



CONFIRMED MINUTES

Ordinary Meeting of Council



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

ACTING CHIEF EXECUTIVE OFFICER

Vision Statement

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

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10.1

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11.1

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AGENDA

Agenda of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 15th April 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 R Nicoletti	Deputy President

Cr A Farina
Cr C McGlashan
Cr A Walker

2.2 Staff:

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

2.3 Visitors:

Mr Zac Puzey

2.4 Apologies:

Nil

2.5 On leave of absence:

Cr G Bent
Cr S Ventris

2.6 Applications for leave of absence:

Nil

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 declared public question time open at 2.31pm.

3.3 Declaration of public question time closed

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

4. **Declarations of Interest**

Tanika McLennan Financial

9.3.1 Endorsement of Selection Criteria and Position Description for Recruitment of Chief Executive Officer ***Confidential Item***

9.3.2 Endorsement of CEO Recruitment and Selection Panel Terms of Reference

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

5.1 Petitions Nil

5.2 Deputations Nil

5.3 Presentations Nil

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

Nil

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

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on 18th March 2025.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 01 04 2025

Moved: Cr McGlashan

Seconded: Cr Walker

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

- **Ordinary Meeting of Council held on 18th March 2025**

Carried 5 / 0

8. Committee Meetings

8.1 Receipt of Minutes of Committee Meetings

8.1.1 NEWROC Executive Council Meeting 25th February 2025

[NEWROC Minutes](#)

8.1.2 Rural Water Council Meeting 27th September 2024

[RWC Minutes](#)

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 02 04 2025

Moved: Cr Farina

Seconded: Cr Nicoletti

That the Minutes of the following committee meetings be received.

- **NEWROC Executive Council Meeting 25th February 2025**
- **Rural Water Council Meeting 27th September 2024**

Carried 5 / 0

8.2 Recommendations from Committee Meeting for Council Consideration

9.1 Monthly Information Report

9.1.1 April 2025 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	4 th April 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Renee Jenkin, Manager of Corporate & Community Services
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	April 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, 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 April 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 – 03 04 2025****Moved: Cr Nicoletti****Seconded: Cr McGlashan****That Council receive the April 2025 Information Report.****Carried 5 / 0**

9.2 Finance Reports

9.2.1 List of Payments – March 2025	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	3 rd April 2025
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Acting Chief Executive Officer
Author:	Juliet Nixon, Administration 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 – March 2025 (6 pages) Credit Card Summary - March 2025 (1 page) Fuel Cards Statement - March 2025 (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 March 2025 for endorsement by Council.

Background Information

A list of payments submitted to Council on 15th April 2025, for confirmation in respect of accounts already paid or for the authority to those unpaid. (Please refer to Payment listing attached).

Officer Comment

Standard process of obtaining Council endorsement of payments.

Strategic & Social Implications

N/A

Consultation

N/A

Statutory Environment

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

Policy Implications

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

Financial Implications

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

OFFICER RECOMMENDATION

Council Decision Number – 04 04 2025

Moved: Cr Farina

Seconded: Cr McGlashan

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

Municipal Fund:

Muni EFTs	EFT	10099	to	EFT	10203	\$1,894,040.97
Muni Cheques	Chq	31996	to	Chq	31996	\$11,195.63
Muni Direct Debits (Superannuation, loans, leases)	DD	12962.1	to	DD	13024.11	\$41,592.68
Pays on (Not included on payment listing)		13/03/2025 & 27/03/2025				\$107,006.01
Total Municipal Funds						\$2,053,835.29

Restricted Muni Fund:

RMF EFTs	EFT	-	to	EFT	-	\$0.00
RMF Cheques	Chq	-	to	Chq	-	\$0.00
RMF Direct Debits	DD	12947.1	to	DD	13058.1	\$68,624.10
Total Restricted Muni Funds						\$68,624.10

Carried 5 / 0

9.2.2 Monthly Statement of Financial Activity Report – 31 March 2025	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Nil
Date:	6 th April 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Darren Long – Financial Consultant
Voting Requirements	Simple Majority
Documents Attached	<u>Statement of Financial Activity – For the period ended 31 March 2025 (77 Pages)</u>
Documents Tabled	Nil

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

Summary

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

Background Information

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

Officer Comment

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

Statement of Comprehensive Income by Function/Program;

Statement of Comprehensive Income by Nature/Type;

Statement of Financial Activity by Nature/Type;

Statement of Financial Activity by Function/Program;

Summary of Net Current Asset Position;

Statement of Material Variances;

Statement of Financial Position;

Statement of Cash Flows;

Capital acquisitions;

Disposal of Assets;

Statement of Capital Grants and Contract Liabilities;

Statement of Cash Back Reserves;

Loan Borrowings Statement;

Restricted Cash Statement;

Detailed Operating and Non-Operating Schedules.

The Regulations require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income, and materials variances can be commented on. The Statement of Financial Activity as at 31 March shows a closing surplus of \$454,001.

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 – 05 04 2025****Moved: Cr Walker****Seconded: Cr Nicoletti****That Council receive the Monthly Financial Report for the period ending 31 March 2025.****Carried 5 / 0**

CONFIDENTIAL ITEM

9.2.3 Write-Off Sundry Debtor #460	
Location:	All of Shire
File Ref:	Sundry Debtors
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	1 st April 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior Finance Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

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 – 06 04 2025

Moved: Cr Nicoletti

Seconded: Cr Walker

That in accordance with section 5.23 (2) (a) of the Local Government Act 1995 that the meeting be closed to members of the Public as Agenda item 9.2.3 is deemed to be

(b) the personal affairs of any persons:

**Carried 5 / 0
by Absolute Majority**

Mr Zac Puzey departed the meeting at 2.38pm

OFFICER RECOMMENDATION

Council Decision Number – 07 04 2025

Moved: Cr Farina

Seconded: Cr Nicoletti

That Council:

1. Writes off the balance owing by Debtor #460 [REDACTED], in relation to the changing of locks at the squash courts, totalling seven hundred and fifty dollars (\$750.00); and
2. Notes that [REDACTED]

Carried 5 / 0

CONFIDENTIAL ITEM

9.2.4 Write-Off Sundry Debtor #152	
Location:	All of Shire
File Ref:	Sundry Debtors
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	1 st April 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior Finance Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

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 – 08 04 2025

Moved: Cr McGlashan

Seconded: Cr Farina

That Debtor #152 [REDACTED] be advised that Council is not willing to write off the outstanding amount of \$1,260.00 relating to expenses incurred for cleaning, minor repairs and gardening maintenance at [REDACTED] following the end of [REDACTED] tenancy.

Carried 5 / 0

9.3 Chief Executive Officer's Reports

Acting Chief Executive Officer, Tanika McLennan declared an interest in item 9.3.1 Endorsement of Selection Criteria and Position Description for Recruitment of Chief Executive Officer and departed the meeting at 2.50pm, taking no part in the discussions of this item.

CONFIDENTIAL ITEM

9.3.1 Endorsement of Selection Criteria and Position Description for Recruitment of Chief Executive Officer	
Location:	All of Shire
File Ref:	STAFF
Applicant:	Whole of Council
Date:	6 th April 2025
Disclosure of Interest:	Tanika McLennan, Acting Chief Executive Officer
Responsible Officer	Gary Shadbolt - Shire President
Author:	Darren Mollenoyux - 150Square Consultant
Voting Requirements	Absolute Majority
Documents Attached	Shire of Mukinbudin – CEO Standards and Recruitment Policy CONFIDENTIAL – CEO Selection Criteria and Position Description
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 – 09 04 2025

Moved: Cr Walker

Seconded: Cr Nicoletti

That Council endorses the CEO selection criteria and position description, as prepared by 150Square in conjunction with the CEO Recruitment and Selection Panel.

**Carried 5 / 0
by Absolute Majority**

OFFICER RECOMMENDATION

Council Decision Number – 10 04 2025

Moved: Cr Farina

Seconded: Cr McGlashan

That the meeting be reopened to members of the public.

**Carried 5 / 0
by Absolute Majority**

Mr Zac Puzey returned to the meeting at 2.52pm.

Acting Chief Executive Officer, Tanika McLennan declared an interest in item 9.3.2 Endorsement of CEO Recruitment and Selection Panel Terms of Reference and remained absent, taking no part in the discussions of this item.

9.3.2 Endorsement of CEO Recruitment and Selection Panel Terms of Reference	
Location:	All of Shire
File Ref:	STAFF
Applicant:	Whole of Council
Date:	28 th March 2025
Disclosure of Interest:	Tanika McLennan, Acting Chief Executive Officer
Responsible Officer	Gary Shadbolt - Shire President
Author:	Darren Mollenoyux – 150 Square Consultant
Voting Requirements	Absolute Majority
Documents Attached	Shire of Mukinbudin – CEO Standards and Recruitment Policy CEO Recruitment and Selection Panel Terms of Reference CEO Recruitment and Selection Panel – Confidentiality Form
Documents Tabled	Nil

Summary

With the resignation of the CEO and commencement of process to recruit a new CEO, Council is required to adopt Terms of Reference for the CEO Recruitment and Selection Panel and appoint an independent person to the panel.

Background Information

Following the resignation of the CEO, Dirk Sellenger, Council considered quotes at the Ordinary meeting on the 18th March 2025 and appointed 150Square to act as a consultant to assist in the recruitment of a new CEO.

At the March 2025 Ordinary Meeting, Council appointed the following members to the CEO Recruitment and Selection Panel;

President	Gary Shadbolt
Councillor	Callum McGlashan
Councillor	Abi Farina
Councillor	Ashley Walker

Officer Comment

The proposed Terms of Reference for the CEO Recruitment and Selection Panel has been prepared in line with Council's CEO Recruitment, Performance Review and Termination Standards (CEO Standards). Copy provided as attachment.

In addition to the Councillors appointed to the CEO Recruitment and Selection Panel, it is a requirement under Legislation to appoint an independent person. An independent person means, a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

Names of suitable Independent Members have been discussed by Council with preferred candidates approached for consideration and appointment at the Council meeting.

Consultation

Council Meeting outcomes from 18th March 2025

150Square Consultants at information session on the 27th March 2025

Strategic & Social Implications

Integrated Strategic Plan 2025–35:

Strategic 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 11.5:** Ensure the organisation is supported by high quality, forward-thinking, and motivated staff.
 - **Strategy 11.6:** Promote a culture of continuous improvement and integrity.

Statutory Environment

The CEO Selection Committee (the Committee) is established under the powers given in Section 5.8 of the Local Government Act 1995 (the Act).

The Committee is established for the purpose of assisting the Council to fulfil its functions under Section 5.36(2) of the Act, in accordance with the Shire of Mukinbudin's CEO Recruitment, Performance Review and Termination Standards (CEO Standards).

Policy Implications

Nil

Financial Implications

Nil – Allowance for CEO recruitment is included in the 2024/25 Annual Budget

OFFICER RECOMMENDATION

Council Decision Number – 11 04 2025

Moved: Cr McGlashan

Seconded: Cr Farina

That

- 1. Council adopts the Terms of Reference for the CEO Recruitment and Selection Panel, as presented.**
- 2. Council endorses the CEO Recruitment Confidentiality Declaration form, as presented.**
- 3. Appoints Quentin Davies as the Independent Member to join Cr Shadbolt, Cr McGlashan, Cr Farina and Cr Walker as the CEO Recruitment and Selection Panel.**

**Carried 5 / 0
by Absolute Majority**

Acting Chief Executive Officer, Tanika McLennan returned to the meeting at 2.53pm.

9.3.3 Request for Donation – Catholic Church	
Location:	All of Shire
File Ref:	ADM 144
Applicant:	Father Mark Rucci, Catholic Church
Date:	2 nd April 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

The Bencubbin Catholic Parish has requested the donation of a reverse cycle air conditioning unit from the former Mukinbudin Café, which is scheduled for demolition. The parish intends to install the unit in their Our Lady Help of Christians Church on Maddock Street, Mukinbudin. The church is used by the local school and community but is currently unsuitable during hotter months due to a lack of air conditioning.

Background Information

Fr. Mark Rucci, administrator of the Bencubbin Catholic Parish, has formally requested the donation of one of the reverse cycle air conditioning units from the café. The parish has committed to covering all costs associated with the removal and reinstallation of the unit by a licensed professional.

The parish centre provides a space for community activities, including ATAR exams for students. Improving its amenity through air conditioning would enhance its usability. The parish has limited funds for maintenance and has expressed that air conditioning would otherwise be a luxury beyond their budget.

Officer Comment

Given that the air conditioning units from the café are no longer required by the Shire and are scheduled for removal as part of the demolition, granting this request would support a valued community organisation at no cost to the Shire. Additionally, the parish's offer to handle all logistical aspects of removal and reinstallation ensures that the process will be managed professionally and safely.

Consultation

Nil

Strategic & Social Implications

Integrated Strategic Plan 2025-35:

1. Community Wellbeing & Social Connection

- **Outcome 1.1:** A strong, supportive, and connected community.
 - **Strategy 1.1.2:** Support community organisations and volunteers.
 - **Strategy 1.1.3:** Facilitate initiatives that improve community wellbeing and resilience.
 - **Strategy 1.1.4:** Provide support to places of social and cultural significance.

The donation of the air conditioning unit will enhance the usability of a community space that supports social, educational, and cultural activities, benefiting both the parish and the wider community.

2. Built Environment & Infrastructure

- **Outcome 2.3:** Community facilities that support participation and inclusion.
 - **Strategy 2.3.1:** Ensure community facilities meet current and future needs.
 - **Strategy 2.3.2:** Repurpose assets where possible to maximize community benefit.

Donating a surplus Shire asset that would otherwise be removed, supports sustainable asset use while providing direct community benefit at no additional cost.

Statutory Environment

Local Government Act 1995 (WA)

Section 3.58 – Disposing of Property: This section governs the disposal of local government property, including donations. Generally, a local government must advertise and invite public submissions before disposing of property unless an exemption applies.

Regulation 30(3) of the Local Government (Functions and General) Regulations 1996: Provides exemptions to Section 3.58, including if the property is disposed of to a charitable, benevolent, educational, or other like body. The Catholic Parish meets this exemption.

Policy Implications

Nil

Financial Implications

Nil – all costs associated with removal and installation will be borne by the parish.

OFFICER RECOMMENDATION

Council Decision Number – 12 04 2025

Moved: Cr Walker

Seconded: Cr Nicoletti

That Council:

1. Approves the donation of one reverse cycle air conditioning unit from the former Mukinbudin Café to the Bencubbin Catholic Parish for installation in the Our Lady Help of Christians Church, Maddock Street, Mukinbudin; and
2. Notes that the Bencubbin Catholic Parish will be responsible for all costs associated with the removal and installation of the unit, ensuring it is undertaken by a licensed professional.

Carried 5 / 0

9.3.4 Mukinbudin CRC Contract Deed - HomeMade	
Location:	Mukinbudin
File Ref:	ADM 477
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	11 th April 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Contract Deed – Mukinbudin CRC
Documents Tabled	Nil

Summary

Council is requested to endorse the execution of the Community Partner Coordinator Agreement between Self Managed Support Pty Ltd trading as HomeMade and the Mukinbudin Community Resource Centre (CRC) and authorise affixing of the Common Seal. This formally establishes a legal agreement between HomeMade and the Shire of Mukinbudin (delivered by the Mukinbudin CRC).

Background Information

The Staying In Place aged care model has been a key focus for the Council since its introduction in Pingelly in 2022/2023. The Staying In Place exhibition has been held annually in Pingelly since 2023 and plays a crucial role in supporting the development of a local workforce that assists aged residents, helping them remain in their communities by providing essential services.

An information session held on 18 March 2025 attracted strong community interest, with 31 attendees at the CRC. The session introduced the “Staying in Place” initiative, which aims to support older residents to remain in their homes and connected to their community by engaging paid local support workers.

The initiative has proven successful in over 70 rural communities and is now proposed for implementation in Mukinbudin through a partnership with the CRC.

The Community Partner Coordinator Agreement sets out the roles, responsibilities, and partnership arrangements between the CRC and HomeMade in delivering this community-driven home support model.

A second session focused on potential support workers is scheduled for 8 April 2025.

Officer Comment

Following the positive response from the community, it is recommended that the initiative proceed. The agreement formalises the partnership between Self Managed Support Pty Ltd (trading as HomeMade) and the Mukinbudin Community Resource Centre (CRC), enabling the “Staying in Place” initiative to be implemented locally. This aligns with Council’s strategic objectives to support ageing in place, enhance local capacity, and foster collaborative community partnerships.

Execution of the agreement will authorise the CRC to progress with coordination and promotion of the Staying in Place program in Mukinbudin.

Consultation

Home Made representatives

Community attendees at the 18 March 2025 information session

Jessica McCartney – CRC Coordinator

Tanika McLennan – Acting Chief Executive Officer

Renee Jenkin – Manager of Corporate and Community Services

Whole of Council

Strategic & Social Implications

Strategic Community Plan 2025–2035

Theme 1: A caring and connected community

- *Strategy 1.3.1:* Develop and support initiatives that assist people to age well in their own homes
- *Strategy 1.1.2:* Partner with community organisations to deliver shared outcomes

Statutory Environment

Local Government Act 1995, Section 9.49A – Execution of documents

Policy Implications

Nil

Financial Implications

There are no direct financial implications to the Shire from executing the agreement.

OFFICER RECOMMENDATION

Council Decision Number – 13 04 2025

Moved: Cr Farina

Seconded: Cr McGlashan

That Council:

- 1. Endorse the execution of the Community Partner Coordinator Agreement between Self Managed Support Pty Ltd trading as HomeMade and the Mukinbudin Community Resource Centre; and**
- 2. Authorise the Shire President and CEO to sign the agreement and affix the Common Seal.**

Carried 5 / 0

9.3.5 2025 Federal Election Campaign – “Put Our Communities First”	
Location:	All of Shire
File Ref:	ADM 503
Applicant:	Australian Local Government Association (ALGA)
Date:	7 th April 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	2025 Federal Election Letter Template for Councils 2025 Federal Election Media Release Template for Councils
Documents Tabled	Nil

Summary

The Australian Local Government Association (ALGA), in partnership with state and territory local government associations, has launched a national advocacy campaign ahead of the 2025 Federal Election. The “Put Our Communities First” campaign calls for increased federal funding to local governments to address key national priorities through local solutions. The campaign invites all 537 Australian councils to participate in a coordinated, nation-wide effort.

Background Information

The next Federal Election will be held 3 May 2025. In the lead-up, ALGA has developed a framework and a suite of campaign materials to support councils in advocating for increased federal investment in local government. The aim is to secure funding streams similar to those previously delivered through the Roads to Recovery and Local Roads and Community Infrastructure Programs.

The campaign outlines five national funding priorities that reflect the capacity of local government to deliver solutions to key issues including housing supply, infrastructure renewal, road safety, emergency management, and climate change adaptation.

Participating in the campaign allows councils to benefit from collective advocacy while retaining the ability to pursue local priorities.

Officer Comment

The Shire of Mukinbudin is encouraged to support and promote this campaign to help secure improved federal funding outcomes for small rural councils. Many of the funding priorities reflect challenges experienced in the local government area, including road maintenance, housing constraints, infrastructure renewal, and climate resilience.

Endorsing this campaign aligns with Council’s commitment to civic leadership and regional collaboration. ALGA has made participation straightforward with a toolkit of resources provided free of charge for local use. Participation does not restrict the Shire’s ability to continue advocating for localised issues alongside national priorities.

Consultation

ALGA

Strategic & Social Implications

Integrated Strategic Plan 2025-35:

Strategic Pillar 4: Civic Leadership

- Goal 11: Compliant governance and responsible financial management
 - 11.2: Advocate for regional needs and priorities through local, regional, and state partnerships
 - 11.3: Decision making of Council is supported by up-to-date and clear policies and procedures

Statutory Environment

Local Government Act 1995 (WA)

Policy Implications

Nil

Financial Implications

Nil – participation in the campaign is free and resources are provided at no cost to Council.

OFFICER RECOMMENDATION

Council Decision Number – 14 04 2025

Moved: Cr Walker

Seconded: Cr McGlashan

That Council:

- 1. Endorses participation in the Australian Local Government Association’s “Put Our Communities First” Federal Election campaign; and**
- 2. Authorises the Acting CEO to promote campaign messaging using the materials provided by ALGA and adapted for local use.**

Carried 5 / 0

LATE ITEM

9.3.6 Mainstreet Gallery Request to Waive Lease Fees	
Location:	All of Shire
File Ref:	ADM 299
Applicant:	Mukinbudin Planning and Development Inc.
Date:	14 th April 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

Council is requested to consider a submission from Mukinbudin Planning and Development Inc. seeking a waiver of the new hire fees adopted in February 2025 for the Memorial Hall Old Road Board Office, used by the Mainstreet Gallery.

Background Information

At its February 2025 Ordinary Council Meeting, Council adopted a new monthly fee of \$500 inc. GST for the hire of the Memorial Hall Old Road Board Office. This decision was made following three years of free use of the space by the Mainstreet Gallery. The new fee aligns with Council's strategic direction to ensure consistency and equity in hiring charges across Shire owned facilities and to contribute to ongoing operational and maintenance costs.

Since 2022, the Mainstreet Gallery has operated during August to October as a pop-up community art space, coordinated by volunteers and showcasing local and regional art. The Shire has supported this initiative through significant renovations to the venue, waiving hire fees and permitting free use of ancillary facilities.

Council has recently reiterated its position that fees for use of Shire owned facilities are already heavily subsidised and necessary to offset the cost of operations, including utilities, cleaning, insurance and maintenance.

Officer Comment

Mukinbudin Planning and Development Inc. (Mukinbudin P&D) has requested a waiver of both the \$500 monthly hire fee for the gallery period (August to October) and the \$85 half-day hire fee for meetings held outside of this period, for their 2025 gallery season. Their justification includes previous financial contributions toward improvements, ongoing cleaning responsibilities, and their not-for-profit status.

While the community and cultural value of the Gallery is acknowledged and supported, Council must weigh this against the need for consistent and transparent facility management, particularly where subsidised rates already apply.

It is noted that:

- Mukinbudin P&D has contributed to improvements such as blinds, foyer carpet and painting, along with the Sunshine Room Kitchenette project, which is currently underway.
- The Gallery operates under a volunteer model, reinvesting all revenue into either the improvement of the space itself or into delivering art workshops and creative opportunities for the community.
- Council has committed significant in-kind support over the past three years, including substantial building renovations.
- The Shire's adopted fees are modest in comparison to commercial facility hire and include exclusive use of the old road board office as well as free access to ancillary facilities during the hire period. All building operating expenses, including; insurance, maintenance, cleaning and utilities (electricity, water, WIFI) are included in the hire fee.

Council may wish to offer a phased implementation of fees or reduced hire costs for the 2025 season as a transitional arrangement.

Consultation

Lucia Scari – Senior Finance Officer

Renee Jenkin – Manager Corporate and Community Services

Strategic & Social Implications

Integrated Strategic Plan 2025-35:

Outcome 1.3 – Align infrastructure and facilities to community needs

- *Strategy 1.3.2:* Effectively plan, develop and manage infrastructure and facilities

Outcome 4.1 – Provide good strategic decision-making and governance

- *Strategy 4.1.2:* Manage the organisation in a transparent and accountable manner

Statutory Environment

Local Government Act 1995

Section 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.

Absolute majority required.

Section 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.

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

(1) Subject to subsection (2) and any other written law, a local government may —

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

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession or the waiver or write-off of any amount of money is to be made by absolute majority.

Policy Implications

Nil

Financial Implications

Waiving the adopted fee of \$500 per month for three months would equate to a reduction in expected revenue of \$1,500, plus any lost revenue for meetings if waiving of this fee were also to be included. This cost must be weighed against the operational costs currently borne by the Shire and conversely the benefit the Mainstreet Gallery brings to the community.

OFFICER RECOMMENDATION

1. Acknowledges the community value of the Mainstreet Gallery initiative, coordinated by Mukinbudin Planning and Development Inc;
2. Reaffirms the adopted fee of \$500 inc. GST per month for the hire of the Memorial Hall Old Road Board Office; and
3. Offers a onetime transitional discount of 50% for the 2025 season, resulting in a hire fee of \$250 per month for the period 1 August to 31 October 2025.

COUNCIL DECISION

Council Decision Number – 15 04 2025

Moved: Cr Farina

Seconded: Cr Walker

That Council:

1. Acknowledges the community value of the Mainstreet Gallery initiative, coordinated by Mukinbudin Planning and Development Inc;
2. Reaffirms the adopted fee of \$500 inc. GST per month for the hire of the Memorial Hall Old Road Board Office;
3. Offer to waive the \$85.00 half-day hire fee for the use of the Memorial Hall for out of session meetings.

Carried 5 / 0

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

10.1 Nil

11. Urgent Business Approved by Person Presiding or by Decision

11.1 Nil

12. Closure of Meeting

12.1 The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 2.57pm.



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 15th April 2025 were confirmed at the Ordinary Meeting of Council held on 20th May 2025.

Signed: _____

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

Date: _____