



AGENDA

December Ordinary Meeting of
Council



Meeting to be held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 2.30pm Tuesday 17th December 2024

****** 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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12.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 17th December 2024.

1. Declaration of Opening

The Shire President to declare the Meeting open at 2._pm

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

2.1 Present:

Cr G Shadbolt	Shire President
Cr R Nicoletti	Deputy Shire President

Cr G Bent
 Cr A Farina
 Cr C McGlashan
 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:

2.5 On leave of absence:

2.6 Applications for leave of absence:

3. Public Question Time (max 15 minutes)

3.1 Response to previous questions taken on notice.
 Nil

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

The Shire President to declare public question time open at ___pm.

3.3 Declaration of public question time closed

The Shire President to declare public question time closed at ___pm.

4. Declarations of Interest

5. Petitions, deputations, and presentations

5.1 Petitions

5.2 Deputations

5.3 Presentations

6. Announcements by the Presiding person without discussion

7. Confirmation of the Minutes of previous meetings

7.1 Confirmation of Minutes for the Ordinary Meeting of Council held on 19th November 2024.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

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

- **Ordinary Meeting of Council held on 19th November 2024.**

Carried /

8. Committee Meetings

8.1 Receipt of Minutes of Committee Meetings

- 8.1.1 NEWROC Executive Meeting 15th November 2024
[NEWROC Minutes](#)

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the Minutes of the following committee meetings be received.

- NEWROC Executive Meeting held 23rd August 2024

Carried /

8.2 Recommendations from Committee Meetings for Council Consideration

Nil

9.1 Monthly Information Report

9.1.1 December 2024 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	6 th December 2024
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	December Information Report
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, Aquatic Centre Manager, 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 December 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 –

Moved: Cr

Seconded: Cr

That Council receive the December 2024 Information Report.

Carried /

9.2 Finance Reports

9.2.1 List of Payments – November 2024	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	9 th December 2024
Disclosure of Interest:	
Responsible Officer:	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior 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 – November 2024 (7 pages) Credit Card Summary - November 2024 (1 page) Fuel Cards Statement - November 2024 (3 pages)
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 November 2024 for endorsement by Council.

Background Information

A list of payments submitted to Council on 17th December 2024, 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 –

Moved: Cr

Seconded: Cr

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

Municipal Fund:

Muni EFTs	EFT 9725	to	EFT 9838	\$291,217.20
Muni Cheques	Chq 31988	to	Chq 31989	\$492.89
Muni Direct Debits (Superannuation, loans, leases)	DD 12500.1	to	DD 12557.11	\$26,205.49
Pays on (Not included on payment listing)	07/11/2024 & 21/11/2024			\$115,398.83
Total Municipal Funds				\$433,314.41

Restricted Muni Fund:

RMF EFTs	EFT -	to	EFT -	\$0.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 12496.1	to	DD 12601.1	\$28,296.19
Total Restricted Muni Funds				\$28,296.19

Carried /

9.2.2 Monthly Statement of Financial Activity Report – 30 November 2024	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Nil
Date:	4 th December 2024
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Darren Long – Financial Consultant
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For the period ended 30 November 2024 74 Pages
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 30 November 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 30 November shows a closing surplus of \$1,770,421.

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 –****Moved: Cr****Seconded: Cr****That Council receive the Monthly Financial Report for the period ending 30 November 2024.****Carried /**

9.2.3 Audit Committee Meeting Minutes December 2024 & 2023/2024 Audited Financial Statements	
Location:	Mukinbudin
File Ref:	ADM 001
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	9 th December 2024
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	Unconfirmed Minutes Audit Committee Meeting 16 th December 2024 Audited Financial Report Mukinbudin Shire with Auditor's Report – 30 June 2024

Summary

To present to Council the minutes of the 16th December 2024 Shire of Mukinbudin Audit Committee Meeting for consideration and to adopt the 2023/2024 Annual Financial Report.

Background Information

The Shire of Mukinbudin Audit Committee met on 17th December 2024 to review the 2023/2024 Annual Financial Report and Independent Audit Report. The meeting fulfilled the requirements under the *Local Government Act 1995* to consider and recommend the adoption of the annual financial statements.

The Audit Committee reviewed the Financial Report for the Year Ended 30 June 2024, including the Independent Auditor's Report, which was received on 12th December 2024.

To comply with legislated deadlines, the audited financial statements will be published on the Shire's website following Council's adoption.

Officer Comment

The minutes and recommendations from the Audit Committee meeting on 17th December 2024 are presented for Council consideration. Adoption of the audited financial statements ensures compliance with statutory requirements and provides a clear and transparent financial position for the Shire.

Strategic & Social Implications

N/A

Consultation

- Audit Committee
- Dry Kirkness
- Office of the Auditor General

Statutory Environment

- Local Government Act 1995
- Local Government (Administration) Regulations 1996 - Reg12)
- Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That Council:**

- 1. Receive the unconfirmed minutes of the 16 December 2024 Shire of Mukinbudin Audit Committee and the associated recommendations; and**
- 2. Adopt the 2023/2024 Audited Annual Financial Report, including the Independent Auditor's Report, for the year ended 30 June 2024.**

Carried /

9.3 Chief Executive Officer's Reports

CONFIDENTIAL ITEM

9.3.1 Australia Day Citizen of the Year Awards 2025	
Location:	Mukinbudin
File Ref:	ADM 278
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	8 th December 2023
Disclosure of Interest:	
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Renee Jenkin, Manager of Corporate & Community Services
Voting Requirement:	Simple Majority
Documents Attached:	Confidential Nominations
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 –

Moved: Cr

Seconded: Cr

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 /

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the meeting be reopened to members of the public.

Carried /

9.3.2 Appointment of Acting Chief Executive Officer	
Location:	Shire of Mukinbudin
File Ref:	ADM 133
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	3 December 2024
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

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.

As the current Acting CEO, Tanika McLennan, will be unavailable from 6 January 2025 to 20 January 2025, this item seeks Council's approval to appoint Craig Powell, Works Supervisor, as Acting CEO for this period. It also addresses the reappointment of Tanika McLennan as Acting CEO upon her return, ensuring continuity of leadership and operations during the extended leave of the permanent CEO, Dirk Sellenger.

Background Information

Under section 5.36(2) of the *Local Government Act 1995*, local governments are required to ensure that a CEO or an acting CEO is appointed to manage the organisation's operations.

At its Special Meeting, held 4 June 2024, Council appointed Tanika McLennan as Acting CEO for the duration of CEO, Dirk Sellenger's leave, commencing 5 June 2024 with the end date to be negotiated. Mr Sellenger's return date is yet to be confirmed, however it will be no earlier than 3 March 2025. As Tanika McLennan, will be unavailable from 6 January 2025 to 20 January 2025, it is necessary to appoint an alternative Acting CEO for this period.

Officer Comment

Craig Powell, as the Works Supervisor, has demonstrated the necessary leadership skills, knowledge of Shire operations, and capacity to assume the responsibilities of the role of Acting CEO during this period. Appointing him as Acting CEO will ensure continuity of leadership and decision making during this period.

Consultation

Craig Powell – Works Supervisor

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

- 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, Craig Powell will be paid higher duties for the period 6 January 2025 to 20 January 2025. During this period, Council's permanent Chief Executive Officer will remain on leave without pay, resulting in an overall small saving in Council's wages budget.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

1. **End the current appointment of Acting Chief Executive Officer, Tanika McLennan, effective 3 January 2025;**
2. **Appoint Craig Powell as Acting Chief Executive Officer for the period 6 January 2025 to 20 January 2025, inclusive;**
3. **Approve the payment of applicable higher duties allowance to Craig Powell for the duration of his appointment as Acting Chief Executive Officer;**
4. **Reappoint Tanika McLennan as Acting Chief Executive Officer commencing 21 January 2025, with her remuneration to remain consistent with her previous appointment ending 3 January 2025; and**
5. **Authorise the Shire President, Gary Shadbolt, to negotiate the conclusion date of Tanika McLennan's term as Acting Chief Executive Officer.**

Carried /

9.3.3 Disability Access and Inclusion Plan 2025-2030	
Location:	Shire of Mukinbudin
File Ref:	ADM 062
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	3 December 2024
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	Draft DAIP 2025 - 2030
Documents Tabled	Nil

Summary

This agenda item seeks Council's endorsement to release the draft Disability Access and Inclusion Plan (DAIP) for public consultation. 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 has been updated to reflect feedback from stakeholders and aligns with the Shire's broader strategic objectives.

The public consultation process is a vital step in ensuring the DAIP reflects the needs and aspirations of the community. Following the consultation period, the final DAIP will be presented to Council for adoption.

Officer Comment

The draft DAIP incorporates feedback from key stakeholders and identifies specific strategies to improve accessibility and inclusion. Public consultation will provide an opportunity for the community to review the plan and offer additional input, ensuring that it accurately addresses local needs and priorities.

Advertising the DAIP for public comment demonstrates the Shire's commitment to inclusivity and transparency in the planning process. The feedback received will be considered when preparing the final version of the plan.

Consultation

Tony Turner, contract Environmental Health Officer, gathered initial feedback from stakeholders, including people with disabilities, community groups, and staff. The next step is to release the draft Disability Access and Inclusion Plan 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

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

1. Endorse the draft Disability Access and Inclusion Plan (DAIP) for public consultation;
2. Authorise the Acting Chief Executive Officer to advertise the DAIP for community feedback, with submissions closing on 5 February 2025; and
3. Note that the final Disability Access and Inclusion Plan 2025-2030 will be presented for adoption at the February 2025 Council meeting, following consideration of public submissions.

Carried /

9.3.4 Submission to the Salaries and Allowances Tribunal 2025 Inquiry	
Location:	Shire of Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	3 rd December 2024
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

The Salaries and Allowances Tribunal (SAT) has commenced its 2025 inquiry into:

1. Remuneration provided to Local Government Chief Executive Officers (CEOs), and
2. Fees, allowances, and reimbursements payable to Elected Members.

Local governments have been invited to make submissions to inform the Tribunal's considerations, particularly with respect to Band allocation. Submissions are voluntary and must be submitted to SAT by Friday, 7 February 2024.

Background Information

The following email correspondence was received from the Salaries and Allowances Tribunal on 20 November 2024:

Good Afternoon

The Salaries and Allowances Tribunal has begun its 2025 inquiry into the:

- *remuneration provided to Local Government CEOs; and*
- *fees, allowances and reimbursements payable to Elected Members.*

Under the Salaries and Allowances Act 1975, the Tribunal is required to make an annual determination of remuneration. The Local Government Act 1995 requires local governments to comply with the Tribunal's determination.

Local governments are invited to make submissions to raise issues for the Tribunal's consideration, particularly with respect to Band allocation. Please note that submissions are voluntary. A submission template is attached to guide local governments as to the information that will assist the Tribunal. All submissions are considered confidentially but note that the Tribunal is subject to the Freedom of Information Act 1992 and any information provided may be subject to disclosure.

*Please ensure that submissions (if completed) are emailed to submissions@sat.wa.gov.au by **Friday, 7 February 2024**.*

For your reference a copy of the current Local Government Determination can be found [online](#).

If you have any further questions, please contact the Tribunal's office on 6557 7000 or by email at submissions@sat.wa.gov.au.

Please note this email has been sent to email addresses identified for your local government. As this inquiry has a direct impact on the remuneration provided to CEOs and elected members it is requested that this email be brought to their attention as soon as possible.

Kind regards

Salaries and Allowances Tribunal

Hale House, 1 Parliament Place, West Perth WA 6005

(t) (08) 6557 7000 (e) submissions@saf.wa.gov.au

Officer Comment

The author considers the Shire of Mukinbudin's current Band allocation by the SAT to be appropriate and does not identify any issues warranting a formal submission. This item is provided to Council for information and to satisfy due process in ensuring the SAT inquiry is acknowledged and considered.

Should Council wish to make a submission, the template provided by the SAT can guide the process. However, no action is recommended unless Council identifies specific concerns.

Consultation

Salaries and Allowances Tribunal

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

- *Salaries and Allowances Act 1975*
- *Local Government Act 1995*
- *Freedom of Information Act 1992*

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

- 1. Note the Salaries and Allowances Tribunal's 2025 inquiry into remuneration for Local Government Chief Executive Officers and Elected Members.**
- 2. Confirm that the current Band allocation for the Shire of Mukinbudin is considered to be appropriate and it does not intend to lodge a submission.**

Carried /

9.3.5 Integrated Strategic Plan 2025 - 2035	
Location:	Shire of Mukinbudin
File Ref:	ADM 221
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	4 December 2024
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	Integrated Strategic Plan 2025 - 2035
Documents Tabled	Nil

Summary

This agenda item seeks Council's endorsement of the updated Integrated Strategic Plan 2025-2035 (ISP) for public comment. 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

As part of the Integrated Planning and Reporting (IPR) Framework, all local governments in Western Australia are required to produce the following plans:

1. Strategic Community Plan (SCP)

- Purpose: Provides a long-term vision for the local government area, outlining community aspirations and priorities over a minimum 10 year period.
- Requirement: Section 5.56 of the *Local Government Act 1995* and Regulation 19C of the *Local Government (Administration) Regulations 1996*.
- Review Cycle: A major review every four years, with a desktop review every two years.

2. Corporate Business Plan (CBP)

- Purpose: Translates the Strategic Community Plan into actionable priorities, detailing projects, services, and operational plans over a 4 year period.
- Requirement: Section 5.56 of the *Local Government Act 1995* and Regulation 19DA of the *Local Government (Administration) Regulations 1996*.
- Review Cycle: Reviewed annually to ensure alignment with operational requirements and budget.

3. Long Term Financial Plan (LTFP)

- Purpose: Provides a 10 year forecast of the local government's financial capacity, supporting informed decision making and sustainability.
- Requirement: Not directly legislated but strongly recommended under the IPR Framework.
- Review Cycle: Updated annually or alongside major reviews of other plans.

4. Asset Management Plan (AMP)

- Purpose: Outlines strategies for managing the local government's infrastructure and assets sustainably over their lifecycle.

- Requirement: Indirectly required under the IPR Framework to ensure financial sustainability and compliance with long term planning.
- Review Cycle: Periodically reviewed based on asset performance and financial updates.

5. Workforce Plan (WFP)

- Purpose: Identifies current and future workforce needs, aligning staff resources with strategic and operational priorities.
- Requirement: Not legislated but considered a key component of the IPR Framework.
- Review Cycle: Typically updated every four years or as part of strategic reviews.

The attached Integrated Strategic Plan (ISP) merges the Strategic Community Plan and Corporate Business Plan to align the Shire's long term vision with actionable goals and priorities. Prepared by Darren Mollenoyux of 150 Square, the ISP reflects consultation with Shire rate payers, residents, community groups, business owners, staff and Councillors. The document serves as a blueprint for achieving community aspirations and addressing key economic, social, environmental and leadership goals.

Officer Comment

The development of the ISP involved extensive community consultation, ensuring that the feedback received was incorporated into the plan's priorities. This collaborative approach has resulted in a detailed framework to guide the Shire's growth and progress over the next 10 Years.

The draft ISP is now presented for Council's endorsement to proceed to public consultation. This step ensures the community has an opportunity to provide additional input before final adoption at the February 2025 Council meeting.

Advertising the ISP for public comment reflects the Shire's commitment to transparency and inclusivity in shaping its strategic direction.

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 –

Moved: Cr

Seconded: Cr

That Council:

- 1. Endorse the Integrated Strategic Plan (2025-2035), incorporating the Strategic Community Plan and Corporate Business Plan, for public comment and advertise it for community feedback until 5 February 2025; and**
- 2. Note that the final Integrated Strategic Plan (2025-2035) will be presented for adoption at the February 2025 Council meeting, following consideration of public submissions.**

Carried /

9.3.6 Workforce Plan 2025 to 2029	
Location:	Shire of Mukinbudin
File Ref:	ADM 495
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	4 December 2024
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	Workforce Plan 2025 to 2029
Documents Tabled	Nil

Summary

This agenda item seeks Council's adoption of the updated Workforce Plan, a key component of the Shire's Integrated Planning and Reporting Framework. The Workforce Plan outlines the Shire's approach to ensuring it has the human resources required to deliver strategic objectives and meet community needs effectively.

Background Information

The Workforce Plan is a legislatively required document under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*. It supports the delivery of the Integrated Strategic Plan, also presented in this agenda, by identifying workforce needs, addressing gaps, and planning for future demands.

The updated Workforce Plan aligns with the Shire's long term strategic goals and focuses on workforce sustainability, skill development, and succession planning. The plan has been developed based on current staffing levels, projected service delivery requirements, and anticipated challenges, such as recruitment in regional areas.

Officer Comment

The Workforce Plan outlines several key strategies to address current and future workforce requirements, including:

- Building staff capacity through professional development and training.
- Enhancing recruitment strategies to attract and retain talent.
- Supporting workplace culture and staff wellbeing initiatives.

The plan notes that in order to deliver the objectives in the Shire's Integrated Strategic Plan, the workforce will need to increase by an additional 3.8 staff over the next 2 years, in the areas of Governance and Community Services, Finance, Regulatory Services and Works. It also notes that a number of additional contractors will be required. Most of these contractors are already engaged however the Wheatbelt Secondary Freight Network will require engaging an additional construction crew to complete the works which are outside of Council's ordinary program.

Adopting the Workforce Plan ensures the Shire remains compliant with statutory obligations and demonstrates a commitment to sound workforce planning and resource management. The plan must be reviewed at least once every four years and a desktop review should be carried out every two years to ensure it remains responsive to organisational and community needs.

Consultation

- Consultant, Darren Mollenoyux of 150 Square facilitated the consultation and prepared the Workforce Plan 2025-2029.
- All staff were provided with a survey and attended a workshop to provide input into the new Workforce Plan.
- Darren Mollenoyux presented the draft Workforce Plan 2025 to 2029 to Council at its ordinary meeting held 19 November 2024.
- 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 Workforce Plan 2025 to 2029.

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

All Local Governments are required to produce a plan for the future under S5.56 (1) of the Local Government Act 1995.

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.

The Workforce Plan is a legislative requirement and forms part of the informing strategies of Council's Integrated Strategic Planning. The Workforce Plan is subsequently developed factoring in the information and direction set out in Council's other plans, being the following:

- Strategic Community Plan
- Long-Term Financial Plan
- Asset Management Plan
- Forward Capital Works Plan
- Risk Management Plan

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

Policy Implications

Nil

Financial Implications

Costs associated with the implementation of the Workforce Plan, such as additional staff, contractors, training and recruitment initiatives, will need to be accounted for within the Shire's future annual budgets and Long-Term Financial Plan.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That Council:**

- 1. Adopt the Shire of Mukinbudin Workforce Plan as presented; and**
- 2. Authorise the Acting Chief Executive Officer to implement the strategies and actions outlined in the Workforce Plan.**

Carried /

9.3.7 Town Planning Scheme Amendment – Old Bowling Club Site	
Location:	Lots 98-102 Calder Street, Mukinbudin
File Ref:	A341
Applicant:	Tanika McLennan – Acting Chief Executive Officer
Date:	2 nd December 2024
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan - Acting Chief Executive Officer
Author:	Paul Bashall – Planwest (WA) Pty Ltd
Voting Requirements:	Simple Majority
Documents Attached:	Town Planning Scheme 4, Amendment No.2 Withdrawal of Scheme Amendment Statutory Submissions
Documents Tabled:	Nil

Summary

A Scheme Amendment (No 2) has been prepared to rezone the old bowling club site in Calder Street from ‘Special use – Club premises’ to ‘Residential’ with a new Residential density code of R12.5/30 consistent with the surrounding residential area.

On 8th October 2024 the EPA determined that the proposal need not be referred. The Amendment was approved for advertising by the Department of Planning, Lands and Heritage (DPLH) on 27th September 2024 and was subsequently advertised for submissions during which time the Council received 4 submissions – none of which objected to the proposal.

The Council now needs to request the WA Planning Commission’s recommendation to Minister for final approval for the Amendment.

Background

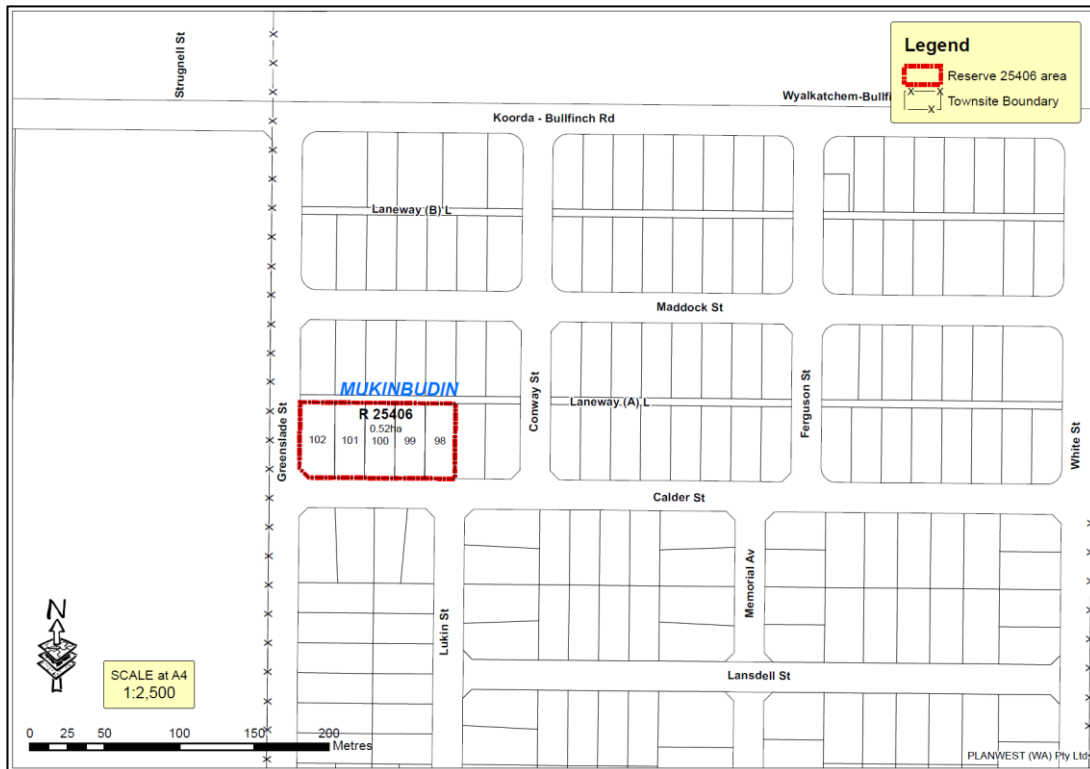
The old bowling club land, on the corner of Calder and Greenslade Streets in Mukinbudin, is now no longer required for the purpose of a Crown Reserve. The bowling club has been relocated into the Shire’s recreation centre on Cruikshank Road and therefore the Calder Street land is longer required for the club premises.

The subject land is shown in **Figure 1** and comprises of 4 lots of 1,011.7m² (the equivalent to the old quarter acre) and the corner lot of 1,160.9m².

Figure 2 provides a recent aerial photograph of the site showing that the land is now cleared and ready for development. The surrounding land is all developed for residential purposes except the area immediately west of Greenslade Street which is currently vacant and zoned ‘Rural residential’.

The subject land, Lots 98-102 Calder Street, Mukinbudin, is currently a Crown ‘C’ class Reserve 25406 which has a total legal area of 0.5206 hectares. The current purpose of the Reserve is ‘Recreation bowling club’ with the management orders vested in the Shire of Mukinbudin. A Crown Land Enquiry Form (CLEF) has been lodged with DPLH to cancel the Crown Reserve.

FIGURE 1 – LOCATION PLAN



Source: Planwest, Landgate

FIGURE 2 – AERIAL PHOTOGRAPH OF SUBJECT LAND



Source: Planwest, Google Earth, Landgate

The Shire of Mukinbudin Local Planning Scheme No 4 (the Scheme) was gazetted on 29th April 2003. An extract from the Scheme is shown in **Figure 3**.

The Scheme was updated in April 2016 (Amendment No 1) to ensure that the Scheme was aligned with the deemed provisions of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

There are no Local Planning Policies adopted under the provisions of the Scheme that relate to, or effect, the amendment area.

FIGURE 3 – EXTRACT FROM SCHEME MAP



Source: Planwest, DPLH, Landgate

EPA Assessment

The EPA has advised that this proposal is not required to be referred to the EPA (s 33C(2)(g) EPA Regulations) as it is an *amendment to zone land (except land zoned environmental conservation) if the zoning allows the land to be used for a purpose that —*

- (i) involves replacing or redeveloping an existing building within the existing building envelope;*
- and (ii) is not a light industry, general industry, industrial development or strategic industry purpose.*

Advertising

The Local Planning Scheme Amendment No 2 was advertised in accordance with the Regulations as follows;

- Locally in Muka Matters on 24th and 31st October 2024, 7th, 14th and 21st November 2024.
- On Shire Facebook page and Instagram: 17th October 2024, and
- Emails and Letters sent to all surrounding neighbours and Agencies listed.

Submissions

During the advertising period the Council received the following submissions.

Sub No	DATE REC'D	SUBMITTOR	ADDRESS	SUMMARY OF SUBMISSION	RECOMMENDATION
1	31Oct24	Brett Coombes, Water Corporation	629 Newcastle St, Leederville	No objections	Note the submission.
2	8Nov24	Jane Cook, Dept of Health	email	No objections	Note the submission.
3	14Nov24	Timothy Overheu, Dept Primary Industry and Regional Development	email	No objections.	Note the submission.
4	18Nov24	Katie Davies, Dept Planning, Lands and Heritage (Heritage)	140 William St, Perth	No objections.	Note the submission.

A copy of these submissions is included in **Attachment B**.

Statutory Environment

The statutory environment for the adoption of a town planning scheme amendment in Western Australia is primarily governed by the **Planning and Development Act 2005 (WA)** and the associated **Planning and Development (Local Planning Schemes) Regulations 2015**. Below is a summary of the relevant statutory framework:

Planning and Development Act 2005 (WA)

1. **Section 75**
 - Enables a local government to amend a local planning scheme, subject to approval by the Minister for Planning.
2. **Section 81**
 - Requires referral of the amendment to the Environmental Protection Authority (EPA) for environmental assessment before public advertising.
3. **Section 87**
 - Provides for the Minister for Planning to approve, modify, or refuse the amendment.

Planning and Development (Local Planning Schemes) Regulations 2015

The Regulations set out the procedural steps for preparing, advertising, and adopting scheme amendments, including the following key parts:

1. **Part 5 – Amending Local Planning Scheme**
 - Divides scheme amendments into three types: Basic, Standard, and Complex.
 - Prescribes processes and timeframes for each type of amendment.
 2. **Regulation 35**
 - Requires a resolution of the local government to initiate a scheme amendment, specifying the amendment type and its purpose.
 3. **Regulation 47**
 - Requires public advertising of the proposed amendment for Standard and Complex amendments, including a minimum advertising period (typically 42 days for Standard amendments).
 4. **Regulation 50**
 - Outlines the local government’s obligations to review submissions and prepare a report for the Western Australian Planning Commission (WAPC).
 5. **Regulation 53**
 - Provides for submission of the amendment to the WAPC and Minister for Planning for final determination.
 6. **Regulation 56**
 - Requires notification of the amendment in the Government Gazette once approved.
-

Environmental Protection Act 1986 (WA)

1. **Section 48A**
 - Requires referral of a proposed amendment to the Environmental Protection Authority (EPA) for assessment of potential environmental impacts.
 - The amendment cannot proceed to public advertising until the EPA provides its decision.
-

Local Government Act 1995 (WA)

Although primarily a framework for local government operations, the **Local Government Act 1995** also intersects with planning matters where council meetings and resolutions are involved.

Officer Comment

The following is a summary of the steps required to amend the Shire's Town Planning Scheme:

1. **Initiation:** Local government resolves to prepare a scheme amendment.
2. **EPA Referral:** Proposal referred to the EPA for environmental assessment.
3. **Advertising:** Public consultation conducted as per amendment type.
4. **Council Decision:** Council reviews submissions and resolves to support or modify the amendment.
5. **WAPC and Minister Approval:** Amendment submitted to the WAPC and Minister for determination.
6. **Gazettal:** Approved amendment published in the Government Gazette and comes into effect.

Council is currently at step 4 above. All four public submissions received during the advertising period indicated no objections to the proposed Scheme Amendment. The recommendation is therefore that Council note each submission and proceed to step 5, being submission of the amendment to WA Planning Commission for its approval and recommendation to the Minister.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

1. **Endorse Scheme Amendment No. 2 of the Shire of Mukinbudin Local Planning Scheme No 4. without modification;**
2. **Note the submissions received within the advertising period from Water Corporation, Department of Health, Department of Primary Industry and Regional Development and Department of Planning, Lands and Heritage (Heritage);**
3. **Formally adopt the Amendment as presented; and**
4. **Forward the Scheme Amendment documents to the Department of Planning, Lands and Heritage (DPLH), requesting the Western Australian Planning Commission recommend that the Minister for Planning grant final approval for the Amendment.**

Carried /

9.3.8 Freehold Conversion Request for Lot 110 and Lot 109 on DP 170917, Potter Street	
Location:	Lot 110 and Lot 109 on DP 170917, Potter Street, Mukinbudin
File Ref:	ADM 179
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	3 rd December 2024
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	Aerial Map Tenure Map
Documents Tabled	Nil

Summary

The Department of Planning, Lands and Heritage (DPLH) has requested the Shire of Mukinbudin's comments regarding a proposal by Robert Edwards to convert his lease of Lot 110 and Lot 109 on DP 170917, Potter Street, from leasehold to freehold. Mr. Edwards has leased this land for nearly 20 years and is now interested in purchasing it from the State. The DPLH has asked for the Shire's input, with a response deadline of 31 January 2024.

Background Information

The following email correspondence was received from the Department of Planning, Lands and Heritage on 20 November 2024:

OFFICIAL

Good afternoon Shire of Mukinbudin,

The DPLH is considering a request from Robert Edwards for Freehold conversion of lease - Lot 110 and Lot 109 on DP 170917 Potter Street within the Shire of Mukinbudin. The proponent is interested in purchasing the subject land from the State in freehold, he has leased this land for nearly 20 years.

Can the Shire of Mukinbudin please provide their comments on this proposal. I have attached aerial and tenure maps for your reference.

Please be advised that pursuant to section 14 of the *Land Administration Act 1997* the Department requests that the Shire provides its comments with 42 calendar days of this email. If no initial response is provided by the Shire by the 31st of January 2024, this Department will assume there are no comments and will proceed accordingly. If you have any questions or require further information, please do not hesitate to contact me.

Kind regards,

Marian Perez
State Land Officer | Land Use Management
Department of Planning, Lands and Heritage

140 William Street, Perth WA 6000
 W: wa.gov.au/dplh | P: 6551 8149



Department of Planning,
Lands and Heritage



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Officer Comment

Council needs to consider any potential impacts, both positive and negative, associated with the freehold conversion request. This could include land use considerations, any zoning issues, or other factors relevant to the Shire's planning and development policies.

Consultation

Department of Planning, Lands and Heritage (DPLH)

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

Land Administration Act 1997 (Section 14)

Policy Implications

Nil

Financial Implications

No immediate financial implications are expected, although the conversion will mean the land will become rateable, leading to an increase in rates income.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

1. Consider the request from Robert Edwards for the freehold conversion of Lot 110 and Lot 109 on DP 170917, Potter Street; and
2. Authorise the Acting Chief Executive Officer to advise the Department of Planning, Lands and Heritage that it supports this proposal.

Carried /

9.3.9 CEACA Letter of Support for ILU Project	
Location:	Shire of Mukinbudin
File Ref:	ADM 237
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	9 December 2024
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	CEACA Letter of Support
Documents Tabled	Nil

Summary

This agenda item seeks Council's endorsement of the attached letter of support for CEACA's submission under the Call for Submissions from Community Housing Providers (CFS-CHP). The letter confirms the Shire of Mukinbudin's commitment to assist CEACA in building additional Independent Living Units (ILUs) within the Mukinbudin townsite, through gifting land and providing a financial contribution.

Background Information

The Central East Accommodation & Care Alliance Inc. (CEACA) is a key organisation focused on delivering high-quality, purpose-built accommodation to support seniors, people living with disabilities, and those on low incomes in regional communities. CEACA's existing projects have been successful in providing Independent Living Units (ILUs) across Member Shires, enabling residents to remain in their communities.

CEACA is preparing a submission for funding under the Call for Submissions from Community Housing Providers (CFS-CHP). To strengthen its application, CEACA has requested letters of support and commitments from Member Shires. Each member Shire is asked to contribute to this initiative by gifting cleared, freehold land and making a financial contribution equal to 10% of the cost of the ILUs to be built in that Shire.

Officer Comment

The Shire's support for CEACA's initiative aligns with its commitment to improving regional liveability and supporting vulnerable community members. The proposed contribution of land and financial support will help address the demand for accessible housing in Mukinbudin, while also fostering community sustainability and economic resilience.

Endorsing the letter of support demonstrates the Shire's proactive involvement in regional housing solutions and strengthens CEACA's funding submission.

For the purposes of CEACA's application, land at 14 Gimlett Way, 10 Salmon Gum Alley, and 14 Salmon Gum Alley has been identified as it is currently available freehold land. However, if the grant is successful, Council will have the opportunity to select alternative blocks and may wish to consider the old Bowling Club blocks on Maddock Street, as these are the subject of a Town Planning Scheme Amendment but will be soon available as residential land.

Consultation

Jo Trachy – CEACA Operations Manager

Gary Shadbolt – CEACA Committee Member

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

Outcome 1.4 - A quality lifestyle

1.4.6 Support the development of a range of housing styles and accommodation options for singles, families and professionals

Also mentioned in the preamble as follows:

What our community wants to be in 10 years:

To be innovative and proactive in addressing issues that are both environmentally sensitive and beneficial in providing affordable living costs and housing to the local community.

A community that is friendly, approachable, fair minded and responsive and acts with honesty and integrity.

Statutory Environment

- *Local Government Act 1995*
- Relevant land transfer and planning regulations

Policy Implications

Nil

Financial Implications

The financial contribution equal to 10% of the cost of the ILUs will be accounted for in the Shire's budget. The gifted land represents an in kind contribution to the project.

OFFICER RECOMMENDATION**Council Decision Number –**

Moved: Cr

Seconded: Cr

That Council:

- 1. Endorse the letter of support for CEACA's submission under the Call for Submissions from Community Housing Providers (CFS-CHP), confirming the Shire of Mukinbudin's commitment to:**
 - **Gift cleared land at 14 Gimlett Way, 10 Salmon Gum Alley, and 14 Salmon Gum Alley in Mukinbudin; and**
 - **Make a financial contribution equal to 10% of the cost of the ILUs to be built in Mukinbudin.**
- 2. Note that, if the grant is successful, Council will have the opportunity to select alternative residential blocks to gift to CEACA; and**
- 3. Authorise the Acting Chief Executive Officer to sign and issue the letter on behalf of the Shire.**

Carried /

9.3.10 – Adoption of the Annual Report 2023/2024 – Annual Electors Meeting	
Location:	All of Shire
File Ref:	ADM 030
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	9 th December 2024
Disclosure of Interest:	
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	2023/2024 Annual Report
Documents Tabled	Nil

Summary

Council is asked to accept the Annual Report for the period ending 30 June 2024 and set a date for the Annual Electors' Meeting.

Background Information

The Annual Report for the financial year ending 30 June 2024 is provided to Councillors for their consideration and acceptance. It should be noted that, although provided as a separate attachment to this agenda, the Annual Financial Report forms part of the Annual Report.

Officer Comment

Following the acceptance of the Annual Report, Council is required to give public notice of the availability of the Annual Report as soon as practicable. It must also be posted on our website within 14 days of being adopted. It is also a requirement that a General Meeting of Electors is to be held on a day set by Council not more than 56 days after acceptance of the Annual Report, with 14 days local public notice of the meeting being given. The last day that the Annual Electors Meeting could be held is Tuesday 11th February 2025 and in order to allow staff time to prepare the agenda, this date is recommended.

Statutory Environment

5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) *deleted*]
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) *the financial report for the financial year; and*
 - (g) *such information as may be prescribed in relation to the payments made to employees; and*
 - (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*

- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
- (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require;
- and
- (i) such other information as may be prescribed.

[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6; No. 5 of 2017 s. 7(1).]

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended by No. 49 of 2004 s. 49.]

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

[Section 5.55A inserted by No. 5 of 2017 s. 8.]

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council

- **Adopts the Annual Report for 2023-24 including the Audited Annual Financial Report for period ended 30 June 2024, and that local public notice of its availability be given as soon as practicable; and**
- **Holds the Annual Meeting of Electors on Tuesday 11th February 2025, at 4.30pm in the Council Chambers, 15 Maddock Street Mukinbudin.**

Carried /

9.3.11 Active Transport Fund – Footpath Grant	
Location:	Mukinbudin
File Ref:	ADM 049
Applicant:	Shire of Mukinbudin
Date:	11 th December 2024
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	2025 Footpaths Provisional Table
Documents Tabled	Nil

Summary

To allow Council to formally consider the proposal to commit \$300,000 over the next two financial years (2025/26 and 2026/27) for the purpose of upgrading the townsite walking pathway network. This will include replacing existing bitumen footpaths with new brushed concrete footpath and installing new brushed concrete footpaths in streets not currently part of the townsite walking pathway network.

Background Information

The Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government recently announced the commencement of the new \$100 million Active Transport Fund.

The program is part of the Australian Government's commitment under the National Road Safety Strategy 2021-30, to improve road safety outcomes for bicyclists and pedestrians. The program also supports the Australian Government's commitment to reducing transport emissions and supporting active and liveable communities.

The aim of the program is to encourage an increase in active transport through the upgrade of existing and construction of new bicycle and walking pathways across Australia.

The program is an application-based, merit-assessed funding program, open to all state and territory governments and Local Government Authorities. Applications must be for bicycle or walking pathways and must directly address at least one of the program's focus areas which are linked to active transport priorities.

The focus areas for the program are:

- road safety
- reducing transport emissions
- active and liveable communities

Active Transport Fund projects require a 50% co-contribution.

Officer Comment

A desktop analysis was undertaken to identify gaps in the Mukinbudin townsite footpath network. The results from this were then checked on site. These are the principles that were followed in this analysis:

- Each road should have one brushed concrete footpath. The only exception identified was Maddock Street because a new footpath is required on the north side of the road to service the residents in the Sister Willox units.
- The side of the road nominated for the new footpath was required to be integrated with the existing network. However, the important aspect at this juncture is to obtain an approximate measurement. The side of the road can be confirmed at a later date.

Strategic & Social Implications

The proposed footpath upgrade addresses the needs identified in the Disability and Inclusion Access Plan, to ensure people with disabilities have the same access to public services and events as all other people.

Outcome 1.3 - Align infrastructure and facilities to community needs

1.3.1 Integrated, accessible and safe transport networks

1.3.2 Effectively plan, develop and manage infrastructure and facilities

Outcome 1.4 - A quality lifestyle

1.4.1 Advocate promote and market the Shire as a place to live, work and visit

1.4.2 Encourage positive community participation in events and facilities

Outcome 2.1 - A innovative, vibrant and entrepreneurial local economy

2.1.3 Lobby for the infrastructure necessary to support commercial and business growth

2.1.4 Enhance the aesthetic environment to support business opportunities

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

4.1.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

Consultation

Damian Tomas – D I Tomas Contracting

Dylan Copeland – Project Consultant

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

The proposed project is estimated to cost \$600,000 and requires a 50% co-contribution. For projects submitted by LGAs, the Australian Government recognises that some LGAs, particularly those in regional areas, may be limited in their ability to provide a 50% co-contribution. Alternative funding co-contributions can be sought as part of the application.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr**

That Council commit \$300,000 over the next two financial years to upgrading the townsite's walking pathway network.

Carried /

9.3.12 Request for Tender – Nungarin North Road	
Location:	Mukinbudin
File Ref:	ADM 475
Applicant:	Shire of Mukinbudin
Date:	12 th December 2024
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

To allow Council to consider various quotes received for the Wheatbelt Secondary Freight Route Network 2024/25 project, being a full reconstruction of Nungarin North Road between SLKs 0.04 to 1.11 and 1.39 to 5.40 and shoulder and seal widening between SLKs 1.11 to 1.39.

Background Information

In accordance with the adopted Budget, quotes were recently requested via the WALGA preferred supplier portal (Vendorpanel) and email. At close of tenders a total of three were received. Respondents were requested to supply separate prices for the earthworks and bituminous sealing phases of the reconstruction.

The quotes received to carry out the 2024/2025 program are as follows:

Item	Shire of Westonia	WCP Civil	Colas	Best Price
Earthworks	\$1,622,727.27	\$1,140,611.79	Not offered	\$1,140,611.79
Bitumen Sealing	Not offered	\$727,712.94	\$489,185.00	\$489,185.00
	\$1,622,727.27	\$1,868,324.73	\$489,185.00	\$1,629,796.79

The above prices exclude GST.

Consultation

Tony Saraullo – Consulting Engineer
 Rod Munns – Consulting Engineer
 Mike Hudson – Executive Manager Works, Shire of Pingelly
 Dylan Copeland – Project Consultant

Strategic & Social Implications

Outcome 1.3 - Align infrastructure and facilities to community needs

1.3.1 Integrated, accessible and safe transport networks

1.3.2 Effectively plan, develop and manage infrastructure and facilities

Statutory Environment

The statutory requirements for awarding a tender are governed by the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996. These laws outline the steps and principles local governments must follow when procuring goods and services through tenders.

Key Requirements:

1. **Thresholds for Tendering:**
 - A public tender is required for contracts where the value exceeds \$250,000 (inclusive of GST), unless an exemption applies (e.g., purchases made through a WALGA preferred supplier panel).
2. **Invitation to Tender:**
 - Tenders must be publicly advertised, usually via local newspapers, online platforms, or other media accessible to the community.
 - The advertisement must specify the closing date and time for tenders and provide enough detail for potential suppliers to prepare submissions.
3. **Fair and Transparent Process:**
 - Local governments must ensure open and effective competition.
 - Evaluation criteria must be clearly stated in the tender documentation.
4. **Compliance with Procurement Policies:**
 - Local governments must adhere to their internal purchasing policies, which are typically developed in accordance with state regulations.
 - Conflict of interest provisions must be strictly followed.
5. **Assessment and Awarding:**
 - Tenders are assessed based on the pre-disclosed criteria, which may include price, quality, capacity, and other relevant factors.
 - The decision to award the tender must be made by the council or an authorized delegate.
6. **Exemptions:**
 - Certain circumstances allow for direct purchases without a tender process, such as emergencies, contracts through pre-approved panels, or when only one supplier is reasonably available.
7. **Record Keeping:**
 - Detailed records of the tender process, including advertisements, evaluation reports, and council decisions, must be maintained to ensure accountability and transparency.

Policy Implications

3.5 Purchasing Policy

Financial Implications

The approved project budget is \$1,787,296, of which the LG contributes 6.667%.

The responses received do not cover the full cost of the project. Extra items include but are not limited to costs associated with gravel supply, traffic management, and project management.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That Council:**

- 1. Award the Earthworks component of the tender for reconstruction of Nungarin North Road to WCP Civil, for the tendered price of \$1,40,611.79; and**
- 2. Award the Bitumen Sealing component of the tender for reconstruction of Nungarin North Road to Colas, for the tendered price of \$489,185.00**

Carried /

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

10.1

11. Urgent Business Approved by Person Presiding or by Decision

11.1

12. Closure of Meeting

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