

# 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 17<sup>th</sup> September 2025** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

Andrew Malone  
Chief Executive Officer  
11 September 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 \_\_\_\_ 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

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

**Guests:**

**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 – 21 August 2025

#### **Officers Recommendation**

That the minutes of the Council Meeting held on 21 August 2025 be confirmed as a true and accurate record of proceedings.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

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 August 2025

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Finance Officer
<b>Date:</b>	5 September 2025
<b>Author:</b>	Kelsey Pryer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	FIN05
<b>Attachment/s:</b>	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 September totalling \$252,384.25 by way of:

Cheque numbers	01/08/2025 – 31/08/2025	Nil
Direct debit payments	01/08/2025 – 31/08/2025	\$13,115.52
Licensing transfers	01/08/2025 – 31/08/2025	\$3,782.60
Bank fees	01/08/2025 – 31/08/2025	\$251.77
VISA payments	01/08/2025 – 31/08/2025	\$7,422.55
EFT payments	EFT7864 – EFT7907	\$154,003.07
Salaries and wages	01/08/2025 – 31/08/2025	\$73,808.74
<b>Total payments</b>	<b>01/08/2025 – 31/08/2025</b>	<b>\$252,384.25</b>

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

<b>Creditor</b>	<b>Description</b>	<b>Amount</b>
LGIS (WA)	50% Annual contribution for insurance 2025/26	\$61,559.31
Western Australian Local Government Association	WALGA Membership subscriptions for 2025/26 Association, Procurement, Tax Services, Employee Relations & LG Complete Guide.	\$21,113.50
City & Regional Waste Management Services	Reconstruction of cell one and two in the public area of the tip (1 <sup>st</sup> payment)	\$15,000.00
Dun Direct - Dunnings	4300L of Bulk diesel for depot	\$8,566.00
Western Australian Local Government Association	Attendance at 2025 WALGA Conference for 5 x Councillors and CEO in September.	\$9,339.00

**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

<b>Risk Rating</b>	9
<b>Does this item need to be added to the Town's Risk Register</b>	No
<b>Is a Risk Treatment Plan Required</b>	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 August 2025 to 31 August 2025 totalling \$252,384.25 as contained in attachments 12.1.

Municipal Fund payments totalling \$252,384.25 detailed:

Cheque numbers	01/08/2025 – 31/08/2025	Nil
Direct debit payments	01/08/2025 – 31/08/2025	\$13,115.52
Licensing transfers	01/08/2025 – 31/08/2025	\$3,782.60
Bank fees	01/08/2025 – 31/08/2025	\$251.77
VISA payments	01/08/2025 – 31/08/2025	\$7,422.55
EFT payments	EFT7864 – EFT7907	\$154,003.07
Salaries and wages	01/08/2025 – 31/08/2025	\$73,808.74
<b>Total payments</b>	<b>01/08/2025 – 31/08/2025</b>	<b>\$252,384.25</b>

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

For:

Against:

## 12.2 Financial Management Report for the month of August 2025

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Manager of Finance and Corporate Services
<b>Date:</b>	11 September 2025
<b>Author:</b>	Codey Redmond
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment Item 12.2 August 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 August 2025 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

### **Comment**

We are currently tracking well against our financial expectations for August. With only a few projects underway and most associated expenses yet to commence, overall spending has remained low. The timing of rate collections during August has resulted in strong cash inflows, supporting our financial stability for the month. This provides a solid foundation as we anticipate increased operational activity in the coming periods.

### **Financial Implications**

Income and expenditure are largely in accordance with Budget however due to timing projects and associated income may not have started.

## 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

<b>Risk Rating</b>	9
<b>Does this item need to be added to the Town's Risk Register</b>	No
<b>Is a Risk Treatment Plan Required</b>	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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The following outcomes and strategies have been identified to achieve this vision.

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

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

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

### **Officers Recommendation**

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.2 for the period ending 31 August 2025 comprising;

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

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

For:

Against:

### 13 MATTERS FOR CONSIDERATION – ADMINISTRATION

#### 13.1 CONFIDENTIAL - ESTABLISHMENT OF CEO PERFORMANCE CRITERIA AND COMPLETION OF PROBATION

In accordance with section 5.65 of the Local Government Act 1995, the CEO has declared a disclosures of financial interest in this matter. Where appropriate the CEO will depart the meeting to allow for appropriate discussion of this matter by Elected Members.

<b>Location:</b>	Shire of Tammin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	16 September 2025
<b>Author:</b>	Chief Executive Officer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 13.1 - Confidential Attachment Item 1 – CEO Performance Criteria 2024-25 Assessment Attachment 13.1 - Confidential Attachment Item 2 – CEO Performance Criteria 2025-26 Final

#### Proposal/Summary

The purpose of this report is to:

- endorse the successful completion of the CEOs probationary period
- review the CEOs contract of employment; and
- establish performance criteria for the CEO for 2025-26, in accordance with the requirements of the CEO's contract and the Local Government Act 1995.

#### Background

The CEO commenced employment with the Shire on 18 November 2024. A short-term performance agreement was included in the CEO contract for the initial probationary period of 6 months, with a formal review required following its conclusion in June 2025.

In preparing for this review, the CEO has assessed the progress to date based on the approved short term Key Performance Indicators (KPIs) endorsed by Council. Key strategic and operational priorities were identified for a 6 month period to align with the Shire budgetary and financial year. Council will now be requested to:

- review the CEOs 6 month probation;
- review the employment contract in light of the current SAT determination; and
- develop revised 12 month KPIs for the 25/26 financial year.

#### Comment

Council held a CEO probation and KPI Evaluation Review on 15 September as part of the CEOs contract. All Elected Members attended the meeting and undertook a review of the CEOs previous KPIs and have made a recommendation regarding the CEOs probation. Similarly, a recommendation has been made

regarding the CEOs 2025-26 KPIs (attachment 2). The KPIs will be assessed in August/ September 2026 and will form part of the CEOs ongoing Performance assessment.

Lastly an assessment of the CEOs current contract was undertaken, and the Elected Members have made a recommendation to increase the Total Remuneration Package as the SAT Determination requirements.

### 1. Probation Review

As a reference it is noted by the SAT that any review document should be structured, outcome-focused, and framed positively while also reflecting areas for development. The CEO has prepared comments relating to the KPIs and references to the previous 6 months to June 2025.

A detailed report has been provided attached to this report outlining the CEO's activities and achievements over the past eight months, November to August. Highlights include:

- Strengthening the financial position of Council
- Strengthening the governance and compliance systems;
- Engagement with community and stakeholders;
- Progression of key infrastructure and service delivery priorities (water collection and waste management);
- Establishment of positive internal culture and leadership visibility.

In order to comply with the provisions of the CEO's contract of employment, Council is required to advise Mr Malone that he has satisfactorily completed his six-month probationary period as soon as practicable after the completion of the probationary period (18 May 2025), unless it determines to terminate the contract in accordance with clause 11.2 of the contract. If termination is the preferred option, the provisions of the CEO's contract note that such advice must be given to Mr Malone within the probationary period. This has now expired.

The CEO seeks Council's endorsement of the positive completion of the probationary period and continued employment in accordance with the contract of employment.

### 2. Proposed Performance Criteria (2025–26)

The CEO proposes that new performance criteria be set by Council for the next 12 months 25/26 financial year as attached. Suggested key result areas (KPIs) include a continuation of the 6 month KPIs set by Council:

- Governance & Compliance
- Financial Management
- Stakeholder Relationships & Communication
- Occupational efficiency and effectiveness
- HR Organisational Leadership

The CEO's contract of employment also allows for performance criteria to be amended from time to time, by agreement in writing with the CEO following consultation.

An annual review of the CEO's performance is a legislative requirement. This process is planned to be undertaken in July-August each year. This timeframe also enables the performance review schedule to be undertaken in alignment with the financial year.

It is recommended that Council approves the proposed CEO performance criteria as attached.

### 3. Review of Remuneration – Compliance with SAT Determination

Under the Salaries and Allowances Tribunal (SAT) Determination No. 1 of 2025, Band 4 local governments are required to remunerate their CEO within a Total Reward Package (TRP) range of \$163,051 to \$250,012. The TRP includes base salary, superannuation, allowances, and all other benefits provided to the CEO, except the exclusions as per the SAT determination.

For Band 3 and 4 CEOs located in regional local governments, a motor vehicle is classified as a "tool of trade" and must be excluded from the TRP valuation — even when available for private use. This is further supported by WALGA advice. If the value of the vehicle is currently included within the TRP, the CEO may be under-remunerated in breach of the minimum threshold, and a contract variation is recommended. The State Administration Tribunal has indicated the follow:

*For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 located in a non- metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.*

The current CEO contract includes a motor vehicle valued for private and business use within the Total Reward Package (TRP). Including the vehicle in the TRP has resulted in the CEO being remunerated at the minimum threshold for Band 4 local governments (\$163,051 - \$250,012).

The CEOs current contract allows for \$189,837 including the car. As per the SAT requirement when the car and associated fringe benefit tax is removed from the salary, the CEOs remuneration package reduces to \$166,300, with a base salary component of \$140,750. The CEOs remuneration is \$3,249 above the base remuneration as per the SAT determination.

For the purposes of evaluation, WALGA undertake a base salary survey (without super and benefits included) each year. The 2024 survey report is attached to the report for information purposes. It is noted that this information is for 2024 and does not include any increases that have been allowed by the SAT in April 2025.

The current reported WALGA 2024 (up to an additional 4% added to CEO salary as of July 2025) salary banding has a range of \$140,750 to \$200,000 for band 4 and \$180,000 to \$249,000 for band 3 Councils. Based on the 2024 salary banding there is a \$10,000 difference between the lowest salary (Tammin) and that of the next lowest (Wongan-Ballidu).

It is noted that not all CEOs respond to this report and therefore the following information from adjoining Councils is provided for base salary only (note this information is based on 2024 salaries, is confidential and has been provided by each CEO privately):

Cunderdin	\$200,000
Kellerberrin	\$190,000
Bruce Rock	\$160,000
Quairading	Currently vacant: Previous CEO \$154,128
Dowerin	As per 23/24 annual report \$205,738
York	Currently vacant: Previous CEO \$221,800
Trayning	No Information: newly filled
Wyalkatchem	Currently vacant



An adjustment to the CEO's base salary is therefore proposed as per the CEO review and KPI assessment undertaken by Elected Members on 15 September. The base salary recommendation is determined to align with industry standard for TRP band 4 salary ranges and to exclude the vehicle value as per the SAT Determination. The adjusted TRP would remain within the permitted Band 4 range and ensures full compliance with the SAT Determination (\$163,051 to \$250,012) and WALGA advice.

### **Statutory Environment**

- Local Government Act 1995 – Sections 5.38 to 5.39B
- Salaries and Allowances Act 1975 – Section 7A
- SAT Determination of 2025

s5.39(3)(b) of the Local Government Act 1995 states that a contract of employment is of no effect unless performance criteria is specified in the CEO's contract "for the purpose of reviewing the person's performance".

### **Policy Implications**

N/A

### **Financial Implications**

Adjustment to CEO remuneration within the 2025–26 budget allocations.

### **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)
Failure to establish performance criteria resulting in non-compliance	Unlikely (2)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation
Terminate CEO employment following probationary period resulting in the recommencement of a CEO recruitment process	Unlikely (2)	Moderate (3)	Moderate (5-9)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected <1month	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

<b>Risk Rating</b>	6
<b>Does this item need to be added to the Town's Risk Register</b>	No
<b>Is a Risk Treatment Plan Required</b>	No

#### Strategic Implications

Establishing performance criteria for the CEO assists Council in monitoring the performance of the CEO to ensure these responsibilities are satisfactorily achieved and/or exercised.

#### Community Consultation

Nil

### **Elected Member's CEO Performance Review dated 15 September Recommendation**

That Council

1. Receives the CEO's probation and KPI review performed on 15 September 2025 by Elected Members as per attachment 1 and confirms the successful completion of the CEO's probation period.
2. Endorses the final draft of the 2025–26 CEO Performance Criteria as per attachment 2 as the CEO's 12 month KPIs to September 2026.
3. Endorses the Shire President to complete variations to the CEO's contract to:
  - a. increase the length of the contract to a period of 5 years, with a termination date of 17 November 2029.
  - b. exclude the value of the CEO's motor vehicle and any associated Fringe Benefit Tax from the Total Remuneration Package in accordance with the SAT Determination;
  - c. adjust the CEO's base salary to a value of \$163,500 per annum. Similarly adjust the CEO Superannuation payment to \$19,620 (12%) and \$6,540 (4%). The CEOs salary review to be determined annually as per the annual SAT Determination.
  - d. to back date the CEOs remuneration package from 1 July 2025;
  - e. vary the contract to reduce the professional Development amount from \$5,000 to \$4,000 per annum and to add an annual amount of \$1,000 credit card expenses for the purpose of corporate, function and networking expenses.

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

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

Vote: Absolute Majority

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

For:

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 \_\_\_\_pm