Shire of Tammin

ORDINARY COUNCIL MEETING

Minutes

CONFIRMED

NOTICE OF MEETING

Dear Elected Member

The next ordinary meeting of the Shire of Tammin will be held on ***Wednesday 21st October 2026*** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5*:00pm.***

Andrew Malone
Chief Executive Officer
9 September 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 President will declare the meeting open at 5.06 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 Via Phone
Cr Caffell
Cr Rogers

In Attendance:

MF	Codey Redmond
MTS	Michael Silver
Finance Officer	Teresa Brindley-Stevens

Guests:

Leave of Absence previously granted:

Apologies:

Cr	Mackin
CEO	Andrew Malone

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

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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

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9. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.1 Ordinary Council Meeting Minutes – 30th September 2026

Officers Recommendation

That the minutes of the Council Meeting held on the 30th of September 2026 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls Seconded: Cr Rogers

Vote: Simple Majority

Carried/Lost: 5/0
For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Rogers, Cr Caffell
Against:

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

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12. MATTERS FOR CONSIDERATION – FINANCE

12.1 List of Payments for September 2026

Location:	Shire of Tammin
Applicant:	Finance Officer
Date:	02 September 2026
Author:	Emma Button
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 August 2026 totalling $230,280.76 by way of:

Cheque numbers	01/09/2026 – 30/09/2026	Nil
Direct debit payments	01/09/2026 – 30/09/2026	$12,195.42
Licensing transfers	01/09/2026 – 30/09/2026	$6,722.95
Bank fees	01/09/2026 – 30/09/2026	$24.45
VISA payments	01/09/2026 – 30/09/2026	$1,585.89
EFT payments	EFT8565 – EFT8634	$146,324.92
Salaries and wages	01/09/2026 – 30/09/2026	$65,037.47
Total payments	**01/09/2026 – 30/09/2026**	**$230,280.76**

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

Creditor	Description	Amount
Australian Taxation Office - BAS	BAS Payment for July 2026	$14,257.26
BGL Solutions	Tammin oval maintenance and renovations 2026	$13,596.00
Department of Fire and Emergency Services	ESLB Quarter 1 contribution for 2026/27	$11,729.40
MAD3 Engineering	Pre purchase building inspection and report of the Tammin Hotel	$6,083.00
Wheatbelt East Regional Organisation of Councils (WEROC)	Annual Financial contribution to WEROC for 2026/27	$13,200.00
Mineral Crushing Services (WA) Pty Ltd	Delivery of 10mm & 20mm bluemetal to depot	$6,600.83
Gradow PTY LTD ATF AG & PF McWhirter T/AS Great Southern Fuel Supplies	3700L of diesel for depot pod	$10,041.50
Local Pest Control	General Pest Treatment & Visual Termite Inspection and report for council buildings September 2026	$8,663.34

Comment

Nil

Financial Implications

All liabilities have been settled in accordance with the Shire of Tammin 2026/2027 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

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Delayed Payments Leading to Penalties or Loss of Supplier Relationships	Possible (3)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'now news' item	Manage by internal policies and procedures

Risk Matrix

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

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

Risk Rating

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

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 1996

11. Payment of accounts

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

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

b) Petty cash systems.

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(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

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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 September 2026 to 30 September 2026 totalling $364.513.70 as contained in attachments 12.1.

Municipal Fund payments totalling $230,280.76 detailed:

Cheque numbers	01/09/2026 – 30/09/2026	Nil
Direct debit payments	01/09/2026 – 30/09/2026	$12,195.42
Licensing transfers	01/09/2026 – 30/09/2026	$6,722.95
Bank fees	01/09/2026 – 30/09/2026	$24.45
VISA payments	01/09/2026 – 30/09/2026	$1,585.89
EFT payments	EFT8565 – EFT8634	$146,324.92
Salaries and wages	01/09/2026 – 30/09/2026	$65,037.47
Total payments	**01/09/2026 – 30/09/2026**	**$230,280.76**

Moved: Cr Nicholls Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 5/0
For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Rogers, Cr Caffell
Against:

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12.2 Financial Management Report for the month of September 2026

Location:	**Shire of Tammin**
Applicant:	**Manager of Finance and Corporate Services**
Date:	**14 October 2026**
Author:	**Codey Redmond**
Item Approved by:	**Chief Executive Officer**
Disclosure of Interest:	**Nil**
File Reference:	**Nil**
Attachment/s:	**Attachment Item 12.2 September 2026 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 September 2026 inclusive of the Statement of Financial Activity, Current Ratios and Capital Expenditure Report.

Comment

The financial year has commenced with operating results generally in line with budget expectations. Administration continues to monitor the Shire's financial position, cash flow, rates collection, investments and capital expenditure against the adopted 2026/27 Budget.

Financial Implications

There are currently no financial implications as income and expenditure is in accordance with Budget.

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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.

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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.*

(1) 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.*

(1) 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.

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Strategic Plan & Corporate Business Plan Implications

Civic Leadership Strategies

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The following outcomes and strategies have been identified to achieve this vision.
Outcome 6.1 Strong governance and leadership, demonstrating fair and equitable community values

6.1.1 Deliver sustainable governance through transparent and robust policy and processes
6.1.2 Undertake the civic duties of Council with the highest degree of ethics
Outcome 6.2 An efficient and effective organisation

6.2.1 Ensure sound long-term financial management and deliver value for money
6.2.2 Provide community leadership and lobby Federal and State Government to strengthen service provision within the Shire. Explore diverse income streams including grants

Officers Recommendation

That Council, pursuant to the *Local Government (Financial Management) Regulations 1996* adopt the Monthly Financial Report as contained in attachment 12.2 for the period ending 30 September 2026 comprising.

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

Moved: Cr Rogers **Seconded: Cr Thomson**

Vote: Simple Majority

Carried/Lost: 5/0
For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Mackin, Cr Caffell
Against:

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13 MATTERS FOR CONSIDERATION – ADMINISTRATION

13.1 Bushfire Risk Management Plan 2026-2031

Location:	N/A
Applicant:	CEO
Date:	14 October 2026
Author:	Chief Executive Officer
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Attachment Item 1 – Draft BRMP Attachment Item 2 – Letter of Endorsement

Proposal/Summary

For Council to consider and endorse the Draft Bushfire Risk Management Plan 2026-2031.

Background

The Shire of Tammin is required to have an endorsed Bushfire Risk Management Plan. The Shire's Plan was to expire on the 31 May 2026. In the absence of the Shire having a CESM, administration sought an extension until November 2026 to facilitate the review of the plan.

Having an Office of Bushfire Management (OBRM) endorsed plan is a requirement for remaining eligible for the Mitigation Activities Fund Grant Program. The Shire has drafted the plan and provided the plan to the OBRM for review and endorsement. On 11 October the OBRM endorsed the Shire's Plan.

Comments

The Bushfire Risk Management Plan is an integrated planning strategy to treat bushfire related risk across all land within the Shire of Tammin, but particularly land owned or vested in the Shire of Tammin. They are required to be developed by the local government authority in parts of the State where there is significant bushfire risk.

As a participant in the BRM Program, the Shire of Tammin will be required to submit an annual report to OBRM detailing progress against the BRM Plan. OBRM will extract much of the required data from the BRMS but will request the Shire respond to a short survey to provide context.

The Shire over the last few months has reviewed and updated the BRMP and has received notification that the Shire continues to maintain OBRM endorsement.

Consultation

Office of Bushfire Management

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Shire of Tammin CESM

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

The BRMP allows the Shire to seek funding for mitigation works through the Mitigation Activities Fund Grant Program.

Strategic Implications

Strategic Community Plan 2018 - 2027

Outcome 1.2 A growing, healthy and safe community
1.2.3 Support provision of emergency services and encourage community volunteers.

Officers Recommendation 1

That Council receives and endorses the Draft Bushfire Risk Management Plan 2026-2031.

Moved: Cr Nicholls Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 5/0
For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Mackin, Cr Caffell
Against:

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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 5:12 pm.

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