

# 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 25<sup>th</sup> February 2026** at the Donnan Park Pavilion, commencing at **5:00pm**.

Andrew Malone  
Chief Executive Officer  
06 February 2026

#### 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 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

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

**Guests:**

**Leave of Absence previously granted:**

**Apologies:**  
Cr Mackin

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

### **5. PUBLIC QUESTION TIME**

### **6. APPLICATIONS FOR LEAVE OF ABSENCE**

**7. DECLARATION OF MEMBER’S INTERESTS IN AGENDA ITEMS**

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

| Date | Name | Item No | Reason |
|------|------|---------|--------|
|      |      |         |        |

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

| Date | Name | Item No | Reason |
|------|------|---------|--------|
|      |      |         |        |

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

| Date | Name | Item No | Reason |
|------|------|---------|--------|
|      |      |         |        |

**8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS**

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.1 Ordinary Council Meeting Minutes – 19 November 2025**

**Officers Recommendation**

That the minutes of the Council Meeting held on the 10<sup>th</sup> December 2025 be confirmed as a true and accurate record of proceedings.

Moved:                      Seconded:

Vote: Simple Majority

Carried/Lost:

For:

Against:

**9.2 Audit & Risk Committee Meeting Minutes – 03 February 2026**

**Officers Recommendation**

That the minutes of the Audit & Risk Committee Meeting held on 3<sup>rd</sup> February 2026 be confirmed as a true and accurate record of proceedings.

Moved: Cr                      Seconded: Cr

Vote: Simple Majority

Carried/Lost:

For:

Against:

**10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

**11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

## 12. MATTERS FOR CONSIDERATION – FINANCE

### 12.1 List of Payments for December 2025

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Tammin  |
| <b>Applicant:</b>              | Finance Officer  |
| <b>Date:</b>                   | 6 February 2026  |
| <b>Author:</b>                 | Kelsey Pryer   |
| <b>Item Approved by:</b>       | Chief Executive Officer  |
| <b>Disclosure of Interest:</b> | Nil  |
| <b>File Reference:</b>         | FIN05  |
| <b>Attachment/s:</b>           | Attachment Item 12.1 - Payment Listing<br>Attachment Item 12.1 - Credit Card Statement and Summary<br>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 December totalling \$236,938.55 by way of:

|                       |                                |                     |
|-----------------------|--------------------------------|---------------------|
| Cheque numbers        | 01/12/2025 – 31/12/2025        | Nil                 |
| Direct debit payments | 01/12/2025 – 31/12/2025        | \$26,794.10         |
| Licensing transfers   | 01/12/2025 – 31/12/2025        | \$4,525.10          |
| Bank fees             | 01/12/2025 – 31/12/2025        | \$181.71            |
| VISA payments         | 01/12/2025 – 31/12/2025        | \$2,563.21          |
| EFT payments          | EFT 8119 – EFT8159             | \$112,957.24        |
| Salaries and wages    | 01/12/2025 – 31/12/2025        | \$89,917.19         |
| <b>Total payments</b> | <b>01/12/2025 – 31/12/2025</b> | <b>\$236,938.55</b> |

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

| <b>Creditor</b>                                   | <b>Description</b>  | <b>Amount</b> |
|---|---|---------------|
| Oasis Corporation PTY LTD T/as Inland Access Hire | Hire of 21m trailer mounted boom lift for 4.5 weeks   | \$11,511.50   |
| Office of the Auditor General                     | Fee for attest audit for the year ended 30 June 2025  | \$39,924.50   |
| ACD Carpentry and Construction                    | Partial invoice for CWA building refurb including, roof, ceiling, water tank, gutters, cracks and external aesthetics, painting, plastering as per quote #107 | \$16,500.00   |
| Water Corporation                                 | Water charges for various properties  | \$7,577.57    |
| Western Australian Treasury Corporation           | Principal & Interest Repayment on Loan 81   | \$7,456.75    |

**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<br>Minor regulatory or statutory impact                          | Manage by internal controls, policies and procedures |
| Accounting Fraud  | Unlikely (2)  | Extreme (5)               | Moderate (5-9)                              | FINANCIAL<br>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<br>Unsubstantiated, low impact, low profile or 'now news' item | Manage by internal policies and procedures           |

## Risk Matrix

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

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

### Risk Rating

|  |    |
|--|----|
| <b>Risk Rating</b>   | 9  |
| <b>Does this item need to be added to the Town's Risk Register</b> | No |
| <b>Is a Risk Treatment Plan Required</b>                           | No |

### Policy Implications

Nil

### Statutory Implications

#### **Local Government (Financial Management) Regulations 1996**

##### **11. Payment of accounts**

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

- a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
- b) Petty cash systems.

(1) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.

(2) Payments made by a local government —

- a) Subject to sub-regulation (4), are not to be made in cash; and
- b) Are to be made in a manner which allows identification of —
  - (i) The method of payment;
  - (ii) The authority for the payment; and

*(iii) The identity of the person who authorised the payment.*

*(3) Nothing in sub-regulation (3) (a) prevents a local government from making payments in cash from a petty cash system.*

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

## **12. Payments from municipal fund or trust fund**

*(1) A payment may only be made from the municipal fund or the trust fund —*

- a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- b) Otherwise, if the payment is authorised in advance by a resolution of the council.*

*(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.*

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

## **13. Lists of accounts**

*(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- a) The payee's name;*
- b) The amount of the payment;*
- c) The date of the payment; and*
- d) Sufficient information to identify the transaction.*

*(2) A list of accounts for approval to be paid is to be prepared each month showing —*

- a) For each account which requires council authorisation in that month —
  - (i) The payee's name;*
  - (ii) The amount of the payment; and*
  - (iii) Sufficient information to identify the transaction; and**
- b) The date of the meeting of the council to which the list is to be presented.*

*(3) A list prepared under sub-regulation (1) or (2) is to be —*

- a) Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- b) Recorded in the minutes of that meeting.*

## **Strategic Plan & Corporate Business Plan Implications**

### **Civic Leadership Strategies**

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

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

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

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

**Officers Recommendation**

That Council, pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to payments made from municipal funds for the period 1 December 2025 to 31 December 2025 totalling \$236,938.55 as contained in attachments 12.1.

Municipal Fund payments totalling \$236,938.55 detailed:

|                       |                                |                     |
|-----------------------|--------------------------------|---------------------|
| Cheque numbers        | 01/12/2025 – 31/12/2025        | Nil                 |
| Direct debit payments | 01/12/2025 – 31/12/2025        | \$26,794.10         |
| Licensing transfers   | 01/12/2025 – 31/12/2025        | \$4,525.10          |
| Bank fees             | 01/12/2025 – 31/12/2025        | \$181.71            |
| VISA payments         | 01/12/2025 – 31/12/2025        | \$2,563.21          |
| EFT payments          | EFT 8119 – EFT8159             | \$112,957.24        |
| Salaries and wages    | 01/12/2025 – 31/12/2025        | \$89,917.19         |
| <b>Total payments</b> | <b>01/12/2025 – 31/12/2025</b> | <b>\$236,938.55</b> |

Moved:

Seconded:

Vote: Simple Majority

Carried/Lost:

For:

Against:

## 12.2 List of Payments for January 2026

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Tammin  |
| <b>Applicant:</b>              | Finance Officer  |
| <b>Date:</b>                   | 6 February 2026  |
| <b>Author:</b>                 | Kelsey Pryer   |
| <b>Item Approved by:</b>       | Chief Executive Officer  |
| <b>Disclosure of Interest:</b> | Nil  |
| <b>File Reference:</b>         | FIN05  |
| <b>Attachment/s:</b>           | Attachment Item 12.1 - Payment Listing<br>Attachment Item 12.1 - Credit Card Statement and Summary<br>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 January totalling \$143,770.74 by way of:

|                       |                                |                     |
|-----------------------|--------------------------------|---------------------|
| Cheque numbers        | 01/01/2026 – 31/01/2026        | Nil                 |
| Direct debit payments | 01/01/2026 – 31/01/2026        | \$11,782.50         |
| Licensing transfers   | 01/01/2026 – 31/01/2026        | \$8,930.30          |
| Bank fees             | 01/01/2026 – 31/01/2026        | \$85.52             |
| VISA payments         | 01/01/2026 – 31/01/2026        | \$1,929.25          |
| EFT payments          | EFT8160 – EFT8188              | \$63,178.17         |
| Salaries and wages    | 01/01/2026 – 31/01/2026        | \$57,865.00         |
| <b>Total payments</b> | <b>01/01/2026 – 31/01/2026</b> | <b>\$143,770.74</b> |

**The Shire of Tammin made the following significant expenditure during the month of January 2026:**

| <b>Creditor</b>                  | <b>Description</b>  | <b>Amount</b> |
|----------------------------------|---|---------------|
| Australian Taxation Office - BAS | BAS Payment for December 2025                             | \$25,260.00   |
| Wheatbelt Diesel Services        | Vehicle Service TN6, TN2202, TN2203, TNO & Luigong Loader | \$8,899.39    |

**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<br>Minor regulatory or statutory impact                          | Manage by internal controls, policies and procedures |
| Accounting Fraud  | Unlikely (2)  | Extreme (5)               | Moderate (5-9)                              | FINANCIAL<br>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<br>Unsubstantiated, low impact, low profile or 'now news' item | Manage by internal policies and procedures           |

**Risk Matrix**

| Consequence |                | Insignificant | Minor        | Moderate  | Major     | Extreme      |              |
|-------------|----------------|---------------|--------------|-----------|-----------|--------------|--------------|
|             |                | 1             | 2            | 3         | 4         | 5            |              |
| Likelihood  | 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**

- (2) 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 —
- c) 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
  - d) Petty cash systems.
- (4) 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.
- (5) Payments made by a local government —
- c) Subject to sub-regulation (4), are not to be made in cash; and
  - d) 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.
- (6) 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**

- (3) *A payment may only be made from the municipal fund or the trust fund —*
- c) If the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
  - d) Otherwise, if the payment is authorised in advance by a resolution of the council.*
- (4) *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**

- (4) *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 —*
- e) The payee's name;*
  - f) The amount of the payment;*
  - g) The date of the payment; and*
  - h) Sufficient information to identify the transaction.*
- (5) *A list of accounts for approval to be paid is to be prepared each month showing —*
- c) For each account which requires council authorisation in that month —*
    - (iv) The payee's name;*
    - (v) The amount of the payment; and*
    - (vi) Sufficient information to identify the transaction; and*
  - d) The date of the meeting of the council to which the list is to be presented.*
- (6) *A list prepared under sub-regulation (1) or (2) is to be —*
- c) Presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - d) 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 January 2026 to 31 January 2026 totalling \$143,770.74 as contained in attachments 12.1.

Municipal Fund payments totalling \$143,770.74 detailed:

|                       |                                |                     |
|-----------------------|--------------------------------|---------------------|
| Cheque numbers        | 01/01/2026 – 31/01/2026        | Nil                 |
| Direct debit payments | 01/01/2026 – 31/01/2026        | \$11,782.50         |
| Licensing transfers   | 01/01/2026 – 31/01/2026        | \$8,930.30          |
| Bank fees             | 01/01/2026 – 31/01/2026        | \$85.52             |
| VISA payments         | 01/01/2026 – 31/01/2026        | \$1,929.25          |
| EFT payments          | EFT8160 – EFT8188              | \$63,178.17         |
| Salaries and wages    | 01/01/2026 – 31/01/2026        | \$57,865.00         |
| <b>Total payments</b> | <b>01/01/2026 – 31/01/2026</b> | <b>\$143,770.74</b> |

Moved:

Seconded:

Vote: Simple Majority

Carried/Lost:

For:

Against:

### 12.3 Financial Management Report for the month of December 2025

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Tammin  |
| <b>Applicant:</b>              | Manager of Finance and Corporate Services                      |
| <b>Date:</b>                   | 06 February 2026   |
| <b>Author:</b>                 | Codey Redmond  |
| <b>Item Approved by:</b>       | Chief Executive Officer  |
| <b>Disclosure of Interest:</b> | Nil  |
| <b>File Reference:</b>         | Nil  |
| <b>Attachment/s:</b>           | Attachment Item 12.3 December 2025 Monthly<br>Financial Report |

#### **Purpose of Report**

For Council to receive the Monthly Financial Statement.

#### **Background**

Enclosed is the Monthly Financial Report for the month of December 2025 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

#### **Comment**

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

#### **Financial Implications**

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

## Risks

| Risk   | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme                               | Risk Action Plan (Controls or Treatment proposed)    |
|--|---|---------------------------|---|--|--|
| Errors or inaccuracies in financial reports        | Possible (3)  | Moderate (3)              | Moderate (5-9)                              | COMPLIANCE<br>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<br>Some temporary non-compliances       | Manage by following internal policies and procedures |
| System failure delaying financial reporting        | Possible (3)  | Moderate (3)              | Moderate (5-9)                              | COMPLIANCE<br>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<br>Some temporary non-compliances       | Manage by following internal policies and procedures |

## Risk Matrix

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

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

Risk Rating

|  |    |
|--|----|
| <b>Risk Rating</b>   | 9  |
| <b>Does this item need to be added to the Town's Risk Register</b> | No |
| <b>Is a Risk Treatment Plan Required</b>                           | No |

### **Statutory Implications**

#### ***Local Government (Financial Management) Regulations 1996***

#### **34. Financial activity statement report — s. 6.4**

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

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

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

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

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

*(5) 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.*

*(7) 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 December 2025 comprising;

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

Moved:

Seconded:

Vote: Simple Majority

Carried/Lost:

For:

Against:

## 12.4 Financial Management Report for the month of January 2026

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Tammin  |
| <b>Applicant:</b>              | Manager of Finance and Corporate Services                  |
| <b>Date:</b>                   | 06 February 2026   |
| <b>Author:</b>                 | Codey Redmond  |
| <b>Item Approved by:</b>       | Chief Executive Officer                                    |
| <b>Disclosure of Interest:</b> | Nil  |
| <b>File Reference:</b>         | Nil  |
| <b>Attachment/s:</b>           | Attachment Item 12.4 January 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 January 2026 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

### **Comment**

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

### **Financial Implications**

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

## Risks

| Risk   | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme                               | Risk Action Plan (Controls or Treatment proposed)    |
|--|---|---------------------------|---|--|--|
| Errors or inaccuracies in financial reports        | Possible (3)  | Moderate (3)              | Moderate (5-9)                              | COMPLIANCE<br>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<br>Some temporary non-compliances       | Manage by following internal policies and procedures |
| System failure delaying financial reporting        | Possible (3)  | Moderate (3)              | Moderate (5-9)                              | COMPLIANCE<br>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<br>Some temporary non-compliances       | Manage by following internal policies and procedures |

## Risk Matrix

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

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

Risk Rating

|  |    |
|--|----|
| <b>Risk Rating</b>   | 9  |
| <b>Does this item need to be added to the Town's Risk Register</b> | No |
| <b>Is a Risk Treatment Plan Required</b>                           | No |

### **Statutory Implications**

#### **Local Government (Financial Management) Regulations 1996**

#### **34. Financial activity statement report — s. 6.4**

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

(3) 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 —

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

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

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

(6) The information in a statement of financial activity may be shown —

- d) according to nature and type classification; or
- e) by program; or
- f) by business unit.

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

- c) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
- d) 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 January 2026 comprising;

- c) Statement of Financial Activity
- d) Supplementary Information Note 1 to Note 12

Moved:

Seconded:

Vote: Simple Majority

Carried/Lost:

For:

Against:

## 13 MATTERS FOR CONSIDERATION – ADMINISTRATION

### 13.1 Appointment of Acting Chief Executive Officer

|                                |                         |
|--------------------------------|-------------------------|
| <b>Location:</b>               | Shire of Tammin         |
| <b>Applicant:</b>              | Shire of Tammin         |
| <b>Date:</b>                   | 28 January 2026         |
| <b>Author:</b>                 | Chief Executive Officer |
| <b>Item Approved by:</b>       | Chief Executive Officer |
| <b>Disclosure of Interest:</b> | Nil                     |
| <b>File Reference:</b>         | Nil                     |
| <b>Attachment/s:</b>           | Nil                     |

#### Proposal/Summary

The purpose of this report is for Council to appoint an Acting Chief Executive Officer (CEO) from the period of 2 March to 5 April 2026 as per Council Policy 1.2.7 Appoint of Acting Chief Executive Officer.

#### Background

Section 5.39C of the Local Government Act requires the adoption of a policy regarding the employment of an acting Chief Executive Officer (CEO). The amended policy was adopted by Council in 2025. The Policy outlines the requirements for appointing an Acting CEO.

The Manager Technical Services or the Manager of Finance and Administration is approved as Acting CEO in the following circumstances –

1. in the unforeseen, urgent absence of the CEO, and
2. for a period of up to 4 weeks, or as otherwise determined by Council.

Outside of those criteria, Council is required to determine the appointment of an Acting CEO.

#### Comments

Council delegates (DA1.2) to the CEO, appointment of an internal employee higher duties Acting CEO subject to the following conditions:

1. Where an alternative to the Manager Technical Services and/ or the Manager of Finance and Administration is considered an alternative acting CEO or in the circumstances where the Manager Technical Services and/ or the Manager of Finance and Administration is unable to act as CEO.
2. The relief appointment is for a period not exceeding 4 weeks.
3. Policy 1.2.2 CEO Leave Approval – requires the CEO to obtain approval from the President prior to taking to leave.

As the CEO has requested leave in excess of 4 weeks, Council approval is required.

The Chief Executive Officer must inform the elected members of all proposed Acting CEO arrangements. For CEO vacancy periods over 4 weeks the appointment of the Acting CEO shall be determined by Council.

The Policy requires the CEO to report to Council any proposal to fill an Acting CEO role over 4 weeks with as much advanced notice as possible. In this case the CEO recommends the Manager of Finance and Administration as the Acting CEO for the period of leave.

The Acting CEO is authorised to exercise all duties, powers and responsibilities assigned to that position, whether a delegation, policy, direction or accepted practice, subject only to any limitations that may be imposed by the Council.

**Consultation**

The following consultation took place;

- Council
- Manager of Finance and Administration
- Manager Technical Services

**Statutory Implications**

Section 5.39C of the Local Government Act.

**Policy Implications**

- Council Policy 1.2.7 Appoint of Acting Chief Executive Officer.
- Council Policy 1.2.2 CEO Leave Approval
- Delegation (DA1.2) Appointment of Chief Executive Officer

**Financial Implications**

The payment of additional wages for the higher duties related to the Acting CEO position.

**Risks**

| Risk   | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme   | Risk Action Plan (Controls or Treatment proposed) |
|--|---|---------------------------|---|--|---|
| Council chose not to endorse an Acting Chief Executive Officer | Unlikely (2)  | Moderate (3)              | Moderate (5-9)                              | COMPLIANCE<br>Short term non-compliance but with significant regulatory requirements imposed | Accept Officer Recommendation                     |

Risk Matrix

|                    |                      |              |                 |              |                |
|--------------------|----------------------|--------------|-----------------|--------------|----------------|
| <b>Consequence</b> | <b>Insignificant</b> | <b>Minor</b> | <b>Moderate</b> | <b>Major</b> | <b>Extreme</b> |
|                    | <b>1</b>             | <b>2</b>     | <b>3</b>        | <b>4</b>     | <b>5</b>       |

|                       |          |                     |                     |                     |                     |                     |
|-----------------------|----------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Likelihood</b>     |          |                     |                     |                     |                     |                     |
| <b>Almost Certain</b> | <b>5</b> | <b>Moderate (5)</b> | <b>High (10)</b>    | <b>High (15)</b>    | <b>Extreme (20)</b> | <b>Extreme (25)</b> |
| <b>Likely</b>         | <b>4</b> | <b>Low (4)</b>      | <b>Moderate (8)</b> | <b>High (12)</b>    | <b>High (16)</b>    | <b>Extreme (20)</b> |
| <b>Possible</b>       | <b>3</b> | <b>Low (3)</b>      | <b>Moderate (6)</b> | <b>Moderate (9)</b> | <b>High (12)</b>    | <b>High (15)</b>    |
| <b>Unlikely</b>       | <b>2</b> | <b>Low (2)</b>      | <b>Low (4)</b>      | <b>Moderate (6)</b> | <b>Moderate (8)</b> | <b>High (10)</b>    |
| <b>Rare</b>           | <b>1</b> | <b>Low (1)</b>      | <b>Low (2)</b>      | <b>Low (3)</b>      | <b>Low (4)</b>      | <b>Moderate (5)</b> |

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

**Risk Rating**

|   |    |
|---|----|
| <b>Risk Rating</b>  | 6  |
| <b>Does this item need to be added to the Shire’s Risk Register</b> | No |
| <b>Is a Risk Treatment Plan Required</b>                            | No |

**Strategic Implications**

Strategic Community Plan – Civic Leadership

Core drivers identify what Council will be concentrating on as it works towards achieving Councils vision. The core drivers developed by Council are:

- 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.*
- 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, in accordance with the provisions of the Local Government Act 1995 and Council Policy 1.2.7 Appoint of Acting Chief Executive Officer, appoint Mr Codey Redmond as Acting Chief Executive Officer for the period of 2 March to 5 April 2026.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

For:

Against:

## 13.2 Review of Shire of Tammin Register of Delegations – 2025-2026

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Shire of Tammin   |
| <b>Date:</b>                   | 28 January 2026   |
| <b>Author:</b>                 | Chief Executive Officer   |
| <b>Item Approved by:</b>       | Chief Executive Officer   |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | Nil   |
| <b>Attachment/s:</b>           | Attachment Item 13.2 – Delegation Register<br>February 2026 Draft |

### Proposal/Summary

Under s. 5.46 of the *Local Government Act 1995* (the Act) the CEO is to maintain a register of delegations that must be reviewed by Council at least once every financial year. This report brings a formal review before Council as per the legislative requirements.

### Background

The Council's Delegations Register has been reviewed for relevance to current circumstances and operational effectiveness. The Local Government Act 21995 Section 5.46 (2) requires the Council to review the delegations to the CEO annually. The Council last reviewed its delegations in February 2025.

The Delegations Register fit into a hierarchy of requirements, which are noted within the Appendix to the draft document. Accordingly, it is necessary that it integrates with legislative requirements and the local laws, planning policy and general policy as made by Council.

Under s. 5.42 of the *Local Government Act 1995*, a local government may delegate to the CEO the exercise of any of its powers or the discharge of its duties under the Act. This is subject to the limitations in s. 5.43, and Regulation. This section states:

#### 5.43 . *Limits on delegations to CEO*

*A local government cannot delegate to a CEO any of the following powers or duties:*

- (a) any power or duty that requires a decision of an absolute majority of the council;*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) appointing an auditor;*
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) borrowing money on behalf of the local government;*

- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) any power or duty that requires the approval of the Minister or the Governor;*
- (i) such other powers or duties as may be prescribed.*

The Shire of Tammin's Delegations Register was last reviewed by Council in February 2025 and therefore is due for review.

### **Comments**

In assessing the current delegations, the review has concluded the current delegation levels overall are appropriate, effective and provide for administrative efficiencies. Delegations may be made, amended, or revoked at any time by an absolute majority.

The annual review process does not preclude the Council from granting new delegations to the CEO if and when required, nor for it to review existing delegations at any time during the course of the financial year.

The Council may place limits on each delegation, including who a sub-delegation is permitted to be made to. Unless there is a specific need for a restriction, no comment is made but has been left to the CEO's discretion. The CEO is not required to further delegate, except in some instances as outlined. The CEO may impose further restrictions on any sub-delegation, so that the recipient of the sub-delegation is required to comply not only with the limits as resolved by Council, but also any restriction placed by the CEO.

No amendments have been suggested from the previous review in February 2025.

### **Consultation**

WALGA

### **Statutory Implications**

Section 5.46 of the *Local Government Act 1995* deals with the need for CEOs to maintain a register of delegations and the requirement to conduct annual reviews of delegations.

### **Policy Implications**

A review of the Delegations Register for Council's consideration.

### **Financial Implications**

Nil

## Risks

| Risk  | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme   | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---------------------------|---|--|---|
| Council chose not to endorse the Delegations by Absolute Majority | Rare (1)  | Moderate (3)              | Low (1-4)                                   | COMPLIANCE<br>Short term non-compliance but with significant regulatory requirements imposed | Accept Officer Recommendation                     |

### Risk Matrix

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

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

### Risk Rating

|  |    |
|--|----|
| <b>Risk Rating</b>   | 3  |
| <b>Does this item need to be added to the Town's Risk Register</b> | No |
| <b>Is a Risk Treatment Plan Required</b>                           | No |

## Strategic Implications

Strategic Community Plan – Civic Leadership

**Officers Recommendation**

That Council, by absolute majority, pursuant to *Sections 5.46, 5.45 and 5.42 of the Local Government Act 1995* resolves to adopt the ***Delegations of Power by Council to CEO***, as detailed in the attached Register of Delegations February 2026.

Moved: Cr

Seconded: Cr

Vote: Absolute Majority

Carried/Lost:

For:

Against:

### 13.3 Shire of Tammin Road Hierarchy Criteria

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Tammin  |
| <b>Applicant:</b>              | Shire of Tammin  |
| <b>Date:</b>                   | 28 January 2026  |
| <b>Author:</b>                 | Manager of Technical Services  |
| <b>Item Approved by:</b>       | Chief Executive Officer  |
| <b>Disclosure of Interest:</b> | Nil  |
| <b>File Reference:</b>         | Nil  |
| <b>Attachment/s:</b>           | Attachment Item 12.3 Tammin Shire Functional Roads Classification<br>Attachment Item 12.3 - Shire of Tammin Rural Road Hierarchy Criteria<br>Attachment Item 13.3 Road Hierarchy Map |

#### **Proposal/Summary**

The proposed hierarchy establishes a consistent, objective framework that categorises each rural road according to its function, traffic volumes, economic significance, and connectivity to key community assets. Under the hierarchy system, roads will be assessed against defined criteria—including road purpose (freight, school bus, agricultural access), condition ratings, safety risks, and strategic value—to determine their priority for annual maintenance programs.

Implementing this hierarchy will improve long-term planning, assist in budgeting and resource forecasting, support grant funding applications, and provide clarity to road users about expected service levels. It will also ensure that high-use and high-risk routes receive appropriate attention while maintaining fairness and accountability across the network.

#### **Background**

Over the past three months, Shire staff working with a consultant have undertaken a comprehensive review of the rural road network to support the development of a formal Road Hierarchy and the accompanying 10-Year Road Plan. All Shire-managed roads were physically driven and inspected with the assistance external contactor Rodd Munns to ensure accuracy and consistency in the assessment process.

During these inspections, key asset data was collected, including surface condition, seal width variations, SLK measurements, and the location of existing floodways. This information has been consolidated into the Shire's road asset data set and used to determine the maintenance standards and priority within the 10-Year Maintenance Plan

#### **Comments**

Each road has been allocated a class rating based on a combination of local knowledge of the network, observed or known traffic volumes, connectivity to major routes, and overall strategic importance within

the road system. The assigned road classes form the basis for determining minimum maintenance standards and prioritisation within the 10-Year Maintenance Plan

**Consultation**

Rodd Munns

**Statutory Implications**

Section 5.56 of the *Local Government Act 1995* deals with Planning for the future.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Risks**

| Risk  | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme                                  | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---------------------------|---|---|---|
| Council chose not to endorse the road hierarchy causing program and maintenance delays.   | Unlikely (2)  | Moderate (3)              | Moderate (5-9)                              | REPUTATIONAL Substantiated, low impact, low news item | Accept Officer Recommendation                     |
| Council chose not to endorse the road hierarchy resulting in potential under-spends and over-spends on roads, impacting the Shire's financial position. | Unlikely (2)  | Moderate (3)              | Moderate (5-9)                              | FINANCIAL IMPACT \$50,000 - \$250,000                 | Accept Officer Recommendation                     |

Risk Matrix

|  |                    |                      |              |                 |              |                |
|--|--------------------|----------------------|--------------|-----------------|--------------|----------------|
|  | <b>Consequence</b> | <b>Insignificant</b> | <b>Minor</b> | <b>Moderate</b> | <b>Major</b> | <b>Extreme</b> |
|  |                    | <b>1</b>             | <b>2</b>     | <b>3</b>        | <b>4</b>     | <b>5</b>       |

|                       |          |                     |                     |                     |                     |                     |
|-----------------------|----------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Likelihood</b>     |          |                     |                     |                     |                     |                     |
| <b>Almost Certain</b> | <b>5</b> | <b>Moderate (5)</b> | <b>High (10)</b>    | <b>High (15)</b>    | <b>Extreme (20)</b> | <b>Extreme (25)</b> |
| <b>Likely</b>         | <b>4</b> | <b>Low (4)</b>      | <b>Moderate (8)</b> | <b>High (12)</b>    | <b>High (16)</b>    | <b>Extreme (20)</b> |
| <b>Possible</b>       | <b>3</b> | <b>Low (3)</b>      | <b>Moderate (6)</b> | <b>Moderate (9)</b> | <b>High (12)</b>    | <b>High (15)</b>    |
| <b>Unlikely</b>       | <b>2</b> | <b>Low (2)</b>      | <b>Low (4)</b>      | <b>Moderate (6)</b> | <b>Moderate (8)</b> | <b>High (10)</b>    |
| <b>Rare</b>           | <b>1</b> | <b>Low (1)</b>      | <b>Low (2)</b>      | <b>Low (3)</b>      | <b>Low (4)</b>      | <b>Moderate (5)</b> |

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

**Risk Rating**

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

**Strategic Implications**

10 Year Maintenance Plan – Upkeep & Renewal of our strategic road assets

**Officers Recommendation**

That Council, by Simple majority, Endorses the Shire of Tammin Road Hierarchy and the associated road classification system, as presented in the attached map and road list.

Moved: Cr

Seconded: Cr

Vote: Simple Majority

Carried/Lost:

For:

Against:

### 13.4 Development Assessment Panel – Local Government Nominations

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | N/A                                      |
| <b>Applicant:</b>              | Department of Planning, Lands & Heritage |
| <b>Date:</b>                   | 29 January 2026                          |
| <b>Author:</b>                 | Chief Executive Officer                  |
| <b>Item Approved by:</b>       | Chief Executive Officer                  |
| <b>Disclosure of Interest:</b> | Nil                                      |
| <b>File Reference:</b>         | Nil                                      |
| <b>Attachment/s:</b>           | Nil                                      |

#### **Proposal/Summary**

For Council to confirm its nominated elected members to be appointed by the Minister for Planning to the Mid-West / Wheatbelt Joint Development Assessment Panel.

#### **Background**

Correspondence has been received from the DAP Secretariat regarding potential changes in the Shire's DAP membership following the local government elections. Regulation 29 of the *Planning and Development (Development Assessment Panels) Regulations 2011* states that a DAP member holds office for the term specified in the member's Ministerial instrument of appointment.

The current DAP members for the Shire of Tammin, nominated at the Ordinary Council Meeting held on 22 October 2025, are Councillors Charmaine Thomson and Cr Tanya Nicholls, as Local members, and Councillors Courtney Thomson & Nick Caffell, as Alternate Members (proxy).

#### **Comments**

Council will need to appoint two local members and two alternative members effective from January 2026.

#### **Consultation**

Not required.

#### **Statutory Implications**

Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* Council is required to nominate, as soon as possible following elections, four elected council members to sit as DAP members.

Nominations are to be completed on the authorised form.

**Policy Implications**

There are no policy implications associated with this proposal.

**Financial Implications**

Nominated Councillors are remunerated for their time and travel attending training and meetings. Councillors must attend training prior to being eligible to sit on a DAP.

**Strategic Implications**

Representation of local interests is a key aspect of the DAPs system and therefore it is important for Council to nominate members to the Mid-West / Wheatbelt Joint Development Assessment Panel.

**Recommendation**

That Council nominates the following Council Members to the Mid-West / Wheatbelt Joint Development Assessment Panel and advises the Development Assessment Panels Secretariat:

1. Nominates Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ as the Shire of Tammin Local member effective from 18 February 2026.
2. Nominates Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ as the Shire of Tammin Alternate Members (proxy) effective from 18 February 2026.

Moved:                      Seconded:

Vote: Simple Majority

Carried/Lost:

For:

### 13.5 Confidential Item : Tammin Achievement Awards 2026

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Tammin   |
| <b>Applicant:</b>              | Shire of Tammin   |
| <b>Date:</b>                   | 19 February 2026  |
| <b>Author:</b>                 | Community Development Officer   |
| <b>Item Approved by:</b>       | Chief Executive Officer   |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>File Reference:</b>         | Nil   |
| <b>Attachment/s:</b>           | Attachment Item 13.5 – Private & Confidential Nominations for 2025 Citizen of the Year/Senior Citizen of the Year/Sportsperson of the Year<br>Attachment Item 13.5 – Achievement Award Nominations Previous Winners |

#### **Proposal/Summary**

Council is asked to consider the nominations received for the Tammin Achievement Awards 2025 to be held on Friday, 20th March 2026.

#### **Background**

The Tammin Achievement Awards acknowledge Tammin residents for their contribution in making a difference to our community and recognise those who put in the extra effort to become role models and encourage and motivate others to step out and set new boundaries of achievement.

Nominations opened mid-January with copies of the nomination form available on the Shire of Tammin's Website as well as hard copies from the Post Office, Cooina, Administration Office and a mail drop to all post office boxes. Opening of nominations were advertised on the electronic notice board, the Shire Facebook page, website, Tabloid publication, in Cooina and Shire newsletter.

There are four (4) categories which a local community member or group can be nominated for:

- 2025 Citizen of the Year Award
- 2025 Senior Citizen of the Year Award (for a person over 65 years)
- 2025 Youth Citizen of the Year Award (for a person under 25 years)
- 2025 Recognition Award

The Tammin Achievement Awards are also a good opportunity for new members in our community to get to know the 'locals' and find out what Tammin has to offer. It is an open invitation for all residents.

#### **Comments**

Nil

## **Consultation**

Tammin's Sporting Clubs and Community Groups  
Shire of Tammin's Newsletter Email Groups  
Shire of Tammin's Newsletter  
Tammin Tabloid (Community Newsletter)  
Tammin Post Office

## **Statutory Implications**

Section 5.56 of the *Local Government Act 1995* deals with Planning for the future.

## **Policy Implications**

### 7.1 Tammin Achievement Awards

#### POLICY STATEMENT

The purpose of the Awards is to –

Acknowledge Tammin residents for their contribution in making a difference to our community and recognise those who put in that extra effort not only in their contribution, but those that become role models and encourage and motivate others to step out and set new boundaries of achievement.

Honour and recognise Tammin residents who have achieved success in sporting, cultural and community pursuits.

#### APPLICATION

##### Categories

These include, but are not limited to –

- arts and culture,
- sports and recreation,
- environment,
- education,
- civic duty,
- community volunteerism and
- youth or seniors' leadership.
- Sporting Awards, as recommended by each respective Tammin Sports Club, for example –
- best & fairest winners,
- club champion,
- team achievement,

Nominees will have made a significant contribution through a unique achievement or outstanding service

–

as a volunteer;

- in the course of their work, or
- in any area that provides a benefit to the Tammin community.

#### Nominations and eligibility

All Tammin clubs and organisations will be invited to nominate members and/or teams for an award. The nominees do not have to be the winner or champions of their respective sport. Who is nominated is entirely at the discretion of the respective club.

To nominate, a completed nomination form including a description of why the person and or team should be considered for an award, is to be submitted within the deadline.

No awards will be granted without a duly completed nomination and nominations received which do not meet the criteria will not be accepted.

When

The presentation shall be held on Friday, 20th March 2026 from 6pm.

Venue

Kadjininy Kep.

Format

- Achievement Awards ceremony from 6.00pm
- Canapes and light refreshments will be provided by the P & C Committee

OBJECTIVE

To recognise achievements by members of the community and invite new residents to make social connections within the Tammin Community.

### Financial Implications

2025 / 2026 Budget - \$1,500

### 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)                       |
|--|---|---------------------------|---|---|---|
| Perceived bias or unfair selection process                   | Possible (3)  | Moderate (3)              | Moderate (5-9)                              | REPUTATIONAL Substantiated, low impact, low news item | Manage by ensuring a transparent selection process based on nominations |
| Insufficient nominations or lack of diversity in nominations | Possible (3)  | Minor (2)                 | Moderate (5-9)                              | COMMUNITY ENGAGEMENT Limited representation           | Manage by internal policies and procedures                              |

Risk Matrix

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

|      |   |         |         |         |         |              |
|------|---|---------|---------|---------|---------|--------------|
| Rare | 1 | Low (1) | Low (2) | Low (3) | Low (4) | Moderate (5) |
|------|---|---------|---------|---------|---------|--------------|

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

Risk Rating

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

**Strategic Implications**

Nil

**Officers Recommendation**

For Council to recognize the following Tammin Achievement Awards 2025 recipients:

- a) 2025 Citizen of the Year - \_\_\_\_\_
- b) 2025 Senior Citizen of the Year (over 65) - \_\_\_\_\_
- c) 2025 Youth Citizen of the Year (25 & Under) - \_\_\_\_\_
- d) 2025 Sportsperson of the Year - \_\_\_\_\_

Moved: Cr

Seconded: Cr

Vote: Simple 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.