



# UNCONFIRMED MINUTES

Ordinary Meeting of Council



Meeting held in Council Chambers at  
15 Maddock Street, Mukinbudin  
Commencing at 2.30pm Tuesday 21<sup>st</sup> April 2026

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

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



Tanika McLennan  
**CHIEF EXECUTIVE OFFICER**

**Vision Statement**

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

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## MINUTES

Unconfirmed Minutes of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 21<sup>st</sup> April 2026.

### 1. Declaration of Opening

The Shire President declared the Meeting open at 2.32pm

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

#### 2.1 Present:

Cr G Shadbolt	Shire President
Cr A Walker	Deputy Shire President

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

#### 2.2 Staff:

Tanika McLennan	Chief Executive Officer
Renee Jenkin	Deputy Chief Executive Officer
Lucia Scari	Manager of Corporate Services
Rosie Western	Property Manager

#### 2.3 Visitors:

Mr Ed Nind	
Ms Claire Nind	
Ms Ruth Nixon	From 2.39pm.

#### 2.4 Apologies:

Nil

#### 2.5 On leave of absence:

Cr A Dagelet

#### 2.6 Applications for leave of absence:

Nil

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

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

Nil

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

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

#### Question

Mr Nind asked whether it is true that the Shire has issued formal notices to several public housing tenants requiring them to vacate Council owned residential properties.

#### Response

President Shadbolt advised that a notice to vacate has been issued for only one property, as it has been identified as requiring significant works to address condition, safety and habitability concerns.

Mr Shadbolt clarified that the required works cannot be carried out while the property is occupied and that the decision to ask tenants to vacate is driven solely by health and safety considerations, independent of any future Council decision on whether to sell or retain the property.

#### Question

Mr Nind queried the timeline for disposal of the identified properties in item 9.3.2 and provision for replacement properties.

#### Response

President Shadbolt advised that no formal timeline has been established at this stage. The report before Council (Item 9.3.2 – Council Housing Strategy) proposes that these matters be considered as part of the 2026/2027 Annual Budget process, with any timelines to be determined by Council following consideration and adoption of the budget.

Mr Shadbolt also noted that development is underway at the former bowling club site, where CEACA is planning to construct six new independent living units. He further advised that the Department of Planning has indicated the Department of Housing may be interested in developing the remaining two lots; however, this is yet to be confirmed.

#### Question

Mr Nind asked whether the current tenants have been provided with alternative accommodation in Mukinbudin, such as at the Caravan Park.

#### Response

CEO Tanika McLennan advised that the Shire does not have a property at the Caravan Park large enough to accommodate the affected tenant. She clarified that only one tenant has been formally issued a notice to vacate and that Council has not yet made any decisions regarding any other properties.

#### Question

Mr Nind asked what impact this decision is expected to have on Mukinbudin's population.

#### Response

President Shadbolt acknowledged that if the tenants choose to leave Mukinbudin, there may be an impact on the town's population. However, he noted that Council has a responsibility to maintain its property portfolio and ensure acceptable standards are met, which necessitates these works. He advised that Council has made the difficult decision to proceed, recognising it may result in short term challenges for the Shire, but is expected to be short lived and represent the best long term financial outcome.

Question

Mr Nind asked what impact this decision is expected to have on the Mukinbudin District High School's population.

Response

President Shadbolt explained that, while no correspondence has been received from the School, Council has considered the potential impacts of this decision and acknowledges that, although difficult, it is necessary.

He further advised that Shire staff are working closely with tenants on a case by case basis to explore available options.

Question

Mr Nind asked what impact a decrease in Mukinbudin's population would have on government grants.

Response

President Shadbolt acknowledged that population is one of several factors that can influence government funding allocations, including Financial Assistance Grants.

He reiterated that Council's role is to enhance the liveability of the community and make decisions with a long term focus. While these decisions may have short term impacts, the long term outcomes are expected to be positive.

Question

Mr Nind asked whether a financial assessment has been undertaken for each property comparing repair costs against replacement costs and what the Housing Authority's intentions are regarding the properties in which it is the majority shareholder.

Response

CEO Tanika McLennan explained that preliminary cost estimates have been undertaken, indicating that the cost of upgrading certain properties to an acceptable standard is significant and may not represent value for money. Desktop appraisals have also been completed for each property, along with investigations into the cost of constructing new dwellings; however, there is currently no land available for development.

President Shadbolt advised that, at this stage, no formal position has been confirmed by the Housing Authority.

*Ms Ruth Nixon entered the meeting at 2.39pm.*

Question

Mr Nind asked whether Council has considered the potential impact on housing prices if multiple properties were to be sold at the same time.

Response

President Shadbolt clarified that Council has not yet considered this matter, as no formal decision has been made and the option of listing all properties for sale at the same time has not been discussed.

### Closing Statement

President Shadbolt thanked Mr Nind for his questions and reiterated that Council recognises the importance of housing to the Mukinbudin community and the concerns that have been raised. He noted that, given the Shire's relatively extensive property portfolio for a local government of its size, ongoing building maintenance is challenging, which is why Council is undertaking a review to ensure all properties meet minimum standards.

He further reiterated that decisions of this nature are difficult and may result in short term challenges for the Shire but are considered to be in the best long term interests of the community. Mr Shadbolt advised that Shire staff are continuing to work closely with tenants on a case by case basis to explore available options.

#### 3.3 Declaration of public question time closed

The Shire President declared public question time closed at 2.42pm.

#### 4. Declarations of Interest

Nil

#### 5. Petitions, deputations, and presentations

5.1	Petitions	Nil
5.2	Deputations	Nil
5.3	Presentations	Nil

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

Nil

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

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on 16<sup>th</sup> March 2026.

### Voting Requirement

Simple Majority

### **OFFICER RECOMMENDATION**

**Council Decision Number – 01 04 2026**

**Moved: Cr Walker**

**Seconded: Cr McGlashan**

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

- **Ordinary Meeting of Council held on 16<sup>th</sup> March 2026**

**Carried 6 / 0**

**8. Committee Meetings****8.1 Receipt of Minutes of Committee Meetings**

Nil

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

Nil

## 9.1 Monthly Information Report

<b>9.1.1 April 2026 Information Report</b>	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	14 <sup>th</sup> April 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Renee Jenkin, Deputy Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	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, Aquatic Centre Manager, Caravan Park Manager, Works Supervisor, Community Resource Centre Manager, Deputy Chief Executive Officer and Chief Executive Officer.

### **Background Information**

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

### **Officer Comment**

Refer to April Information Report.

### **Consultation**

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

**Statutory Environment** Nil

**Policy Implications** Nil

**Financial Implications** Nil

**OFFICER RECOMMENDATION****Council Decision Number – 02 04 2026****Moved: Cr Ventris****Seconded: Cr Brandis****That Council receive the April 2026 Information Report.****Carried 6 / 0**

## 9.2 Finance Reports

<b>9.2.1 List of Payments – March 2026</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Juliet Nixon, Finance Officer
Date:	10 <sup>th</sup> April 2026
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Chief Executive Officer
Author:	Juliet Nixon, Finance Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">List of Payments - Municipal Account (5 pages)</a> <a href="#">List of Payments - Restricted Municipal Account (1 page)</a> <a href="#">Corporate Credit Card Statement – March 2026 (7 pages)</a> <a href="#">Credit Card Summary – March 2026 (2 pages)</a> <a href="#">Fuel Cards Statement - March 2026 (3 pages)</a>
Documents Tabled	Nil

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

### **Summary**

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

### **Background Information**

A list of payments submitted to Council on 21<sup>st</sup> April 2026, for confirmation in respect of accounts already paid or for the authority to those unpaid. (Please refer to Payment listing attached).

### **Officer Comment**

Standard process of obtaining Council endorsement of payments.

### **Strategic & Social Implications**

N/A

### **Consultation**

N/A

### **Statutory Environment**

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

### **Policy Implications**

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

### **Financial Implications**

All payments have been made in accordance with the 2025/2026 Budget.

## OFFICER RECOMMENDATION

**Council Decision Number – 03 04 2026**

**Moved: Cr Ventris**

**Seconded: Cr Bent**

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

**Municipal Fund:**

<b>Muni EFTs</b>	<b>EFT</b>	<b>11247</b>	<b>to</b>	<b>EFT</b>	<b>11329</b>	<b>\$205,319.45</b>
<b>Muni Cheques</b>	<b>Chq</b>	<b>32015</b>	<b>to</b>	<b>Chq</b>	<b>32016</b>	<b>\$13,572.65</b>
<b>Muni Direct Debits (Superannuation, loans, leases)</b>	<b>DD</b>	<b>14374.1</b>	<b>to</b>	<b>DD</b>	<b>14450.1</b>	<b>\$60,889.34</b>
<b>Pays on (Not included on payment listing)</b>					<b>12/03/2026 &amp; 26/03/2026</b>	<b>\$111,072.40</b>
<b>Total Municipal Funds</b>						<b>\$390,853.84</b>

**Restricted Muni Fund:**

<b>RMF EFTs</b>	<b>EFT</b>	<b>-</b>	<b>to</b>	<b>EFT</b>	<b>-</b>	<b>\$0.00</b>
<b>RMF Cheques</b>	<b>Chq</b>	<b>-</b>	<b>to</b>	<b>Chq</b>	<b>-</b>	<b>\$0.00</b>
<b>RMF Direct Debits</b>	<b>DD</b>	<b>14355.1</b>	<b>to</b>	<b>DD</b>	<b>14466.1</b>	<b>\$25,697.60</b>
<b>Total Restricted Muni Funds</b>						<b>\$25,697.60</b>

**Carried 6 / 0**

<b>9.2.2 Monthly Statement of Financial Activity Report – March 2026</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Lucia Scari, Manager of Corporate Services
Date:	14 <sup>th</sup> April 2026
Disclosure of Interest:	Nil
Responsible Officer	Lucia Scari, Manager of Corporate Services
Author:	Lucia Scari, Manager of Corporate Services
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Statement of Financial Activity – March 2026</a>
Documents Tabled	Nil

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

### **Summary**

The Monthly Financial Report for March 2026 is presented for Councils consideration.

### **Background Information**

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

### **Officer Comment**

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

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

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

**Strategic & Social Implications**

N/A

**Consultation**

Bob Waddell – Financial Consultant

**Statutory Environment**

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
  - (b) budget estimates to the end of month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
  - (e) the net current assets at the end of the month to which the statement relates.

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

**Policy Implications**

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

**Financial Implications**

Nil

**OFFICER RECOMMENDATION****Council Decision Number – 04 04 2026****Moved: Cr McGlashan****Seconded: Cr Walker**

**That Council receive the Monthly Financial Report for the period ending 31<sup>st</sup> March 2026.**

**Carried 6 / 0**

<b>9.2.3 New Fee &amp; Charge – Containers for Change Bags</b>	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	13 <sup>th</sup> April 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Lucia Scari, Manager of Corporate Services
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

### **Summary**

Council is requested to consider the introduction of a new fee for Containers for Change bags, supplied to the community by the Mukinbudin Community Resource Centre as part of a bag distribution arrangement with Wheatbelt Cash for Containers.

### **Background Information**

The CRC is in discussion with Wheatbelt Cash for Containers to manage storage and distribution of Containers for Change bags to community members. Under the proposed agreement, bags would be sold to customers at \$1.00 (Inc. GST) each to support recycling participation.

Currently, participants in the Containers for Change scheme must use their own bags or purchase suitable bags and once emptied, these are not returned, resulting in ongoing waste. The proposed system introduces a reuse model where bags are returned to the CRC after being emptied, along with replacement tags, for collection and reuse by the original owner.

The CRC would be responsible for storing and redistributing the returned bags to clients, using an organised storage system. The CRC would also receive an annual compensation payment of \$1,100 (inc gst) from Wheatbelt Cash for Containers for administering the distribution process on their behalf.

Wheatbelt Cash for Containers will provide the initial 1,000 bags and tags free of charge. Any subsequent bags and tags will be purchased by the CRC at \$1.00 (including GST) per bag.

The model is based on an established system currently operating in Bruce Rock, which includes structured collection, sorting, labelling and redistribution processes through the local Community Resource Centre.

### **Officer Comment**

This initiative aims to encourage reuse of Containers for Change bags and increase community participation in the recycling program. The introduction of a fee is intended to cover the cost of ongoing bag procurement. While the initiative will generate minor revenue, it is also expected to increase Community Resource Centre engagement and visitation.

### **Consultation**

Tanika McLennan – Chief Executive Officer  
 Renee Jenkin – Deputy Chief Executive Officer  
 Narelle Behme – Community Resource Centre Manager  
 Lucia Scari – Manager of Corporate Services

### **Strategic & Social Implications**

Integrated Strategic Plan 2025-35

Strategic Pillar 3: Environment

Goal 8: Protect and enhance the natural environment

8.2 Improve waste management through public education and the promotion of recycling

### **Statutory Environment**

Setting of Fees and Charges General Financial Management of Council, Council 2025/26 Budget, Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995, section 6.17, 6.19

#### 6.16. Imposition of fees and charges

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

\* Absolute majority required.

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

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

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

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

**Policy Implications**

Nil

**Financial Implications**

It is essential that all aspects are considered when Council sets the fees and charges. These include the demographic of the community, the ability to pay and the level and standard of service we as a Shire can provide to our community.

**OFFICER RECOMMENDATION**

**Council Decision Number – 05 04 2026**

**Moved: Cr Brandis**

**Seconded: Cr Walker**

**That Council:**

1. **Approves the introduction of a new Containers for Change Bags Fee of \$1.00 (One dollar) including GST under the 2025/2026 CRC Fees and Charges Schedule; and**
2. **Authorises the Chief Executive Officer to provide local public notice of the new fee in accordance with section 6.19 of the Local Government Act 1995.**

**Carried 6 / 0**

### 9.3 Chief Executive Officer's Reports

<b>9.3.1 Request For Dogs Exceeding Maximum At Property</b>	
Location:	Mukinbudin
File Ref:	AS397
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	13 <sup>th</sup> April 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Application – 7 Memorial Avenue</a> <a href="#">Inspection Report</a>
Documents Tabled	Nil

#### **Summary**

To allow Council to consider a request from April Dahlstrom to have a total number of 3 dogs on their townsite property, this exceeds the number of dogs allowable.

#### **Background Information**

Council received the attached application from Mrs April Dahlstrom on 23 March 2026.

Ranger Dennis Maher of WA Contract Ranger Services, acting on behalf of the Shire of Mukinbudin, was engaged to investigate the application for a third dog registration at 7 Memorial Avenue, Mukinbudin.

#### **Officer Comment**

The Ranger attended the property and completed the attached Inspection Report in response to the application.

The Report finds no reason for the application to not be supported by Council.

#### **Consultation**

Dennis Maher – WA Ranger Services  
Adjoining Property Neighbours  
Department of Communities

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

Allowing for increased numbers of animals which exceed the Act may set a precedent and have negative social impacts on the Shire longer term.

#### **Statutory Environment**

Dog Act 1976

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

**OFFICER RECOMMENDATION****Council Decision Number – 06 04 2026****Moved: Cr Walker****Seconded: Cr Bent**

**That Council agree to the granting of an exemption for keeping three dogs at 7 Memorial Avenue, Mukinbudin subject to the following conditions:**

- **That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption.**
- **That Council reserves the right to withdraw the exemption at any time.**
- **That the exemption applies only to Ziggy, Luna and Benson as currently registered with the Shire.**
- **Each dog on the property must be registered at all times with the Shire of Mukinbudin.**
- **Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property.**

**Carried 6 / 0**

<b>9.3.2 Council Housing Strategy</b>	
Location:	Mukinbudin
File Ref:	ADM059
Applicant:	Nil
Date:	13 <sup>th</sup> April 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	2026-2027 Housing Budget Maintenance List 2026

### **Summary**

The purpose of this item is to allow Council to consider the sale and/or disposal of several properties from the residential portfolio in the 2026/2027 budget period.

The Shire currently maintains a residential housing portfolio designed to support workforce attraction and community housing needs. However, recent asset condition assessments have identified a number of properties requiring significant capital investment to return them to an acceptable standard.

Given the extent of deterioration, associated financial implications and ongoing risk exposure, Council is being asked to consider the disposal of selected assets as part of a broader strategy to transition toward a more sustainable, fit-for-purpose housing portfolio.

The proposed actions seek to balance financial responsibility, risk mitigation and long-term housing objectives, while maintaining the Shire's commitment to supporting essential service workers and community housing needs.

### **Background Information**

The Shire currently maintains a residential housing portfolio of approximately 30 individual residential dwellings, including standalone homes and duplex units. This is to support local workforce attraction and retention while also providing appropriate, accessible housing options for senior members of the community.

A recent internal review of asset condition has identified four (4) properties requiring significant capital works to return them to an acceptable standard. These include:

- One (1) duplex (100% Shire-owned)
- One (1) family home (100% Shire-owned)
- Two (2) joint venture properties with the Housing Authority (22.52% Shire of Mukinbudin, balance held by Housing Authority)

One of the joint venture properties has sustained extensive water damage, with evidence of potential mould ingress, raising concerns regarding habitability and tenant health.

The damage extends to bathroom and kitchen cabinetry, adjacent internal walls, skirting boards, cornices and flooring. In response to these conditions, Council has considered the situation and given an informal directive that the tenants vacate the premises.

The Shire has previously invested in housing delivery, including the construction of three (3) dwellings between 2019 and 2021 to support essential service workers, with existing lease agreements extending to 2028 and 2030.

The local housing market remains constrained, with limited properties available for purchase and only a small number of lots remaining in the most recent land release south of the townsite. Notwithstanding this, the Shire continues to work towards increasing housing supply through:

- Development of six (6) CEACA units on the former Bowling Club site
- Progression of the “Rural Lifestyle Estate” land development
- Submission of a Joint NEWROC Housing grant application

Tenants of affected properties have been informed of Council's long-term intention to dispose of certain assets within a 12–18 month timeframe. They have also been encouraged to consider purchasing opportunities when available. In addition, tenants have been provided with information regarding alternative housing pathways, including local financial institutions, government assistance programs, relevant contacts for housing waitlists, plus advice to explore private market options.

### **Officer Comment**

Officers recommend the following actions:

1. Disposal of the two (2) 100% Shire-owned properties (duplex and family home) on an “as is, where is” basis, with purchasers responsible for undertaking their own due diligence.
2. Negotiating with the Housing Authority to divest the Shire’s share in both joint venture properties.

**From:** Tanika McLennan <[ceo@mukinbudin.wa.gov.au](mailto:ceo@mukinbudin.wa.gov.au)>  
**Sent:** Tuesday, March 17, 2026 4:56 PM  
**To:** [customerservice@dohw.wa.gov.au](mailto:customerservice@dohw.wa.gov.au) <[customerservice@dohw.wa.gov.au](mailto:customerservice@dohw.wa.gov.au)>  
**Cc:** Rosie Western <[rosie.western@mukinbudin.wa.gov.au](mailto:rosie.western@mukinbudin.wa.gov.au)>; Renee Jenkin <[renee.jenkin@mukinbudin.wa.gov.au](mailto:renee.jenkin@mukinbudin.wa.gov.au)>  
**Subject:** Joint Venture Housing Agreement

To whom it may concern

The attached agreement commenced in 1997 for a term of 25 years and accordingly, expired in 2022.

Clause 7.1 provides that the parties are to agree to a course of action at least six months before the expiration date. As this did not occur, I now wish to initiate discussion in this regard.

For the properties listed in SCHEDULE - PROJECT A, being Lot 64 White Street and Lot 69 Lansdell Street, Mukinbudin, Council wishes to invoke Clause 7.1 f), as follows:

*7.1 At least six months before the expiration of the Term, but not earlier than 18 months before the expiration of the Term, the Parties shall agree to one of the following courses of action:  
 f) to sell the Joint Venture Property at its Current Market Value and divide the proceeds of the sale between the Parties based on each Party's percentage equitable Interest in the Joint Venture as identified in Item 3 of the Schedule.*

With regard to the remaining properties listed in SCHEDULE - PROJECT B and SCHEDULE - PROJECT C, Council wishes to invoke Clause 7.1 a), being:

*a) to enter into a new joint venture agreement between the Parties on new terms and conditions with a view to continuing the Project*

I look forward to your response and to progressing discussions on the above matters.

Regards,

**Tanika McLennan**

Chief Executive Officer

T: (08) 9047 2100 M: 0428 471 102

E: [ceo@mukinbudin.wa.gov.au](mailto:ceo@mukinbudin.wa.gov.au)

15 Maddock Street, Mukinbudin WA 6479

The current condition of the water damaged property presents:

- Potential exposure to mould and associated respiratory health risks
- Structural degradation risks if water ingress is prolonged
- Increased liability exposure for the Shire under Duty of Care obligations

Failure to act may result in:

- Breach of statutory health and safety obligations
- Increased maintenance and remediation costs
- Reputational risk to the Shire

Tenant relocation is therefore considered necessary, to mitigate immediate health and safety risks.

The disposal of ageing assets will:

- Reduce ongoing maintenance and lifecycle costs
- Allow reinvestment of proceeds into newer, fit-for-purpose housing stock
- Support long-term sustainability of the housing portfolio

However, disposal must be balanced against:

- Limited housing availability within the township
- Ongoing need to support workforce accommodation

Officers recommend the development of a Property Acquisition and Disposal Policy to guide future decision-making. Given the scale and value of the Shire's housing portfolio, a strategic framework is required to:

- Manage lifecycle and renewal of assets
- Identify optimal timing for acquisition and disposal
- Maintain a modern, sustainable housing stock

## Findings

### Structural Condition

Inspections have identified:

- Extensive water damage in one joint venture property
- Likely mould contamination impacting habitability
- General deterioration in additional properties approaching end of useful life

Rectification of these properties would require substantial capital investment, which may not represent value for money when compared to replacement or disposal.

### Ownership Structure

- Two properties are wholly owned by the Shire and can be disposed of at Council's discretion (subject to statutory requirements).
- Two properties are held under joint venture arrangements with the Housing Authority, limiting unilateral decision-making and requiring negotiation for divestment.

### Asset Sustainability

Maintaining ageing properties beyond their useful life:

- Increases operational expenditure
- Reduces overall portfolio efficiency
- Impacts the Shire's ability to reinvest in modern housing

A strategic transition toward a younger asset base is considered essential.

### Summary

The proposed disposal and tenant relocation actions are considered necessary to:

- Address immediate health and safety risks
- Reduce financial burden associated with ageing assets
- Enable reinvestment into sustainable housing solutions
- Ensure compliance with relevant legislative and regulatory obligations governing land transactions, tenancy management and property disposal
- Support transparent, accountable and legally compliant property sale processes
- Mitigate legal and reputational risks associated with property ownership, tenancy and asset management

Whilst an independent valuation has yet to be obtained for the properties, the CEO has undertaken preliminary market sounding through discussions with local real estate agents and tradespersons. This advice indicates that the cost of undertaking required repairs is unlikely to be offset by a corresponding increase in property value and that disposal is therefore considered the more financially prudent option.

These actions align with the Shire's long-term objective of maintaining a modern, fit-for-purpose housing portfolio while continuing to support community and workforce housing needs.

The proposed disposal of selected residential properties presents both strategic opportunities and social considerations for the Shire.

From a strategic perspective, the rationalisation of ageing and high-maintenance assets supports a transition toward a more sustainable and efficient housing portfolio. This enables Council to prioritise investment in modern, fit-for-purpose housing that better aligns with current and future community needs. The reallocation of financial and operational resources will strengthen the Shire's capacity to deliver planned housing initiatives, including new developments and land releases.

The proposal also reinforces the Shire's commitment to long-term planning under the Integrated Strategic Plan, particularly in supporting economic growth through the provision of appropriate housing and essential infrastructure.

A more sustainable housing portfolio will enhance the Shire's ability to attract and retain key workers, which is critical to maintaining local services and economic stability.

From a social perspective, the disposal of properties—particularly those currently tenanted—may contribute to short-term housing pressure within an already constrained local market. Tenant relocation, while necessary in some cases due to health and safety concerns, may create uncertainty for affected residents and require careful management to minimise disruption.

To mitigate these impacts, the Shire has undertaken early engagement with tenants, providing notice of long-term intentions and supporting them to explore alternative housing options. This includes guidance on purchasing opportunities, access to financial institutions, and information on government assistance programs and housing pathways.

Importantly, the disposal of uninhabitable or substandard properties also delivers positive social outcomes by:

- Reducing exposure to health risks, including mould and structural hazards.
- Ensuring housing provided by the Shire meets acceptable safety and living standards.
- Supporting community confidence in the Shire's management of its assets.

Balancing these considerations, the proposed approach seeks to responsibly manage immediate risks while positioning the Shire to deliver improved housing outcomes over the longer term.

### **Consultation**

Whole of Council

### **Strategic & Social Implications**

The proposed disposal of residential properties aligns with the Shire's Integrated Strategic Plan 2025 - 2035, specifically under Strategic Pillar 1: Economy.

This initiative supports the following goals and objectives:

- Goal 3 – Essential services and infrastructure drive local economic growth.
  - Objective 3.5 – Develop a 10-year Council housing strategy to maintain, enhance and expand our housing stock.
  - Objective 3.7 – Develop residential land, considering lifestyle block options.

The proposed actions contribute to the long-term sustainability and strategic management of the Shire's housing portfolio by transitioning away from ageing, high-maintenance assets toward a more modern and efficient housing stock.

### **Statutory Environment**

The Shire must operate within the following legislative framework:

- Local Government Act 1995 (WA) – governs land transactions, including disposal processes plus public consultation.
- Residential Tenancies Act 1987 (WA) – regulates tenancy agreements, termination requirements, tenant protections.

- Residential Tenancies Regulations 1989 (WA) – supports tenancy procedures plus standards.
- Building Act 2011 (WA) plus Building Regulations 2012 (WA) – ensure compliance with building safety standards.
- Public Health Act 2016 (WA) together with Health Act 1911 (WA) – address public health risks in residential environments.
- National Construction Code – provides minimum construction requirements.
- Housing Act 1980 (WA), Country Housing Act 1998 (WA), Government Employees' Housing Act 1964 (WA) – relevant to housing provision plus partnerships.
- Sale of Land Act 1970 (WA) – regulates how land is sold, including instalment contracts, option contracts plus required vendor disclosures.
- Property Law Act 1969 (WA) – governs legal aspects of property ownership, including covenants plus mortgagee powers of sale.
- Transfer of Land Act 1893 (WA) – governs registration of land plus transfer of interests under the Torrens Title system.
- Real Estate and Business Agents Act 1978 (WA) – regulates licensing plus conduct of real estate agents in Western Australia.
- Australian Consumer Law (WA) – prohibits false or misleading representations in property advertising plus negotiations.

The Shire must also comply with common law Duty of Care obligations to ensure tenant safety, particularly where properties are deemed uninhabitable.

### **Policy Implications**

The proposed disposal of residential properties aligns with the Shire's Integrated Strategic Plan 2025 - 2035, specifically under Strategic Pillar 1: Economy.

This initiative supports the following goals and objectives:

- Goal 3 – Essential services and infrastructure drive local economic growth.
  - Objective 3.5 – Develop a 10-year Council housing strategy to maintain, enhance and expand our housing stock.
  - Objective 3.7 – Develop residential land, considering lifestyle block options.

The proposed actions contribute to the long-term sustainability and strategic management of the Shire's housing portfolio by transitioning away from ageing, high-maintenance assets toward a more modern and efficient housing stock.

In addition, the disposal process will be undertaken within a structured governance framework, ensuring compliance with relevant legislative requirements and adherence to best practice asset management principles.

This includes:

- Alignment with statutory obligations governing property disposal, tenancy management, and land transactions.
- Consideration of Duty of Care responsibilities, particularly in relation to tenant safety and habitability.
- Transparent decision-making processes to mitigate reputational and legal risk.
- Integration into future strategic planning through the development of a formal Property Acquisition and Disposal Policy.

The development of this policy will provide a consistent framework to:

- Guide future acquisition and disposal decisions.
- Manage asset lifecycle and renewal planning.
- Ensure the housing portfolio remains sustainable, compliant, and responsive to community needs.

Collectively, these measures support Council's long-term objective of maintaining a strategic, financially responsible, and sustainable housing portfolio while continuing to meet workforce and community housing requirements.

### **Financial Implications**

Costings have been prepared, with the view to sell the properties.

To bring the properties to a compliant standard to rent, the estimates are:

- One (1) duplex (100% Shire-owned) = \$341,000.
- One (1) family home (100% Shire-owned) = \$196,000.
- Two (2) joint venture properties with the Housing Authority (22.52% Shire of Mukinbudin, balance held by Housing Authority) = \$197,000 and \$80,000.

These estimates represent significant capital expenditure that may not be recoverable through future rental income or asset value appreciation.

Consultation with a local real estate agent has suggested that undertaking these repairs is unlikely to improve the sale price sufficiently to offset the investment required.

Accordingly, it is proposed that the 100% Shire-owned properties be sold on an "As Is, Where Is" basis to limit financial implication and reduce exposure to additional repair costs.

Under this approach, purchasers are responsible for undertaking their own due diligence, thereby transferring risk associated with asset condition.

For the joint venture properties, it is proposed that Council negotiate with the Housing Authority to divest the Shire's share.

This would reduce the Shire's ongoing maintenance obligations and allow resources to be reallocated toward higher priority housing initiatives.

Overall, the disposal strategy is expected to:

- Reduce ongoing maintenance and lifecycle costs.
- Minimise exposure to escalating repair liabilities.
- Provide an opportunity to reinvest proceeds into modern, fit-for-purpose housing stock.

**OFFICER RECOMMENDATION****Council Decision Number – 07 04 2026****Moved: Cr Ventris****Seconded: Cr Walker****That Council:**

- 1. Endorses the inclusion of the disposal of the following 100% Shire owned residential properties in the 2026/2027 Annual Budget:
  - a) One (1) duplex at 25 Calder Street; and**
  - b) One (1) family home at 8 Lansdell Street,**to be sold on an “as is, where is” basis;**
- 2. Endorses the inclusion of divesting the Shire’s interest in two (2) jointly owned residential properties at 6 Lansdell Street and 12 White Street in the 2026/2027 Annual Budget. Noting that ownership percentages are:
  - a) Shire of Mukinbudin 22.52%**
  - b) Housing Authority 77.48%;****
- 3. Notes that independent market valuations will be obtained and presented to Council prior to any final decision to dispose of the properties; and**
- 4. Notes that tenant relocation will continue to be managed in accordance with relevant legislation and with appropriate support provided to affected tenants.**

**Carried 6 / 0**

<b>9.3.3 Community Hub Managers Residence and CRC Building</b>	
Location:	Mukinbudin
File Ref:	ADM 261
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	14 <sup>th</sup> April 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">9.3.3 Elders Appraisal</a>
Documents Tabled	Nil

### **Summary**

This report seeks Council direction regarding funding and delivery options for the Manager's Residence component of the Mukinbudin Community Cultural Hub following tender award, geotechnical variation costs and updated construction pricing.

Council is requested to consider a range of options to address an identified funding shortfall and determine the preferred approach for inclusion in the 2026/27 Annual Budget and Long-Term Financial Plan.

### **Background Information**

At the Ordinary Council Meeting held in November 2025, Council awarded Tender VP483646 for the design and construction of the Mukinbudin Community Cultural Hub to Akron Pty Ltd (via Evoke Living Homes) for \$2,999,738.68 (ex GST).

The total project budget was \$3.29 million (ex GST) and the following components were not captured in the base tender price:

- Manager's Residence
- Car park
- Contingency allowance

Following award of contract, the project has experienced additional cost pressures, including:

#### **1. Geotechnical Variation**

- Soil classification returned as H1
- Resulting approved variation from contractor: \$121,000 (ex GST)

#### **2. Manager's Residence Cost**

- Current quotation received from contractor: \$423,658.73 (ex GST)
- This reflects efficiencies due to contractor on site mobilisation and existing project establishment.

#### **3. Exclusions impacting final cost position**

The following items are not included in current contractor pricing and may require future funding consideration:

- Unforeseen underground obstacles / hard digging
- Trade waste application and fees

- Communications infrastructure (data, telephone, hub connections)
- Western Power connection costs
- Water Corporation connection costs
- Trenching for services
- Security systems (dead latches/master key system)

As per the November 2025 Council Resolution, the author wrote to Rachel Anderson, the West Australian administrator of the Growing the Regions Program, seeking additional funding. Ms Anderson presented the Shire's case and others, to the Federal Government, however the response received was "the Growing Regions Program funding allocation is fully exhausted". As no further funding is available, Council must decide how to proceed.

### **Officer Comment**

#### **Options for Council Consideration**

Council is requested to provide direction on one or a combination of the following options:

#### **Option 1 – Borrow Additional Funds**

- Increase Shire borrowing to fund the Manager's Residence and/or remaining shortfall
- Impacts debt levels and long-term financial sustainability
- Allows full project delivery as originally envisaged

#### **Option 2 – Reconfigure existing CRC Building as Manager's Residence**

- Repurpose the existing CRC building to function as the Manager's Residence
- May reduce construction cost of new residence
- Requires redesign, compliance review and potential CRC service disruption if work commences before the CRC is relocated to the new building
- Building is not located onsite, which may pose operational issues

#### **Option 3 – Sell Existing CRC Building**

- Dispose of existing CRC facility to fund Manager's Residence construction
- Provides capital funding source
- Removes an obsolete building from Council's portfolio
- Requires updated assessment of market value and may take some time to sell. A March 2025 appraisal indicated a value of \$600,000 to \$650,000 (see attachment 9.3.3).

#### **Option 4 – Utilise Reserves**

Available reserves include:

- Building and Residential Reserve: \$163,754
- CRC Reserve: \$180,099 (not recommended for use as funds are held to offset CRC operational funding risk)

Considerations:

- Partial mitigation only
- Does not fully address funding shortfall
- Reduces financial resilience of Council reserves

**Option 5 – Reduce or Remove Residence from Scope**

- Exclude Manager’s Residence from project scope
- Removes ongoing operational housing component
- May impact long term operational functionality of facility

**Option 6 – Seek Additional External Funding**

- Continue advocacy for additional Commonwealth or State funding support
- Unlikely to be successful, no current funding options available for small scale/single dwellings
- Will delay project completion

**Option 7 – Hybrid Approach (Recommended for Consideration)**

A blended approach combining:

- Partial use of reserves
- Reduce/change scope (e.g. smaller house, convert CRC building etc)
- External funding advocacy (unlikely to be successful)
- Deferred delivery of Manager’s residence

**Consultation**

Peter Sippe – Elders Real Estate

**Strategic & Social Implications**

Strategic Plan 2025–35

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

**Statutory Environment**

- Local Government Act 1995
- Local Government (Functions and General) Regulations 1996
- Contract variation provisions under Regulation 20 may apply to approved scope adjustments

**Policy Implications**

Purchasing Policy 3.5

**Financial Implications****Current Position (Summary)**

- Original approved project budget: \$3.29M (ex GST)
- Tender award (main works): \$2.999M
- Geotechnical variation: \$121,000
- Manager’s Residence (current estimate): \$423,658.73
- Residual pressure across external works and exclusions remains unfunded

**Indicative Funding Gap**

Based on current known costs, the project is now forecasting a structural funding shortfall, primarily driven by:

- Cost escalation during funding delay period
- Contract variations (H1 classification)
- Underfunding of Manager’s Residence and external infrastructure items

## OFFICER RECOMMENDATION

That Council:

1. Receives the updated financial position and funding analysis for the Mukinbudin Community Cultural Hub project, including post tender variations and Manager's Residence cost updates;
2. Notes that the project is currently experiencing a funding shortfall due to geotechnical variation costs, construction escalation impacts and underfunding of ancillary works;
3. Requests the Chief Executive Officer to include detailed funding options within the 2026/27 Budget and Long-Term Financial Plan for Council consideration;
4. Gives direction on its preferred approach to addressing the Manager's Residence funding requirement, selecting one or a combination of the following:
  - Borrow additional funds; and/or
  - Reconfigure the existing CRC building for residential use; and/or
  - Dispose of the existing CRC building to fund construction; and/or
  - Utilise available reserves (in whole or part); and/or
  - Remove or defer the Manager's Residence from the project scope; and/or
  - Continue to pursue external funding opportunities (unlikely to be successful); and/or
  - Adopt a hybrid funding and scope adjustment approach.

## COUNCIL DECISION

Council Decision Number – 08 04 2026

Moved: Cr Brandis

Seconded: Cr Walker

That Council:

1. Receives the updated financial position and funding analysis for the Mukinbudin Community Cultural Hub project, including post tender variations and Manager's Residence cost updates;
2. Notes that the project is currently experiencing a funding shortfall due to geotechnical variation costs, construction escalation impacts and underfunding of ancillary works;
3. Requests the Chief Executive Officer to include detailed funding options within the 2026/27 Budget and Long-Term Financial Plan for Council consideration;
4. Directs the CEO to include disposing of the existing CRC building as a transportable in the 2026/27 Annual Budget, to fund construction of the new Café Manager's Residence.

Carried 6 / 0

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

10.1 Nil

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

11.1 Nil

**12. Closure of Meeting****12.1** The President thanked Elected Members and Staff for attending and declared the meeting closed at 2.53pm.