

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 19th November 2025** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

Andrew Malone
Chief Executive Officer
13 November 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 – 22 October 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 October 2025	5
12.2 Financial Management Report for the month of October 2025	10
13 MATTERS FOR CONSIDERATION – ADMINISTRATION	14
13.1 Regional Housing Support Fund Business Case Application.....	14
13.2 Request to waive Lesser Hall hire fees for various Groups	26
13.3 Setting of Ordinary Council meeting Dates for 2025	29
14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH	31
15. MATTERS FOR CONSIDERATION – TOWN PLANNING	31
16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.....	31
17. MATTERS FOR WHICH THE MEETING MAY BE CLOSED (S`5.23)	31
18. CLOSURE OF MEETING.....	31

AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire Chief Executive Officer 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
Cr Mackin

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 – 22 October 2025

Officers Recommendation

That the minutes of the Council Meeting held on 22 October 2025 be confirmed as a true and accurate record of proceedings.

Moved: Seconded:

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 October 2025

Location:	Shire of Tammin
Applicant:	Finance Officer
Date:	13 November 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 October totalling \$339,491.65 by way of:

Cheque numbers	01/10/2025 – 31/10/2025	Nil
Direct debit payments	01/10/2025 – 31/10/2025	\$13,605.60
Licensing transfers	01/10/2025 – 31/10/2025	\$1,587.55
Bank fees	01/10/2025 – 31/10/2025	\$210.20
VISA payments	01/10/2025 – 31/10/2025	\$11,553.37
EFT payments	EFT7989 – EFT8058	\$255,083.85
Salaries and wages	01/10/2025 – 31/10/2025	\$57,451.08
Total payments	01/10/2025 – 31/10/2025	\$339,491.65

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

Creditor	Description	Amount
Australian Taxation Office - BAS	BAS payment for August 2025	\$9,980.00
J.S Rogers & Co	1611.8t gravel supplied for various roads	\$5,904.02
West Coast Firebreaks	Spraying of all town road reserves for weed control & fire fuel reduction	\$39,600.00
KW & AJ Swann	Gravel pushed up at Nelson Rd pit (20 hours @ \$285) & fuel costs (1000L @ 1.83)	\$14,619.00
LGIS (WA)	Final payment for 2025/26 insurance	\$61,559.31
ACD Carpentry and Construction	Partial payment for CWA building refurbishment as per quote 107	\$16,500.00
Australian Taxation Office - BAS	BAS for September 2025	\$24,438.00
Dun Direct - Dunnings	4284L of Diesel for the Depot Fuel Pod @ 1.883 inc GST	\$8,066.78
JB HI FI Group	5 x HP Probook 460 G11 A45SXPT 16'/u7/16GB/512GB SSD/Win11 Pro for Councillors & Teresa (Reimburse Shire) & delivery	\$7,525.55
MB Power & AirCon	Supply and install new Mitsubishi a/c set ceiling cassette for Council Chambers	\$9,933.00

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
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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 —
- 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
 - 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 October 2025 to 31 October 2025 totalling \$339,491.65 as contained in attachments 12.1.

Municipal Fund payments totalling \$339,491.65 detailed:

Cheque numbers	01/10/2025 – 31/10/2025	Nil
Direct debit payments	01/10/2025 – 31/10/2025	\$13,605.60
Licensing transfers	01/10/2025 – 31/10/2025	\$1,587.55
Bank fees	01/10/2025 – 31/10/2025	\$210.20
VISA payments	01/10/2025 – 31/10/2025	\$11,553.37
EFT payments	EFT7989 – EFT8058	\$255,083.85
Salaries and wages	01/10/2025 – 31/10/2025	\$57,451.08
Total payments	01/10/2025 – 31/10/2025	\$339,491.65

Moved:

Seconded:

Vote: Simple Majority

Carried/Lost:

For:

Against:

12.2 Financial Management Report for the month of October 2025

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	13 November 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 October 2025 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

We continue to perform strongly against our financial targets. With only a few projects currently underway and most associated costs yet to be incurred, overall spending remains low. Favourable timing of rate collections has resulted in healthy cash inflows, reinforcing our financial position. This provides a solid foundation as we prepare for increased operational activity in the coming months

Financial Implications

The Council remains in a strong financial position with no concerns regarding the funding of planned activities. Income and expenditure continue to align closely with the approved Budget. While some projects and their associated income streams have yet to commence due to timing, this is expected and does not impact our ability to finance ongoing or upcoming initiatives.

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

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 the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.2 for the period ending 31 October 2025 comprising;

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

Moved:

Seconded:

Vote: Simple Majority

Carried/Lost:

For:

Against:

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Regional Housing Support Fund Business Case Application

Location:	Shire of Tammin
Applicant:	Shire of Tammin
Date:	11 November 2025
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	13.1 Shire of Tammin and Cunderdin Housing Business Case Joint

Proposal/Summary

For Council to consider and endorse the business case application for the Department of Planning Regional Housing Support Fund and to support the expenditure of 33.4% of the project costs as outlined in the business case.

Background

The Shire over previous years has made several attempts to seek government funding for housing in the Shire. There have been examples where the Shire has been successful in obtaining funding such as Tamma Village, however over recent years the Shire has not obtained any funding for development of housing.

The Shire over the previous 12 months have discussed the development of housing in the Shire and has assessed a number of options available. The Council had put as a KPI of the CEO, the development of a Housing Business Case to assess development sites and funding options. On 28 October, the Western Australian Government, through the Department of Planning, Lands and Heritage, Strategy and Engagement team announced the Regional Housing Support Fund for a \$25 million Regional Housing Support Fund to boost housing and land projects across regional Western Australia.

This initiative aims to help address feasibility gaps in housing and residential lot development, supporting key worker housing, community housing and residential subdivisions. Grants of up to \$5 million are available for local governments, community housing providers, developers and landowners. Applications are subject to a competitive assessment process. The projects must propose the delivery of three or more dwellings or residential lots.

Comments

Administration over the last 2 weeks have significantly progressed the Tammin Housing Business Case and it is in a final draft, however it has not been completed. The Shire of Cunderdin approached the Shire on 10 November and requested to join the Shire's application as a Joint Venture between the 2 Shires. The business case cannot be completed until the Shire of Cunderdin has completed their sections of the business case and the Shire is also awaiting final costs from Evoke Living regarding cost estimates for modular housing (a suitable procurement process will have to be undertaken prior to commitments are made for new housing) .

Administration has considered the merits of the joint application. It is considered there are benefits to a joint application as the application is still for under \$5 million and it would deliver a consolidated 10 units (5 each) in the 2 Shires. The larger Shire of Cunderdin also is a larger hub that provides critical services for our residents and is also an employment centre, therefore enable the Shire to align with the criteria for project selection. Both Cunderdin and Tammin applications also include aged care independent living and have synergies for pricing and design.

The grant funding will be extremely competitive, and discussions have indicated the fund will be oversubscribed, therefore having a joint commitment from a larger Shire with significantly more services and infrastructure will support the regional nature of our application and make the application a better result for state government.

The Regional Housing Support Fund seeks to:

- Provide funding assistance to help close existing feasibility gaps being experienced by key worker and community housing projects (including supported and specialist accommodation), and residential subdivision projects in regional Western Australia.
- Assist with the provision of new housing, including repurposed dwellings, in regional towns to help build and maintain sustainable regional communities.
- Support delivery of housing for key workers, community housing organisations and low to moderate income households in non-mining industries.

The Fund is open to local governments, community housing providers and landowners/ developers to support key worker, community housing and residential subdivision projects in regional Western Australia.

Projects must propose the delivery of three or more dwellings and/or the delivery of three or more residential lots. For dwellings, this can be across multiple lots if the delivery is undertaken as a single package. For subdivision, the proposed lots must be on a single contiguous site. The Shire's joint application will be over several lots but are included as a single development package.

Projects must demonstrate the timely delivery of one or more of the following outcomes:

- New self-contained housing for affordable purchase or lease by key workers, located within a reasonable vicinity to employment locations, amenities and services.
- Community housing accommodation situated within regional centres or townsites.
- New serviced lots for residential dwellings.

As per the above it is considered the joint application with the Shire of Cunderdin best addresses the location within reasonable vicinity to employment locations, infrastructure and services. The joint application is considered to provide the Shire the best opportunity to succeed in the grant application.

The Shire is proposing the following:

Shire/ Worker accommodation

Lot 7 on Plan 6683 – 7 Nottage Way – Area 993 m² – Shire of Tammin owned freehold land – ‘Residential’ zone with a density coding of R12.5 (i.e. potential for 1 new single house).

- It is proposed to develop one 3 bedroom, 2 bathroom family workers accommodation for the purposes of Shire workers or other long-term workers in the area. This family accommodation is for the provision of family housing for workers needs. Not only will the family dwelling provide a critical need for workers accommodation, it will also provide a family dwelling, which in turn has the ability to increase the number of children that are attending the local school, and improve the social connection as new residents will join sporting and community participation.

The property is shovel ready. It has the provision of power and water on site. It is located on the lot has been previously subdivided and earthworks have already been undertaken. Limited works will be required on site.

Short-term worker accommodation:

Deposited Plan 110015 being portion of Crown Reserve 8789 - Booth Street and Station Road, Tammin – Area 1.2 ha. – ownership State of Western Australia - Crown land with a management order to the Shire for recreation purposes including powers to lease for up to 21 years – zoned public open space reserve.

- The Shire has undertaken assessment work on this lot and has already engaged with the Department of Planning with regard to the construction of the independent aged living and workers accommodation. It is considered that this project can be delivered in a short timeframe, given the current status and ownership of the land.
- It is proposed to construct two 2 bedroom, 2 bathroom dwellings for the purpose of short stay accommodation. This allows for maximum flexibility of use. It is proposed the below aged independent living dwellings will be constructed adjoining the short-term accommodation to allow for synergies in infrastructure and services. The overall design and construction will have a negligible impact on the over Reserve, with the majority of the open space preserved.
- This short term workers accommodation is located within a reasonable vicinity to employment locations, amenities and services.

Extension of Tamma Village independent living:

Deposited Plan 110015 being portion of Crown Reserve 8789 - Booth Street and Station Road, Tammin – Area 1.2 ha. – ownership State of Western Australia - Crown land with a management order to the Shire for recreation purposes including powers to lease for up to 21 years – zoned public open space reserve.

- It is proposed to construct two 2 bedroom, 2 bathroom dwellings for the purpose of aged independent living accommodation. The Shire is proposing to construct 2 modular homes to the north of the current Tamma Village, combining the dwellings into existing services and infrastructure.

- The location of the 2 dwellings is proposed on the northern fenceline of the existing development.
- This proposal would require minimal earthworks. Services and infrastructure, including sewer are already located onsite.
- It is considered minor agreements would be requirement with the Department of Planning regarding the management order on the site. It is considered minimal administration work and overall, the proposal is considered shovel ready.

Applications must demonstrate that the projects are capable, if funded, of timely delivery (i.e. at the stage where contractors can be engaged and construction begins). As per the above the Shire of Tammin has demonstrated the Shire is ready to commence construction should the funds be made available. Notwithstanding the shovel ready nature of the project, it is considered there will be a substantial delivery time of the modular units and any approvals required from the Department of Housing and the Department of Planning could be undertaken in that timeframe prior to deliver.

Consultation

Shire of Cunderdin
Elected Members
Shire of Tammin Management Team

Statutory Implications

Approval for use of Crown Reserve 8789 - Booth Street and Station Road, Tammin for the purposes of development would be required. Early communications have already occurred, and this is not considered an impediment to grant application approval. A partial amendment to the Management Order on the Reserve would be required.

The Shire would be required to seek necessary planning and building permit approvals. This is not considered an impediment to grant application approval.

Policy Implications

Nil

Financial Implications

The Shire has not considered the value of this land in the construction costs. For the purposes of this business case the Shire will utilise this land free of expense, outside the Shire's proposed contribution.

Eligible Costs

Costs can include:

- Site preparation, including earthworks, drainage infrastructure and decontamination (if relevant).

- Contribution and connection costs relating to the supply of water, wastewater, electricity or telecommunications connections to lots or dwellings, including site preparation and earthworks required as part of the delivery of these connections.
- On-site standalone systems may be considered where they represent the most appropriate option for the provision of essential services.
- Gas connection costs may be considered where the development includes a commercial component. Gas connections for residential uses are excluded.
- Construction of roads and/or upgrades.
- Construction of dwellings for key workers or community housing.

To enable the delivery of this critical housing initiative, the Shire of Tammin will actively seek external funding support through State grant funding. The level of funding secured will directly influence the scale and speed of the project's implementation. A higher proportion of grant funding will allow the Shire to deliver a greater number of dwellings, respond more rapidly to housing shortages, and reduce the financial burden on local resources.

While the Shire is prepared to contribute a 33.4% share to the project through reserves or loan financing, external investment remains essential to achieving the full scope of the development. The Shire's commitment to co-funding demonstrates its strategic intent and readiness to act, ensuring that once funding is secured, construction can commence promptly to address the urgent housing needs of the community, proving a shovel ready commitment to the project.

The Shire is proposing a funding contribution as follows:

66.6% State grant funding – 33.4% Shire contribution:

State grant contribution: \$1,262,503

Shire contribution: \$633,147

Shire funding options

Option A: Funding from Property and Building Reserve

The Shire may choose to fund the project using its Asset Development Reserve, which currently holds \$510,010 at the time of producing this proposal. This reserve can cover most a significant amount of the Shire's contribution under Option A. This option avoids interest costs and long-term debt obligations, offering a cost-effective solution if the Shire prioritises upfront investment. This funding arrangement would require additional funds which council could allocate from other budgets or reserves.

Option B: WATC Loan Financing

The Shire could also seek a loan from the Western Australian Treasury Corporation (WATC) over a 10-year term, which aligns with typical local government borrowing practices. Based on current indicative fixed interest rates ranging from 3.3% to 3.8%, annual repayments would be approximately ~\$74,000/year for a \$633,147 loan, which would be the Shire's complete funding allocation.

It is considered the Shire will utilise a combination of the Shire's reserve and additional WATC funds for the delivery of this project to minimise any potential financial risks to the Shire.

The above loan repayment figures include principal and interest and would be subject to final WATC terms. Should the Shire seek full funding allocations, it allows the Shire to preserve reserve funds for other strategic priorities while spreading the cost over time in a predictable and manageable way.

Option B would attract an estimated interest of \$126,622.71 over the life of the 10 year loan should the full amount be loaned, however as the Shire is considering a financial mix of Reserves and Loan, the interest repayments will reduce.

Funding the housing development entirely from the Shire's Property and Building Reserve offers the advantage of avoiding interest costs and long-term debt, it does however present a financial risk. Drawing down the reserve to cover the full Shire contribution will deplete these funds, leaving the Shire with limited capacity to respond to future infrastructure needs, asset renewals, or unforeseen capital projects. Full reliance on reserve funding could delay or compromise other strategic priorities until the reserve is replenished. This could impact the Shire's ability to maintain service levels, respond to community growth, or leverage co-funding opportunities.

Both funding options are financially viable and can be tailored to suit the Shire's strategic priorities, cash flow, and risk appetite. A blended approach is considered the optimal option, using partial reserve funding and a smaller loan to balance liquidity and long-term planning. A more balanced approach—such as combining reserve funds with a WATC loan—will help preserve financial resilience while still enabling project delivery. Final funding splits will be determined on successful commitment of State funding for the project.

Estimated Returns/ Yields

The proposed housing development is expected to generate a modest but stable return for the Shire through rental income, while also delivering significant social and economic benefits. The dwellings will be retained as Shire assets and leased to key workers, aged residents, and short-term contractors, ensuring long-term community value. The Shire is willing to enter into a JV for the Department of Housing and Works for the two independent aged living units.

Estimated Rents Based on Current fees and charges:

Independent aged living dwellings rent for approximately \$110/week each (depending on the subsidies applied) × 52 weeks = \$5,720 per year per dwelling

Total for 2 Independent aged living dwellings: 2 × \$5,720 = \$11,440/year

Short term key workers accommodation – approximately \$100 per night per unit – \$21,840 (60% occupancy per year) × 2 units = \$43,680/year

Family key workers accommodation 3x2 unit rent for \$320/week × 52 weeks = \$16,640/year

Total projected income \$71,760

The Shire maintains a dedicated Asset Management and Renewal Reserve to support strategic asset management and renewal. As of the 2025/26 financial year, this reserve holds a balance of \$362,278.

The Shire also maintains a dedicated Asset Development Reserve to support strategic renewal and development of new assets. As of the 2025/26 financial year, this reserve holds a balance of \$510,010.

To ensure the long-term sustainability of infrastructure investment and to maintain financial resilience, it is recommended that Council commit to an annual contribution to these reserves.

This ongoing allocation will enable the Shire to proactively plan for future housing developments, asset upgrades, and community infrastructure projects without relying solely on external funding or incurring long-term debt.

By embedding this contribution into the annual budget, the Shire will strengthen its capacity to respond to emerging needs, leverage co-funding opportunities, and maintain service levels across the community. The reserve will act not only as a financial safeguard but also as a strategic tool to support growth, economic development, and the wellbeing of Tammin residents.

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)
Housing construction costs escalate above expected values: Site specific concept designs or market forces may result in housing construction costs escalating above current estimates.	Possible (3)	Moderate (3)	Moderate (5-9)	Construction cost escalation rates are expected to continue to moderate in the short-to-medium terms from recent historical highs, decreasing market-related risks. Modular and prefabricated construction methods analysed as part of the financial analysis provide further	Manage by ensuring cost estimates are as accurate as possible. A contingency amount of 10-15% of the development cost will also alleviate any cost escalations. Investigate options to reduce scope. Additional funding from Council reserves or a Treasury loan will reduce

				opportunity for cost management. Financial cost estimates also include regional and project contingencies.	possible cost escalations also.
Demand for housing by key workers is less than expected: The demand for housing by key workers in the region is less than expected.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Demand analysis provides strong evidence of demand that significantly exceeds proposed supply. Expected that demand and need will outstrip project capacity in the short-term.	Manage by ensuring the development of properties for key workers is limited. The business plan and work undertaken by consultants demonstrate a robust demand for housing in the Shire.
Project-related housing assets have a negative value upon delivery: The construction value of housing exceeds that of the market value of the product, resulting in negative values and write downs on the assets.	Possible (3)	Minor (2)	Moderate (5-9)	Mitigated by the intention for the Local Governments to retain ownership of the houses and lease them to key workers. Negative residual value will not be realised as no intention for asset to be sold. Portion of negative value write down offset by financial contribution from State Government	Control through asset control. The Shire is not expected to release or sell the properties, therefore property value declines are not relevant. The properties will be retained for community requirements.

Housing assets devalue over time: Housing assets devalue over time due to use and wear.	Likely (4)	Minor (2)	Moderate (5-9)	Expected that housing will be subject to annualised maintenance. Real 1% maintenance value on assets included as part of whole of lifecycle costings.	Control through asset depreciation and ongoing servicing and maintenance of the properties. The current agreement with Dept of Communities for aged independent housing is 30 years old. The dwellings and development are still in good condition. All servicing and maintenance costs will be borne by the Shire.
Local Government capacity to manage housing assets limited: The local government's lack the financial and operational capacity to manage housing tenancies and assets into the long-term.	Unlikely (2)	Moderate (3)	Moderate (5-9)	All local government involved have experience in assets and lease management including maintenance. Strong occupancy rates expected to generate partial revenue streams from housing assets which will enable a degree of self-funding of financial imposts on Councils.	Control through resource management. The current agreement with Dept of Communities for aged independent housing is 30 years old, with the Shire managing all aspects of rental collection, servicing and maintenance. The Shire considers itself suitably resourced to ensure the

					ongoing management of the properties.
Contractor liquidation/ bankruptcy	Possible (3)	Moderate (3)	Moderate (5-9)		Control through due diligence on financial status of builder prior to contract award and ensuring all insurances are kept up to date.
Building industry unable to deliver projects within timeframe	Possible (3)	Moderate (3)	Moderate (5-9)		Control through: 1. Modular, off-site construction assists in ensuring contractors have access to staff to complete the work and are not delayed by weather. Ensure that selected contractor has the capacity and capability of undertaking works within timeframes. This risk will only delay the realisation of the outcomes, not diminish them. Only identified contractors with certain level of capability will be considered. Due diligence will be conducted on contractors ability to secure staff/materials. Robust project

					monitoring processes in place to ensure the project remains on track.
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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 Implication

There are several State Policies which are applicable to this funding including State Government Department of Communities, Regional Development Assistance Program, State Infrastructure Strategy, Department of Planning, Lands and Heritage, Wheatbelt Development Commission's Strategic Plan and the Shire Strategic Community Plan.

Strategic Implications

Social /Community Strategies

The project to build five new dwellings aligns directly with the Shire's Strategic Community Plan, a 10-year guiding document shaped through community engagement. Focused on the key theme of "Housing and Facilities", the plan aims to maintain the local area by providing housing and employment choices while protecting farmland.

Specifically, the project aligns with: Outcome 3.2: Housing needs are met, and the town's business capacity improved.

The construction addresses housing needs, supporting the town's growth, and aids businesses by providing accommodation options. This alignment emphasises the project's contribution to the Shire's strategic vision for community development and sustainability.

Outcome 1.1 A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency

1.1.1 Continue to develop and support a healthy inclusive and accessible community providing facilities and services for all ages, abilities, visitors and tourists
(*Cunderdin-Tammin Age Friendly Communities Plan 2017; Shire of Tammin, Tammin Town Centre Visioning Plan 2017*)

1.1.2 Continue to support and strengthen community groups and networks

1.1.3 Actively promote and support community events and activities

Outcome 1.2 A growing, healthy and safe community

1.2.2 Improve recreation for all ages

Recommendation

That Council:

1. endorse the draft business case application to the Department of Planning Regional Housing Support Fund and authorise the CEO to make final amendments and finalise the draft business case in collaboration with the Shire of Cunderdin.
2. to support the expenditure of 33.4% of the project costs as outlined in the business case for the development of 5 dwellings.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

For:

Against:

13.2 Request to waive Lesser Hall hire fees for various Groups

Location:	Shire of Tammin
Applicant:	Various
Date:	11 November 2025
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	

Proposal/Summary

For Council to consider the waiver of fees associated with the Lesser Hall hire, for the purpose of the following users of the Hall for a 13-month period to align with a Calander period:

- Women in Farming – Tammin Branch;
- Local Seniors group;
- Feed it Forward;
- Country Women’s Association; and
- Anita Ibbitson - Pilates.

Background

The Shire over the previous 12 months has permitted the above users a waiver for hire fees for the Lesser Hall. The above users are continuing to utilise the Hall and provide a community benefit. The users are requesting a continuation of a fee waiver of the Lesser Hall. The Shire is proposing a 13-month lease for all users to align the users with a calendar year.

Comments

The groups are asking for a 12-month waiver so that they can hold the events, meetings and drop in areas that are planned throughout the year and to let the groups provide a benefit for the community.

The following is a brief description of those groups who have requested use of the Hall:

Women in Farming: The Women in Farming Organisation is a not-for-profit organisation created for women within the industry. They hold meetings to share knowledge and to support each other. Some topics that the group cover include marketing, succession planning and inviting guest speakers for other topics such as agronomy.

Seniors Groups: The Shire has several seniors groups that utilise the Lesser Hall and main hall for various functions and events. The CMT and Tammin Seniors both provide important services to the community of Tammin. Recent events include the Seniors Lunch (73 attendees), the CMT Games Day and the Be Happy

Day, as well as educational and exercise events, such as the Seniors Exercise Classes, run by the Cunderdin Health Centre and funded from the Health Department. This keeps the Shire's seniors connected, mobile and active.

Feed It Forward – Tammin: Feed It Forward are a volunteer-led community, born from a desire to help those in need. They rescue surplus food from larger centres, with the Tammin branch mainly collecting from Northam to fight hunger and food waste, for those vulnerable and in need. As members of a group called Nans on a Mission (Maori Nannies from New Zealand) Feed it Forward began volunteering time supporting an ever-growing number of Kiwi families living in Western Australia with rescued food, due to not being eligible for government assistance (ie; Centrelink when facing times of crisis and financial hardship). Feed it Forward soon learned that there were a lot more people in WA facing food insecurity than just Kiwi communities. Feed it Forward are now an eclectic mix of cultures and ethnicities, a group of volunteers from all walks of life – all collaborating and helping to put food on the tables of WA families in need. Their collections provide food relief to all communities, such as the homeless, aged care, daycares, families in need, school breakfast clubs, soup kitchens, church groups, men & women refuges, and lots of other community groups. The Tammin Feed it Forward work with families not only from Tammin, but assist families from Kellerberrin, Bruce Rock Quairading and Beverly. They provide an important service for those vulnerable families in the Shire.

Country Women's Association: The Country Women's Association of Western Australia was formed in 1924 with the opening of its first branch in Nungarin, WA. They are a proud and active women's organisation, working to improve the welfare and wellbeing of people everywhere, especially in country and regional areas. CWA of WA encompasses the entire State, with branches throughout Western Australia, both in metropolitan and rural areas. CWA is for country and city women of all ages, creeds, abilities and interests and provides friendship, fun, support, community service, welfare in times of need, educational opportunities and personal development. The Shire has recently purchased the CWA building in Tammin and it is undergoing extensive renovations. Once complete the space will also be utilised for community and sporting organisations spaces. The CWA will be assisted in continuing to support our Tammin community during and after construction of the CWA building.

Anita Ibbitson – Pilates: Ms Ibbitson whilst not a volunteer or community group has demonstrated to provide a service to the community. Ms Ibbitson is a private business, however she provides an important health and social connection primarily for women in the community, however she supports the whole community. Ms Ibbitson has demonstrated a connection with the community by not only undertaking Pilates classes, but also operating group gathering such as Sunday exercise classes which act to support the connection of people in the community. Ms Ibbitson operates 2 Pilates classes per week. Ms Ibbitson has at all times maintained and cleaned the Hall prior to and after use, leaving it in a better condition.

As not-for-profit community groups (except Ms Ibbitson – however she has demonstrated an important community service), the Shire could consider waiving the fees to allow the groups to continue to operate in the Shire facility. Connectedness in a small regional location is important and creates stronger communities and groups. The Shire leans on these groups and classes to support our community and help not-for-profits and businesses thrive in the Shire. Groups that are aiming to do this should be supported where possible. A key outcome of the Shire Strategic Community Plan is "A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency." The Shire is committed to

working with the community to drive active, inclusive communities and to support our community and businesses where possible.

It is recommended that the fees for the above groups be waived.

Consultation

Nil

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

Waiving the fees for the hire of the Lesser Hall reduces revenue for the Shire of Tammin and therefore negatively impacting cash flow. Consideration should be taken for the costs associated with the operating and maintenance costs for the Hall.

Fees & Charges 2024/25:

Meetings – Half Day \$15.00

It is estimated that the Shire will forgo approximately \$3,900 of revenue for the year, based on an average use of 5 uses per week. This is considered an overestimate of potential use, however, will allow for the maximum occupation of the Lesser Hall. Many of the events and meetings at the Hall do not require a half day rental of the space, with many only requiring an hour or two of time. There is minimal management and maintenance resulting from the use of the Hall. Cleaning costs are a weekly cost to the Shire already and therefore should be account for whether the use is in use or not.

Strategic Implications

Social /Community Strategies

Outcome 1.1 A connected, supportive and diverse community that fosters inclusion, resilience and self-sufficiency

1.1.1 Continue to develop and support a healthy inclusive and accessible community providing facilities and services for all ages, abilities, visitors and tourists
(Cunderdin-Tammin Age Friendly Communities Plan 2017; Shire of Tammin, Tammin Town Centre Visioning Plan 2017)

1.1.2 Continue to support and strengthen community groups and networks

1.1.3 Actively promote and support community events and activities

Outcome 1.2 A growing, healthy and safe community

1.2.2 Improve recreation for all ages

Recommendation

That Council:

1. Approves the request to waive the lesser hall and CWA building hire fees for a period of 13 months for the following groups:
 - Women in Farming – Tammin Branch;
 - Seniors exercise group;
 - Feed it Forward
 - Country Women’s Association; and
 - Anita Ibbitson.

Moved: Cr

Seconded: Cr

Vote: Absolute Majority

Carried/Lost:

For:

Against:

13.3 Setting of Ordinary Council meeting Dates for 2025

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	13 November 2025
Author:	Codey Redmond
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	

Proposal/Summary

The purpose of this report is for Council to endorse the meeting schedule for the twelve-month period from January 2026 through to December 2026.

Background

Under Section 5.3 of the Local Government Act, Councils are required to hold Ordinary Meetings no more than three months apart, although for good governance, more frequent meetings are standard practice. It is a requirement under the Local Government Administration Regulations for a Local Government to give public notice of the dates and times of its Ordinary Meetings that are open to members of the public.

Ordinary Council meetings for 2025 were generally held on the fourth Wednesday of every month

commencing at 5.00pm. With the following exceptions;

- 1) January where there will be no Council meeting,
- 2) March with the meeting commencing at 5pm at Yorkrakine Hall,
- 3) December 2026 Ordinary Council meeting scheduled for the second week, 9th December, before the Christmas Break.

Comments

The date and time for next year's meetings are proposed along similar schedule as 2025 and to commence at 5.00pm. The proposed dates are all for the fourth Wednesday of the month with the exception of:

- August has been brought forward to the third Wednesday to avoid clashing with Dowerin Field Days (27th & 28th August).
- September will remain the 4th Wednesday to avoid clashing with WALGA State Conference (16th – 18th September).
- December has been brought forward to the second Wednesday to avoid being too close to the Christmas break and to avoid school holidays.
- November has therefore been brought forward to the third Wednesday to space out the time between the November and December meetings.

Public Holidays:

ANZAC Day Monday 27th April 2026

This should not impact on the ability to have the agenda ready or for holding the Council meeting on Wednesday 22nd April 2025.

Consultation

Staff and relevant organisations with scheduled dates that impact on the Council.

Statutory Implications

Section 5.3 of the Local Government Act (WA) 1995 stipulates the requirement to hold regular Ordinary Meetings of Council and Regulation 12 of the Local Government (Administration) Regulations requires Council to give local public notice of dates, times and the location of its Ordinary and Special meetings.

Recommendation

That Council:

1. Adopt the following schedule for Ordinary Meetings of Council for 2024 as follows:

Date	Venue
Wednesday, 25 February 2026	Council Chambers, 1 Donnan Street Tammin
Wednesday, 25 March 2026	Yorkrakine Hall, Bungulla North Road, Yorkrakine
Wednesday, 22 April 2026	Council Chambers, 1 Donnan Street Tammin
Wednesday, 27 May 2026	Council Chambers, 1 Donnan Street Tammin
Wednesday, 24 June 2026	Council Chambers, 1 Donnan Street Tammin
Wednesday, 22 July 2026	Council Chambers, 1 Donnan Street Tammin
Wednesday, 19 August 2026	Council Chambers, 1 Donnan Street Tammin
Wednesday, 23 September 2026	Council Chambers, 1 Donnan Street Tammin
Wednesday, 28 October 2026	Council Chambers, 1 Donnan Street Tammin
Wednesday, 18 November 2026	Council Chambers, 1 Donnan Street Tammin
Wednesday, 09 December 2026	Council Chambers, 1 Donnan Street Tammin

2. Authorise the CEO to give local public notice of the above meeting schedule in accordance with the requirements of the Local Government (Administration) Regulations 1996.

3. That Committee meetings will be held as and when required with public notice being provided.

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.