



UNCONFIRMED MINUTES

Ordinary Meeting of Council



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

Please note that all meetings are audio recorded and published on the Shire's website for public access.

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 18th November 2025.

1. Declaration of Opening

The Shire President declared the Meeting open at 2.30pm

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	(via Teams)
Renee Jenkin	Deputy Chief Executive Officer	

2.3 Visitors:

Ms Jo Waters	(from 2.37pm until 2.46pm)
Ms Shiloh Waters	(from 2.37pm until 2.46pm)
Ms Summer Waters	(from 2.37pm until 2.46pm)

2.4 Apologies:

Nil

2.5 On leave of absence:

Nil

2.6 Applications for leave of absence:

Cr Ventris applied for a leave of absence for the December 2025 Ordinary Meeting of Council.

OFFICER RECOMMENDATION

Council Decision Number – 01 11 2025

Moved: Cr Brandis

Seconded: Cr Walker

Cr Ventris be granted a leave of absence for the December 2025 Ordinary Meeting of Council.

Carried 7 / 0

3. Public Question Time (max 15 minutes)

3.1 Response to previous questions taken on notice.

3.2 Declaration of public question time opened (maximum 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 2.33pm.

4. Declarations of Interest

Cr McGlashan, Item number - 9.3.3 Design & Construction Tender – Community Cultural Hub – Financial Interest

5. Petitions, deputations, and presentations

5.1 Petitions Nil

5.2 Deputations Nil

5.3 Presentations

Change in order of business

The presiding member deferred item 5.3 Presentations to allow time for Ms Shiloh Waters to attend after school and give a presentation on her ideas for a Skatepark in Mukinbudin.

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 21st October 2025.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 02 11 2025

Moved: Cr Dagelet

Seconded: Cr Ventris

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

- Ordinary Meeting of Council held on 21st October 2025

Carried 7 / 0

8. Committee Meetings

8.1 Receipt of Minutes of Committee Meetings

8.1.1 NEWROC Executive Meeting held 7th October 2025

[NEWROC Minutes](#)

8.1.2 SRRG Meeting held 28th October 2025

[SRRG Minutes](#)

8.1.3 NEWROC Council Meeting held 4th November 2025

[NEWROC Minutes](#)

8.1.4 EWBG Annual General Meeting held 20th October 2025

[EWBG Minutes](#)

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 03 11 2025

Moved: Cr Bent

Seconded: Cr Walker

That the Minutes of the following committee meetings be received.

- NEWROC Executive Meeting held 7th October 2025
- Sub Regional Road Group Meeting held 28th October 2025
- NEWROC Council Meeting held 4th November 2025
- EWBG Annual General Meeting held 20th October 2025

Carried 7 / 0

8.2 Recommendations from Committee Meetings for Council Consideration
Nil

9.1 Monthly Information Report

9.1.1 November 2025 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	10 th November 2025
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	November 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 Environmental Health Officer, Aquatic Centre Manager, Caravan Park Manager, Works Supervisor, Community Resource Centre Coordinator, 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 November 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 – Deputy Chief Executive Officer
 Tanika McLennan - Chief Executive Officer

Statutory Environment Nil

Policy Implications Nil

Financial Implications Nil

OFFICER RECOMMENDATION**Council Decision Number – 04 11 2025****Moved: Cr Ventris****Seconded: Cr Dagelet****That Council receive the November 2025 Information Report.****Carried 7 / 0**

9.2 Finance Reports

9.2.1 List of Payments – October 2025	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	7 th November 2025
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Chief Executive Officer
Author:	Juliet Nixon, Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments - Municipal Account (6 pages) List of Payments - Restricted Municipal Account (1 page) Corporate Credit Card Statement – October 2025 (7 pages) Credit Card Summary - October 2025 (1 page) Fuel Cards Statement - October 2025 (3 pages)
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

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

Background Information

A list of payments submitted to Council on 18th November 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 2025/2026 Budget.

OFFICER RECOMMENDATION

Council Decision Number – 05 11 2025

Moved: Cr Brandis

Seconded: Cr Dagelet

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

Municipal Fund:

Muni EFTs	EFT	10730	to	EFT	10844	\$592,000.75
Muni Cheques	Chq	32004	to	Chq	32008	\$17,446.06
Muni Direct Debits (Superannuation, loans, leases)	DD	13755.1	to	DD	13839.10	\$82,819.35
Pays on (Not included on payment listing)		09/10/2025 & 23/10/2025				\$110,302.61
Total Municipal Funds						\$802,568.77

Restricted Muni Fund:

RMF EFTs	EFT	-	to	EFT	-	\$0.00
RMF Cheques	Chq	-	to	Chq	-	\$0.00
RMF Direct Debits	DD	13743.1	to	DD	13885.1	\$19,845.25
Total Restricted Muni Funds						\$19.845.25

Carried 7 / 0

9.2.2 Monthly Statement of Financial Activity Report – October 2025	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Lucia Scari, Manager of Corporate Services
Date:	10 th November 2025
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	Statement of Financial Activity – October 2025
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 October 2025 is presented for Council's 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 – 06 11 2025****Moved: Cr Bent****Seconded: Cr Walker**

That Council receive the Monthly Financial Report for the period ending 31st October 2025.

Carried 7 / 0

Jo Waters, Shiloh Waters & Summer Waters joined the meeting at 2.37pm.

Change in order of business

The Presiding Member, President Shadbolt, returned to Item 5.3 – Presentations – to allow Ms Shiloh Waters to deliver her presentation to Council highlighting a variety of skate ramp designs for a potential skate park in Mukinbudin and outlining the benefits such a facility could bring to the community.

Jo Waters, Shiloh Waters & Summer Waters departed the meeting at 2.46pm and did not return.

9.2.3 New Fee & Charge – Campion Villa	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	10 th November 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To enable Council to consider introducing a new fee for the recently purchased Caravan Park villa, to be known as Campion Villa.

Background Information

Council approved the purchase of the second hand, two bedroom transportable from Abigail and Dane Farina at the September 2025 Ordinary Council Meeting, as per the Council Decision below:

OFFICER RECOMMENDATION

Council Decision Number – 04 09 2025

Moved: Cr Ventriss

Seconded: Cr Walker

That Council:

- 1. Subject to inspection, approves the purchase of a second hand, two bedroom transportable from Abigail and Dane Farina for \$120,000, plus approximately \$30,000 for relocation and connection costs;**
- 2. Authorises the withdrawal of \$150,000 from the Building & Residential Land Reserve to fund the purchase and associated works; and**
- 3. Directs that the earnings from the new villa at the Mukinbudin Caravan Park be returned to the Building Reserve over the next four financial years, to replenish the reserve balance.**

**Carried 4 / 0
by Absolute Majority**

Cr Farina and Cr McGlashan returned to the meeting at 3.21pm.

Officer Comment

The Campion Villa is comparable in size and layout to the Karloning Villa, which was acquired in 2024. Both are two bedroom, one bathroom, self contained villas with no internal laundry facilities. Given these similarities, the CEO recommends that the nightly rate for the new Campion Villa at the Caravan Park be set at the same rate as the Karloning Villa, being \$200.00 (two hundred dollars) per night.

Consultation

Previous decisions of Council

Tanika McLennan - Chief Executive Officer

Lucia Scari – Manager of Corporate Services

Renee Jenkin – Deputy Chief Executive Officer

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 1: Economy

- **Goal 2: Support business and industry**
 - Strategy 2.3: Support local business, tourism and economic development opportunities.

Pillar 4: Civic Leadership

- **Goal 11: Compliant governance and responsible financial management**
 - Strategy 11.1: Responsibly manage Shire assets and financial resources.

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 – 07 11 2025

Moved: Cr Dagelet

Seconded: Cr McGlashan

That Council make an amendment to the 2025/2026 Fees & Charges schedule, to include a new fee for Campion Villa:

- **\$200 (two hundred dollars) inc gst, per night**

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

**Carried 7 / 0
By Absolute Majority**

9.2.4 District Club Inc. Management Agreement - New Fee & Charge	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	10 th November 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Management Agreement – Original Draft Management Agreement – DC Feedback

Summary

To allow Council to consider introducing a new Annual Management Fee under the associated Management Agreement for the Mukinbudin District Club Inc., for the management of the bar facilities at the Mukinbudin Sporting Complex.

Background Information

It was recently identified that no formal agreement between the Shire and District Club Inc. had existed since 2015. As such, the CEO believed it was necessary to establish a formal agreement that set out the terms and conditions under which the Mukinbudin District Club Inc. would manage the day-to-day operation of the bar facilities within the Mukinbudin Sporting Complex.

The intent of this agreement was to establish a cooperative and transparent framework to ensure the effective management of the facility for the benefit of the community, while clearly defining the respective rights and obligations of the parties.

Council was presented with a draft Management Agreement at the September 2025 meeting, where it was discussed informally. Council supported the agreement in principle and requested that it be presented to the District Club for further feedback and consultation, particularly regarding the Annual Management Fee. Council also requested that Cr Shadbolt and CEO, Tanika McLennan, attend the District Club AGM, which was held on Wednesday, 22nd October, where the agreement was presented to the District Club Committee for discussion.

The District Club Committee provided feedback, via President, Blake Smith outlining suggested clarifications and amendments. Accordingly, the Management Agreement has been updated to incorporate the requested changes. A copy of the revised Management Agreement is tabled for Council's review and Council is asked to consider establishing a new Annual Management Fee under the associated Management Agreement for the Mukinbudin District Club Inc, incorporating the proposed fee of \$1,500.00 per year as requested by the District Club.

For context, Council adopted the Annual Recreation Ground Fees for the 2025/26 financial year at the May Ordinary Council Meeting, as outlined below.

SERVICE	GST RATE	2025/2026			2024/2025
		NET	TAX	TOTAL	TOTAL
RECREATION & CULTURE					
<u>Annual Recreation Ground Fees</u>					
Football Club	10%	\$ 2,454.55	\$ 245.45	\$ 2,700.00	\$ 2,625.00
Bowling Club	10%	\$ 2,454.55	\$ 245.45	\$ 2,700.00	\$ 2,625.00
Junior Cricket Club	10%	\$ 209.09	\$ 20.91	\$ 230.00	\$ 220.00
Basketball Club	10%	\$ 1,272.73	\$ 127.27	\$ 1,400.00	\$ 1,325.00
Netball Club	10%	\$ 1,272.73	\$ 127.27	\$ 1,400.00	\$ 1,325.00
Tennis Club	10%	\$ 645.45	\$ 64.55	\$ 710.00	\$ 685.00
Hockey Club	10%	\$ 645.45	\$ 64.55	\$ 710.00	\$ 685.00

It is also noted for comparison, that the Mainstreet Gallery contributes a fee of \$500 per month for each month of operation at the Memorial Hall, totalling \$1,500 per year for the three months they are in session.

Officer Comment

The establishment of a formal management agreement ensures both parties have a shared understanding of their obligations and strengthens the governance framework surrounding community facility management.

Introducing an Annual Management Fee of \$1,500 will ensure that consistent, transparent arrangements are applied across all community facility users, while recognising the District Club's contribution to the community.

The new fee will be incorporated into the Shire's 2025/2026 Fees and Charges Schedule and advertised in accordance with section 6.19 of the Local Government Act 1995.

Consultation

Blake Smith – President, District Club Committee
 Cr Gary Shadbolt – Shire President
 Lucia Scari – Manager of Corporate Services
 Renee Jenkin – Deputy Chief Executive Officer

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 1: Economy

- **Goal 2: Support business and industry**
 - Strategy 2.3: Support local business, tourism and economic development opportunities.

Pillar 4: Civic Leadership

- **Goal 11: Compliant governance and responsible financial management**
 - Strategy 11.1: Responsibly manage Shire assets and financial resources.

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

6.17. 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.

6.20. 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.

The introduction of the \$1,500 Annual Management Fee will provide a consistent income stream towards facility management costs, while maintaining an affordable and equitable arrangement for a key community organisation.

OFFICER RECOMMENDATION

That Council:

1. Endorses the final Management Agreement between the Shire of Mukinbudin and the Mukinbudin District Club Inc. for the management of the bar facilities at the Mukinbudin Sporting Complex;
2. Approves the introduction of a new Annual Management Fee of \$1,500.00 (including GST) under the 2025/2026 Fees and Charges Schedule; and
3. 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.

COUNCIL DECISION

Council Decision Number – 08 11 2025

Moved: Cr McGlashan

Seconded: Cr Walker

That Council:

1. Endorses the final Management Agreement between the Shire of Mukinbudin and the Mukinbudin District Club Inc. for the management of the bar facilities at the Mukinbudin Sporting Complex;
2. Approves the introduction of a new Annual Management Fee of \$1,500.00 (including GST) under the 2025/2026 Fees and Charges Schedule;
3. That “This fee will apply for the next five (5) years and will be reviewed in 2030”, be removed from Clause 7.i. in the Final Management Agreement; and
4. 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
By Absolute Majority**

Reason

The reason Council’s decision differed from the Officer’s Recommendation is that Council believes the Management Fee should be reviewed annually in consultation with the District Club, rather than being fixed for a five-year period as proposed.

9.3 Chief Executive Officer's Reports

9.3.1 Council Meeting Dates 2026	
Location:	All of Shire
File Ref:	ADM 031
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	10 th November 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To present to Council the proposed schedule of Ordinary Council Meeting dates for the 2026 calendar year for formal adoption and subsequent public notice.

Background Information

Council is required to determine and publicly advertise its meeting dates for the forthcoming twelve months in accordance with the Local Government (Administration) Regulations 1996, Regulation 12.

Copy of draft advert below:

Shire of Mukinbudin

2026 Council Meeting Dates

10 February - Annual Electors Meeting

17 February

17 March

21 April

19 May

23 June

21 July

18 August

15 September

20 October

17 November

15 December

All meetings will be held in Council Chambers, 15 Maddock Street Mukinbudin, commencing at 2.30pm.

Meetings are open to the public and a 15-minute period is set aside at the commencement of each meeting for Public Question Time. Enquiries should be directed to the Shire Administration Office.

Tanika McLennan
CHIEF EXECUTIVE OFFICER



Officer Comment

Council Meetings are ordinarily held on the third (3rd) Tuesday of each month at 2.30pm, with an Officers' briefing session commencing at 10.00am. Council does not meet in January due to the holiday period. Meeting dates or commencement time may be amended by resolution of Council as deemed necessary during the year, provided that the revised schedule is advertised in accordance with legislative requirements.

Consultation

Nil

Strategic & Social Implications**Integrated Strategic Plan 2025–2035****Pillar 4: Civic Leadership****Outcome 11 – Compliant governance and responsible financial management**

- *Strategy 11.3: Decision-making of Council is supported by up-to-date and clear policies and procedures.*

Statutory Environment

Local Government Act 1995,

Local Government (Administration) Regulations 1996 Reg 12

The Local Government (Administration) Regulations 1996 Reg 12 states:

12. *Meetings, public notice of (Act s. 5.25(1)(g))*

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
- (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*
- are to be held in the next 12 months.*

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number – 09 11 2025****Moved: Cr Ventris****Seconded: Cr Walker**

That Council adopts the following Ordinary Council Meeting Dates for the next twelve months and authorises the Chief Executive Officer to give local public notice in accordance with *Regulation 12 of the Local Government (Administration) Regulations 1996*.

10 February 2026 – Annual Electors Meeting**17 February 2026****17 March 2026****21 April 2026****19 May 2026****23 June 2026****21 July 2026****18 August 2026****15 September 2026****20 October 2026****17 November 2026****15 December 2026****Carried 7 / 0**

9.3.2 Appointment of Acting Chief Executive Officer	
Location:	Shire of Mukinbudin
File Ref:	ADM 309
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	10 th November 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

The purpose of this agenda item is to ensure compliance with Section 5.36(2) of the *Local Government Act 1995*, which requires local governments to have a Chief Executive Officer (CEO) or Acting CEO in place to manage the organisation's operations.

The CEO, Tanika McLennan, has requested leave from 29 December 2025 to 9 January 2026 and this item seeks Council's approval of her leave and appointing Renee Jenkin, Deputy Chief Executive Officer, as Acting CEO for this period.

Background Information

Under section 5.36(2) of the *Local Government Act 1995*, a local government must ensure that a Chief Executive Officer or Acting Chief Executive Officer is in place at all times to carry out the functions of the local government.

Officer Comment

Chief Executive Officer, Tanika McLennan, has requested leave from 29 December 2025 to 9 January 2026. Renee Jenkin has demonstrated the leadership, operational knowledge and capacity to assume the responsibilities of Acting CEO during this period. Her appointment will ensure effective continuity of operations and governance during the CEO's absence.

Consultation

Renee Jenkin - Deputy Chief Executive Officer

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 4: Civic Leadership

Outcome 11 – Compliant governance and responsible financial management

- *Strategy 11.2:* Ensure appropriate resourcing and leadership capacity to deliver on strategic priorities.

Statutory Environment

Local Government Act 1995

- Section 5.36(2): Local governments must ensure the employment of a CEO or acting CEO as necessary.
- Section 5.39(1a): Acting arrangements for CEOs are to be formalised as per Council resolutions or delegations. If the acting appointment is for a period exceeding 12 months, a formal contract of employment meeting the requirements under Section 5.39(1) of the Act must be in place.

Policy Implications

Council Policy – 1.20 Appointment of Acting Chief Executive Officer

Financial Implications

If the recommendation is supported, Renee Jenkin will be paid higher duties for the period 29 December 2025 to 9 January 2026. Sufficient budget allowance has been made for this expense.

OFFICER RECOMMENDATION

Council Decision Number – 10 11 2025

Moved: Cr Dagelet

Seconded: Cr McGlashan

That Council:

- 1. Approves the period of leave for the Chief Executive Officer, Tanika McLennan, from 29 December 2025 to 9 January 2026, inclusive; and**
- 2. Appoints Renee Jenkin as Acting Chief Executive Officer for the period 29 December 2025 to 9 January 2026, inclusive.**

Carried 7 / 0

Cr McGlashan declared a financial interest in Item 9.3.3 and left the meeting at 2:57pm, taking no part in the discussions relating to Item 9.3.3 – Design and Construction Tender: Community Cultural Hub.

9.3.3 Design & Construction Tender – Community Cultural Hub	
Location:	Mukinbudin
File Ref:	ADM 479/Tender VP483646
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	10 th November 2025
Disclosure of Interest:	Cr McGlashan - Financial
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Tender submissions (confidential)

Summary

To consider the tenders received for the design and construction of the Mukinbudin Community Cultural Hub and to endorse the appointment of the most advantageous tenderer.

Background Information

The Mukinbudin Community Cultural Hub project aims to support economic and community development in the Wheatbelt region of Western Australia. The project seeks to revitalise the agricultural town, facilitate cultural story-telling, increase visitor appeal and assist in population retention by providing a café, alfresco dining, Community Resource Centre (CRC) premise, covered playground, interpretive cultural storyline and visitor parking area.

The development will occur on Lots 5 and 7 Shadbolt Street, Mukinbudin, covering approximately 2,340sqm. The total project budget is \$3.29 million.

Funding for the project has been secured as follows:

- Growing Regions Funding: \$1,787,600
- Shire of Mukinbudin Contribution: \$1,500,200 (Reserve \$574,672, Loan \$925,528)
- Community Contributions: \$2,200

This project aligns with Strategic Priority: Economic – Construction of a Community Hub and specifically supports Goal 3: Essential services and infrastructure drive local economic growth, Strategy 3.1 – Seek funding to construct the “Community Hub”.

Officer Comment

Tender Process

The Shire issued Tender VP483646 – Mukinbudin Community Cultural Hub, Design and Construct via the WALGA Vendor Panel from 17 October 2025 to 6 November 2025. The process was conducted in accordance with the Local Government (Functions and General) Regulations 1996 and the Shire’s Purchasing Policy.

The evaluation panel comprised the Chief Executive Officer and Project Consultant. No conflicts of interest were declared.

Tenders Received

Tenderer	Tender Price (ex GST)	Key Strengths	Notable Weaknesses
PCB Contractors Pty Ltd	\$10,463,659.80		Significantly exceeds budget Does not include any concept drawings
Evoke Living Homes (on behalf of Akron Pty Ltd)	\$2,999,738.68	Complies with all tender requirements and within budget range	

Evaluation and Recommendation

Two tenders were received and assessed against the predetermined criteria. The tender submitted by Akron Pty Ltd, through Evoke Living Homes, was found to meet all requirements and fall within the tender guide range of \$2.5 million to \$3.0 million. Staff have undertaken due diligence checks, including assessment of tenderer experience, capability, references, and methodology, to ensure the selected tenderer is suitably qualified. The drawings submitted with the tender are concept drawings and the final design will be negotiated and finalised with the Shire prior to construction.

Accordingly, the evaluation panel recommends awarding the tender to Akron Pty Ltd for the design and construction of the Mukinbudin Community Cultural Hub.

Financial Implications

A summary of the Project Budget is outlined below:

Expenditure Item	Cost (ex GST)	Growing Regions	Shire of Mukinbudin	Community Contributions
Café	\$860,000	\$857,800	\$0	\$2,200
Verandah	\$140,000	\$0	\$140,000	\$0
CRC Premise (meeting room, offices, reception, display, bookshop & ablutions)	\$860,000	\$860,000	\$0	\$0
Breezeway & Playground	\$360,000	\$69,800	\$290,200	\$0
Manager's Residence	\$360,000	\$0	\$360,000	\$0
Carparking, Landscaping & External Works	\$250,000	\$0	\$250,000	\$0
Café Fitout	\$100,000	\$0	\$100,000	\$0
Professional Fees	\$210,000	\$0	\$210,000	\$0
Contingency	\$150,000	\$0	\$150,000	\$0
Total	\$3,290,000	\$1,787,600	\$1,500,200	\$2,200
% of Total Cost		54.3%	45.6%	0.1%

The tender amount of \$2,999,738.68 (ex GST) does not include the Manager's Residence, carparking or contingency allowance (approximately \$750,000). This results in an estimated shortfall of \$350,000–\$400,000 in the overall project budget.

Due to delays in the Commissioner of Main Roads, acting as administrator of the Growing Regions Program, in finalising the Funding Agreement, the project lost approximately eight to nine months at commencement. Following advice from the Federal Member for Durack, Hon. Melissa Price MP, the Shire may be eligible to seek additional Growing Regions funding to cover this shortfall, as the delay was beyond the Shire's control. Alternatively, the scope of works will need to be adjusted to exclude the Manager's Residence.

Consultation

Dylan Copeland – Project Consultant
WALGA Vendor Panel

Strategic & Social Implications

Integrated Strategic Plan 2025-35

Strategic Plan 2025–35

- **Goal 3:** Essential services and infrastructure drive local economic growth
 - **Strategy 3.1:** Seek funding to construct the "Community Hub"

Statutory Environment

Local Government Act 1995

- **Section 3.57 – Tenders for Providing Goods or Services**
Requires local governments to invite public tenders before entering into a contract to supply goods or services of a prescribed value.

Local Government (Functions and General) Regulations 1996

- **Regulation 11** – Tenders are to be publicly invited for contracts valued at \$250,000 or more, unless an exemption applies.
- **Regulation 14** – Sets out the requirements for publicly inviting tenders, including advertising period and specification of goods or services.
- **Regulation 18** – Requires assessment of tender submissions against predetermined selection criteria to determine the most advantageous outcome.
- **Regulation 20** – Governs acceptable variations to contracts following acceptance of a tender.
- **Regulation 23** – Allows Council to reject all tenders, provided reasons are recorded.

Where suppliers are engaged through the WALGA Preferred Supplier Program, exemption from public tender requirements may apply under Regulation 11(2)(b).

Policy Implications

Meets the criteria in 3.5 Purchasing Policy

Financial Implications

As detailed above. The project remains substantially within scope and funding expectations, subject to securing the additional Growing Regions funding. Alternatively, the scope of works will need to be adjusted to exclude the Manager's Residence.

OFFICER RECOMMENDATION**Council Decision Number – 11 11 2025****Moved: Cr Ventris****Seconded: Cr Bent****That Council:**

- 1. Accepts the tender submitted by Akron Pty Ltd, through Evoke Living Homes, for Tender VP483646 – Design and Construction of the Mukinbudin Community Cultural Hub, for the tendered amount of \$2,999,738.68 (ex GST);**
- 2. Notes that the drawings submitted with the tender are concept drawings, and the final design will be negotiated and finalised prior to commencement of construction;**
- 3. Authorises the Chief Executive Officer to finalise and execute the contract documentation; and**
- 4. Requests the Chief Executive Officer to seek additional Growing Regions Program funding to address the project shortfall resulting from program administration delays.**

Carried 6 / 0
By Absolute Majority

Cr McGlashan returned to the meeting at 3.18pm.

9.3.4 Audit Risk and Improvement Committee – Appointment of Presiding Member	
Location:	All of Shire
File Ref:	ADM 001
Applicant:	Internal
Date:	10 th November 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

Council is requested to appoint an independent Presiding Member to the Audit Risk and Improvement Committee, in accordance with recent amendments to Section 5.12 of the Local Government Act 1995.

Background Information

Amendments introduced via the Local Government Amendment Act 2024 have altered the process for appointing presiding members of council committees, including Audit Risk and Improvement Committees. As of 1 July 2025:

- Council must formally appoint the Presiding Member(s) of the Audit Risk and Improvement Committee via absolute majority.
- The appointment must be made by Council, rather than by the Committee itself.

It is further noted that the requirement for an independent Presiding Member and Deputy Presiding Member of the Audit, Risk and Improvement Committee (ARIC) will come into effect in due course.

Officer Comment

In anticipation of the new legislation coming into effect, a number of suitably qualified local community members were approached in relation to taking on the roles of Presiding and Deputy Presiding Member of the Audit Risk and Improvement Committee. Tara Chambers, Branch & Business Development Manager, of Community Bank Mukinbudin, has agreed to take on the role of Presiding Member. The role of Deputy Presiding Member was unable to be filled.

Consultation

WALGA

Lucia Scari – Manager Corporate Services

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 4: Civic Leadership

Outcome 11 – Compliant governance and responsible financial management

- Strategy 11.3: Decision-making of Council is supported by up-to-date and clear policies and procedures.

- Strategy 11.6: Promote a culture of continuous improvement and integrity.

Statutory Environment

Local Government Act 1995

Section 5.12 – Presiding members and deputy presiding members of committees:

- (1) The members of a committee are to elect a presiding member from among themselves in accordance with the procedures prescribed.
- (1A) Despite subsection (1), a local government is to appoint the presiding member of a committee established by the local government.
- (2) The local government may appoint the deputy presiding member of a committee who must be an independent person if the presiding member is required to be independent.

Section 7.1A(3) (future provision) – Requires independent presiding members once ARIC provisions commence. Not yet in effect.

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number – 12 11 2025

Moved: Cr Brandis

Seconded: Cr Ventris

That Council appoints Tara Chambers as Presiding Member of the Audit Risk and Improvement Committee, effective immediately, in accordance with section 5.12 of the Local Government Act 1995.

**Carried 7 / 0
By Absolute Majority**

9.3.5 Koorda-Bullfinch Road Upgrade	
Location:	Shire of Mukinbudin
File Ref:	ADM 392
Applicant:	Main Roads WA
Date:	10 th November 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

Council is asked to endorse the approved 2025/2026 Shovel Ready Project for the Koorda Bullfinch Road Upgrade and authorise reallocating the Shire's matching contribution of \$64,231 from the Road Maintenance Budget.

Background Information

On 5 November 2025, Main Roads WA advised that the Shire of Mukinbudin's project proposal for the Koorda Bullfinch Road had been approved for funding under the 2025/2026 Shovel Ready Projects Program.

Approved project details are as follows:

Description	Total Project Cost	Grant Funding	Shire Contribution
Reconstruct pavement to upgraded Type 6 standard, 11.0 m formation and 8.0 m seal (extension of current works on Koorda Bullfinch Road)	\$192,694	\$128,463	\$64,231

Officer Comment

Main Roads, through the North Eastern Regional Road Group, initially funded works on the Koorda Bullfinch Road from SLK 0.00 to 4.25. Additional funding has now been confirmed for the project to extend from SLK 4.25 to 5.32, which will meet up with previous works. Construction is currently underway on this road. The additional funding will ensure the full section from SLK 0.00 to 5.32 can be constructed to a high standard.

Consultation

Dave Waters - Technical Officer

Craig Powell - Works Supervisor

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 3: Infrastructure

- Outcome 9: Efficient and well-maintained road network.
 - Strategy 9.1: Prioritise renewal and maintenance of road infrastructure to ensure safe and reliable transport access.
- Outcome 11: Compliant governance and responsible financial management.
 - Strategy 11.3: Decision-making is supported by up-to-date and clear policies and procedures.

Statutory Environment

Local Government Act 1995

- *Section 6.8(1)(b)* — A local government is not to incur expenditure from its municipal fund that is not included in the annual budget unless authorised by Council by **absolute majority**.
- *Section 6.12* — Allows Council to apply funds within the municipal fund for purposes approved by Council resolution.

Policy Implications

Nil

Financial Implications

The Shire's contribution of \$64,231 is to be funded from the Road Maintenance Budget in the adopted 2025/2026 Annual Budget. This does not change the Shire's own source funding calculation.

The project expenditure will be fully acquitted within the current financial year.

OFFICER RECOMMENDATION

Council Decision Number – 13 11 2025

Moved: Cr Dagelet

Seconded: Cr Brandis

That Council:

3. Endorses the approved 2025/2026 Shovel Ready Project – Koorda Bullfinch Road Upgrade, with a total project value of \$192,694 (Main Roads Grant \$128,463 and Shire Contribution \$64,231); and
4. Authorises, in accordance with section 6.8(1)(b) of the Local Government Act 1995, the reallocation of \$64,231 from the Road Maintenance Budget in the 2025/2026 Annual Budget to fund the Shire's matching contribution.

**Carried 7 / 0
By Absolute Majority**

- 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 3.24pm.