

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 28th May 2025** at the Council Chambers at 1 Donnan Street Tammin, commenced at **5:00pm**.

Andrew Malone
Chief Executive Officer
28 May 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 5.03 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

Leave of Absence previously granted: Cr Leslie

Apologies: Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

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

Date	Name	Item No	Reason

8. DECLARATION OF RELATED PARTY DISCLOSURE IN AGENDA ITEMS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 23 April 2025

Officers Recommendation

That the minutes of the Ordinary Council Meeting held on 23 April 2025 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls

Seconded: Cr Courtney Thomson

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 April 2025

Location:	Shire of Tammin
Applicant:	Finance Officer
Date:	08 May 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 March 2025 totaling \$336,731.49 by way of:

Cheque numbers	01/04/2025- 30/04/2025	Nil
Direct debit payments	01/04/2025- 30/04/2025	\$12,834.35
Licensing transfers	01/04/2025- 30/04/2025	\$5,944.00
Bank fees	01/04/2025- 30/04/2025	\$94.38
VISA payments	01/04/2025- 30/04/2025	\$3,818.94
EFT payments	EFT7599- EFT7645	\$230,236.51
Salaries and wages	01/04/2025- 30/04/2025	\$83,803.31
Total payments	01/04/2025- 30/04/2025	\$336,731.49

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

Creditor	Description	Amount
Allwest Plant Hire Australia Pty Ltd	Repair damage to Bomag Roller onsite on 14/02/2025	\$7,958.68
Boral Construction Materials Group Limited	Bitumen prime and seal coats as per quotation on Tammin- York Rd SLK 9.00- 10.24	\$111,987.88
Brooks Hire Pty Ltd	Hire of Bomag Roller from 03/03/2025- 14/03/2025 for roadworks	\$5,083.76
Dun Direct - Dunnings	Bulk diesel 4350L	\$7,746.49
KW & AJ Swann	Push up 6500m3 of gravel at Dixon Rd pit & maintenance grading on Dixon Rd	\$10,386.75
Luke Stephen Stewart	Supply and lay floor tiles at Yorkrakine Hall - prepare the floor with levelling cement, tile, grout and clean up	\$8,800.00
Youlie and Son Spreading Services	Semi Water Tanker hire from 11/03/25- 14/03/25, Mack PM02 and float mob grader to site on 11/03/25, Trimming Goldfields Rd on 12/03/25 - 13/03/25 & labour hire, operating posse track on 13/03/25.	\$6,305.75

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
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Risk Matrix

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

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

Risk Rating

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

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

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

- 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 April 2025 to 30 April 2025 totaling \$336,731.49 as contained in attachments 12.1.

Municipal Fund payments totaling \$336,731.49 detailed:

Cheque numbers	01/04/2025- 30/04/2025	Nil
Direct debit payments	01/04/2025- 30/04/2025	\$12,834.35
Licensing transfers	01/04/2025- 30/04/2025	\$5,944.00
Bank fees	01/04/2025- 30/04/2025	\$94.38
VISA payments	01/04/2025- 30/04/2025	\$3,818.94
EFT payments	EFT7599- EFT7645	\$230,236.51
Salaries and wages	01/04/2025- 30/04/2025	\$83,803.31
Total payments	01/04/2025- 30/04/2025	\$336,731.49

Moved: Cr Caffell

Seconded: Cr Rogers

Vote: Simple Majority

Carried/Lost: 5/0

12.2 Financial Management Report for the month of April 2025

Location:	Shire of Tammin
Applicant:	Manager of Finance and Corporate Services
Date:	22 May 2025
Author:	Racheal King
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 12.2 April 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 April 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 30 April 2025, 87.7% 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

Civic Leadership Strategies

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

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

6.1.1 Deliver sustainable governance through transparent and robust policy and processes

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

Outcome 6.2 An efficient and effective organisation

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

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

Officers Recommendation

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.3 for the period ending 31 March 2025 comprising;

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

Moved: Cr Nicholls

Seconded: Cr Courtney Thomson

Vote: Simple Majority

Carried/Lost: 5/0

13 MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Superannuation Contribution for Elected Members

Location:	Shire of Tammin
Applicant:	Nil
Date:	23 May 2025
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Purpose of Report

For Council to consider a report and recommendation that Council determine to pay superannuation contributions for Elected Members as permitted under the Local Government Act 1995. While this is not compulsory for Band 4 Councils such as the Shire of Tammin, it is encouraged to align with industry best practice to retain existing and attract prospective Elected members.

Background

Recent updates from the Department of Local Government, Sport and Cultural Industries (DLGSC) advise that, effective from 1 February 2025, local governments may resolve by absolute majority to pay superannuation contributions to Elected Members in addition to existing fees and allowances. As a Band 4 Council, the Shire of Tammin is not mandated to make such contributions; however, it must be noted that doing so could encourage the promotion of diversity and acknowledge the commitment of Elected Members.

The superannuation contribution rate aligns with the Commonwealth Superannuation Guarantee (Administration) Act 1992, which will increase to 12% by 1 July 2025. Section 5.99B of the Local Government Amendment Act 2024 enables this option.

Where a Council resolves to make superannuation contribution payments for its Council members, the amount of the payment is to be equivalent to the amount the Council would have been required to contribute under the Commonwealth Superannuation Guarantee (Administration) Act 1992 as superannuation as though the Council members were employees of the local government.

For superannuation purposes, the following payments to Council members are considered Ordinary Time Earnings (OTE):

- Meeting attendance fees; and
- Annual allowance for the President, Deputy President

The following payments are not considered Ordinary Time Earnings and therefore do not attract superannuation contributions:

- Expenses reimbursed on claim (e.g., travel, vehicle, childcare, and professional development expenses); and
- Annual allowance in lieu of reimbursement of expenses.

Should Elected Members resolve to pay superannuation contributions, Elected members must nominate a superannuation account to receive contributions. Council may resolve opt out of receiving these contributions by an absolute majority resolution, or alternatively individual Elected Members may choose to opt out by providing written advice to the CEO.

The amendments provide an exemption from having to declare a conflict of interest when deciding to pay superannuation to Elected Members and introduce a requirement for Class 1 and 2 local governments to pay superannuation from 19 October 2025. This does not apply to the Shire of Tammin as a Band 4 Council; however, the provision to pay superannuation remains available.

A webinar hosted by WA Local Government Association (WALGA) and Moore on 12 February 2025 outlined best practice recommendations for Elected Members superannuation contributions, providing clarity on the benefits and procedural steps for implementing such payments.

Comment

While this is not compulsory for Band 3 and 4 Councils such as the Shire of Tammin, it is encouraged to align with industry best practices and to appropriately remunerate Elected Members for their time and commitment they provide to the Shire through the provisions of a superannuation contribution.

Financial Implications

Should Council resolve to pay superannuation contributions to Elected Members, there will be an increase in the Shire's expenditure. The financial impact will depend on the number of Elected Members who choose to receive contributions, and the percentage allocated. This will be factored into future budget considerations. Should all Elected Members choose to accept the payment of superannuation contributions there will be a \$4,068.48 cost associated with it to Council based on 12% superannuation and current sitting fees. This amount may increase marginally as a future report will request Council consideration for an increase in sitting fees for Elected Members.

Elected Members should seek independent financial advice to understand how superannuation contributions may impact their personal financial circumstances.

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)
That Elected Members fail to understand the financial implications of opting in or out of the Superannuation payment.	Unlikely (2)	Minor (2)	Low (1-4)	FINANCIAL IMPACT \$50,000 - \$250,000	Manage by a Council resolution.

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	4
Does this item need to be added to the Shire's Risk Register	No
Is a Risk Treatment Plan Required	No

Consultation

WALGA Webinar – 12 February 2025

Statutory Implications

Local Government Act 1995, Section 5.98A

Local Government Amendment Act 2024, Sections 5.99B, 5.99C, and 5.99E

Policy Implications

There are no current Shire of Tammin policies related to Elected Member superannuation contributions. Should Council determine that the payment of superannuation contributions is supported and endorse this proposal, an appropriate policy may be developed for consistency and clarity. This policy would be incorporated into the Council Policy Manual, which serves as the compiled decisions of Council to the Chief Executive Officer and other officers, detailing how specific matters are to be administered and the standards to apply.

Strategic Plan & Corporate Business Plan Implications

Civic Leadership

Objective 1 Strong governance and leadership, demonstrating fair and equitable community values.

CL6.1.1 Deliver sustainable governance through transparent and robust policy and processes.

Objective 2: An efficient and effective organisation.

CL6.2.1 Ensure sound long-term financial management and deliver value for money.

Officers Recommendation

That Council in respect to Elected Members Superannuation contributions:

1. Resolve to pay superannuation contributions for Elected Members in relation to meeting fees and Shire President and Deputy Shire President allowances only, at a rate equivalent to the compulsory employer contribution required under the Superannuation Guarantee (Administration) Act 1992;
2. Allow Elected Members to opt out of receiving compulsory superannuation contributions if they provide written advice to the Chief Executive officer at any time;
3. Require Elected Members to submit their nominated superannuation fund details in writing to the Chief Executive Officer by 30 June 2025
4. Permit Elected Members to salary sacrifice part or all of their taxable meeting attendance allowances, provided they submit a written request to the Chief executive Officers; and
5. Note that Elected Members may wish to seek independent financial advice regarding their personal financial circumstances. The resolution of Council and advice from administration should not be interpreted as financial advice.

Moved: Cr Rogers

Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 5/0

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 5.14 pm