

Shire of Tammin

ORDINARY COUNCIL MEETING

Minutes



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin was held on **Wednesday 26 June 2024** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

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

Joanne Soderlund
Chief Executive Officer
26 June 2024

MISSION STATEMENT

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

Contents

Minutes **Error! Bookmark not defined.**

- 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS 3
- 2. ACKNOWLEDGEMENT TO COUNTRY 3
- 3. PRESENT / IN ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY GRANTED / APOLOGIES..... 3
- 4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 3
- 5. PUBLIC QUESTION TIME 3
- 6. APPLICATIONS FOR LEAVE OF ABSENCE 3
- 7. DECLARATION OF MEMBER’S INTERESTS IN AGENDA ITEMS 3
- 8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS 3
- 9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS 4
 - 9.1 Ordinary Council Meeting Minutes – 22 May 2024..... 4
 - 9.2 Audit Committee Meeting Minutes – 24 June 2024..... 4
- 10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION 4
- 11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS 4
- 12. MATTERS FOR CONSIDERATION – FINANCE 5
 - 12.1 List of Payments for May 2024 5
 - 12.2 Financial Management Report for the month of May 2024 10
 - 12.3 Ruby York – Financial Assistance 13
 - 12.4 LATE ITEM: 2024/2025 Community Grant Applications 15
 - 12.5 LATE ITEM: Financial Management Review for period ended 30 June 2024 18
- 13. MATTERS FOR CONSIDERATION – ADMINISTRATION 21
 - 13.1 Chief Executive Officer – Notice of Resignation..... 21
- 14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH 23
- 15. MATTERS FOR CONSIDERATION – TOWN PLANNING..... 23
- 16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN 23
- 17. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23) 23
- 18. CLOSURE OF MEETING 23

Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at 5.10 pm.

2. ACKNOWLEDGEMENT TO COUNTRY

We begin today by acknowledging the Ballardong Noongar People as traditional custodians of the land and skies on which we gather, and we pay our respects to their Elders, past, present and emerging.

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

Present: Cr Courtney Thomson, Cr Charmaine Thomson, Cr Caffell, Cr Nicholls

In Attendance:

Leave of Absence previously granted: Nil

Apologies: Cr Leslie

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Caffell requests leave of absence for July meeting.

Moved Cr Courtney Thomson, Cr Nicholls

4/0

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

Nil

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Cr Caffell related party – Payment for Southern Link Settlement

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 22 May 2024

TSC 29/24

That the minutes of the Ordinary Council Meeting held on 22 May 2024 be confirmed as a true and accurate record of proceedings.

Moved: Cr Courtney Thomson Seconded: Cr Caffell

Vote: Simple Majority Carried/Lost: 4/0

9.2 Audit Committee Meeting Minutes – 24 June 2024

TSC 30/24

That the minutes of the Audit Committee Meeting held on 24 June 2024 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls Seconded: Cr Charmaine Thomson

Vote: Simple Majority Carried/Lost: 4/0

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for May 2024

Location:	Shire of Tammin
Applicant:	Administration & Finance Officer
Date:	26/06/2024
Author:	Teresa Brindley-Stevens
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 12.1 – Payment Listing Attachment Item 12.1 - Credit Card Statement Attachment Item 12.1 – Credit Card Summary Attachment Item 12.1 – Fuel allocation costs

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of May totaling \$901,231.06 by way of:

Cheque numbers	6842-6843	\$174.64
Direct debit payments	01/05/2024 – 31/05/2024	\$17,048.77
Licensing transfers	01/05/2024 – 31/05/2024	\$5285.25
Bank fees	01/05/2024 – 31/05/2024	\$64.76
VISA payments	01/05/2024 – 31/05/2024	\$12,358.40
EFT payments	EFT6876 – EFT6967	\$815,528.31
Salaries and wages	01/05/2024 – 31/05/2024	\$50,835.69
Total payments	01/05/2024 – 31/05/2024	\$901,231.06

The Shire of Tammin made the following significant purchases during the month of May 2024:

Fulton Hogan Bungulla North Rd Supply and spray Emulprime, binder and aggregate and reseal of Yorkrakine Rd.	\$452,793.00
Civic Legal – Trust Settlement payments to Caffels and Joneses for Southern link project	\$50,175.00
Youlie and Son Spreading Service Grader hire for gravel resheeting on Yorkrakine Rock Rd	\$33,875.05
Not Too Dusty Plant Hire Dry hire of water cart for Bungulla north rd and Yorkrakine Rd resheet.	\$23,870.00
Youlie and Son Spreading Service Grader hire for Bungulla Job. Grading to match up to new floodway - Yorkrakine Road	\$18,130.00
AP Concreting Pty Ltd Concrete floodway construction - Cubbine SLK3-4	\$17,171.00
Luke Stephen Stewart Secure and brace wall at Tammin bowls club, Building repairs at town hall as per Health and building inspection, Supply and fit good quality dampers to club room doors, Repair roof leak at admin office, Golf Club Infill project.	\$16,995.00
Luke Stephen Stewart Sports club kitchenette material and parts supplied and Sports club Kitchenette fit.	\$15,400.00
Chatfields Tree Nursery Design, fabricate, paint dog park obstacles and install with hire of truck, dingo and labour. Manufacturing of Donnan Park Entry Booth.	\$15,015.00
Bobcat plus PTY LTD Fit new drainage pipes at Redmond Street, pavement repairs at Tammin Wyalkatchem Rd and surface correct at the Tammin Post office	\$14,850.00
Sherrin Rentals PTY LTD Water truck hire for council road re-sheet addition to PO D3692	\$14,833.50
Bobcat plus PTY LTD Installation of culverts and end structures on Cubbine Road as per specifications and site discussions and road repair for school bus turn around.	\$13,750.00
NAB Business Visa Credit card charges for CEO, MWS and MCS for the month of April 2024	\$12,358.40
RBC Earthmoving PTY LTD Road edge clearing and ripping council road resheet. Cleaning and ripping Western re-sheet.	\$11,000.00
Wright Express Australia Pty Ltd (Caltex) Fuel charges for the month of April 2024	\$9,867.08

Luke Stephen Stewart Supply and fit new steel framed wall and Maintenance tasks at Depot	\$9,680.00
Bobcat plus PTY LTD Complete pavement repair as per scope of works	\$8,800.00
Australian Taxation Office – BAS March 2024 BAS payment	\$7,715.61
Western Australian Treasury Corporation Loan 82 principle and interest payment May 2025	\$7,258.57
Bellburrow Farms Gravel supplied for Bungulla North project	\$6,274.46
Charmaine Thomson Sitting and travel fee for Oct-Dec 2023 and Jan-Mar 2024	\$5,917.50
4 - AUTOMATIC DRAWING DOT LICENSING AUTOMATIC DRAWING DOT LICENSING	\$5,285.25

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2023/2024 Operating Budget.

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
 - a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - b) Petty cash systems.
- (1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.

- (2) Payments made by a local government —

- a) *Subject to sub-regulation (4), are not to be made in cash; and*
- b) *Are to be made in a manner which allows identification of —*
 - (i) The method of payment;*
 - (ii) The authority for the payment; and*
 - (iii) The identity of the person who authorised the payment.*

(3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.

[Regulation 11 amended in Gazette 31 Mar 2005 p. 1048.]

12. Payments from municipal fund or trust fund

- (1) A payment may only be made from the municipal fund or the trust fund —*
 - a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
 - b) Otherwise, if the payment is authorised in advance by a resolution of the council.*
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

[Regulation 12 inserted in Gazette 20 Jun 1997 p. 2838.]

13. Lists of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - a) The payee's name;*
 - b) The amount of the payment;*
 - c) The date of the payment; and*
 - d) Sufficient information to identify the transaction.*
- (2) A list of accounts for approval to be paid is to be prepared each month showing —*
 - a) For each account which requires council authorisation in that month —*
 - (i) The payee's name;*
 - (ii) The amount of the payment; and*
 - (iii) Sufficient information to identify the transaction; and*
 - b) The date of the meeting of the council to which the list is to be presented.*
- (3) A list prepared under sub-regulation (1) or (2) is to be —*
 - a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - b) Recorded in the minutes of that meeting.*

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

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

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

TSC 31/24

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 May 2024 to 31 May 2024 totaling \$901,231.06 as contained in attachments 12.1.

Municipal Fund payments totaling \$901,231.06 detailed:

Cheque numbers	6842-6843	\$174.64
Direct debit payments	01/05/2024 – 31/05/2024	\$17,048.77
Licensing transfers	01/05/2024 – 31/05/2024	\$5,285.25
Bank fees	01/05/2024 – 31/05/2024	\$64.76
VISA payments	01/05/2024 – 31/05/2024	\$12,358.40
EFT payments	EFT6876 – EFT6967	\$815,528.31
Salaries and wages	01/05/2024 – 31/05/2024	\$50,835.69

Moved: Cr Courtney Thomson Seconded: Cr Caffell

Vote: Simple Majority Carried/Lost: 4/0

12.2 Financial Management Report for the month of May 2024

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	19 June 2024
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 – May 2024 Monthly Financial Report

Purpose of Report

For Council to receive the Monthly Financial Statement.

Background

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

Comment

Rates were issued on 8 August 2023 with payments due in full by 12 September 2023. Payment arrangements have been made with rate payers if required. 91.8% of rates have been received as of 30 April 2024 with minimal overdue rates. Capex jobs have all been completed for the year.

Financial Implications

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

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

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

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

- a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
- b) budget estimates to the end of the month to which the statement relates;
- c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing —

- a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
- b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
- c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity December be shown —

- a) according to nature and type classification; or
- b) by program; or
- c) by business unit.

(4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —

- a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- b) recorded in the minutes of the meeting at which it is presented.

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

Policy Implications

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

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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 32/24

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.2 for the period ending 31 May 2024 comprising;

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

Moved: Cr Courtney Thomson

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 4/0

12.3 Ruby York – Financial Assistance

Location:	Shire of Tammin
Applicant:	Ruby York
Date:	5 th May 2023
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	N/A
File Reference:	Nil
Attachment/s:	Attachment Item 12.3 - Request Letter Attachment Item 12.3 - Team Confirmation Letter

Proposal/Summary

For Council to consider a request for financial assistance for Ruby York to attend the 2024 National Indoor Cricket Championships (the Championships).

Background

Ruby York has made an application in accordance with Shire Policy for financial assistance. Ruby has been selected in the Western Australian Indoor Cricket Under 18 Girl's Team. The Championships are being held in Cranbourne, Victoria from 7th July 2024 to 13th July 2024. Refer to letter attached.

Comments

The application is made in accordance with Shire Policy 3.4 – Requests for Financial and Other Assistance. The maximum grant that may be awarded under the policy is \$200 for interstate travel. The application being made meets the eligibility criteria set out in the policy.

Consultation

N/A

Statutory Implications

Nil

Policy Implications

Policy 3.4 Requests for financial and other assistance

The key relevant points of the Policy are:

- only residents of the Shire of Tammin are eligible to apply.

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

Financial Implications

The Policy provides for a maximum grant of \$200 for interstate travel. The Shire’s 2023/24 Budget has a provision for Donations and Contributions with a current available balance of \$2,390.

Strategic Implications

Nil

TSC 33/24

That Council, by Simple Majority, pursuant to Section 3.18(2) of the *Local Government Act 1995*, approves the payment of \$300.00 to Ruby York to assist with travel and accommodation expenses to attend the National Indoor Cricket Championships in July 2024.

Moved: Cr Charmaine Thomson

Seconded: Cr Nicholls

Vote – Simple Majority

Carried/Lost: 4/0

12.4 LATE ITEM: 2024/2025 Community Grant Applications

Location:	Tammin
Applicant:	Community Development Officer
Date:	25 th May 2024
Author:	Pixie O’Neill
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN-21
Attachment/s:	Late Attachment Item 12.4 – Tammin Golf Club Application Late Attachment Item 12.4 – Tammin Golf Club Quote Late Attachment Item 12.4 – Tammin Golf Club Financials

Proposal/Summary

Council to consider including funds in the following financial year budget to contribute towards the projects planned and outlined in the attached Community Grant application from the Tammin Golf Club.

Background

In March, April & May 2024, Council advertised for Community Grant applications for all sporting, community or community groups requiring financial assistance from Council in the 2024/2025 financial year.

Applications were to be received by Monday, 6th May 2024, 9am, which were to include the organisation’s last financial statement and a current bank statement.

Comments

Council received 1 application this year:

1. Tammin Golf Club

Please see the following table for a list of application requests including project specifications and amounts requested.

No	Organisation	Project	Total Project Cost	Self-Contribution	Amount requested
1	Tammin Golf Club	Purchase of 4 table frames with pre-laminated table tops, plus 40 chairs for clubhouse	\$6,212.80	NIL	\$6,212.80
Total			\$6,212.80	NIL	\$6,212.80

Please see attached the full Community Grants Application forms for Council reference.

Tammin Golf Club:

The project will benefit the golf club members, both male and female, and the wider community who may hire the venue for functions. Tammin Golf Club hosts open days at the clubhouse where players attend from across the Wheatbelt and the furniture will enhance the clubhouse and be of great benefit to the Tammin community.

The request for \$6,212.80 of the \$6,212.80 project equates to more than the 1/3 that the policy says will generally be considered, however council has the ability to consider each application on a case by case basis.

Consultation

Chief Executive Officer
Manager of Finance and Administration
Community Development Officer

Statutory Implications

Nil

Policy Implications

3.4 REQUESTS FOR FINANCIAL / OTHER ASSISTANCE

Background

The Shire of Tammin provides financial and in-kind assistance to sporting, community and welfare groups /organisations to support both normal operational requirements and for specific projects or capital purchases which respond to identified community needs. The Shire also makes a donation to Tammin residents who have been selected to represent the State or Nation.

For capital projects

The Shire will advertise each year inviting applications from local sporting and community groups, for Council to consider including funds in the following financial year budget to contribute towards a planned capital project within the Shire.

All sporting and community groups that are applying for funding must complete the approved application form and lodge with the Shire by specified date. Applications are to be accompanied by the groups/organisations most recent audited financial statement.

All requests for a contribution will be decided by Council and must demonstrate a thorough planned approach and Council will not generally consider contributing more than one-third of the total cost of the project.

Successful applicants must provide a financial acquittal of funds including receipts relating to the grant and complete a brief evaluation by May 31 of the funding period.

Council may request a presentation to Council prior to considering the request.

Financial Implications

The amount that Council resolve to fund will be included in Council’s 2024/2025 Budget deliberations.

Strategic Implications

Social: Building a Sense of Community Our Vision

- Our community will be inclusive and inviting; a place where all people, young and old, are accepted and valued.
- Community leadership and involvement will ensure our different communities recreate, network and interact, building strong relationships and support.
- Our diverse community has access to services within their local area.

TSC 34/24

That Council assess the applications received for Community Grants and agree to include the following in the 2024/25 Budget:

1. Tammin Golf Club – purchase of 4 tables and 40 chairs	\$ 2,071
--	----------

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote – Simple Majority

Carried/Lost: 4/0

12.5 LATE ITEM: Financial Management Review for period ended 30 June 2024

Location:	Shire of Tammin
Applicant:	Nil
Date:	21 June 2024
Author:	Joanne Soderlund
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachments:	PRIVATE & CONFIDENTIAL: Attachment Item 12.5 – Financial Management Review Report

Proposal/ Summary

The attached Financial Management Review Report has been prepared by Accwest Consultants for the period ended 30 April 2024 and presents to Council for its information and action.

Background

Accwest were appointed to assist the Chief Executive Officer prepare the Financial Management Review. Local Government (Financial Management) Regulation 5(2)(c) requires the Chief Executive Officer to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures (“a financial management review”) at least not less than once in every three (3) financial years and report the results of those reviews to Council.

The fieldwork was conducted onsite in May 2024 by Megan Shirt – Director Accwest Pty Ltd with assisting Consultant Jillian Brazil.

Comment

The Financial Management Review Letter identified fifteen areas in need of mitigation to overcome process deficiency (Appendix A) and also assessed prior year findings of various audit reports and the current status (Appendix B). Management will undertake the necessary action to ensure compliance within the time frame specified and submit the progress of actions as a regular item to the Audit Committee.

Consultation

Accwest Director – Megan Shirt
Accwest Director – Glenn Nordsvan
Assisting Consultant – Jillian Brazil

Policy Implications

Nil

Statutory Environment

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.*

Strategic Implications

Nil

TSC 35/24

That Council note the Financial Management Review findings, for the period ended 30 June 2024, and for findings to be actioned by staff and addressed within the time specified. Further that an update of the progress as per Appendix A and B be submitted to the audit Committee as a regular agenda item at each meeting.

Moved: Cr Nicholls _____

Seconded: Cr Courtney Thomson _____

Vote: Absolute Majority

Carried/Lost: 4/0

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Chief Executive Officer – Notice of Resignation

Location:	Shire of Tammin
Applicant:	Joanne Soderlund
Date:	21 st of June 2024
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Chief Executive Officer is the author of this report.
File Reference:	Nil
Attachment/s:	Attachment Item 13.1 – Resignation Letter

Proposal/Summary

For Council to formally accepted the resignation of the Chief Executive Officer and to consider a request for leave from the 19th of August 2024 until the 20th of September 2024.

Background

The Chief Executive Officer, Mrs Joanne Soderlund, tendered her resignation from the position of Chief Executive Officer with the Shire of Tammin on Friday the 21st of June 2024.

Comments

Mrs Soderlund has provided three (3) months written notice in accordance with the requirements of her contract of employment, clause 11.4, concluding her employment on Friday the 20th of September 2024. Mrs Soderlund has however asked to take leave for the period from the 19th of August 2024 until her last official working day on 20th of September 2024.

Consultation

N/A

Statutory Implications

Nil

Policy Implications

11.4 Termination by You at will

1. You may, for any reason, terminate Your employment on a date specified by You at any time by giving 3 months’ notice in writing to the Local Government President.
2. The period of notice may be varied by mutual agreement between the Council and You.

Financial Implications

There will be some financial implications with respect to a recruitment process for a replacement CEO. This costs are still be determined and a future agenda item regarding the proposed process will be tabled. An acting CEO will be required to be engaged until the recruitment process for a new permanent CEO is complete and the incoming has commenced.

Strategic Implications

Nil

TSC 36/24

That Council, by Simple Majority, formally receives the Chief Executive Officers resignation and approves her request for leave from the 19th of August 2024 until her last official working day on the 20th of September 2024.

Moved: Cr Caffell

Seconded: Cr Courtney Thomson

Vote – Simple Majority

Carried/Lost: 4/0

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

15. MATTERS FOR CONSIDERATION – TOWN PLANNING

Nil

16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

Nil

18. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5.46 pm.

