

# 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 30<sup>th</sup> September 2026** at the Council Chambers at 1 Donnan Street Tammin, commencing at **5:00pm**.

A handwritten signature in black ink, appearing to read 'Andrew Malone'.

Andrew Malone  
Chief Executive Officer  
10 August 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 5:08 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 Mackin  
Cr Rogers Via Phone

|                           |                     |
|---------------------------|---------------------|
| <b>In Attendance:</b> CEO | Andrew Malone       |
| MF                        | Codey Redmond       |
| MTS                       | Michael Silver      |
| FO                        | Teresa Brindley-Ste |

**Guests:**

**Leave of Absence previously granted:**

**Apologies:**

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

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

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

## 7. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS

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

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

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

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

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

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

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

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

### **9.1 Ordinary Council Meeting Minutes – 19th August 2026**

#### **Officers Recommendation**

That the minutes of the Council Meeting held on the 19<sup>th</sup> of August 2026 be confirmed as a true and accurate record of proceedings.

Moved: Cr Nicholls                      Seconded: Cr Mackin

Vote: Simple Majority

Carried/Lost: 6/0

For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Mackin, Cr Caffell, Cr Rogers  
Against:

### **9.2 Audit & Risk Committee Meeting Minutes – 8<sup>th</sup> September 2026**

#### **Officers Recommendation**

- 1) That the minutes of the Audit & Risk Committee Meeting held on 8<sup>th</sup> September 2026 be confirmed as a true and accurate record of proceedings.
- 2) That Council Endorsed the CAR return for 2025

Moved: Cr Rogers                                              Seconded: Cr Thomson

Vote: Simple Majority

Carried/Lost: 6/0

For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Mackin, Cr Caffell, Cr Rogers  
Against:

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

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

## 12. MATTERS FOR CONSIDERATION – FINANCE

### 12.1 List of Payments for August 2026

|                                |                                                                                                                                                    |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location:</b>               | Shire of Tammin                                                                                                                                    |
| <b>Applicant:</b>              | Finance Officer                                                                                                                                    |
| <b>Date:</b>                   | 02 September 2026                                                                                                                                  |
| <b>Author:</b>                 | Emma Button                                                                                                                                        |
| <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 August 2026 totalling \$364,513.70 by way of:

|                       |                                |                     |
|-----------------------|--------------------------------|---------------------|
| Cheque numbers        | 01/08/2026 – 31/08/2026        | Nil                 |
| Direct debit payments | 01/08/2026 – 31/08/2026        | \$19,588.95         |
| Licensing transfers   | 01/08/2026 – 31/08/2026        | \$7,615.45          |
| Bank fees             | 01/08/2026 – 31/08/2026        | \$36.53             |
| VISA payments         | 01/08/2026 – 31/08/2026        | \$2,590.26          |
| EFT payments          | EFT8528- EFT8564               | \$270,311.26        |
| Salaries and wages    | 01/08/2026 – 31/08/2026        | 64,371.25           |
| <b>Total payments</b> | <b>01/08/2026 – 31/08/2026</b> | <b>\$364,513.70</b> |

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

| <b>Creditor</b>                   | <b>Description</b>                                                                                                       | <b>Amount</b> |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------|
| Dun Direct - Dunnings             | Fuel for Depoot 4200L diesel @ 2.4243 inc GST                                                                            | \$10,182.06   |
| KW & AJ Swann                     | Maintenance grading work on various roads: Goldfields, Saunders, Leslie, Golf Links, Turon, Barrack, Barrack South roads | \$5,039.18    |
| LGIS (WA)                         | 50% annual contribution for insurance 26/27                                                                              | \$68,410.06   |
| Shire of Boddington               | Long Service Leave Entitlement for Fabian Houbrechts                                                                     | \$13,600.93   |
| WCS Concrete                      | 25% procurement payment for hardstand and bunker at Tammin Waste Facility                                                | \$40,179.15   |
| West Coast Firebreaks             | Road Verge Spraying of all town road reserves for weed control, fire fuel reduction                                      | \$61,600.00   |
| Wheatbelt Plumbing & Gas          | Supply and install Wulfe 200L heat pump including removal of old system for units 1 & 7 Tamma Village                    | \$7,243.50    |
| York Auto Electrics               | Auto electric work on depot shire vehicles                                                                               | \$19,967.47   |
| Youlie and Son Spreading Services | Maintenance grading and rolling on Nock Road, Yorkrakine Cemetery Road & Yorkrakine Rock Road                            | \$13,376.00   |
| Dun Direct - Dunnings             | Fuel for Depoot 4200L diesel @ 2.4243 inc GST                                                                            | \$10,182.06   |

**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<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<br>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 |

### 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 August 2026 to 31 August 2026 totalling \$364,513.70 as contained in attachments 12.1.

Municipal Fund payments totalling \$364,513.70 detailed:

|                       |                                |                     |
|-----------------------|--------------------------------|---------------------|
| Cheque numbers        | 01/08/2026 – 31/08/2026        | Nil                 |
| Direct debit payments | 01/08/2026 – 31/08/2026        | \$19,588.95         |
| Licensing transfers   | 01/08/2026 – 31/08/2026        | \$7,615.45          |
| Bank fees             | 01/08/2026 – 31/08/2026        | \$36.53             |
| VISA payments         | 01/08/2026 – 31/08/2026        | \$2,590.26          |
| EFT payments          | EFT8528 – EFT8564              | \$270,311.26        |
| Salaries and wages    | 01/08/2026 – 31/08/2026        | 64,371.25           |
| <b>Total payments</b> | <b>01/08/2026 – 31/08/2026</b> | <b>\$364,513.70</b> |

Moved: Cr Nicholls

Seconded: Cr Caffell

Vote: Simple Majority

Carried/Lost: 6/0

For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Mackin, Cr Caffell, Cr Rogers

Against:

## 12.2 Financial Management Report for the month of August 2026

|                                |                                                           |
|--------------------------------|-----------------------------------------------------------|
| <b>Location:</b>               | Shire of Tammin                                           |
| <b>Applicant:</b>              | Manager of Finance and Corporate Services                 |
| <b>Date:</b>                   | 10 September 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 12.2 August 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 August 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.

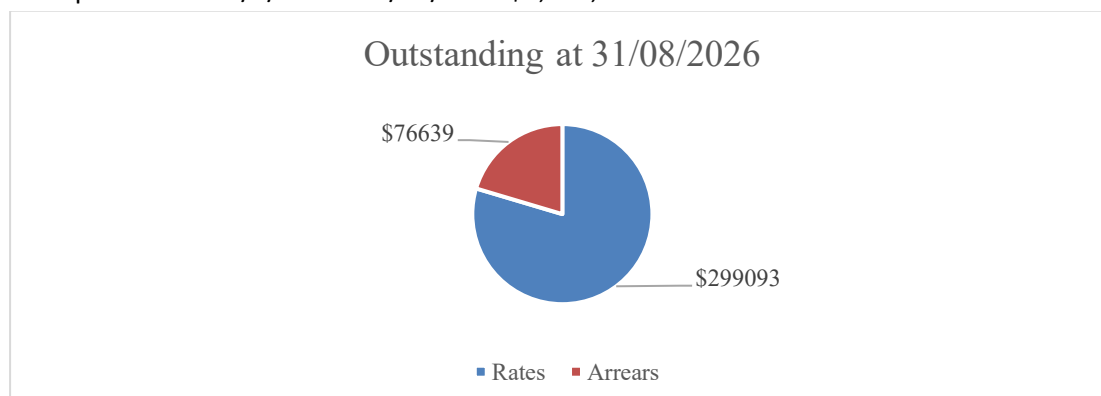
Rates:

Rates were issued on 10 July 2026 with payments due in full by 17 August 2026 to receive 2% Discount. Payment arrangements have been made with rate payers if required.

Rates Opening Arrears: \$139,802

Rates Levied 2026/27: \$1,751,183

Receipts received 1/7/2026 - 31/08/2026:\$1,515,253



## Surplus Funds:

Following the collection of rates in August 2026, the Shire reviewed the investment of surplus funds available for term deposit investment. Following a comparison of the investment options currently available to the Shire, 100% of surplus investment funds were placed with Commonwealth Bank of Australia (CBA), as CBA offered the most favourable rate of return available to the Shire at the time of investment. The Shire is currently established to place investments with Commonwealth Bank of Australia (CBA) and National Australia Bank (NAB) only. The concentration of investments with CBA does not comply with Council Policy 2.1.2, which limits exposure to any one financial institution to 50% of the Shire's investment portfolio.

While the funds have been placed with a highly rated Australian authorised deposit-taking institution, the concentration of funds with a single institution creates a policy compliance and diversification issue, notwithstanding the institution's credit quality.

Administration will investigate establishing investment facilities with additional eligible financial institutions to broaden the Shire's available investment options and enable future investments to be diversified in accordance with Policy 2.1.2. Future investment decisions will continue to consider security, liquidity, return and the Shire's counterparty exposure limits.

## **Financial Implications**

There are currently no material adverse financial implications, with income and expenditure generally tracking in accordance with Budget. Surplus funds have been invested to maximise interest earnings while maintaining appropriate liquidity for the Shire's operational requirements.

As outlined above, the current concentration of investments with CBA exceeds the 50% counterparty exposure limit contained within Council Policy 2.1.2. Administration will investigate establishing investment arrangements with additional eligible financial institutions to facilitate greater diversification of the Shire's investment portfolio.

## **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<br>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.*
- (3) *The information in a statement of financial activity may be shown —*
- a) according to nature and type classification; or*
  - b) by program; or*
  - c) by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —*
- a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
  - b) recorded in the minutes of the meeting at which it is presented.*

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

### **Policy Implications**

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

### **Investment Policy 2.1.2**

Council's Investment Policy provides that no more than 50% of the Shire's investment portfolio is to be held with any one financial institution. 100% of the Shire's surplus investment funds for 2026/27 were held with Commonwealth Bank of Australia. Accordingly, the current investment allocation exceeds the policy's counterparty exposure limit.

The concentration has arisen because the Shire currently has investment facilities established with only CBA and NAB, and CBA offered the superior investment return available at the time the funds were invested.

Administration acknowledges the policy departure and will investigate establishing investment facilities with additional eligible financial institutions. This will provide a broader range of competitive investment options and assist the Shire in maintaining compliance with the 50% counterparty exposure limit for future investments.

### **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:

1. 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 August 2026 comprising.

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

2. Acknowledges that, the Shire's investment of 2026/27 surplus funds with Commonwealth Bank of Australia exceeds the 50% maximum exposure to a single financial institution provided for under Council Policy 2.1.2.

Moved: Cr Nicholls

Seconded: Cr Mackin

Vote: Simple Majority

Carried/Lost: 6/0

For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Mackin, Cr Caffell, Cr Rogers

Against:

## 13 MATTERS FOR CONSIDERATION – ADMINISTRATION

### 13.1 Bush Fire Advisory Committee Meeting Minutes – 21 September 2026

|                                |                                                                      |
|--------------------------------|----------------------------------------------------------------------|
| <b>Location:</b>               | N/A                                                                  |
| <b>Applicant:</b>              | CEO                                                                  |
| <b>Date:</b>                   | 22 September 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 1 – BFAC Minutes<br>Attachment Item 2 – CBFCO Report |

#### Proposal/Summary

For Council to consider the recommendations made by the Bush Fire Advisory Committee.

#### Background

The Bush Fire Advisory Committee met on Monday 21 September 2026 at the Donnan Park Pavilion.

#### Comments

The Committee discussed various agenda items and has put forward to council various recommendations for Council's Consideration including the appointment of Bush Fire Control Officers, Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer. The Committee also reviewed the current burning periods and did not recommend any alternations.

#### Consultation

Tammin Bushfire Brigade Members

#### Statutory Implications

Bush Fires Act 1954 Part 4 s38 Local government may appoint bush fire control officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall be subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

## **Policy Implications**

The Bush Fires Act 1954 Section 41 (1) states the below:

### **41. Bush fire brigades**

- (1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.

## **Financial Implications**

Nil

## **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 the Minutes of the Bush Fire Advisory Committee for its meeting on 21 September 2026.

Cr Mackin                      Seconded: Cr Nicholls

Vote: Simple Majority

Carried/Lost: 6/0

For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Mackin, Cr Caffell, Cr Rogers  
Against:

#### **Bush Fire Advisory Committee Recommendation 2**

That Council as per the recommendation of the Bush Fire Advisory Committee endorse the following: -

1. Appoint Mr A Mackin and Mr C Thomson as FCO's to the Bushfire Brigade.
2. Appoint all other current FCOs as named in the minutes to continue in the role. With the exception of Haydn Dixon who we thank for his service to the brigade.
3. Appoint Mr B Jones undertakes the role of Chief Bush Fire Control Officer for a period of two (2) years from the period September 2026 until September 2028.
4. Appoint Mr A Mackin undertakes the role of Deputy Chief Bush Fire Control Officer for a period of two (2) years from the period September 2026 until September 2028.

5. That the CBFCO and DCBFCO also act as the Tammin Bushfire Brigade Captain and Lieutenant.
6. That the Restricted and Prohibited Burning times for the 2026/27 firebreak notice be confirmed.

Moved: Cr Mackin

Seconded: Cr Thomson

Vote: Simple Majority

Carried/Lost: 6/0

For: President Thomson, Deputy President Nicholls, Cr Thomson, Cr Mackin, Cr Caffell, Cr Rogers

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 5:23 pm.