



# CONFIRMED MINUTES

Ordinary Meeting of Council



Meeting held in Council Chambers at  
15 Maddock Street, Mukinbudin  
Commencing at 2.30pm Tuesday 17<sup>th</sup> February 2026

**\*\*\*\* 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  
**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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## AGENDA

Agenda of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 17<sup>th</sup> February 2026.

### 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 A Walker	Deputy Shire President

Cr G Bent  
Cr A Brandis  
Cr A Dagelet  
Cr C McGlashan  
Cr S Ventris

#### 2.2 Staff:

Tanika McLennan	Chief Executive Officer
Renee Jenkin	Deputy Chief Executive Officer

#### 2.3 Visitors:

Narelle Behme	Community Resource Centre Manager
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#### 2.4 Apologies:

Nil

#### 2.5 On leave of absence:

Nil

#### 2.6 Applications for leave of absence:

Cr Brandis applied for a leave of absence for the March 2026 Ordinary Meeting of Council.

## OFFICER RECOMMENDATION

**Council Decision Number – 04 02 2026**

**Moved: Cr Ventris**

**Seconded: Cr McGlashan**

**Cr Brandis be granted a leave of absence for the March 2026 Ordinary Meeting of Council.**

**Carried 7 / 0**

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

3.1 Response to previous questions taken on notice.

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

The Shire President declared public question time open at 2.32pm.

3.3 Declaration of public question time closed

The Shire President declared public question time closed at 2.33pm.

**4. Declarations of Interest**

Nil

**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 16<sup>th</sup> December 2025.

**Voting Requirement**

Simple Majority

**OFFICER RECOMMENDATION**

**Council Decision Number – 05 02 2026**

**Moved: Cr Brandis**

**Seconded: Cr Dagelet**

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

- **Ordinary Meeting of Council held on 16<sup>th</sup> December 2025**

**Carried 7 / 0**

- 7.2 Annual Electors Meeting held 10<sup>th</sup> February 2026  
[Annual Electors Meeting Minutes](#)

**Voting Requirement**

Simple Majority

**OFFICER RECOMMENDATION**

**Council Decision Number – 06 02 2026**

**Moved: Cr Walker**

**Seconded: Cr McGlashan**

**That the Minutes of the Annual Electors Meeting held 10th February 2026 be received.**

**Carried 7 / 0**

**8. Committee Meetings**

**8.1 Receipt of Minutes of Committee Meetings**

Nil

**8.2 Recommendations from Committee Meeting for Council Consideration**

Nil

## 9.1 Monthly Information Report

<b>9.1.1 February 2026 Information Report</b>	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	9 <sup>th</sup> February 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Renee Jenkin, Deputy Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	February Information Report

### **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 Aquatic Centre Manager, Caravan Park Manager, Works Supervisor, Community Resource Centre Manager, Deputy Chief Executive Officer and Chief Executive Officer.

### **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**

Larry Garlett – Aquatic Centre Manager  
 Tania Sprigg – Caravan Park Manager  
 Craig Powell – Works Supervisor  
 Narelle Behme – Community Resource Centre Manager  
 Renee Jenkin – Deputy Chief Executive Officer  
 Tanika McLennan - Chief Executive Officer

**Statutory Environment** Nil

**Policy Implications** Nil

**Financial Implications** Nil

**OFFICER RECOMMENDATION****Council Decision Number – 07 02 2026****Moved: Cr Ventriss****Seconded: Cr Walker****That Council receive the February 2026 Information Report.****Carried 7 / 0**

## 9.2 Finance Reports

<b>9.2.1 List of Payments – December 2025</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Juliet Nixon, Finance Officer
Date:	3 <sup>rd</sup> February 2026
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Chief Executive Officer
Author:	Juliet Nixon, Finance Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">List of Payments - Municipal Account (8 pages)</a> <a href="#">List of Payments - Restricted Municipal Account (2 pages)</a> <a href="#">Corporate Credit Card Statement – December 2025 (7 pages)</a> <a href="#">Credit Card Summary - December 2025 (1 page)</a> <a href="#">Fuel Cards Statement - December 2025 (3 pages)</a>
Documents Tabled	Nil

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

### **Summary**

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

### **Background Information**

A list of payments submitted to Council on 17<sup>th</sup> February 2026, 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 2025/2026 Budget.

## OFFICER RECOMMENDATION

**Council Decision Number – 08 02 2026**

**Moved: Cr Brandis**

**Seconded: Cr Bent**

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

**Municipal Fund:**

<b>Muni EFTs</b>	<b>EFT</b>	<b>10954</b>	<b>to</b>	<b>EFT</b>	<b>11097</b>	<b>\$1,479,192.44</b>
<b>Muni Cheques</b>	<b>Chq</b>	<b>32009</b>	<b>to</b>	<b>Chq</b>	<b>32012</b>	<b>\$25,064.04</b>
<b>Muni Direct Debits (Superannuation, loans, leases)</b>	<b>DD</b>	<b>14032.1</b>	<b>to</b>	<b>DD</b>	<b>14124.10</b>	<b>\$126,108.02</b>
<b>Pays on (Not included on payment listing)</b>					<b>04/12/2025 &amp; 18/12/2025</b>	<b>\$117,304.33</b>
<b>Total Municipal Funds</b>						<b>\$1,747,668.83</b>

**Restricted Muni Fund:**

<b>RMF EFTs</b>	<b>EFT</b>	<b>-</b>	<b>to</b>	<b>EFT</b>	<b>-</b>	<b>\$0.00</b>
<b>RMF Cheques</b>	<b>Chq</b>	<b>-</b>	<b>to</b>	<b>Chq</b>	<b>-</b>	<b>\$0.00</b>
<b>RMF Direct Debits</b>	<b>DD</b>	<b>12701.1</b>	<b>to</b>	<b>DD</b>	<b>14139.1</b>	<b>\$32,826.65</b>
<b>Total Restricted Muni Funds</b>						<b>\$32,826.65</b>

**Carried 7 / 0**

<b>9.2.2 Monthly Statement of Financial Activity Report – December 2025</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Lucia Scari, Manager of Corporate Services
Date:	13 <sup>th</sup> January 2026
Disclosure of Interest:	Nil
Responsible Officer	Lucia Scari, Manager of Corporate Services
Author:	Lucia Scari, Manager of Corporate Services
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Statement of Financial Activity – December 2025</a>
Documents Tabled	Nil

***If a Councillor has any questions regarding the enclosed finance report, please see the Manager of Corporate Services prior to the meeting, so that a researched answer may be provided.***

### **Summary**

The Monthly Financial Report for December 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:

- (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.

**Strategic & Social Implications**

N/A

**Consultation**

Bob Waddell – 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. Council adopted a policy that the material variation be set at \$11,000 and 10%.

**Financial Implications**

Nil

**OFFICER RECOMMENDATION****Council Decision Number – 09 02 2026****Moved: Cr Walker****Seconded: Cr Bent**

**That Council receive the Monthly Financial Report for the period ending 31<sup>st</sup> December 2025.**

**Carried 7 / 0**

<b>9.2.3 List of Payments – January 2026</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Juliet Nixon, Finance Officer
Date:	5 <sup>th</sup> February 2026
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Chief Executive Officer
Author:	Juliet Nixon, Finance Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">List of Payments - Municipal Account (4 pages)</a> <a href="#">List of Payments - Restricted Municipal Account (1 page)</a> <a href="#">Corporate Credit Card Statement – January 2026 (7 pages)</a> <a href="#">Credit Card Summary – January 2026 (1 page)</a> <a href="#">Fuel Cards Statement – January 2026 (3 pages)</a>
Documents Tabled	Nil

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

### **Summary**

List of payments made in January 2026 for endorsement by Council.

### **Background Information**

A list of payments submitted to Council on 17<sup>th</sup> February 2026, 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 2025/2026 Budget.

## OFFICER RECOMMENDATION

Council Decision Number – 10 02 2026

Moved: Cr Dagelet

Seconded: Cr Brandis

That the list of payments made in January 2026 be endorsed for payment.

### Municipal Fund:

Muni EFTs	EFT	11098	to	EFT	11163	\$218,827.90
Muni Cheques	Chq	-	to	Chq	-	\$0.00
Muni Direct Debits (Superannuation, loans, leases)	DD	14174.1	to	DD	14174.11	\$32,372.73
Pays on (Not included on payment listing)					01/01/2026, 15/01/2026 & 29/01/2026	\$163,809.89
<b>Total Municipal Funds</b>						<b>\$415,010.52</b>

### Restricted Muni Fund:

RMF EFTs	EFT	-	to	EFT	-	\$0.00
RMF Cheques	Chq	-	to	Chq	-	\$0.00
RMF Direct Debits	DD	14150.1	to	DD	14219.1	\$16,285.05
<b>Total Restricted Muni Funds</b>						<b>\$16,285.05</b>

Carried 7 / 0

<b>9.2.4 Monthly Statement of Financial Activity Report – January 2026</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Nil
Date:	10 <sup>th</sup> February 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Bob Waddell – Financial Consultant
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Statement of Financial Activity – For the period ended 31 January 2026 (28 Pages)</a>
Documents Tabled	Nil

***If a Councillor has any questions regarding the enclosed finance report, please see the Manager of Corporate Services prior to the meeting, so that a researched answer may be provided.***

### **Summary**

The Monthly Financial Report for January 2026 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 \$1,133,785.

### **Strategic & Social Implications**

N/A

### **Consultation**

Bob Waddell – 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 2026**

**Moved: Cr Ventris**

**Seconded: Cr McGlashan**

**That Council receive the Monthly Financial Report for the period ending 31 January 2026.**

**Carried 7 / 0**

<b>9.2.5 Mid-Year Budget Review 2025-2026</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Lucia Scari, Manager of Corporate Services
Date:	28 <sup>th</sup> January 2026
Disclosure of Interest:	Nil
Responsible Officer	Lucia Scari, Manager of Corporate Services
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	<a href="#">9.2.5a 2025-2026 Budget Review – Statutory Format</a> <a href="#">9.2.5b 2025-2026 Budget Review – Schedules</a> <a href="#">9.2.5c 2025-2026 Budget Review - Comments</a>
Documents Tabled	Nil

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

### **Summary**

This item is for Council to consider and adoption of the 2025/2026 Budget Review, as presented.

### **Background Information**

The Local Government (Financial Management) Regulations 1996, regulation 33A, requires that local governments conduct a budget review between 1<sup>st</sup> January and the last day in February in each financial year. A copy of the review is to be submitted to Council on or before 31 March, as well as 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 an \$11,000 minimum for the reporting of material variances to be used in the Statements of Financial Activity and the annual budget review.

### **Officer Comment**

A detailed analysis at account level, incorporating year-to-date actual results and revised budget projections to 30 June 2026, is presented for Council's consideration. Statements of Financial Activity have been prepared at both Nature/Type and Program levels to provide a consolidated summary of the budget review outcomes and the projected surplus or deficit as at 30 June 2026.

The audited End of Year surplus was \$995,467.54, an increase from the Adopted Budget estimated surplus of \$799,111.00, an increase of \$196,3563.54.

A detailed list of all proposed changes to the budget is attached at 9.2.5c. If the projection figures in the budget review are adopted by Council, the estimated closing result at 30 June 2026 will be a surplus of \$84,577.84

### **Strategic & Social Implications**

N/A

### **Consultation**

Bob Waddell – Financial Consultant  
 Tanika McLennan – Chief Executive Officer  
 Lucia Scari – Manager of Corporate Services

### **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) *consider 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 2026 will be a surplus of \$84,577.84

**OFFICER RECOMMENDATION****Council Decision Number – 12 02 2026****Moved: Cr Bent****Seconded: Cr Dagelet****That Council:**

- 1. Review and note the Budget Review Projection figures in attachment 9.2.4c;  
and**
- 2. Adopt the Budget Review Projection Figures in attachment 9.2.4c as budget amendments and declare the resulting expenditure to be authorised.**

**Carried 7 / 0  
By Absolute Majority**

### 9.3 Chief Executive Officer's Reports

<b>9.3.1 Employee Code of Conduct</b>	
Location:	Mukinbudin
File Ref:	ADM 019
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	19 <sup>th</sup> January 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Renee Jenkin, Deputy Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">2026 Employee Code of Conduct</a>
Documents Tabled	Nil

#### **Summary**

The Shire is required to adopt an updated Code of Conduct for Employees, to comply with the *Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 (WA)*. This amendment requires the Employee Code of Conduct to include a designated section addressing Secondary Employment.

#### **Background Information**

Council adopted the current Employee Code of Conduct in March 2025, which at the time complied with the requirements of *the Local Government Act 1995, section 5.51A*.

However, the *Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 (WA)*, now require all local governments to include a dedicated section on Secondary Employment, effective from 1<sup>st</sup> January 2026.

#### **Officer Comment**

The amendment inserts *Regulation 19ADA, Outside Employment*, which states that the designated section on Secondary Employment must clearly address the circumstances under which employees may engage in outside employment and impose mandatory obligations on employees to disclose all outside employment, including both paid and unpaid roles.

The purpose of this clause is to clearly define disclosure requirements and to manage the risk of actual or perceived conflicts of interest, particularly where external employment may overlap with Local Government responsibilities or decision-making.

A copy of the newly inserted clause 2.2 *Secondary Employment* in the Employee Code of Conduct is provided below:

## **2.2 Secondary Employment**

An employee must not engage in any form of secondary employment with another organisation, whether paid or unpaid, without the prior written approval of the Chief Executive Officer (CEO). Secondary employment must not conflict, or be reasonably perceived to conflict, with the employee's duties, obligations, or the interests of the Local Government, nor adversely affect the employee's performance.

Employees must ensure compliance with the principles affecting employment under section 5.40 of the *Local Government Act 1995 (WA)* and must avoid any actual, potential, or perceived conflict of interest. An employee must not use Local Government time, resources, information, or their position for the benefit of any secondary employment.

Approval may be withdrawn or varied at any time and employees must promptly disclose any change in circumstances relating to approved secondary employment. Failure to comply with this clause may result in disciplinary action, up to and including termination of employment.

Please refer to the "Application for Secondary Employment Form" for the full list of activities that constitute secondary employment. This form can be obtained from the Manager of Corporate Services.

Adoption of the new clause formalises Council's ongoing commitment to responsible governance and ethical conduct.

### **Consultation**

Tanika McLennan – Chief Executive Officer

Renee Jenkin – Deputy Chief Executive Officer

Lucia Scari – Manager of Corporate Services

### **Strategic & Social Implications**

2025-2035 Integrated Strategic Plan

Strategic Pillar 4: Civic Leadership

- GOAL 11: Compliant governance and responsible financial management
  - 11.3 Decision making of Council is supported by up-to-date and clear policies and procedures (Ensuring the adoption of a Code of Conduct aligns with this goal by maintaining transparent and accountable governance).
- GOAL 12: Build the capacity of our current and future leaders and staff
  - 12.1 Elected members and staff are provided with regular training and development opportunities (A clear Code of Conduct supports professional development and ethical standards for leadership and staff).

### **Statutory Environment**

Local Government Act 1995, section 5.51A

Local Government Regulations Amendment (Local Government Amendment Act 2024)

Regulations 2025 (WA), Regulation 19ADA.

**Policy Implications**

Nil

**Financial Implications**

Nil

**OFFICER RECOMMENDATION****Council Decision Number – 13 02 2026****Moved: Cr Brandis****Seconded: Cr Walker**

**That Council adopts the Employee Code of Conduct as presented, in accordance with the requirements of the *Local Government Regulations Amendment (Local Government Amendment Act 2024) Regulations 2025 (WA)*, and *section 5.51A of the Local Government Act 1995*.**

**Carried 7 / 0**

<b>9.3.2 New Fee &amp; Charge – CRC Phone Book</b>	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	5 <sup>th</sup> February 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Renee Jenkin, Deputy Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

Council is requested to consider the introduction of a new fee for the 2026 Mukinbudin Community Resource Centre Phone Book.

### **Background Information**

The Mukinbudin Community Resource Centre has completed the latest update of the Community Phone Book, with the previous edition last published in 2023. Significant time, effort, and resources have been invested to ensure the accuracy, relevance and integrity of the information contained in the 2026 publication.

### **Officer Comment**

The Community Phone Book is intended to provide residents with a comprehensive and accessible directory of local and relevant information. The publication will be available for purchase through the Community Resource Centre and the introduction of a fee reflects the resources required to produce and maintain the quality of this community resource.

### **Consultation**

Tanika McLennan – Chief Executive Officer  
Renee Jenkin – Deputy Chief Executive Officer  
Lucia Scari – Manager of Corporate Services

### **Strategic & Social Implications**

Integrated Strategic Plan 2025-35

Strategic Pillar 4: Civic Leadership

Goal 11: Compliant governance and responsible financial management

11.3 Decision making of Council is supported by up to date and clear policies and procedures

### **Statutory Environment**

Setting of Fees and Charges General Financial Management of Council, Council 2025/26 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 essential that all aspects are considered when Council sets the fees and charges. These include the demographic of the community, the ability to pay and the level and standard of service we as a Shire can provide to our community.

**OFFICER RECOMMENDATION****Council Decision Number – 14 02 2026****Moved: Cr Walker****Seconded: Cr Ventris****That Council:**

- 1. Approves the introduction of a new Phone Book Fee of \$10.00 (ten dollars) (including GST) under the 2025/2026 CRC Fees and Charges Schedule; and**
- 2. Authorises the Chief Executive Officer to provide local public notice of the new fee in accordance with section 6.19 of the Local Government Act 1995.**

**Carried 7 / 0**

<b>9.3.3 Quarterly Progress Report – Integrated Strategic Plan 2025–2035</b>	
Location:	Mukinbudin
File Ref:	ADM 221
Applicant:	Nil
Date:	5 <sup>th</sup> February 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Traffic Light Report – Strategic Plan (Quarter Ending December 2025)</a>
Documents Tabled	Nil

### **Summary**

In accordance with the Shire of Mukinbudin’s Integrated Strategic Plan 2025–2035, Council is to receive quarterly updates to monitor progress against priority projects. A traffic light format is used to provide a visual summary of performance across each strategic pillar. The attached report covers the quarter ending December 2025.

### **Background Information**





The Integrated Strategic Plan commits Council to transparent quarterly reporting (Page 10). This mechanism ensures Council and the community are informed of progress toward key strategic outcomes.

This report aligns with Strategy 10.3:

*"Quarterly report to the community on progress against our Integrated Strategic Plan"*

### **Officer Comment**

The report has been compiled based on updates from responsible officers for each priority project. Progress is coded using a simple colour system:

-  On Track
-  Needs Attention
-  Not Started
-  Completed

Projects requiring additional support or resources may be flagged for further Council consideration.

### **Consultation**

Relevant Senior Staff

### **Strategic & Social Implications**

Integrated Strategic Plan 2025–2035

- Pillar 4: Civic Leadership
  - Goal 10: Regularly engage with our community
    - Strategy 10.3: Quarterly report to the community on progress against our Integrated Strategic Plan

**Statutory Environment**

Local Government Act 1995, s.5.56

Local Government (Administration) Regulations 1996, Reg. 19CA and 19C (IPR Framework)

**Policy Implications**

Nil

**Financial Implications**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number – 15 02 2026**

**Moved: Cr Brandis**

**Seconded: Cr Dagelet**

**That Council receives the quarterly progress report against the Integrated Strategic Plan 2025–2035 for the period ending December 2025, as presented.**

**Carried 7 / 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 President thanked Elected Members and Staff for attending and declared the meeting closed at 2.41pm.



## DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 17th February 2026 were confirmed at the Ordinary Meeting of Council held on 17th March 2026.

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

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

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