

The Local Government (Model Code of Conduct) Regulations 2021 took effect on 3 February 2021 requiring local governments to prepare and adopt the new Model Code within three (3) months of the regulations coming into effect (3 May 2021) and required Council to also adopt an associated Behaviour Complaints Management Policy as soon as possible thereafter. Council, at its 25 February 2021 Ordinary Meeting, adopted the Model Code of Conduct as its Code.

Council is now required to adopt a Code of Conduct Behaviour Complaints Management Policy for which WALGA has provided a Policy Development Framework and explanatory notes which are attached to this Agenda Item.

Comments

Previously, local governments were required to develop their own code of conduct and manage behavior in accordance with that code. The Model Code replaced the previous codes and applies to all members, Committee Members and candidates. It provides for a high-level process to deal with complaints to ensure a more consistent approach between local governments and across the sector. The intent of the Model Code is to address behavior through education rather than sanctions.

In preparing its Policy Development Framework, WALGA has noted concerns regarding the complaints mechanism introduced by the Local Government (Model Code of Conduct) Regulations 2021 and, *"in particular, the role of Council in deciding complaints and a lack of mechanisms for managing conflicts of interest."*

Whilst the use of external parties is recognised as a means to minimise both actual and perceived bias due to conflicts of interest, not all local governments, such as the Shire of Tammin, are willing or able to incur the cost of using external parties and would look to other ways to resolve such matters.

As highlighted in the attached Framework, Council members who have made a complaint, or are the subject of a complaint, would in the assessment of the Department of Local Government, Sport and Cultural Industries, have an impartiality interest and as such would not be required to leave the meeting during debate and decision. WALGA's view is that the presence and participation of Council Members directly involved in the complaint creates a clear apprehension of bias and is incompatible with the principles of procedural fairness. Council may wish to consider how it wishes to deal with such matters when finalising its Policy position.

The Policy Framework highlights the need for each local government to appoint:

1. A Behaviour Complaints Officer. This can be either a local government employee or an external party that is authorised to act on behalf of the local government;
2. A complaint Assessor, who is appointed by the Behaviour Complaints Officer. The Complaint Assessor is an impartial third party; and,
3. A behavior Complaints Committee. The Behaviour Complaints Committee is a Committee of Council Members only.

It is noted under CI 3.11 of the WALGA Draft Policy that it is not necessary for Council to establish a standing Complaints Committee as it may choose to deal with such matters.

At the WEROC meeting of Tuesday, 26 April 2021 it was suggested that it may be possible to form a panel of Complaint Assessors at a WEROC level. This would require each member local government to nominate a suitably qualified Councillor to sit on the panel. Wording to this effect, vetted by Mr Tony Brown of WALGA, has been included in the Draft Policy.

Council, on 4 February 2021, appointed the Chief Executive Officer to receive and deal with complaints under the Code of Conduct and approved a Form for this purpose.

Consultation

- WALGA
- Tony Brown (WALGA) provided comment on the proposed wording under Clause 3.8 Appointment of Complaint Assessor as proposed by WEROC
- DLGSC

Statutory Implications

Local Government Act 1995

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

s5.104 – Adoption of model code of conduct

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.
** Absolute majority required.*
- (2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend* the adopted code of conduct to incorporate the amendments made to the model code.
** Absolute majority required.*
- (3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —
 - (a) can only be expressed to apply to council members or committee members; and
 - (b) are of no effect to the extent that they are inconsistent with the model code.
- (4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.
Local Government (Model Code of Conduct) Regulations 2021 – Schedule 1 Model Code of Conduct
- (5) The model code is taken to be a local government’s adopted code of conduct until the local government adopts a code of conduct.
- (6) An alleged breach of a local government’s adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.
- (7) The CEO must publish an up-to-date version of a local government’s adopted code of conduct on the local government’s official website.

“The purpose of the Model Code is to guide decisions, actions and behaviours. It also recognises that there is a need for a separate code for Council Members, Committee Members and Candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments.”

Policy Implications

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

Financial Implications

Nil

Risk Implications

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

Strategic Implications

(Refer to Strategic Community Plan), (Workforce Plan), Corporate Business Plan

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

TSC 59/21 MOTION

That Council:

- 1. Adopt the attached Code of Conduct Behaviour Complaints Management Policy for the Shire of Tammin;**
- 2. Re-affirm the Appointment of its Chief Executive Officer as its Behaviour Complaints Officer;**
- 3. Nominate Shire President to sit on the WEROC Complaint Assessor Panel, if established;**
- 4. Authorise the Chief Executive Officer to update Council's Policy Manual with the inclusion of this policy; and,**
- 5. Publish the adopted Code of Conduct Behaviour Complaints Management Policy on the Shire of Tammin website.**

Moved: Cr Batchelor

Seconded: Cr Thomson

Vote: Simple Majority

Carried: 5/0

12.2 Local Emergency Management Committee Meeting - Minutes

Location:	Kellerberrin Recreation Centre
Applicant:	Shire of Kellerberrin & Shire of Tammin Local Emergency Management Committee (KTLEMC)
Date:	15 June 2021
Author:	Morgan Ware
Item Approved by:	Manager of Finance & Administration
Disclosure of Interest:	Nil
File Reference:	ADM
Attachment/s:	Attachment Item 12.2 – K-T LEMC Minutes 090621

Proposal/Summary

For Council to receive the minutes of the Kellerberrin Tammin Local Emergency Management Committee held on Wednesday 9 June 2021.

Background

Local governments are key players in the State's emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

The LEMC is to be managed and chaired by the local government, with representation from organisation's and agencies that play a key role in emergency management within their district.

The functions of a LEMC, in relation to its district or the area for which it is established, are:

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

The KTLEMC is scheduled to meet quarterly and to undertake at least one (1) training exercise each year.

Comments

The Minutes of the Meeting held on Wednesday, 9 June 2021 are attached for Council's information.

Consultation

N/A

Statutory Implications

Under section 38 of the *Emergency Management Act 2005*, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district. However, local governments may unite for the purposes of emergency management and establish one or more LEMC for their combined districts.

Policy Implications

N/A

Financial Implications

N/A

Strategic Implications

Social /Community Strategies

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

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

- | | |
|-------------|---|
| Outcome 1.1 | A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency |
| 1.1.2 | Continue to support and strengthen community groups and networks |
| Outcome 1.2 | A growing, healthy and safe community |
| 1.2.3 | Support provision of emergency services and encourage community volunteers |

TSC 60/21 MOTION

That Council

- 1) receives, for its information, the minutes of the Shire of Kellerberrin and Shire of Tammin Local Emergency Management Committee Meeting held on Wednesday, 9 June 2021; and**
- 2) Request in writing to the Chair of Local Emergency Management Committee that all relevant agencies in the Shire of Tammin be included in future meetings.**

Moved: Cr Batchelor

Seconded: Cr Daniels

Vote: Simple Majority

Carried:5/0

12.3 Review of Risk Management, Internal Control and Legislative Compliance – Risk Management Governance Framework – *Local Government (Audit) Regulations 1996 - eg. 17*

Location:	Shire of Tammin
Applicant:	Audit & Risk Committee
Date:	14 June 2021
Author:	Morgan Ware
Item Approved by:	Manager of Finance & Corporate Services
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.3 – SOTA Risk Profile Reporting Tool May 2021

Proposal / Summary

For Council to adopt the recommendation of its Audit & Risk Committee in respect to the CEO's May 2021 review as presented in the Risk Dashboard Review Report of the "*Risk Management Governance Framework*" previously prepared by LGIS and adopted by Council in December 2014 in response to the introduction of Reg 17 of the Local Government (Audit) Regulations 1996.

Background

The Framework is a comprehensive overview of identified risks likely to impact the operations of the Shire and reflects the appropriateness and effectiveness of the Shire's systems in regard to risk management, internal control and legislative compliance.

The Risk Framework was first adopted by Council in October 2014 and was the subject of a desk-top review in August 2015. A further review was undertaken in February 2019, October 2019, April 2020 and October 2020. Should the Committee so identify, additional areas of risk can be added to the Report and assessed in accordance with the risk matrix included in the Framework document.

The *Local Government (Audit) Regulations 1996* prescribe the requirements for local governments in relation to the engagement of auditors, the annual compliance Audit Return and the functions of the Audit Committee.

The amendments extend the responsibilities of the Audit Committee and Chief Executive Officer of local governments in relation to the reviewing and reporting of the local government's systems and procedures in regard to risk management, internal control and legislative compliance.

The Risk Management Governance Framework, developed by LGIS, is in response to the requirements of Reg.17 of the Local Government (Audit) Regulations, 1996 and encapsulates those requirements.

Comment

The Acting Chief Executive Officer has reviewed the Shire's systems in relation to risk management, internal control and legislative compliance and considers that they are appropriate and effective with the exception of those identified on the attached Dashboard Report. The details of the review are outlined below.

In 2019 Council adopted a Fraud and Corruption Plan and associated Policy in relation to Fraud and Corruption as per AS8001-2008. In 2020 Council as part of its COVID-19 response adopted a COVID 19 Financial Hardship Policy as part of its rates revenue risk mitigation strategy, and Attendance at Events Policy in February 2020.

Furthermore, Council at its 25 November Ordinary Council meeting adopted a revised delegation register to reflect relevance to current circumstance and operational effectiveness following amendments to legislation. The "Model CEO standards" for recruitment, selection, performance review and early termination, and Model code of conduct in accordance with the Local Government Regulation 2021 was adopted at the 25 February 2021 Council Meeting. Additionally the Audit and Risk Committee adopted the Compliance Audit Return 2021.

Informing / Guiding Documents

Risk Management Framework

Council adopted the *Risk Management Governance Framework* ("the Framework") at its October 2014 Meeting. The Framework describes the principles of risk management and details the roles and responsibilities of risk management from the Audit Committee to individual employees. The Framework includes a risk level matrix and criteria for assessing risks in terms of likelihood and consequences. The Chief Executive Officer, Manager of Finance and Administration and Manager Works & Services are to regularly review the Framework with assistance from Council Staff to ensure it is current and reflects the latest Australian Standards.

Risk Management Policy

The Shire has previously developed a *Risk Management Policy* which states the objectives for, and commitment to, risk management. The policy is designed to align with this and make a statement on the Shire's objectives, approach and commitment to effective risk management across all its operations. The policy includes the following statement:

"It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public."

This Framework, in support of Council's Risk Management Policy, is subject to six monthly review. The previous review was undertaken in October 2020 and presented to Council by the Audit Committee for adoption at the 22 October 2020 Council Meeting. This current review was completed in May 2021.

Emergency Management Risk Register

Local government has statutory obligations for emergency management and the risk register. The Risk Framework identifies a number of areas of emergency management to be reviewed on a regular basis. Council's Emergency Management Arrangements are overseen by the Kellerberrin- Tammin Local Emergency Management Committee chaired by the Kellerberrin Shire President. The process is essential to identify risks, their severity and to identify the agencies responsible for mitigation of the risk.

The Shire's Local Emergency Management Arrangements have recently been updated following recent workshops held in September 2020 in both Merredin and Quairading in regard to the Shire's disaster recovery obligations and responsibilities.

Council has, at its September 2020 Ordinary Meeting, adopted its updated Local Emergency Management Arrangements in compliance with the Emergency Management Act 2005. Contacts and Resources have been updated and moved at the recent LEMC meeting held on 9 June 2021.

Purchasing Policy

Council reviewed and adopted its *Purchasing Policy* at the Ordinary Meeting of Council held 28 June 2018. The Policy identifies purchasing protocols that ensure that goods and services are procured in an equitable and transparent manner that complies with legislative requirements and delivers value for money.

The Purchasing Policy was the subject of Audit qualification in 2019 and subsequent staff training and revised procedures have been undertaken.

The Policy was amended by Council in May 2020 to reflect the increase to the tender threshold for expenditures of \$250,000 or more.

Audits / Reviews / Assessments

Financial Management Review

Pursuant to Regulation 5(2)(c) of the Local Government Financial Management Regulations, Council engaged Billy-Joe Thomas of Auditors Anderson Munroe Wyllie to undertake the "Financial Management Review" and the resultant Report was received by Council at its Ordinary Meeting on 21nd August 2018. The 2021 required review conducted by AMW auditors has been completed with the resultant report to be received by the audit committee at the 24 June 2021 meeting.

Compliance Audit Return

The Return focuses on key areas of legislation and the Shire has consistently demonstrated a high level of compliance. Council's latest return for the Period ended 31st December 2020 was considered by both the Audit Committee and Council Meetings held on the 25 February 2021 and subsequently forwarded to the Department of Local Government, Sport and Cultural Industries.

External Audit Services

The Local Government Amendment (Auditing) Act 2017, giving the Auditor General a mandate to audit local governments, was assented to on 1 September 2017. On 13 April 2021 the Auditor General's Office advised

the Shire that it had appointed MACRI Partners as OAG's contract Auditor for the year ended 30 June 2021 for a term of 3 years.

MACRI Partners have recently completed their Interim Audit for the 2020/21 Financial year ending 30 June 2020 identifying one significant finding and seven areas of moderate risk in need of remedial action to overcome process deficiency. Management has provided comment on each finding is undertaking the necessary action to ensure compliance. MACRI Auditors will be undertaking its final audit for the financial year ended 30 June 2021 in October 2021 and the Audit Report and Management Letter will be considered by the Audit Committee and presented to Council.

MACRI Auditors will be undertaking its final audit for the financial year ended 30 June 2021 in October 2021 and the Audit Report and Management Letter will be considered by the Audit Committee and presented to Council.

Other Matters

In response to the outbreak of COVID 19, a number of the risk areas have been amended to reflect the potential impact on staff, shire operations and the community. In accordance with Directions from the State Government, facilities such as the Library, Recreation Pavilion, Town Hall and Cooina were closed to the public for a period of time. Council has utilised electronic meeting options where considered necessary and or appropriate. Social distancing has been put in place as to increased social hygiene practices.

To date, it has not proven necessary to implement working from home requirements.

The Shire has made available services to seniors in regard to shopping for food and other essentials, with pick up and home delivery being arranged by staff and community volunteers. Library services have been made available on-line with book exchanges being facilitated.

COVID 19 Safety Plans have been developed for the return to more normal services and have been adjusted to reflect the latest guideline requirements. This is an ongoing requirement and ever-changing with State and Federal restrictions.

RISK MANAGEMENT CONSIDERATIONS – The amendments to the *Local Government (Audit) Regulations 1996* will enhance the reporting of the Shire's approach to risk management, internal controls and legislative compliance with increased transparency and involvement for the Elected Members.

ACTING CHIEF EXECUTIVE OFFICER'S OVERVIEW – I consider that with the Measures and Systems in place, that Council's Risk Management, Internal Control and Legislative Compliance is appropriate and effective notwithstanding areas identified in need of improvement as outlined within the attached Dashboard Report.

Consultation

Manager Finance & Administration

- Morgan Ware

Acting Chief Executive Officer & Manager of Works and Services

- Fabian Houbrechts

Legislative Requirements

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 not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

Policy Implications

Policy 2.5 Administration/Organisation Risk Management

This Framework sets out the areas of risk that have been identified and the actions necessary and or taken to mitigate those risks.

Financial Implications

Nil

Strategic Implications

Tammin Community Strategic Plan

Civic Leadership

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

TSC 61/21 MOTION

For Council to adopt the recommendation of its Audit & Risk Committee in respect to the CEO's May 2021 report as presented in the Risk Dashboard Report undertaken in accordance with the "*Risk Management Governance Framework*" previously prepared by LGIS and adopted by Council in December 2014 in response to the introduction of Reg 17 of the Local Government (Audit) Regulations 1996.

Moved: Cr Batchelor

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 5/0

12.4 Appointment of Acting Chief Executive Officer

Location:	Administration
Applicant:	Shire of Tammin
Date:	26 May 2021
Author:	Manager of Finance & Administration
Item Approved by:	Manager of Works & Services
Disclosure of Interest:	N/A
File Reference:	PERS
Attachment/s:	Attachment Item 12.4 - Shire of Tammin – Policy Manual

Purpose of Report

For Council to endorse the appointment of Fabian Houbrechts as Acting Chief Executive Officer.

Background

In the event of unforeseen, urgent absence of the Chief Executive Officer, the Manager of Works and Services is approved as Acting CEO as per policy 2.2 for a period of up to four weeks or as determined by Council.

Comments

As of Sunday 23 May 2021 due to unforeseen circumstances, Chief Executive Officer Neville Hale advised the Shire President, Cr Greenwood of his urgent absence for an undetermined period of time. As per Council Policy 2.2 and as required under the Local Government Act 1995 the Manager of Works and Services, Fabian Houbrechts a senior employee is approved as Acting CEO in this instance for a period of up to four weeks.

The Acting Chief Executive Officer is authorised to exercise all duties, powers and responsibilities assigned to the position of Chief Executive Officer, whether a delegation, policy direction or accepted practice, subject only to any limitations that may be imposed by the Council.

Council at its 27 May 2021 Ordinary Council Meeting approved Fabian Houbrechts as Acting Chief Executive Officer as per Motion TSC 43/21. Fabian Houbrechts has acted in the position for a period of up to 4 weeks 28 May 2021 to 24 June 2021 and is required to continue in the acting role under delegated authority as per Policy 2.2.

Consultation

Nil

Statutory Implications

Local Government Act 1995 –

- s.5.35 – Appointment of CEO requires absolute majority
- s.5.37 – Designation as senior employee to have Council consent
- s.5.42 – Council may delegate functions to CEO

Local Government (Administration) Regulations 1996 –

- r.18A(1) – position of CEO or senior employee to be advertised, unless filled by a person from another local government, or for a term less than 1 year.

Policy Implications

Shire of Tammin Policy Manual

2.1 – Senior employees – Designation

2.2 – Acting / Relieving CEO

Financial Implications

Nil

Risk Implications

Shire of Tammin Delegations Register

1.1 Appointment of authorised persons

1.2 Acting CEO – Appointment

Strategic Implications

Refer to Strategic Community Plan

Outcome

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

Recommendation

That Council

- 1) Approve Fabian Houbrechts as Acting Chief Executive Officer to exercise all duties under delegated authority as per Policy 2.2.

Moved: Cr _____

Seconded: Cr _____

Vote: Absolute Majority

Carried/Lost: ___/___

TSC 62/21 MOTION

That Council

- 2) Approve Fabian Houbrechts as Acting Chief Executive Officer to exercise all duties under delegated authority as per Policy 2.2 until the commencement of the Temporary Chief Executive Officer.**

Moved: Cr Greenwood

Seconded: Cr Daniels

Vote: Absolute Majority

Carried: 5/0

13. MATTERS FOR CONSIDERATION – BUILDING & HEALTH
Nil
14. MATTERS FOR CONSIDERATION – TOWN PLANNING
15. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN
16. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)

The meeting be closed to discuss matters relating to the appointment of a Temporary Chief Executive Officer

TSC 63/21 MOTION

That the meeting be moved behind closed doors at 6:59pm.

Moved: Cr Batchelor

Seconded: Cr Nicholls

Vote: Simple Majority

Carried: 5/0

16.1 Temporary Chief Executive Officer Appointment

See report provided under separate cover.

TSC 64/21 MOTION

That the meeting move from behind closed doors at 7:01pm.

Moved: Cr Greenwood

Seconded: Cr Daniels

Vote: Simple Majority

Carried: 5/0

The President read aloud the resolution pertaining to confidential items.

TSC 65/21 MOTION

That Council

- 1. Appoints Gary Martin as Acting Chief Executive Officer for the period starting Monday 5 July 2021 to Monday 30 September inclusive.**
- 2. In accordance with the current Chief Executive Officer substantive position and following advice by WALGA, Council authorises the President and Acting Chief Executive Officer to negotiate and accept the employment of Gary Martin.**
- 3. Authorises the Acting Chief Executive Officer and Shire President to sign the letter of employment, and**
- 4. Upon failed negotiations with Mr Martin, allow Council to negotiate with suitable applicants.**

Moved: Cr Nicholls

Seconded: Cr Daniels

Vote: Absolute Majority

Carried: 5/0

17. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 7:02pm