

Shire of Tammin

ORDINARY COUNCIL MEETING

Minutes



NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin was held on **Wednesday 25th June 2025** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

Andrew Malone
Chief Executive Officer
25 June 2025

MISSION STATEMENT

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

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AGENDA

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Shire President will declare the meeting open at 5.00 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
MFC Racheal King

Guests : MTS Michael Silver
Finance Officer – Teresa Brindley-Stevens

Leave of Absence previously granted: Nil

Apologies: Cr Leslie

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE **Nil**

5. PUBLIC QUESTION TIME **Nil**

6. APPLICATIONS FOR LEAVE OF ABSENCE Cr Charmaine Thomson – July Meeting

Moved: Cr Caffell, Second: Cr Nicholls

5/0

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

Nil

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 28 May 2025

Officers Recommendation

That the minutes of the Ordinary Council Meeting held on 28 May 2025 be confirmed as a true and accurate record of proceedings.

Moved: Cr Rogers

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 5/0

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for May 2025

Location:	Shire of Tammin
Applicant:	Finance Officer
Date:	12 June 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 May 2025 totaling \$302, 651.21 by way of:

Cheque numbers	01/05/2025- 31/05/2025	Nil
Direct debit payments	01/05/2025- 31/05/2025	\$9,850.85
Licensing transfers	01/05/2025- 31/05/2025	\$19,053.55
Bank fees	01/05/2025- 31/05/2025	\$60.52
VISA payments	01/05/2025- 31/05/2025	\$837.93
EFT payments	EFT7646- EFT7740	\$221,635.52
Salaries and wages	01/05/2025- 31/05/2025	\$51,212.84
Total payments	01/05/2025- 31/05/2025	\$302,651.21

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

Creditor	Description	Amount
Adapt Electrical Solutions	Town Dam Project - supply and install pump, irrigation and water quality package, truck fill standpipe and extra pipe work and accessories. Called out to investigate issues with retic at Oval. Install GPO in kitchen for hot/cold filter tap. Investigate and repair reports of electrical shocks at Donnan Park toilets.	\$34,430.51
Dun Direct - Dunnings	4300 litres of diesel for depot	\$7,294.09
Luke Stephen Stewart	Yorkrakine Hall Upgrade of Toilets: Supply materials and level concrete floor, lay tiles and grout. Prepare, undercoat and paint walls with exterior gloss paint. Supply and lay wall tiles. Build in new door frames, supply and fit new doors, locks and hinges. Supply and fit new toilet roll holders.	\$20,020.00
Merredin Refrigeration & Air Conditioning	Replacement of coolroom refrigeration equipment at the Tammin Bowling Club (reimbursed by TBC)	\$13,200.00
Shire of Quairading	Contribution (as per Memorandum of Understanding) to Community Emergency Services Officer Salary, Oncosts & Vehicle for the period October 2024 to December 2024. Last invoice from SOQ.	\$7,600.48
Wheatbelt Plumbing & Gas	Supply and install a Zip Hydrotap Micro BC10 bright chrome tap in the admin office kitchen & Tamma Village repairs at Unit 1 & 2.	\$6,116.00
Youlie and Son Spreading Services	Dry hire 20 tonne loader, supply and deliver 208 tonne of gravel, side tipper truck hire, truck and float use & grading of road. Maintenance grading on Yorkrakine West & East on 10/04/2025.	\$5,820.36
Brooks Hire Pty Ltd	Hire of Pad Foot Roller from 01/04/25- 30/04/25	\$6,921.68
Dun Direct - Dunnings	Diesel for depot 4100 litres	\$7,195.48
Australian Taxation Office - BAS	Original Activity Statement for period ending 30/04/2025	\$20,011.00
WEROC	Shire of Tammin contribution towards WEROC Workforce Housing Investigation	\$5,660.00

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2024/2025 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 May 2025 to 31 May 2025 totaling \$302,651.21 as contained in attachments 12.1.

Municipal Fund payments totaling \$302,651.21 detailed:

Cheque numbers	01/05/2025- 31/05/2025	Nil
Direct debit payments	01/05/2025- 31/05/2025	\$9,850.85
Licensing transfers	01/05/2025- 31/05/2025	\$19,053.55
Bank fees	01/05/2025- 31/05/2025	\$60.52
VISA payments	01/05/2025- 31/05/2025	\$837.93
EFT payments	EFT7646- EFT7740	\$221,635.52
Salaries and wages	01/05/2025- 31/05/2025	\$51,212.84
Total payments	01/05/2025- 31/05/2025	\$302,651.21

Moved: Cr Courtney Thomson

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 5/0

12.2 Financial Management Report for the month of May 2025

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	9 June 2025
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 May 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 May 2025 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

Rates were issued on 20th August 2024 with payments due in full by 28 October 2024. As of 31 May 2025, 90.00% of rates have been received, with a number of rate payers selecting the installment option. Payment arrangements will be made for those requiring it.

Financial Implications

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

Risks

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

Risk Matrix

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

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

Risk Rating

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

Statutory Implications

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report — s. 6.4

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

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

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

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

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

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

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

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

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

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

Policy Implications

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

Strategic Plan & Corporate Business Plan Implications

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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 12.3 for the period ending 31 March 2025 comprising;

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

Moved: Cr Caffell

Seconded: Cr Courtney Thomson

Vote: Simple Majority

Carried/Lost: 5/0

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

Nil

14. MATTERS FOR CONSIDERATION – BUILDING & HEALTH

Nil

15. MATTERS FOR CONSIDERATION – TOWN PLANNING

Nil

16. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

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

Nil

18. CLOSURE OF MEETING

There being no further business the Shire President declared the meeting closed at 5.10 pm