

Shire of Tammin

ORDINARY COUNCIL MEETING

Minutes



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on **Wednesday 17th 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"

Contents

| | |
|---|----|
| AGENDA | 3 |
| 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..... | 4 |
| 8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS | 4 |
| 9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS..... | 4 |
| 9.1 Ordinary Council Meeting Minutes – 21 August 2025 | 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 August 2025..... | 5 |
| 12.2 Financial Management Report for the month of August 2025 | 10 |
| 13 MATTERS FOR CONSIDERATION – ADMINISTRATION | 14 |
| 13.1 CONFIDENTIAL - ESTABLISHMENT OF CEO PERFORMANCE CRITERIA AND COMPLETION OF PROBATION | 14 |
| 14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH..... | 14 |
| 15. MATTERS FOR CONSIDERATION – TOWN PLANNING | 14 |
| 16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN | 14 |
| 17. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23) | 14 |
| 18. CLOSURE OF MEETING..... | 14 |

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at 5:13 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: nil

Apologies: nil

| | | |
|-----------|--|------------|
| 4. | RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE | nil |
|-----------|--|------------|

| | | |
|-----------|-----------------------------|------------|
| 5. | PUBLIC QUESTION TIME | nil |
|-----------|-----------------------------|------------|

6. APPLICATIONS FOR LEAVE OF ABSENCE nil

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

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

| 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 Rogers

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 5/0

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

Against: Nil

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

| | |
|--------------------------------|--|
| Location: | Shire of Tammin |
| Applicant: | Finance Officer |
| Date: | 5 September 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 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 |
| Total payments | 01/08/2025 – 31/08/2025 | \$252,384.25 |

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

| Creditor | Description | Amount |
|---|--|---------------|
| 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 st 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

| | |
|--|----|
| 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 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 |
| Total payments | 01/08/2025 – 31/08/2025 | \$252,384.25 |

Moved: Cr Caffell

Seconded: Cr Thomson

Vote: Simple Majority

Carried/Lost: 5/0

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

Against: Nil

12.2 Financial Management Report for the month of August 2025

| | |
|--------------------------------|--|
| Location: | Shire of Tammin |
| Applicant: | Manager of Finance and Corporate Services |
| Date: | 11 September 2025 |
| Author: | Codey Redmond |
| Item Approved by: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| File Reference: | Nil |
| Attachment/s: | 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

| | |
|--|----|
| 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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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 Thomson

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 5/0

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

Against: Nil

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

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

Behind closed doors 5:20PM

Moved: Cr Thomson

Seconded: Cr Caffell

Elected Member's CEO Performance Review dated 15 September Recommendation

Confidential Resolution

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Absolute Majority

Carried/Lost: 5/0

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

Against: Nil

Back from Behind closed doors 5:25PM

Moved: Cr Nicholls

Seconded: Cr Rogers

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 5.25pm