

Shire of Tammin

ORDINARY COUNCIL MEETING

Agenda



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Wednesday 10th December 2025** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

Andrew Malone
Chief Executive Officer
04 December 2025

MISSION STATEMENT

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

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at 5:10 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: President Charmaine Thomson
Deputy President Nicholls
Cr Courtney Thomson
Cr Caffell
Cr Rogers
Cr Mackin

In Attendance: CEO Andrew Malone
MF Codey Redmond
MTS Michael Silver

Guests: Teresa Brindley-

Leave of Absence previously granted:

Apologies:

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 19 November 2025

Officers Recommendation

That the minutes of the Council Meeting held on 19 November 2025 be confirmed as a true and accurate record of proceedings.

Moved: Cr Rogers Seconded: Cr Mackin

Vote: Simple Majority

Carried/Lost: 6/0

For:

Against:

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for October 2025

Location:	Shire of Tammin
Applicant:	Finance Officer
Date:	4 December 2025
Author:	Kelsey Pryer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	FIN05
Attachment/s:	Attachment Item 12.1 - Payment Listing Attachment Item 12.1 - Credit Card Statement and Summary Attachment Item 12.1 – Fuel allocation costs

Purpose of Report

For Council to ratify the accounts paid under delegated authority.

Background

The attached List of Accounts paid during the month of November totalling \$217,119.28 by way of:

Cheque numbers	01/11/2025 – 30/11/2025	Nil
Direct debit payments	01/11/2025 – 30/11/2025	\$12,453.58
Licensing transfers	01/11/2025 – 30/11/2025	\$9,026.20
Bank fees	01/11/2025 – 30/11/2025	\$40.04
VISA payments	01/11/2025 – 30/11/2025	\$3,896.15
EFT payments	EFT8059 – EFT 8118	\$128,731.62
Salaries and wages	01/11/2025 – 30/11/2025	\$62,971.69
Total payments	01/11/2025 – 30/11/2025	\$217,119.28

The Shire of Tammin made the following significant expenditure during the month of November 2025:

Creditor	Description	Amount
ACD Carpentry and Construction	Final payment for Golf Club Alfresco Area Construction	\$19,430.00
Tammin Economy Shop Cooinda Association	Donation towards staff wages at Cooinda Centre for 2025/26 as per budget	\$7,000.00
Perfect Computer Solutions	Annual - Offsite backup of Shire's data to a cloud based storage, up 10Tb, from October 8 2025, to October 7 2026, with a quarterly testing of backups performed, Adobe annual subscription x5 for Admin Staff & IT support on 17/10 & 27/10 including monthly fee for daily monitoring for October 2025.	\$6,248.55
Youlie and Son Spreading Services	38.5hrs of maintenance grading on Yorkrakine Road @195hr + GST	\$8,258.25
Adapt Electrical Solutions	Provide and install CCTV cameras as per Quote QU0113 & QU0114 to the Depot and Admin Buildings & replace air conditioner in MTS office.	\$23,404.00
Department of Fire and Emergency Services	ESLB 2nd Quarter Contribution	\$11,325.03
Gradow PTY LTD ATF AG & PF McWhirter T/AS Great Southern Fuel Supplies	4200L of Diesel @ \$1.61578 for depot	\$7,464.91
Youlie and Son Spreading Services	Maintenance grading on Yorkrakine Rd, Eleven Mile Rd & York Rd from 10/11- 14/11/2025. Maintenance grading on Yorkrakine Rd on 17/11 & 19/11/2025 and on Waltham Rd.	\$13,835.25

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2025/2026 Operating Budget.

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Payments are made without appropriate budget authority	Unlikely (2)	Moderate (3)	Moderate (5-9)	COMPLIANCE Minor regulatory or statutory impact	Manage by internal controls, policies and procedures

Accounting Fraud	Unlikely (2)	Extreme (5)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Manage by internal controls, policies and procedures
Delayed Payments Leading to Penalties or Loss of Supplier Relationships	Possible (3)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'now news' item	Manage by internal policies and procedures

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —

- a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
 - b) *Petty cash systems.*
- (1) *A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.*
- (2) *Payments made by a local government —*
 - a) *Subject to sub-regulation (4), are not to be made in cash; and*
 - b) *Are to be made in a manner which allows identification of —*
 - (i) *The method of payment;*
 - (ii) *The authority for the payment; and*
 - (iii) *The identity of the person who authorised the payment.*
- (3) *Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.*

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

12. Payments from municipal fund or trust fund

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

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

13. Lists of accounts

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

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

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

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

Officers Recommendation

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 November 2025 to 30 November 2025 totalling \$217,119.28 as contained in attachments 12.1.

Municipal Fund payments totalling \$217,119.28 detailed:

Cheque numbers	01/11/2025 – 30/11/2025	Nil
Direct debit payments	01/11/2025 – 30/11/2025	\$12,453.58
Licensing transfers	01/11/2025 – 30/11/2025	\$9,026.20
Bank fees	01/11/2025 – 30/11/2025	\$40.04
VISA payments	01/11/2025 – 30/11/2025	\$3,896.15
EFT payments	EFT8059 – EFT 8118	\$128,731.62
Salaries and wages	01/11/2025 – 30/11/2025	\$62,971.69
Total payments	01/11/2025 – 30/11/2025	\$217,119.28

Moved: Cr Nicholls

Seconded: Cr Thomson

Vote: Simple Majority

Carried/Lost: 6/0

For: Pr Thomson, Cr Nicholls, Cr Thomson, Cr Rogers, Cr Mackin, Cr Caffell

Against:

12.2 Financial Management Report for the month of November 2025

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	04 December 2025
Author:	Codey Redmond
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 October 2025 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 November 2025 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

As we approach the halfway point of the budget year, we are in a strong financial position. Maintenance programs are tracking well, and significant capital works are scheduled for the coming months. The timely collection of rates has delivered healthy cash inflows, further strengthening our financial base. This puts us in an excellent position to support increased operational activity in the coming months.

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.

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Errors or inaccuracies in financial reports	Possible (3)	Moderate (3)	Moderate (5-9)	COMPLIANCE Minor regulatory or statutory impact	Manage by following internal policies and procedures
Non-compliance with financial reporting standards	Unlikely (2)	Major (4)	Moderate (5-9)	COMPLIANCE Some temporary non-compliances	Manage by following internal policies and procedures
System failure delaying financial reporting	Possible (3)	Moderate (3)	Moderate (5-9)	COMPLIANCE Some temporary non-compliances	Manage by following internal policies and procedures
External audit findings impacting future reporting	Unlikely (2)	Moderate (3)	Moderate (5-9)	COMPLIANCE Some temporary non-compliances	Manage by following internal policies and procedures

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared, and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

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 may be shown —

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

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

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

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

Policy Implications

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

Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

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

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

Officers Recommendation

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.2 for the period ending 30 November 2025 comprising;

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

Moved: Cr Thomson

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 6/0

For: Pr Thomson, Cr Nicholls, Cr Thomson, Cr Rogers, Cr Mackin, Cr Caffell

Against:

12.3 Rates – Sales of Land

Location:	N/A
Applicant:	Shire of Tammin
Date:	10/12/2025
Author:	Teresa Brindley-Stevens
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	

Proposal/Summary

For Council to consider a report for the proposed sale of land to recover outstanding rates and charges in excess of 3 years, in accordance with Section 6.64(1)(b) of the *Local Government Act 1995*.

Background

There are currently 3 properties that have rates outstanding by three or more years for which it has not been possible to enter into acceptable and successful arrangements for the payment of the balance owing. In each instance, a written notification has been directed to the last known postal address of the ratepayer advising that it will be the Shire's intention to refer the matter to Council with a recommendation to sell the property in order to recover the outstanding balance.

The following is a list of those properties that have rates currently in arrears by three or more years, together with a brief history of the action taken to date.

1.	
Assessment	470
Type/Zoning	Residential - Vacant Land
Period Outstanding	2018/19 – 2025/26
Amount Outstanding	\$9,755.21
Last Payment	21/08/2017
Response	Owner deceased, not able to make contact with any family, next of kin.

2.	
Assessment	1004
Type/Zoning	Residential – Vacant Land
Period Outstanding	Prior to 2015 – 2025/26
Amount Outstanding	\$20,975.17
Payment	25/11/2015 -\$50

Response	Owner deceased, brother wants nothing to do with it, development WA have advised Shire can proceed to take/sell the property.
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3.	
Assessment	382
Type/Zoning	Residential – Vacant Land
Period Outstanding	2021/22 – 2025/26
Amount Outstanding	\$4,176.07
Payment	18/12/2024 -\$200
Response	Owner deceased, family advised they no longer want to try and keep it, asked Shire to take/sell it.

A summary of the owners of the properties referred to above is contained in a confidential attachment to this Agenda.

Comment

Options

Option 1 – Exercise the provisions of Section 6.64 of the *Local Government Act 1995*.

- Given the high level of debt, and the amount of time that has been afforded to enable the ratepayers to either clear or reduce the debt, it is appropriate to apply the relevant section of the *Local Government Act 1995*, empowering the sale of land provision in relation to unpaid rates and charges.

Option 2 – Exercise the provisions of Section 6.74 of the *Local Government Act 1995*

- Apply to the Minister to have the land re-vested in the Crown in the right of the State.

Option 3 – Exercise the provisions of Section 6.75 of the *Local Government Act 1995*

- Make application for the land to be vested in the Local Government

Conclusion

It is suggested that Council apply the provisions of Section 6.64 of the *Local Government Act 1995* and sell the land in respect of the unpaid rates and charges, which are in arrears for a period of excess of 3 years.

Consultation

Other Local Governments

Cloud Collections

Policy Implications

Council Policy 2.1.7 Rates and Sundry Debtor Recovery (Debt Collection)

- Options to recover rates debt where rates are in arrears for in excess of three (3) years.
 - Sale of Property

If rates and service charges which are due to Council in respect of any rateable land have been unpaid for at least three (3) years, Council may take possession of the land under the provisions of Section 6.64 of the Local Government Act 1995. The approval of Council is required to be obtained before this course of action is undertaken.

Financial Implications

The sale of all 3 properties will equate to a decrease in the level of outstanding rates debt of \$34,906.45. and any additional costs associated with the sale of the properties including legal costs and real estate agent fees.

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council chose to sell the properties as per the Officer Recommendation	Possible (3)	Minor (2)	Moderate (5-9)	REPUTATIONAL Substantiated, low impact, low news item	Accept Officer Recommendation
Council do not accept the Officer's recommendation and rates remain unpaid.	Unlikely (2)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$10,000 - \$50,000	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk

rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating

Risk Rating	6
Does this item need to be added to the Shire's Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

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

Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values
6.1.1 Deliver sustainable governance through transparent and robust policy and processes

Outcome 6.2 An efficient and effective organization
6.2.1 Ensure sound long-term financial management and deliver value for money

Recommendation

That Council pursuant to Section 6.64(1)(b) of the *Local Government Act 1995*, proceed to sell the properties listed hereunder which have rates in arrears for 3 or more years, and recover from the proceeds of sale the outstanding balances which total \$34,906.45 and any additional costs associated with the sale of the properties including administration and legal costs and real estate agent fees.

List of Properties by Assessment Number:

Assessment 470

Assessment 1004

Assessment 382

Moved: Cr Nicholls

Seconded: Cr Mackin

Vote: Absolute Majority

Carried/Lost: 6/0

For: Pr Thomson, Cr Nicholls, Cr Thomson, Cr Rogers, Cr Mackin, Cr Caffell

Against:

12.4 Audit Report 2024/25 Financial Year

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	9 December 2025
Author:	Codey Redmond
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachments:	Attachment Item 12.4 – Audit Report 30 June 2025 Attachment Item 12.4 - Annual Financial Statement 30 June 2025

Proposal / Summary

To receive the Audit Report for the 2024/25 Financial Year and recognise the meeting held with the Shire's Auditors.

Background

Section 7.12A, clause 2 of the *Local Government Act 1995* requires that a local government is to meet with the auditor as least once in each financial year. MACRI Partners were engaged to conduct the 2024/25 audit to present to the Office of Auditor General (OAG).

The 2024/25 Annual Financial Report and Independent Auditors Report for the 2024/25 financial year have been circulated to all Council members. The Audit Committee Representative Cr Charmaine Thomson alongside CEO Andrew Malone met with representatives of MACRI and the Office of the Auditor General (OAG) for the exit meeting on Wednesday 28 November 2025 to discuss the Audit Closing Report and Annual Financial Statements.

Comment

The Shire of Tammin has been issued a 'clean' unqualified audit report. No issues were raised by the OAG in the audit report.

Consultation

Nil

Statutory Environment

Local Government Act 1995

7.1A. Audit committee

- 1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*
- 2) *The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

**** Absolute majority required.***

- 3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*
- 4) *An employee is not to be a member of an audit committee.*

7.1B. Delegation of some powers and duties to audit committees

- 1) *Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.*

***Absolute majority required.**

- 2) *A delegation to an audit committee is not subject to section 5.17.*

7.1C. Decisions of audit committees

Despite section 5.20, a decision of an audit committee is to be made by a simple majority.

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 his or her 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*

Local Government (Audit) Regulations 1996

16. Audit committee, functions of

An audit committee —

- (a) *is to provide guidance and assistance to the local government —*
 - (i) *as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - (ii) *as to the development of a process to be used to select and appoint a person to be an auditor; and*
- (b) *may provide guidance and assistance to the local government as to —*
 - (i) *matters to be audited; and*
 - (ii) *the scope of audits; and*
 - (iii) *its functions under Part 6 of the Act; and*
 - (iv) *the carrying out of its functions relating to other audits and other matters related to financial management; ...*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Officer Recommendation:

1. That Council, pursuant to *Section 7.12A (3) of the Local Government Act 1995*, receive the “Unqualified” Independent Audit Report from the Office of the Auditor General for the 2024/25 financial year
2. That Council, pursuant to *Section 7.12A (2) of the Local Government Act 1995*, recognises the exit meeting held with the Office of the Auditor General and MACRI partners on the 28th November 2025 as a meeting with the auditor of the Local Government.

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Absolute Majority

Carried/Lost: 6/0

For: Pr Thomson, Cr Nicholls, Cr Thomson, Cr Rogers, Cr Mackin, Cr Caffell

Against:

12.5 Presentation of the 2024/25 Annual Report incorporating the 2024/25 Annual Financial Statements

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	9 December 2025
Author:	Codey Redmond
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.5 - Shire of Tammin Annual Report

Proposal/Summary

To seek Council acceptance of the Annual Report and Annual Financial Statements for the 2024/25 financial year.

Background

The *Local Government Act 1995* requires Councils to prepare and accept an Annual Report for each financial year by 31 December following the financial year end or no later than two months after receiving the Audit Report.

Comments

The Annual Report, prepared in accordance with the requirements of the Local Government Act, is included with the Agenda for Council's perusal, consideration and acceptance.

Council's Auditors, Macri Partners, have completed an audit of Council's financial records for the financial year ending 30 June 2025. The Auditors Report was received on Wednesday 28 November 2025.

Once the Annual Report has been accepted Council is required to give local public notice of the availability of the Annual Report as soon as practicable.

Consultation

Nil

Statutory Implications

Section 5.53(1) of the Local Government Act 1995 requires a Local Government to prepare an annual report for each financial year. Section 5.53(2) (f) of the Local Government Act 1995 specifies that the annual report is to contain the financial report of the financial year and Section 5.53(2) (h) specifies that it must contain the auditor's report for the financial year.

In accordance with Section 5.54 of the Local Government Act 1995 an annual report for the financial year is to be accepted by the Local Government by the 31 December after that financial year or no later than 2 months after the auditor's report becomes available.

Section 5.27 of the Local Government Act 1995 requires:

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.*

Policy Implications

N/A

Financial Implications

Nil

Strategic Implications

Civic Leadership Strategies

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

Outcome 6.2 An efficient and effective organisation

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

Officers Recommendation

That Council, by Absolute Majority, pursuant to Section 5.54 of the Local Government Act 1995, resolves to:

1. Accept the 2024/25 Annual Report for the Shire of Tammin;
2. Authorise the Chief Executive Officer to give local public notice of the availability of the Annual Report;
3. Set the date for the Annual Electors General Meeting as Wednesday 18th Feb commencing at 6:30 PM at the Donnan Park Oval

Moved: Cr Mackin

Seconded: Cr Caffell

Vote: Absolute Majority

Carried/Lost: 6/0

For: Pr Thomson, Cr Nicholls, Cr Thomson, Cr Rogers, Cr Mackin, Cr Caffell

Against:

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Bush Fire Advisory Committee Meeting and Bushfire Brigade AGM Minutes – October 2025

Location:	Shire of Tammin
Applicant:	Chief Executive Officer
Date:	1 December 2024
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 13.1 – Bush Fire Advisory Committee Meeting and Bushfire Brigade AGM Minutes

Proposal/Summary

For Council to consider the minutes and recommendations made by the Bush Fire Advisory Committee and Bushfire Brigade AGM Minutes.

Background

The Bush Fire Advisory Committee met on Monday 14 October 2025 at the Donnan Park Pavilion.

Comments

The Committee discussed various agenda items and has put forward to council various recommendations for Council's Consideration.

The Committee reviewed and recommended as part of the Bushfire Brigade AGM there is potential to nominate a separate Tammin Bushfire Brigade Captain and Lieutenant. Given the size of the Shire and that there are no additional brigades in the area, it is proposed that the CBFCO and DCBFCO also act as the Tammin Bushfire Brigade Captain and Lieutenant.

A recommendation was put for an additional prohibited day during easter (Saturday 4 April 2025). This was recommended not to be supported, and standard prohibited days remain. The Committee reviewed the burning periods and did not recommend any alterations to the restricted periods and the prohibited periods.

It was put to the meeting that additional training be provided and there appeared to be a unanimous decision that additional training be provided to the community and continued training to those current BFB members.

The full set of minutes has been included as an attachment to this item.

Consultation

Tammin Bushfire Brigade Members
John Idland CSEM

Statutory Implications

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

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*
- (2A) *The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.*

Policy Implications

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

41. Bush fire brigades

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

Financial Implications

Nil

Risks

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council chose not to endorse the minutes of the BFAC and Bushfire Brigade AGM – Restricted burning periods and prohibited burning periods would need to be endorsed by Council	Rare (1)	Minor (2)	Low (1-4)	COMPLIANCE Short term non-compliance but with significant regulatory requirements imposed	Accept Officer Recommendation

Risk Matrix

Consequence	Insignificant	Minor	Moderate	Major	Extreme
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Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

Risk Rating

Risk Rating	2
Does this item need to be added to the Shire's Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

Strategic Community Plan 2018 - 2027

- Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values.
- Outcome 1.2 A growing, healthy and safe community
 - 1.2.3.1 Support provision of emergency services and encourage community volunteers.

Officers Recommendation

That Council receive the Minutes of the Bush Fire Advisory Committee and Bushfire Brigade AGM Minutes for its meeting on 14 October 2025

Moved: Cr Rogers

Seconded: Cr Thomson

Vote: Simple Majority

Carried/Lost: 6/0

For: Pr Thomson, Cr Nicholls, Cr Thomson, Cr Rogers, Cr Mackin, Cr Caffell

Against:

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)

18. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at _5:40 pm.