



# CONFIRMED MINUTES

Ordinary Meeting of Council



Meeting held in Council Chambers at  
15 Maddock Street, Mukinbudin  
Commencing at 2.30pm Tuesday 18th February 2025

**\*\*\*\* DISCLAIMER \*\*\*\***

**Disclaimer:**

The Shire of Mukinbudin assumes no responsibility for any act, omission, statement, or implication arising during Council or Committee meetings. The Shire of Mukinbudin explicitly disclaims any liability for any loss incurred as a result of reliance on such acts, omissions, statements, or implications by any individual or legal entity. Any person or legal entity who chooses to act or refrain from acting based on statements, acts, or omissions made during Council or Committee meetings does so at their own risk.

In particular, it should be noted that in discussions pertaining to planning applications or license applications, any statements or implications of approval made by members or officers of the Shire of Mukinbudin during meetings should not be construed as official notice of approval from the Shire of Mukinbudin. The Shire of Mukinbudin advises that individuals with pending applications must obtain written confirmation of the application's outcome and should only rely on such written confirmation, including any attached conditions determined by the Shire of Mukinbudin.

**Ethical Decision Making and Conflicts of Interest:**

Council adheres to a code of conduct and ensures that all decisions are based on an honest assessment of the matter, ethical decision-making, and personal integrity. Councillors and staff members comply with statutory requirements to disclose financial, proximity, and impartiality interests. Once declared, they abide by the relevant legislation.



Tanika McLennan

**ACTING CHIEF EXECUTIVE OFFICER**

**Vision Statement**

To assist our community towards a prosperous future by providing a positive environment in which to work and live.

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10.1

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11.1

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12.1 Closure of Meeting

## **AGENDA**

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 18<sup>th</sup> February 2025.

### **1. Declaration of Opening**

The Shire President declared the Meeting open at 2.32pm

### **2. Record of attendance, apologies, and approved leave of absence**

#### **2.1 Present:**

Cr G Shadbolt	Shire President
Cr R Nicoletti	Deputy President

Cr A Farina  
Cr S Ventris  
Cr A Walker

#### **2.2 Staff:**

Tanika McLennan	Acting Chief Executive Officer
Renee Jenkin	Manager of Corporate and Community Services

#### **2.3 Visitors:**

#### **2.4 Apologies:**

Cr G Bent  
Cr C McGlashan

#### **2.5 On leave of absence:**

Nil

#### **2.6 Applications for leave of absence:**

Nil

### **3. Public Question Time (min 15 minutes)**

#### **3.1 Response to previous questions taken on notice.**

Nil

#### **3.2 Declaration of public question time opened (minimum 15 mins)**

The Shire President to declare public question time open at 2.32pm.

#### **3.3 Declaration of public question time closed**

The Shire President to declare public question time closed at 2.32pm.

**4. Declarations of Interest**

Cr Ventris      Impartiality  
9.3.3 Waive Fee – CRC Room Hire

**5. Petitions, deputations, and presentations**

5.1      Petitions  
         Nil

5.2      Deputations  
         Nil

5.3      Presentations  
         Nil

**6. Announcements by the Presiding person without discussion**

Nil

**7. Confirmation of the Minutes of previous meetings**

7.1      Confirmation of Minutes of Ordinary Meeting of Council held on 17<sup>th</sup> December 2024.

**Voting Requirement**

Simple Majority

**OFFICER RECOMMENDATION**

**Council Decision Number – 06 02 2025**

**Moved: Cr Ventris**

**Seconded: Cr Farina**

**That the Minutes of the following meetings be accepted as a true and correct record of proceedings.**

- **Ordinary Meeting of Council held on 17<sup>th</sup> December 2024**

**Carried 5 / 0**

## 8. Committee Meetings

### 8.1 Receipt of Minutes of Committee Meetings

- 8.1.1 NEWROC Council Meeting 26<sup>th</sup> November 2024  
[NEWROC Minutes](#)

#### Voting Requirement

Simple Majority

#### OFFICER RECOMMENDATION

Council Decision Number – 07 02 2025

Moved: Cr Walker

Seconded: Cr Nicoletti

That the Minutes of the following committee meetings be received.

- NEWROC Council Meeting held 26<sup>th</sup> November 2024

Carried 5 / 0

## 8.2 Recommendations from Committee Meeting for Council Consideration

- 8.2.1 Audit Committee meeting held on 18<sup>th</sup> February 2025.  
Recommendations from this meeting will be brought to the Council Meeting for endorsement.

### **OFFICER RECOMMENDATION**

**Council Decision Number – 08 02 2025**

**Moved: Cr Ventris**

**Seconded: Cr Farina**

**That the Audit Committee recommend to Council that the 2024 Compliance Audit Return for the period 1 January 2024 to 31 December 2024**

- **be signed by the Acting CEO and Shire President; and**
- **be received and recorded in the minutes of Council; and**
- **be submitted to the Executive Director of the Department of Local Government and Communities.**

**Carried 5 / 0**



## 9.1 Monthly Information Report

9.1.1 February 2025 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	10 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Renee Jenkin, Manager of Corporate & Community Services
Voting Requirements	Simple Majority
Documents Attached	<a href="#">February Information Report</a>
Documents Tabled	Nil

### **Summary**

The purpose of this communication is to enable the Council to receive the Monthly Information Report, which includes reports from key personnel, namely the Environmental Health Officer, Caravan Park Manager, Works Supervisor, Community Resource Centre Coordinator and Manager of Corporate and Community Services.

### **Background Information**

The Monthly Information Report serves as a means to provide Council with updates on various operational matters within the Shire of Mukinbudin. These reports offer valuable insights into the performance and progress of the respective areas under the purview of the aforementioned personnel.

### **Officer Comment**

Refer to February Information Report.

### **Consultation**

Tony Turner – Environmental Health Officer  
 Larry Garlett – Aquatic Centre Manager  
 Tania Sprigg – Caravan Park Manager  
 Craig Powell – Works Supervisor  
 Jessica McCartney – Community Resource Centre Coordinator  
 Renee Jenkin – Manager of Corporate and Community Services

**Statutory Environment** Nil

**Policy Implications** Nil

**Financial Implications** Nil

**OFFICER RECOMMENDATION****Council Decision Number – 09 02 2025****Moved: Cr Nicoletti****Seconded: Cr Walker****That Council receive the February 2025 Information Report.****Carried 5 / 0**

## 9.2 Finance Reports

<b>9.2.1 List of Payments – December 2024</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	6 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">List of Payments - Municipal Account (6 pages)</a> <a href="#">List of Payments - Restricted Municipal Account (1 page)</a> <a href="#">Corporate Credit Card Statement – December 2024 (7 pages)</a> <a href="#">Credit Card Summary - December 2024 (1 page)</a> <a href="#">Fuel Cards Statement - December 2024 (3 pages)</a>
Documents Tabled	Nil

***If a Councillor has any questions regarding the enclosed finance report, please see the Senior Finance Officer prior to the meeting, so that a researched answer may be provided.***

### **Summary**

List of payments made in December 2024 for endorsement by Council.

### **Background Information**

A list of payments submitted to Council on 18<sup>th</sup> February 2025, for confirmation in respect of accounts already paid or for the authority to those unpaid. (Please refer to Payment listing attached).

### **Officer Comment**

Standard process of obtaining Council endorsement of payments.

### **Strategic & Social Implications**

N/A

### **Consultation**

N/A

### **Statutory Environment**

A list of payments is required to be presented to Council as per section 13 of the Local Government (Financial Management) Regulations 1996.

### **Policy Implications**

Council Policy No. 1.6.5 (e) states that a list of payments is required to be presented to Council each month in accordance with Financial Management Regulations 13(1) for recording in the minutes.

### **Financial Implications**

All payments have been made in accordance with the 2024/2025 Budget.

## OFFICER RECOMMENDATION

Council Decision Number – 10 02 2025

Moved: Cr Farina

Seconded: Cr Nicoletti

That the list of payments made in December 2024 be endorsed for payment.

### Municipal Fund:

Muni EFTs	EFT 9839	to	EFT 9934	\$495,389.37
Muni Cheques	Chq 31990	to	Chq 31993	\$21,546.03
Muni Direct Debits	DD 12607.1	to	DD 12674.11	\$75,791.68
(Superannuation, loans, leases)				
Pays on	05/12/2024 & 19/12/2024			\$128,361.79
(Not included on payment listing)				
<b>Total Municipal Funds</b>				<b>\$721,088.87</b>

### Restricted Muni Fund:

RMF EFTs	EFT -	to	EFT -	\$0.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 12589.1	to	DD 12722.1	\$18,812.45
<b>Total Restricted Muni Funds</b>				<b>\$18,812.45</b>

Carried 5 / 0

<b>9.2.2 Monthly Statement of Financial Activity Report – 31 December 2024</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	16 <sup>th</sup> January 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Darren Long – Financial Consultant
Voting Requirements	Simple Majority
Documents Attached	<a href="#"><u>Statement of Financial Activity – For the period ended 31 December 2024 (74 Pages)</u></a>
Documents Tabled	Nil

***If a Councillor has any questions regarding the enclosed finance report, please discuss these queries with the CEO so that a researched answer may be provided for you from the Financial Consultant.***

### **Summary**

The Monthly Financial Report for 31 December 2024 is presented for Councils consideration.

### **Background Information**

This financial report is provided to Council monthly in accordance with provisions of the *Local Government Act 1995 and Local Government (Financial Management Regulations 1996)*.

### **Officer Comment**

The Shire prepares the monthly financial statements in the statutory format along with other supplementary financial reports consisting of:

- (a) Statement of Comprehensive Income by Function/Program;
- (b) Statement of Comprehensive Income by Nature/Type;
- (c) Statement of Financial Activity by Nature/Type;
- (d) Statement of Financial Activity by Function/Program;
- (e) Summary of Net Current Asset Position;
- (f) Statement of Material Variances;
- (g) Statement of Financial Position;
- (h) Statement of Cash Flows;
- (i) Capital acquisitions;
- (j) Disposal of Assets;
- (k) Statement of Capital Grants and Contract Liabilities;
- (l) Statement of Cash Back Reserves;
- (m) Loan Borrowings Statement;
- (n) Restricted Cash Statement;
- (o) Detailed Operating and Non-Operating Schedules.

The Regulations require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual

amounts of expenditure, revenue and income, and materials variances can be commented on.

The Statement of Financial Activity as at 31 December shows a closing surplus of \$1,174,115.

### **Strategic & Social Implications**

N/A

### **Consultation**

Darren Long – Financial Consultant

### **Statutory Environment**

Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, 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 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);
  - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, and 5 prescribe further details of information to be included in the monthly statement of financial activity.

### **Policy Implications**

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Last year Council adopted a policy that the material variation be set at \$11,000 and 10%.

### **Financial Implications**

There is no direct financial implication in relation to this matter.

**OFFICER RECOMMENDATION****Council Decision Number – 11 02 2025****Moved: Cr Walker****Seconded: Cr Ventris****That Council receive the Monthly Financial Report for the period ending 31 December 2024.****Carried 5 / 0**

<b>9.2.3 List of Payments – January 2025</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	6 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">List of Payments - Municipal Account (5 pages)</a> <a href="#">List of Payments - Restricted Municipal Account (1 page)</a> <a href="#">Corporate Credit Card Statement – January 2025 (6 pages)</a> <a href="#">Credit Card Summary – January 2025 (1 page)</a> <a href="#">Fuel Cards Statement – January 2025 (3 pages)</a>
Documents Tabled	Nil

***If a Councillor has any questions regarding the enclosed finance report, please see the Senior Finance Officer prior to the meeting, so that a researched answer may be provided.***

### **Summary**

List of payments made in January 2025 for endorsement by Council.

### **Background Information**

A list of payments submitted to Council on 18<sup>th</sup> February 2025, for confirmation in respect of accounts already paid or for the authority to those unpaid. (Please refer to Payment listing attached).

### **Officer Comment**

Standard process of obtaining Council endorsement of payments.

### **Strategic & Social Implications**

N/A

### **Consultation**

N/A

### **Statutory Environment**

A list of payments is required to be presented to Council as per section 13 of the Local Government (Financial Management) Regulations 1996.

### **Policy Implications**

Council Policy No. 1.6.5 (e) states that a list of payments is required to be presented to Council each month in accordance with Financial Management Regulations 13(1) for recording in the minutes.

### **Financial Implications**

All payments have been made in accordance with the 2024/2025 Budget.



# OFFICER RECOMMENDATION

Council Decision Number – 12 02 2025

Moved: Cr Ventris

Seconded: Cr Farina

That the list of payments made in January 2025 be endorsed for payment.

## Municipal Fund:

Muni EFTs	EFT 9935	to	EFT 10003	\$276,140.81
Muni Cheques	Chq -	to	Chq -	\$0.00
Muni Direct Debits	DD 12704.1	to	DD 12808.11	\$62,701.29
(Superannuation, loans, leases)				
Pays on (Not included on payment listing)	02/01/2025 & 16/01/2025 & 30/01/2025			\$152,540.64
<b>Total Municipal Funds</b>				<b>\$491,382.74</b>

## Restricted Muni Fund:

RMF EFTs	EFT -	to	EFT -	\$0.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 12728.1	to	DD 12827.1	\$43,152.00
<b>Total Restricted Muni Funds</b>				<b>\$43,152.00</b>

Carried 5 / 0

<b>9.2.4 Monthly Statement of Financial Activity Report – 31 January 2025</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Nil
Date:	10 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Darren Long – Financial Consultant
Voting Requirements	Simple Majority
Documents Attached	<a href="#"><u>Statement of Financial Activity – For the period ended 31 January 2025 (75 Pages)</u></a>
Documents Tabled	Nil

***If a Councillor has any questions regarding the enclosed finance report, please discuss these queries with the CEO so that a researched answer may be provided for you from the Financial Consultant.***

### **Summary**

The Monthly Financial Report for 31 January 2025 is presented for Councils consideration.

### **Background Information**

This financial report is provided to Council monthly in accordance with provisions of the *Local Government Act 1995 and Local Government (Financial Management Regulations 1996)*.

### **Officer Comment**

The Shire prepares the monthly financial statements in the statutory format along with other supplementary financial reports consisting of:

- (p) Statement of Comprehensive Income by Function/Program;
- (q) Statement of Comprehensive Income by Nature/Type;
- (r) Statement of Financial Activity by Nature/Type;
- (s) Statement of Financial Activity by Function/Program;
- (t) Summary of Net Current Asset Position;
- (u) Statement of Material Variances;
- (v) Statement of Financial Position;
- (w) Statement of Cash Flows;
- (x) Capital acquisitions;
- (y) Disposal of Assets;
- (z) Statement of Capital Grants and Contract Liabilities;
- (aa) Statement of Cash Back Reserves;
- (bb) Loan Borrowings Statement;
- (cc) Restricted Cash Statement;
- (dd) Detailed Operating and Non-Operating Schedules.

The Regulations require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income, and materials variances can be commented on.

The Statement of Financial Activity as at 31 January shows a closing surplus of \$765,344.

**Strategic & Social Implications**

N/A

**Consultation**

Darren Long – Financial Consultant

**Statutory Environment**

Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, 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 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);
  - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, and 5 prescribe further details of information to be included in the monthly statement of financial activity.

**Policy Implications**

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Last year Council adopted a policy that the material variation be set at \$11,000 and 10%.

**Financial Implications**

There is no direct financial implication in relation to this matter.

**OFFICER RECOMMENDATION**

**Council Decision Number – 13 02 2025**

**Moved: Cr Nicoletti**

**Seconded: Cr Walker**

**That Council receive the Monthly Financial Report for the period ending 31 January 2025.**

**Carried 5 / 0**

<b>9.2.5 Mid-Year Review 2024-2025</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Nil
Date:	12 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Darren Long – Financial Consultant
Voting Requirements	Absolute Majority
Documents Attached	<a href="#">2024-2025 Budget Review (55 Pages)</a>
Documents Tabled	Nil

***If a Councillor has any questions regarding the enclosed finance report, please discuss these queries with the CEO so that a researched answer may be provided for you from the Financial Consultant.***

### **Summary**

This item is for Council to consider and adopt the 2024/2025 Budget Review as presented in the Statement of Financial Activity for the period ending 31 December 2024.

### **Background Information**

The Local Government (Financial Management) Regulations 1996, regulation 33A, requires that local governments conduct a budget review between 1 January and the last day in February in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 14 days of the adoption of the review by Council.

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 10% or a \$11,000 minimum for the reporting of material variances to be used in the Statements of Financial Activity and the annual budget review.

The Shire of Mukinbudin adopted a balanced 2024/2025 Annual Budget with a nil carry forward.

### **Officer Comment**

A detailed analysis at account level incorporating year to date actual results and budget projections to 30 June 2025, for the period ending 31 December 2024, is presented for consideration. Statements of Financial Activity at Nature/Type level, and also at Program level, have been prepared to provide a summarisation of the budget review results. A Statement of Closing Funds detailing the projected surplus/deficit as at 30 June 2025.

The projected expenditure and income to 30 June 2025 are shown in the grey projection columns. Where the projection figures are different from the Adopted Budget, the change is shown in the favourable or unfavourable column, along with a comment explaining the change. It is recommended that Council review the projection figures.

The audited End of Year surplus was \$2,065,739, a reduction from the Adopted Budget estimated surplus of \$2,156,006, a decrease of \$90,267.

If the projection figures in the budget review are adopted by Council, the estimated closing result at 30 June 2025 will be a deficit of \$131,196.

### **Strategic & Social Implications**

N/A

### **Consultation**

Internal Staff

### **Statutory Environment**

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must*
  - a) *Consideration the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - b) *Consider the local government's financial position as at the date of the review; and*
  - c) *Review the outcomes for the end of that financial year that are forecast in the budget; and*
  - d) *Include the following-*
    - (i) *the annual budget adopted by the local government;*
    - (ii) *an update of each of the estimates included in the annual budget;*
    - (iii) *the actual amounts of expenditure, revenue and income as at the date of the review;*
    - (iv) *adjacent to each item in the annual budget adopted by the local government that stated an amount, the estimated end-of-year amount for the item.*
- (2) *The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) *A Council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  

*\*Absolute majority required.*
- (4) *Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### **Policy Implications**

Nil.

### **Financial Implications**

If the projection figures in the budget review are adopted by Council, the estimated closing result at 30 June 2025 will be a deficit of \$131,196.

**OFFICER RECOMMENDATION****Council Decision Number – 14 02 2025****Moved: Cr Ventris****Seconded: Cr Farina****That Council:**

- 1. Review and note the Budget Review Projection figures; and**
- 2. Subject to any changes, adopt the Budget Review Projection Figures in the attachment as budget amendments and declare them authorised expenditure.**

**Carried 5 / 0**  
**by Absolute Majority**

### 9.3 Chief Executive Officer's Reports

<b>9.3.1 Unbudgeted Expenditure – “Lifeguard For Life” project</b>	
Location:	Shire of Mukinbudin
File Ref:	ADM 016
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	23 <sup>rd</sup> January 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari – Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

#### **Summary**

This agenda item seeks Council's approval to establish a new General Ledger account to recognise expenditure incurred from its Municipal Funds.

#### **Background Information**

In December 2024, the Shire applied for a DLGSC, Active Regional Communities Grant to deliver the “Lifeguard For Life” project. This program provides essential training and qualifications for becoming certified lifeguards, eliminating the need for participants to travel to Perth for the standard two-day course typically offered in metropolitan areas. The Shire's application was successful, and the \$5,000 grant will soon be received.

#### **Officer Comment**

Although the funding from DLGSC and the participants fees will cover the program costs, the Shire needs to create a General Ledger account to record the expenditure associated with the “Lifeguard For Life” project. As the expenditure was not included in the annual budget, Council's approval is required to authorise the expenditure.

#### **Consultation**

Tanika McLennan – Acting Chief Executive Officer  
 Renee Jenkin – Manager of Corporate & Community Services  
 Lucia Scari – Senior Finance Officer

#### **Strategic & Social Implications**

Outcome 4.1 - Provide good strategic decision making, governance, leadership and professional management.

4.1.2 Manage the organisation in a transparent and accountable manner.

#### **Statutory Environment**

Local Government Act 1995

### **6.8. Expenditure from municipal fund not included in annual budget**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution\*; or
- (c) is authorised in advance by the mayor or president in an emergency.

\* *Absolute majority required.*


- (1a) In subsection (1) —  
**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

### **Policy Implications**


Nil

### **Financial Implications**

The expenditure will have NIL impact on the annual budget, as the income will offset the expenditure:



Department of  
Local Government, Sport  
and Cultural Industries



**PROJECT BUDGET**

Revenue Items <b>excluding</b> GST	Proposed Amount	Funding Source
Allocated from DLGSC (Min \$1,000 / Max \$5,000)	\$5,000.00	DLGSC
Supplied by your organisation (if applicable)		
From any other organisations (if applicable) - Please specify		
Participant Fees (if applicable)	1492.00	Participant Fees
<b>TOTAL REVENUE - excluding GST</b>	<b>\$6492.00</b>	

Expenditure Items* <b>excluding</b> GST	Proposed Amount	Funding Source
Trainer - Travel	\$500.00	DLGSC
Trainer - Accommodation	\$560.00	DLGSC
Trainer - Living Allowance (per day) \$100 x 4	\$400.00	Participant fees
Lifeguard 2-day training course - \$330.00 per person x 8 (being minimum requirement)	\$2640.00	DLGSC
First Aid Course - \$299.00 per person x 8 (being minimum requirement)	\$2392.00	DLGSC \$900 Participant Fees \$1092
<b>TOTAL EXPENDITURE - excluding GST</b>	<b>\$6,492.00</b>	

Include:

- all anticipated costs of your project in as much detail as possible,
- Identify which expense items the department's contribution would fund, ensuring the items are eligible as listed in the Guidelines.
- Include all costs involved for this project.
- Include in-kind contributions.

Active Regional Communities Initiative Grants Application 8 | Page

The final figures may vary, depending on the number of participants.



**OFFICER RECOMMENDATION****Council Decision Number – 15 02 2025****Moved: Cr Walker****Seconded: Cr Farina**

**That, pursuant Section 6.8 of the Local Government Act 1995, expenditure of \$6,492.00 for the Active Regional Communities Grant to deliver the “Lifeguard For Life” project be authorised.**

**Carried 5 / 0  
by Absolute Majority**

<b>9.3.2 Personal Leave Policy</b>	
Location:	All of Shire
File Ref:	ADM 360
Applicant:	Tanika McLennan – Acting Chief Executive Officer
Date:	5 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan – Acting Chief Executive Officer
Author:	Lucia Scari – Senior Finance Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

Council is requested to consider implementing a Personal Leave Policy within the Shire Policy Manual.

### **Background Information**

A lack of an internal policy with regards to Personal Leave was recently identified, particularly with regards to the evidence to be provided to be able to qualify for Personal Leave.

### **Officer Comment**

The Minimum Conditions of Employment Act 1993, Section 22A requires employees to provide evidence to their employer to qualify for Personal Leave. However, the absence of an internal policy has made it challenging for the Shire to set clear guidelines regarding the use of personal leave.

To eliminate any confusion and support staff in fulfilling their responsibilities, an internal review has been carried out. The proposed Personal Leave policy is outlined below:

#### 4.23 Personal Leave

<b>POLICY</b>	The purpose of this Personal Leave Policy is to establish guidelines for requesting and granting Personal Leave to employees.
<b>OBJECTIVES</b>	To provide staff with Personal Leave guidelines.
<b>GUIDELINE</b>	<p>Employees must have sufficient Personal Leave accrued to request <u>the payment</u> of Personal Leave.</p> <p>The Employee must provide the Employer with evidence to confirm the Personal Leave entitlement: after more than two (2) days of being unfit for work; or at the discretion of the Chief Executive Officer.</p> <p>This evidence must be in the form of a medical certificate issued by a Medical Practitioner.</p> <p>If a medical certificate is not provided upon request, the Personal Leave request, including payment for Personal Leave, will be declined. The Employer may then require the Employee to use other available types of leave (if applicable).</p> <p>Negative leave balances are not <u>permitted</u>, however exceptions may be made at the discretion of the Chief Executive Officer in the event of an emergency requiring additional leave. Where personal leave is granted in advance, the negative balance must not exceed ten (10) days per year, in accordance with the Award.</p>
<b>HISTORY</b>	Policy Created February 2025
<b>REVIEW</b>	Chief Executive Officer

#### **Strategic & Social Implications**

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management

*4.1.2 Manage the organisation in a transparent and accountable manner*

#### **Consultation**

Tanika McLennan – Acting Chief Executive Officer

Renee Jenkin – Manager of Corporate & Community Services

Lucia Scari – Senior Finance Officer

**Statutory Environment**

*Local Government Act 1995*

*Local Government Legislation Amendment Act 2019*

*Minimum Conditions of Employment Act 1993*

**Policy Implications**

Updated Policy Manual

**Financial Implications**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number – 16 02 2025**

**Moved: Cr Walker**

**Seconded: Cr Ventris**

**That Council adopts the proposed Policy, 4.23 Personal Leave as presented.**

**Carried 5 / 0**

<b>9.3.3 Waive Fee – CRC Room Hire</b>	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Tanika McLennan – Acting Chief Executive Officer
Date:	30 <sup>th</sup> January 2025
Disclosure of Interest:	Cr Ventris – Impartiality
Responsible Officer	Tanika McLennan – Acting Chief Executive Officer
Author:	Tanika McLennan – Acting Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

This report asks Council to consider writing off the CRC Room Hire fees for NEWTRAVEL's Events Support Officer, Lily Haeusler to work from, between February and June 2025.

### **Background Information**

The following correspondence was received via email on 22<sup>nd</sup> January 2025 from NEWTRAVEL Tourism Officer, Linda Vernon:

*Hi Renee,*

*I hope this email finds you well!*

*I am reaching out to discuss the possibility of a reduced or waived room hire rate for NEWTRAVEL to use a space at the Mukinbudin CRC. This would be for Lily Haeusler, our contracted Events Support Officer, to work from February to June 2025. Lily has been working for us since last March remotely while completing her university studies, but she has now moved to Mukinbudin and has indicated her preference would be to have an office environment and not work from home. I have previously spoken with Jess and she has indicated that there is space available to accommodate a work space Lily at the CRC on a regular basis.*

*Lily will primarily be working two days per week preferably from Mukinbudin and on Mondays be based at the Westonia CRC to support NEWTRAVEL and its member local governments events and initiatives under our FRRR Helping Regional Communities in Drought Grant. Having a dedicated space at the CRC would greatly assist her in fulfilling her role effectively.*

*If this is something the Shire might consider, I'd appreciate the opportunity to discuss the details further with you. Please let me know a suitable time to chat or if additional information is required to support this request.*

*Thank you so much for your time and consideration. I look forward to hearing from you.*

Linda Vernon

North Eastern Wheatbelt Travel Association

M: 0428 831 074

W: [www.wheatbeltway.com.au](http://www.wheatbeltway.com.au)



### **Officer Comment**

The CRC Office Hire fee is currently set at \$30 per day inclusive of GST. NEWTRAVEL's proposal is to use the office for two days per week over a 20 week period.

2 days per week      x      20 weeks      =      \$1,090.91 + \$109.09 GST

Waiving the Office Hire fees will have a negative financial impact on the CRC's budget. However, the presence of the NEWTRAVEL Events Support Officer at the Mukinbudin CRC provides significant benefits to both Mukinbudin and the broader NEWTRAVEL region, outweighing the financial loss. This aligns with the Shire's commitment to supporting regional initiatives and fostering economic and tourism development.

### **Strategic & Social Implications**

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management

4.1.2 Manage the organisation in a transparent and accountable manner

### **Consultation**

Renee Jenkin – Manager of Corporate & Community Services

### **Statutory Environment**

*Local Government Act 1995*

#### **Section 6.12 – Power to Defer, Grant Discounts, Waive, or Write Off Debts**

(1) A local government may, by *absolute majority*, resolve to:

- (a) grant a discount or other incentive for the early payment of any amount of money;
- (b) waive or grant concessions in relation to any amount of money; or
- (c) write off any amount of money, which is owed to the local government.

(2) Subsection (1) does not apply to an amount of money owed in respect of rates and service charges (which are covered under different provisions).

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions the local government sees fit.

(4) Regulations may set out specific conditions or requirements relating to the exercise of this power.

### **Policy Implications**

Nil

### **Financial Implications**

If the recommendation is supported, this will mean a loss of \$1,090.91 in CRC income.

**OFFICER RECOMMENDATION****Council Decision Number – 17 02 2025****Moved: Cr Farina****Seconded: Cr Nicoletti**

**That the CRC Office Hire fees for NEWTRAVEL's Events Support Officer, Lily Haeusler, be waived for the period of February to June 2025.**

**Carried 4 / 0  
by Absolute Majority  
Cr Ventris abstained from voting**

<b>9.3.4 Mukinbudin Planning &amp; Development Community Indoor Cinema Project</b>	
Location:	Mukinbudin
File Ref:	ADM 370
Applicant:	Tanika McLennan – Acting Chief Executive Officer
Date:	4 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan – Acting Chief Executive Officer
Author:	Tanika McLennan – Acting Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

This report asks Council to consider offering support to the Mukinbudin P & D Community Indoor Cinema Project.

### **Background Information**

The following correspondence was received via email on 23 January 2025 from the Mukinbudin Planning and Development Group:

*Dear Tanika,*

*Community Indoor Cinema Project*

*We wanted to give you an update on the Community Indoor Cinema Project for the Mukinbudin Memo-rial Hall.*

*Mrs Sonia Watson, ex Bonnie Rock farmer, has been able to source quotes for the projector and screen.*

*Attached are two like-for-like quotes for your consideration. David Carlsen, whose knowledge we sort, has recommended the best quality equipment for the Memorial Hall. Callum McGlashen of Absolutely All Electrical has estimated an installation cost of \$1,500-\$2,000, and is available for the installation. Graeme Watson, husband of Sonia, together with Rodney Comerford, Wilgoyne farmer, will kindly volunteer to assist Callum with the installation.*

*We are now at the point where we need to secure funds for this project to be able to go forward.*

*The Mukinbudin P & D Group are able to contribute \$5,000.*

*Would the Shire of Mukinbudin be able to match this amount of \$5,000?*

*A grant application for the balance of \$10,660 will be submitted to Mukinbudin Community Financial Services for their consideration.*

*We are aware that Council does not meet until Tuesday 18th February, however, it would be greatly appreciated if a decision could be made promptly. This would allow the ordering, receiving and installing the equipment before the 19th February. Expediency is also required to enable the performance of the play "I'm With You" to be held on 8th March 2025.*

*Thankyou for considering this project and look forward to hearing from you soon.*

*Please do not hesitate to contact any of the office bearers listed below, for further information.*



Yours faithfully,  
Mukinbudin Planning & Development Group

Whispie Bayley  
President  
0437 410455  
[yandegin@wn.com.au](mailto:yandegin@wn.com.au)

Clare Smith  
Secretary  
0428 449063  
[mukasteel@bigpond.com](mailto:mukasteel@bigpond.com)

Janine Squire  
Treasurer  
0428 315119  
[djsquire@wn.com.au](mailto:djsquire@wn.com.au)

In order to protect the commercial confidentiality of the vendors, the two quotes for equipment, referred to in the correspondence above, are not included as an attachment to this item. However, the quotes range between \$16,200 and \$18,660.30 including GST.

Further email correspondence was received from Secretary, Clare Smith, on 4 February 2025, stating:

*Hi Tanika,*

*We have been advised today that the Mukinbudin Community Financial Services/Bendigo Bank have approved our application of \$10,660 for the Community Indoor Cinema Project.*

*Sonia Watson has been able to source the quote from Mega Pro Audio for \$16,200, plus \$2,000 for installation costs by Absolutely All Electrical, making a total of \$18,200. We have been assured that should all finance be in place, the equipment can be installed before the play production on the 8th March.*

*With the funding from MCFS and the Mukinbudin P & D totalling \$15,660, would it be possible for Council to contribute the balance of \$2,540.*

*Hoping that this amount of \$2,540 is more favourable than the original request of \$5,000.*

*Please do not hesitate to call if you need further information.*

*Cheers,  
Clare  
Clare Smith  
Secretary  
Mukinbudin P & D  
M 0428 449 063  
E [mukasteel@bigpond.com](mailto:mukasteel@bigpond.com)*

At its ordinary meeting, held 20 August 2024, Council resolved to support the Indoor Cinema Project. However at that time, the Planning & Development Group were not seeking financial support, beyond the ongoing maintenance of equipment, which they proposed would become the property of the Shire, should their Bendigo Bank funding application be successful.

Council's in principle support for the project was conveyed to the Planning & Development Group via correspondence dated 23 August 2024.

### **Officer Comment**

The requested contribution of \$2,540 amounts to less than 10% of the total project cost, providing Council with a valuable enhancement to the Memorial Hall at minimal expense.

**Strategic & Social Implications**

2018-2028 Strategic Community Plan

Outcome 4.1 – Provide good strategic decision making, governance, leadership, and professional management

4.1.2 Manage the organisation in a transparent and accountable manner

**Consultation**

Nil

**Statutory Environment****Section 6.8 – Expenditure from municipal fund not included in annual budget**

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government;

(b) is authorised in advance by resolution\* of the council (absolute majority required); or

(c) is authorised in advance by the mayor or president in an emergency.

**Policy Implications**

Nil

**Financial Implications**

If the recommendation is supported, \$2,540 unbudgeted expenditure will be required.

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That a contribution of \$2,540 be made towards the Planning and Development Group's Indoor Cinema Project at the Mukinbudin Memorial Hall.**

**Motion Lapsed**

<b>9.3.4 2025 Ordinary Local Government Elections</b>	
Location:	Mukinbudin
File Ref:	ADM 374
Applicant:	Tanika McLennan – Acting Chief Executive Officer
Date:	5 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan – Acting Chief Executive Officer
Author:	Tanika McLennan – Acting Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	Nil
Documents Tabled:	Nil

### **Summary**

To allow Council to consider who will be responsible for the Management of the October 2025 Ordinary Local Government Elections.

### **Background Information**

The CEO has requested a quote from the WA Electoral Commission (WAEC) to conduct the Ordinary 2025 Election on behalf of the Shire and the quote is as follows:



Mr Dirk Sellenger  
Chief Executive Officer  
Shire of Mukinbudin  
PO Box 67  
MUKINBUDIN WA 6479

Dear Mr Sellenger,

### **Cost Estimate Letter: 2025 Local Government Ordinary Election**

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

#### Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$10,945 (ex GST).

This cost has been based on the following assumptions:

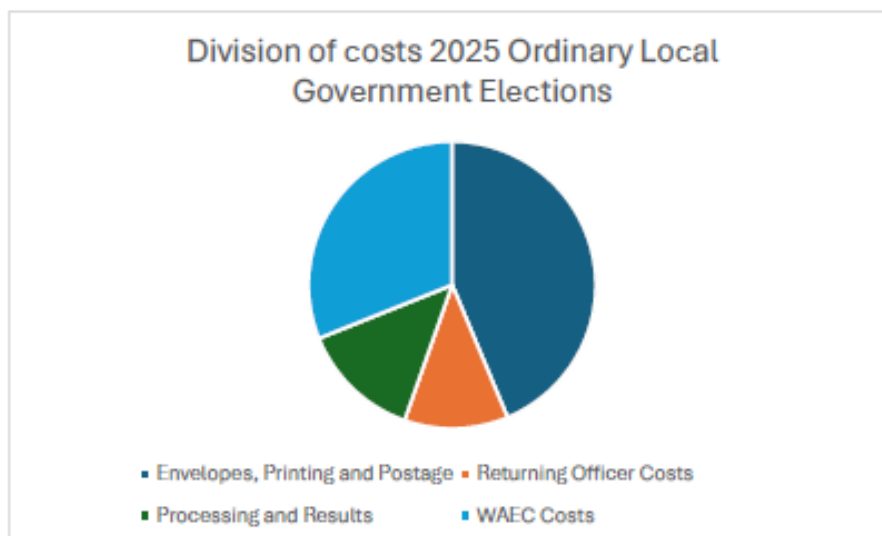
- The method of election will be postal;
- 4 Councillor(s) vacancies;
- 400 electors;
- response rate of approximately 40%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

#### Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:

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For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

#### Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

#### Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

#### Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

#### Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au).

Yours sincerely,



Robert Kennedy  
ELECTORAL COMMISSIONER

12 December 2024

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Following the receipt of the Cost Estimate Letter, the WA Electrical Commission (WAEC) have issued a Written Agreement as follows:



WESTERN AUSTRALIAN  
Electoral Commission

Mr Dirk Sellenger  
Chief Executive Officer  
Shire of Mukinbudin  
PO Box 67  
MUKINBUDIN WA 6479

Dear Mr Sellenger,

**Written Agreement: 2025 Local Government Ordinary Election**

I refer to your correspondence dated 13 December 2024 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 12 December 2024 (the Cost Estimates Letter).

This letter is my written agreement to be responsible for the conduct of the local government ordinary election for the Shire of Mukinbudin. In order to finalise this agreement, you are required under *the Local Government Act 1995* to submit the following motions to Council for a postal election:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.



Please note that:

- the above motion/s must be presented to Council as drafted and cannot be amended in any way;
- both the Cost Estimates Letter, and this Written Agreement Letter should be attached to the item for Council consideration; and
- the above motion/s must be passed by an absolute majority.

Once the Council passes the above mentioned motion/s, please forward confirmation to the Commission to the email address below. The Commission can then proceed with arrangements for your ordinary election.

If you have any queries, please contact [lgelections@waec.wa.gov.au](mailto:lgelections@waec.wa.gov.au).

Yours sincerely,



Robert Kennedy  
**ELECTORAL COMMISSIONER**

9 January 2025

Level 2, 66 St Georges Terrace PERTH WA 6000  
GPO Box F316 PERTH WA 6841

T | (08) 9214 0400

E | [waec@waec.wa.gov.au](mailto:waec@waec.wa.gov.au)  
W | [www.elections.wa.gov.au](http://www.elections.wa.gov.au)

### **Officer Comment**

The WAEC was engaged to conduct the 2023 Council elections. Engaging the WAEC allows for the option of a postal voting, which can help increase voter participation. Local Government Elections often experience low voter turnout, and postal voting provides a convenient alternative by enabling electors to cast their votes from home before election day, eliminating the need to attend a polling location in person on election day.

### **Strategic & Social Implications**

Nil

### **Consultation**

Nil

### **Statutory Environment**

#### **4.20. CEO to be returning officer unless other arrangements made**

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) *A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —*



- (a) an election; or
- (b) all elections held while the appointment of the person subsists.

*\* Absolute majority required.*

- (3) An appointment under subsection (2) —
  - (a) is to specify the term of the person's appointment; and
  - (b) has no effect if it is made after the 80<sup>th</sup> day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

*\* Absolute majority required.*

- (5) A declaration under subsection (4) has no effect if it is made after the 80<sup>th</sup> day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (6) A declaration made under subsection (4) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.

*[Section 4.20 amended by No. 64 of 1998 s. 19(1); No. 49 of 2004 s. 16(4) and 32(1)-(4).]*

#### 4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —
  - postal election** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
  - voting in person election** which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide\* to conduct the election as a postal election.

*\* Absolute majority required.*

- (3) A decision under subsection (2) has no effect if it is made after the 80<sup>th</sup> day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.
- (5) A decision made under subsection (2) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.
- (6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.

- (7) *Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.*

*[Section 4.61 amended by No. 64 of 1998 s. 25; No. 49 of 2004 s. 16(4) and 32(5).]*

### **Policy Implications**

Nil

### **Financial Implications**

In the event the Council chooses to appoint the WAEC to conduct the 2025 Local Government Elections on its behalf, costs of approximately \$12,039 inc GST (twelve thousand and thirty nine dollars) will be Budgeted in the 2025/2026 financial year accordingly.

## **OFFICER RECOMMENDATION**

**Council Decision Number – 18 02 2025**

**Moved: Cr Farina**

**Seconded: Cr Walker**

**That Council:**

- 1. Declares, in accordance with Section 4.20(4) of the *Local Government Act 1995*, that the Electoral Commissioner will be responsible for conducting the 2025 Ordinary Elections, as well as any other elections or polls that may be required; and**
- 2. Determines, in accordance with Section 4.61(2) of the *Local Government Act 1995*, that the 2025 ordinary elections will be conducted as a postal election.**

**5 / 0**

**by Absolute Majority**

<b>9.3.6 New Fee &amp; Charge – Memorial Hall Old Road Board Office</b>	
Location:	All of Shire
File Ref:	ADM 299
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	5 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior Finance Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

**Summary:**

The Council is requested to consider implementing a new fee for the Memorial Hall Old Road Board Office utilised by the Mainstreet Gallery group.

**Background Information:**

Since August 2022, the Mainstreet Gallery group have been utilising the Memorial Hall Old Road Board Office free of charge for a pop-up art gallery, for the period August to October. The exhibitions ran 7 days a week and showcased art from local and visiting artists. The 2024 season will see the Gallery open every day from 1<sup>st</sup> August to 31<sup>st</sup> October.

**Officer Comment:**

For the past 3 years, the Shire has been supporting the Mainstreet Gallery in various ways, from completing a full renovation of the Old Road Board Office (Including sanding of the floors, painting of the walls and installation of reverse-cycle air conditioners) to allowing the group to utilise the building at no cost. Now that the Gallery is fully established, it is considered necessary for Council to establish an agreement and set a fee for the rental of this Memorial Hall space.

The establishment of a monthly fee for the Memorial Hall Old Road Board Office will allow Council to keep a consistent approach when it comes to renting a Council-owned building. In setting the fee for the Memorial Hall Old Road Board Office, the Officer has considered the size of the space utilised by the Hirer and the fact that the Memorial Hall provides the Hirer with toilet facilities. For comparison, the Railway Station can currently be hired at the cost of \$20 per day or \$250 per month.

**Consultation:**

Tanika McLennan – Acting Chief Executive Officer

Lucia Scari – Senior Finance Officer

Renee Jenkin – Manager of Corporate & Community Services

### **Strategic & Social Implications**

Outcome 1.3 - Align infrastructure and facilities to community needs

1.3.2 Effectively plan, develop and manage infrastructure and facilities

Outcome 4.1 - Provide good strategic decision making, governance, leadership and professional management

4.1.2 Manage the organisation in a transparent and accountable manner

### **Statutory Environment**

Setting of Fees and Charges General Financial Management of Council, Council 2019/20 Budget, Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995, section 6.17, 6.19

#### **6.16. Imposition of fees and charges**

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

- (2) A fee or charge may be imposed for the following —
  - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
  - (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

#### **6.19. Local government to give notice of fees and charges**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

**Policy Implications**

Nil

**Financial Implications**

It is crucial for Council to consider various elements when determining fees and charges. When a private or a Community Group rent a facility within the Shire, they are subject to paying a fee for the hire, which is set to cover the cost of utilities, cleaning and maintenance of the building.

**OFFICER RECOMMENDATION**

**Council Decision Number – 19 02 2025**

**Moved: Cr Farina**

**Seconded: Cr Walker**

**That Council make an amendment to the 2024/2025 Fees & Charges schedule to include a new fee for the hire of the Memorial Hall Old Road Board Office:**

**\$500 inc. GST per month.**

**That the new fee be advertised in accordance with section 6.19 of the Local Government Act 1995.**

**That the lease agreement include usage of the Memorial Hall facility in entirety with the exception of the auditorium and preference be given to the Sunshine Group when in session.**

**Carried 5 / 0  
by Absolute Majority**

<b>9.3.7 Disability Access and Inclusion Plan 2025-2030</b>	
Location:	Shire of Mukinbudin
File Ref:	ADM 062
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	10 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

This agenda item seeks Council's adoption of the Disability Access and Inclusion Plan (DAIP) following the public consultation period. The DAIP outlines strategies to improve accessibility and inclusion for people with disabilities within the Shire, ensuring compliance with statutory requirements and alignment with community needs.

### **Background Information**

Under the Disability Services Act 1993, local governments are required to prepare, implement, and review a Disability Access and Inclusion Plan (DAIP) to improve access to services, facilities, and information for people with disabilities. The draft DAIP was presented for public consultation following endorsement by Council on 17 December 2024, with submissions closing on 5 February 2025.

No community feedback was received during the consultation period, which suggests that the proposed strategies within the DAIP align with the needs of the community. The next step is for Council to formally adopt the final DAIP 2025-2030.

### **Officer Comment**

The DAIP has been reviewed and is now ready for adoption. As no feedback was received during the public consultation period, the plan will move forward as presented. The DAIP includes specific strategies to improve accessibility and inclusion within the Shire and ensures ongoing compliance with the Disability Services Act 1993.

Adopting the DAIP will enable the Shire to continue to improve services and facilities for people with disabilities and demonstrate the Shire's commitment to inclusivity, transparency, and good governance.

### **Consultation**

Tony Turner, contract Environmental Health Officer, gathered initial feedback from stakeholders, including people with disabilities, community groups, and staff.

The draft Disability Access and Inclusion Plan was advertised for public consultation.

### **Strategic & Social Implications**

Outcome 4.1 - Provide good strategic decision making, governance, leadership and professional management

4.1.2 Manage the organisation in a transparent and accountable manner

**Statutory Environment**

- Disability Services Act 1993 (Western Australia): Requires local governments to develop, review, and consult on a Disability Access and Inclusion Plan.
- Local Government Act 1995: Supports public consultation and engagement processes for statutory plans.

**Policy Implications**

Nil

**Financial Implications**

Nil

<b>OFFICER RECOMMENDATION</b>
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**Council Decision Number – 20 02 2025**

**Moved: Cr Ventris**

**Seconded: Cr Nicoletti**

**That Council adopt the Disability Access and Inclusion Plan (DAIP) 2025-2030.**

**Carried 5 / 0**

<b>9.3.8 Integrated Strategic Plan 2025 - 2035</b>	
Location:	Shire of Mukinbudin
File Ref:	ADM 221
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	10 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

This agenda item seeks Council's adoption of the Integrated Strategic Plan 2025-2035 (ISP). The ISP combines the Shire of Mukinbudin's Strategic Community Plan and Corporate Business Plan, providing a guide for development and decision making over the next decade.

### **Background Information**

The Integrated Strategic Plan 2025-2035 (ISP) has been developed to provide a clear direction for the future growth and development of the Shire. The plan was presented for public consultation following Council's endorsement on 17 December 2024, with submissions closing on 5 February 2025.

No community feedback was received during the consultation period, suggesting strong alignment with the community's needs and aspirations as reflected in the draft plan. The ISP was developed with input from key stakeholders, including staff, local groups, and community leaders, and has been designed to complement the Shire's broader strategic objectives and long term goals.

The next step is for Council to formally adopt the Integrated Strategic Plan 2025-2035, ensuring the continued planning and development of the Shire over the coming decade.

### **Officer Comment**

The ISP has been reviewed, and no feedback was received during the public consultation period. As a result, the plan is ready for adoption as originally presented. The Integrated Strategic Plan provides a framework for achieving the Shire's long term goals, with clear priorities and strategies to guide decision making and resource allocation.

Adopting the ISP will enable the Shire to continue its work towards sustainable development, ensuring that future projects and initiatives align with the community's needs and aspirations.

### **Consultation**

- Consultant, Darren Mollenoyux of 150 Square facilitated the consultation and prepared the Integrated Strategic Plan 2025 - 2035.
- Shire residents, ratepayers, community groups and business owners were given the opportunity to attend community meetings and/or complete a survey to have input into the Shire's strategic direction.



- Staff and Councillors were provided with a survey and attended a workshop to provide input into the new Integrated Strategic Plan 2025 – 2035.
- Darren Mollenoyux presented the draft Integrate Strategic Plan 2025 - 2035 to Council at its ordinary meeting held 19 November 2024 and Councillors were asked to provide feedback.
- The Acting CEO and Manager of Corporate and Community Services had several meetings with Darren Mollenoyux to work through the information and develop the final draft of the Integrated Strategic Plan 2025 - 2035.

### **Strategic & Social Implications**

Outcome 4.1 - Provide good strategic decision making, governance, leadership and professional management

4.1.2 Manage the organisation in a transparent and accountable manner

### **Statutory Environment**

Section 5.56 (1) of the Local Government Act 1995 requires all Local Governments to produce a plan for the future.

The Local Government (Administration) Regulations 1996 provide a brief outline of the minimum requirements to meet this obligation, which includes the development of a strategic community plan and a corporate business plan.

It is a legislative requirement to review the Integrated Strategic Plan every four years, with a desktop review every two years.

### **Policy Implications**

Nil

### **Financial Implications**

Preparation of the ISP was allowed for in the 2024/25 Annual Budget.

Costs associated with implementing the ISP will be accounted for in the Long-Term Financial Plan and future annual budgets.

## **OFFICER RECOMMENDATION**

**Council Decision Number – 21 02 2025**

**Moved: Cr Ventris**

**Seconded: Cr Farina**

**That Council adopt the Integrated Strategic Plan (2025-2035).**

**Carried 5 / 0**

The Presiding Member changed the order of business to deal with Item 9.3.9 Reinstatement of Chief Executive Officer, as the final agenda item of the meeting.

**\*\*CONFIDENTIAL ITEM\*\***

<b>9.3.9 Reinstatement of Chief Executive Officer</b>	
Location:	All of Shire
File Ref:	Staff
Applicant:	Tanika McLennan – Acting Chief Executive Officer
Date:	10 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Gary Shadbolt, Shire President
Author:	Tanika McLennan – Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

<b>9.3.10 Unbudgeted Expenditure – Bonnie Rock Bushfire Brigade First Aid Training</b>	
Location:	Shire of Mukinbudin
File Ref:	ADM 016
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	11 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior Finance Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

This agenda item seeks Council's approval to establish a new General Ledger account to recognise expenditure incurred from its Municipal Funds.

### **Background Information**

The Bonnie Rock Bushfire Brigade is operated by volunteers, who are required to hold a current Provide First Aid certificate. To support this, the Community Resource Centre will be hosting a Provide First Aid course on 4<sup>th</sup> March 2025. Approximately fifteen Bushfire Brigade volunteers need to renew their certification.

### **Officer Comment**

Although the training costs can be claimed against the Emergency Services Levy Grant provided by the Department of Fire and Emergency Services, the Shire must establish a General Ledger account to track the related expenses. Since this expenditure was not included in the annual budget, Council approval is required to authorise the spending.

### **Consultation**

Tanika McLennan – Acting Chief Executive Officer

Renee Jenkin – Manager of Corporate & Community Services

Lucia Scari – Senior Finance Officer

### **Strategic & Social Implications**

Outcome 4.1 - Provide good strategic decision making, governance, leadership and professional management.

4.1.2 Manage the organisation in a transparent and accountable manner.

### **Statutory Environment**

Local Government Act 1995

## **6.8. Expenditure from municipal fund not included in annual budget**

- (2) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or

(c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

- (2a) In subsection (1) —  
**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

### **Policy Implications**

Nil

### **Financial Implications**

The Provide First Aid course is expected to cost approximately \$200.00 per participant. This expenditure will have no impact on the annual budget, as it will be fully covered by the Emergency Services Levy Grant.

### **OFFICER RECOMMENDATION**

**Council Decision Number – 22 02 2025**

**Moved: Cr Nicoletti**

**Seconded: Cr Walker**

**That, pursuant Section 6.8 of the Local Government Act 1995, expenditure of \$3,000.00 for the Bonnie Rock Bush Fire Brigade First Aid Training be authorised.**

**Carried 5 / 0  
by Absolute Majority**

<b>9.3.11 Waive Fee – Memorial Hall Hire</b>	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Tanika McLennan – Acting Chief Executive Officer
Date:	11 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan – Acting Chief Executive Officer
Author:	Tanika McLennan – Acting Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

This report asks Council to consider waiving the Memorial Hall hire fees for the rehearsal of the Planning and Development Group's "I'm With Her" production.

### **Background Information**

The following correspondence was received via email on 11 February 2025 from Sonia Watson:

*Dear Tanika,*

*I hope you're doing well.*

*I'm reaching out to request that the Shire consider an exemption from hall hire fees for our upcoming play rehearsals for I'm With Her. This event is run for locals, by locals, with everyone volunteering their time 100%. As you know, Planning and Development is a not-for-profit organization, and we are supporting Starick, a WA-based charity that provides crisis accommodation and practical assistance to women and children escaping domestic violence. Beyond helping those in need, Starick's work benefits the broader community by reducing social costs and promoting long-term independence. I would appreciate it if you could present this request to the Shire Councillors at the February 18 meeting for their consideration. Looking forward to your thoughts.*

*Best regards,*

*Sonia Watson*

*(Representing Mukinbudin Planning and Development)*

*Producer, I'm With Her Mukinbudin -Sat. 8/3/25*

*Sponsored by Bendigo Bank*

*Fundraising for STARICK*

### **Officer Comment**

Given that all participants are volunteers and the event directly benefits a registered charity, the request for an exemption from hall hire fees is considered reasonable. Council has previously supported similar community driven productions by waiving fees for not-for-profit organisations, particularly when events provide social and community benefits.

The financial impact of waiving the hall hire fees is minimal, and the initiative aligns with the Shire's commitment to fostering local arts, culture, and social responsibility.

### **Strategic & Social Implications**

#### **Strategic Community Plan 2018–2028**

- **Outcome 1.3:** A community that fosters and supports local groups, events, and volunteers.

- **Outcome 4.1:** Provide good strategic decision-making, governance, leadership, and professional management.

### **Consultation**

Nil

### **Statutory Environment**

*Local Government Act 1995*

#### **Section 6.12 – Power to Defer, Grant Discounts, Waive, or Write Off Debts**

- (1) A local government may, by *absolute majority*, resolve to:
- (a) grant a discount or other incentive for the early payment of any amount of money;
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.
- (2) Subsection (1) does not apply to an amount of money owed in respect of rates and service charges (which are covered under different provisions).
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions the local government sees fit.
- (4) Regulations may set out specific conditions or requirements relating to the exercise of this power.

### **Policy Implications**

Nil

### **Financial Implications**

If the request is supported, the Shire will forgo the hall hire revenue for the rehearsal period. The total estimated loss of income is \$900.

## **OFFICER RECOMMENDATION**

**That the hire fees for the Memorial Hall be waived for the rehearsal of the Planning and Development Group's "I'm With Her" production on 8<sup>th</sup> March 2025.**

## **COUNCIL DECISION**

**Council Decision Number – 23 02 2025**

**Moved: Cr Walker**

**Seconded: Cr Nicoletti**

**That the hire fees for the Memorial Hall be set at the half day rate of \$85.00 for each rehearsal of the Planning and Development Group's "I'm With Her" production on 8<sup>th</sup> March 2025.**

**Carried 4 / 1  
by Absolute Majority  
Cr Ventris Against**

### **Reason Officer Recommendation differs from Council Decision:**

**To charge the half day (up to 5 hours) hire fee to maintain consistency for all users of Council facilities, having regard to operational expenditure.**

The presiding member changed the order of business to deal with Item 9.3.9 Reinstatement of Chief Executive Officer, as the final agenda item of the meeting.

**\*\*CONFIDENTIAL ITEM\*\***

<b>9.3.9 Reinstatement of Chief Executive Officer</b>	
Location:	All of Shire
File Ref:	Staff
Applicant:	Tanika McLennan – Acting Chief Executive Officer
Date:	10 <sup>th</sup> February 2025
Disclosure of Interest:	Nil
Responsible Officer	Gary Shadbolt, Shire President
Author:	Tanika McLennan – Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

## **Statutory Environment**

### **5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees; and
  - (b) the personal affairs of any person; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person,
 where the trade secret or information is held by, or is about, a person other than the local government; and
  - (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - (ii) endanger the security of the local government's property; or

- (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

And

- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

### OFFICER RECOMMENDATION

**Council Decision Number – 24 02 2025**

**Moved: Cr Ventris**

**Seconded: Cr Walker**

**That in accordance with section 5.23 (2) (a) of the Local Government Act 1995 that the meeting be closed to members of the Public as Agenda item 9.3.7 is deemed to be**

- (b) the personal affairs of any persons:**

**Carried 5 / 0**

### OFFICER RECOMMENDATION

**Council Decision Number – 26 02 2025**

**Moved: Cr Walker**

**Seconded: Cr Nicoletti**

**That the meeting be reopened to members of the public.**

**Carried 5 / 0**

The presiding member read aloud the following Council Decision:

### COUNCIL DECISION

**Council Decision Number – 25 02 2025**

**Moved: Cr Ventris**

**Seconded: Cr Farina**

**That Council:**

- 1. Accepts the resignation of Mr Dirk Sellenger as Chief Executive Officer.**
- 2. Commences the recruitment process for a Chief Executive Officer.**
- 3. Directs the Acting Chief Executive Officer to obtain quotes for the recruitment process for a Chief Executive Officer.**

**Carried 5 / 0**



**10. Elected Members Motions of which previous notice has been given**

10.1 Nil

**11. Urgent Business Approved by Person Presiding or by Decision**

11.1 Nil

**12. Closure of Meeting**

**12.1** The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 3.19pm.



## DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 18th February 2025 were confirmed at the Ordinary Meeting of Council held on 18th March 2025.

Signed: \_\_\_\_\_

Being the person presiding at the meeting at which these minutes were confirmed.

Date: \_\_\_\_\_