



# AGENDA

## Ordinary Meeting of Council



Meeting to be held in Council Chambers at  
15 Maddock Street, Mukinbudin  
Commencing at 2.30pm Tuesday 20th May 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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12.1 Closure of Meeting

## **AGENDA**

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 20<sup>th</sup> May 2025

### **1. Declaration of Opening**

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

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

#### **2.1 Present:**

Cr G Shadbolt	Shire President
Cr R Nicoletti	Deputy President

Cr G Bent  
Cr A Farina  
Cr C McGlashan  
Cr S Ventris  
Cr A Walker

#### **2.2 Staff:**

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

#### **2.3 Visitors:**

#### **2.4 Apologies:**

#### **2.5 On leave of absence:**

#### **2.6 Applications for leave of absence:**

### **3. Public Question Time (max 15 minutes)**

3.1 Response to previous questions taken on notice.  
Nil

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

The Shire President to declare public question time open at \_\_\_\_pm.

#### **3.3 Declaration of public question time closed**

The Shire President to declare public question time closed at \_\_\_\_pm.

**4. Declarations of Interest**

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

5.1 Petitions

5.2 Deputations

5.3 Presentations

Sally Putt – Sally J Design

Caroline Robinson – NEWROC Executive Officer

Tony Turner – Environmental Health Officer

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

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

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on 15<sup>th</sup> April 2025.

**Voting Requirement**

Simple Majority

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

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

- **Ordinary Meeting of Council held on 15<sup>th</sup> April 2025**

**Carried /**

## 8. Committee Meetings

### 8.1 Receipt of Minutes of Committee Meetings

#### 8.1.1 NEWROC Council Meeting 1<sup>st</sup> April 2025

[NEWROC Minutes](#)

#### Voting Requirement

Simple Majority

#### OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the Minutes of the following committee meetings be received.

- NEWROC Council Meeting 1<sup>st</sup> April 2025

Carried /

## 8.2 Recommendations from Committee Meeting for Council Consideration

### 9.1 Monthly Information Report

9.1.1 May 2025 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	13 <sup>th</sup> May 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	<a href="#">May Information Report</a>

#### **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 May Information Report.

#### **Consultation**

Tony Turner – Environmental Health Officer  
 Tania Sprigg – Caravan Park Manager  
 Craig Powell – Works Supervisor  
 Jessica McCartney – Community Resource Centre Coordinator  
 Renee Jenkin – Manager of Corporate and Community Services

**Statutory Environment** Nil

**Policy Implications** Nil

**Financial Implications** Nil



**OFFICER RECOMMENDATION****Council Decision Number –****Moved: Cr****Seconded: Cr****That Council receive the May 2025 Information Report.****Carried /**

## 9.2 Finance Reports

<b>9.2.1 List of Payments – April 2025</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	5 <sup>th</sup> May 2025
Disclosure of Interest:	
Responsible Officer:	Tanika McLennan, Acting Chief Executive Officer
Author:	Juliet Nixon, Administration 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 – April 2025 (7 pages)</a> <a href="#">Credit Card Summary - April 2025 (1 page)</a> <a href="#">Fuel Cards Statement - April 2025 (3 pages)</a>
Documents Tabled	Nil

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

### **Summary**

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

### **Background Information**

A list of payments submitted to Council on 20<sup>th</sup> May 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 –

Moved: Cr

Seconded: Cr

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

## Municipal Fund:

Muni EFTs	EFT	10204	to	EFT	10280	\$565,968.41
Muni Cheques	Chq	31997	to	Chq	31997	\$27,862.19
Muni Direct Debits (Superannuation, loans, leases)	DD	13080.1	to	DD	13121.10	\$52,037.16
Pays on (Not included on payment listing)		10/04/2025 & 24/04/2025				\$98,328.16
<b>Total Municipal Funds</b>						<b>\$744,195.92</b>

## Restricted Muni Fund:

RMF EFTs	EFT	-	to	EFT	-	\$0.00
RMF Cheques	Chq	-	to	Chq	-	\$0.00
RMF Direct Debits	DD	13066.1	to	DD	13153.1	\$13,735.95
<b>Total Restricted Muni Funds</b>						<b>\$13,735.95</b>

Carried /

<b>9.2.2 Monthly Statement of Financial Activity Report – 30 April 2025</b>	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Nil
Date:	8 <sup>th</sup> May 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Darren Long – Financial Consultant
Voting Requirements	Simple Majority
Documents Attached	<a href="#">Statement of Financial Activity – For the period ended 30 April 2025 (77 Pages)</a>
Documents Tabled	Nil

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

### **Summary**

The Monthly Financial Report for 30 April 2025 is presented for Councils consideration.

### **Background Information**

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

### **Officer Comment**

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

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

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

The Statement of Financial Activity as at 30 April shows a closing deficit of \$84,049.

**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**

Whilst the current reported deficit is not problematic as it relates to non-operating grants not yet paid and these will be raised as accrued income/contract assets at 30 June 2025. The real impact will be on cashflow. This may result in an overdraft facility being required from May 2025 to August 2025 until grant funds are received and rates income is collected in the new budget cycle.

**OFFICER RECOMMENDATION****Council Decision Number –****Moved: Cr****Seconded: Cr****That Council receive the Monthly Financial Report for the period ending 30 April 2025.****Carried /**

<b>9.2.3 Fees &amp; Charges 2025/2026</b>	
Location:	All of Shire
File Ref:	ADM 016
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	29 <sup>th</sup> April 2025
Disclosure of Interest:	
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior Finance Officer
Voting Requirements	Absolute Majority
Documents Attached	<a href="#">Fees &amp; Charges 2025/2026</a> <a href="#">CRC Fees &amp; Charges 2025/2026</a>
Documents Tabled	Nil

### **Summary**

To present Council with the proposed Fees & Charges for 2025/2026 for approval.

### **Background Information**

The 2025/2026 Schedule of Fees and Charges has been reviewed and prepared by the Senior Finance Officer. Generally fees and charges have been increased by an average of 5%.

### **Officer Comment**

Each year, Council is required to review the annual fees and charges, which are incorporated into the Annual Budget Document. For a small Wheatbelt Shire like Mukinbudin, these fees and charges represent only a minor portion of the total annual income.

This year, the Officer has considered the increase in demand for services and also the increase in costs such as fuel. Detailed below are a list of noteworthy changes included within the Proposed Fees & Charges for 2025/2026:

- Rental amounts have been updated to align with current market values. Specifically, the rent for the Aged Units has been increased after several years without adjustments, with the goal of moving closer to the minimum threshold required for tenants to qualify for Centrelink Pensioner Rent Assistance. Although the current threshold has not yet been met - to avoid imposing a sudden, prohibitive cost on aged residents - it is planned that a further increase will be implemented in the 2026/2027 Financial Year. This adjustment is intended to bring the rental amount to the qualifying level, enabling eligible pensioners to access Rent Assistance.
- A new \$30 fee has been introduced for the replacement of lost gym access cards, covering the cost of new cards.
- A new weekly hire fee of \$210 has been set for the Portable Toilet.
- Plant hire fees have been generally increased following a comprehensive review of internal plant costs.
- The private works labour rate has been increased from \$100 to \$105 per hour.
- A new fee for Social Media Content Creation and Management has been included in the CRC Schedule of Fees & Charges. This is an existing service that the CRC has been offering under Secretarial Services to date. Its inclusion as a separate item in the Schedule is simply to identify that the CRC offers this service.

**Consultation**

Previous decisions of Council.

Tanika McLennan – Acting Chief Executive Officer

Renee Jenkin – Manager of Corporate and Community Services

Craig Powell – Works Supervisor

Lucia Scari – Senior Finance Officer

Darren Long – Financial Consultant

**Strategic & Social 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.

**Statutory Environment**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

**Policy Implications**

Nil

**Financial Implications**

Levels of income from Fees and Charges to be raised.

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council adopt the Fees & Charges for 2025/2026 as presented and incorporate this document with the 2025/2026 Budget, as required.**

**Carried /**



### 9.3 Chief Executive Officer's Reports

<b>9.3.1 Delegated Authority Register Annual Review</b>	
Location:	All of Shire
File Ref:	ADM 309
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	13 <sup>th</sup> May 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	<a href="#">Shire of Mukinbudin Delegated Authority Register</a>
Documents Tabled	Nil

#### **Summary**

Council is requested to review and adopt the Shire of Mukinbudin Delegated Authority Register for the 2025/2026 financial year.

To ensure the Shire meets its statutory compliance obligations, this item must be adopted no later than the June 2025 Council Meeting or it will be identified as a matter of non-compliance by Council's auditors.

#### **Background Information**

Under the Local Government Act 1995, Council may delegate certain powers and duties to a Committee of Council (s.5.16) or to the Chief Executive Officer (s.5.42). Delegations are also made under other legislation including the Bush Fires Act 1954, Building Act 2011, Health Act 1911 and Food Act 2008. The CEO may then sub-delegate to employees under s.5.44.

Section 5.46(2) requires the Register of Delegations to be reviewed at least once every financial year. The Shire of Mukinbudin's current register was last reviewed in May 2024. The reviewed and amended register is attached for Council's consideration.

The Local Government Act 1995 and relevant supporting legislation prescribe the process and limitations for delegations to the CEO, employees, and committees. Additionally, Section 7.1B outlines the powers and duties that may be delegated to the Audit Committee.

Failure to adopt an updated Delegations Register before the end of the financial year may be flagged as a non-compliance issue during the annual financial audit.

#### **Officer Comment**

The Chief Executive Officer has reviewed the Register of Delegations and recommends the following change to Delegation No 1 Implementation of the Budget, as highlighted in yellow below:

The previous delegation listed two tiers of staff, with purchasing limits of \$25,000 and \$2,500 respectively. These levels were impractical and made the purchasing process cumbersome for staff. The new delegation reflects the new position titles and gives the listed management employees purchasing authority which is consistent with their roles and responsibilities.

4. That the sub-delegation limit for the following three staffing categories be:

**Tier 1** – Management Employees have sub-delegated authority to issue purchase orders up to the value of \$50,000 (inc GST) per order, in relation to all goods and services designated within the annual budget. As at 2025/26 these positions include the following members of staff:

- Works Supervisor
- Deputy Chief Executive Officer
- Manager of Corporate Services

**Tier 2** – Senior Employees have sub-delegated authority to issue purchase orders up to the value of \$25,000 (inc GST) per order in relation to all goods and services designated within the annual budget. As at 2025/26 these positions include the following members of staff:

- Communications and Engagement Officer
- Finance Officer
- Technical Officer

**Tier 3** – Other Employees have sub-delegated authority to issue purchase orders up to the value of \$2,500 (inc GST) per order in relation to all goods and services designated within the annual budget. As at 2025/26 these positions include the following members of staff:

- Governance Officer
- Customer Liaison Officer
- Building Maintenance Officer

### **Consultation**

Tanika McLennan – Acting Chief Executive Officer

Lucia Scari – Senior Finance Officer

Renee Jenkin – Manager of Corporate and Community Services

### **Strategic & Social Implications**

Integrated Strategic Plan 2025–2035

Strategic Pillar 4 – Civic Leadership

- Outcome 11: Compliant governance and responsible financial management
  - Strategy 11.1: Ensure compliance with statutory requirements
  - Strategy 11.3: Decision-making of Council is supported by up to date and clear policies and procedures

### **Statutory Environment**

Local Government Act 1995:

- Sections 5.16–5.46: Delegation of authority to committees, CEO, and employees
- Section 7.1B: Delegation of some powers to Audit Committees
- Section 5.46(2): Annual review of delegations required

### **Policy Implications**

Nil

### **Financial Implications**

Nil

**OFFICER RECOMMENDATION****Council Decision Number –****Moved: Cr****Seconded: Cr****That Council adopts the reviewed Register of Delegations as presented.****Carried /**

<b>9.3.2 Policy Manual Annual Review</b>	
Location:	All of Shire
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	12 May 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	<a href="#">Shire of Mukinbudin Policy Manual</a>
Documents Tabled	Nil

### **Summary**

Council is requested to review and adopt the updated Policy Manual for the 2025/26 financial year.

To meet statutory compliance obligations, the Policy Manual must be reviewed and adopted by the June 2025 Ordinary Council Meeting. The reviewed document has been submitted as a separate attachment for Council's consideration.

### **Background Information**

A full review of the Policy Manual was last conducted in May 2025. Council Policy currently states the following regarding the Policy Manual:

#### ***Policy Number: 1.1.8 Policy Change and Review***

#### ***Policy Statement***

- (1) That policies of Council be fully reviewed within 6 months of each Ordinary Local Government Election.*
- (2) New policies or changes to existing policy be made only by notice of motion or as a specific agenda item.*
- (3) All changes of policy be issued to Policy Manual holders for Manual update.*

#### ***Purpose***

*To provide for the periodic review of policies and provide a process under which new policies and amendments will not be made 'on the run'.*

### **Officer Comment**

A full review of the Policy Manual has been undertaken and all changes are highlighted in the attached document.

### **Consultation**

Tanika McLennan – Acting Chief Executive Officer

Lucia Scari – Senior Finance Officer

Renee Jenkin – Manager of Corporate and Community Services

**Strategic & Social Implications**

Integrated Strategic Plan 2025–2035

Strategic Pillar 4 – Civic Leadership

- Outcome 11: Compliant governance and responsible financial management
  - Strategy 11.1: Ensure compliance with statutory requirements
  - Strategy 11.3: Decision-making of Council is supported by up-to-date and clear policies and procedures
  - Strategy 11.6: Promote a culture of continuous improvement and integrity

**Statutory Environment**

*Local Government Act 1995*

*Local Government Legislation Amendment Act 2019*

**Policy Implications**

Updated Policy Manual

**Financial Implications**

Nil

**OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council adopts the reviewed Shire of Mukinbudin Policy Manual for the 2025/26 financial year as presented.**

**Carried /**

<b>9.3.3 Audit Risk and Improvement Committee – Appointment of Presiding Members</b>	
Location:	All of Shire
File Ref:	ADM 001
Applicant:	Internal
Date:	24 <sup>th</sup> 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 reappoint the current Presiding Member and Deputy Presiding Member of the Audit Risk and Improvement Committee in accordance with recent amendments to Section 5.12 of the Local Government Act 1995, which require Council to formally appoint these roles by 1 July 2025.

### **Background Information**

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

- Council must formally appoint the Presiding Member and Deputy Presiding Member of the Audit Risk and Improvement Committee via absolute majority.
- The appointment must be made by Council, rather than by the Committee itself, removing the need for a secret ballot process.

These changes apply irrespective of the October 2025 local government elections. Although this results in an appointment process that may be duplicated post election, the legislation has already been passed and the requirement is binding.

It is further noted that the requirement for an independent Presiding Member and independent Deputy Member of the future Audit, Risk and Improvement Committee (ARIC) will come into effect after the October 2025 elections and does not apply at this time.

### **Officer Comment**

Council's current Audit Risk and Improvement Committee includes Cr Gary Shadbolt as Presiding Member and Cr Romina Nicoletti as Deputy Presiding Member.

Given their ongoing service and familiarity with the Committee's operations, it is recommended that Council reappoint both members to their current roles for continuity and efficiency, in line with legislative requirements.

No independent members are required to be appointed at this stage. Further advice from the Department is anticipated in the form of a Local Government Update to clarify transition arrangements for the ARIC structure at election time.

### **Consultation**

- WALGA
- Department of Local Government, Sport and Cultural Industries
- Finance Professionals Conference Q&A Session (March 2025)

### **Strategic & Social Implications**

Integrated Strategic Plan 2025–2035

Pillar 4: Civic Leadership

Outcome 11 – Compliant governance and responsible financial management

- Strategy 11.3: Decision-making of Council is supported by up-to-date and clear policies and procedures.
- Strategy 11.6: Promote a culture of continuous improvement and integrity.

### **Statutory Environment**

Local Government Act 1995

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

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

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

### **Policy Implications**

Nil

### **Financial Implications**

Nil

## **OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council:**

- 1. Appoints Cr Gary Shadbolt as Presiding Member of the Audit Risk and Improvement Committee, effective immediately, in accordance with section 5.12 of the Local Government Act 1995; and**
- 2. Appoints Cr Romina Nicoletti as Deputy Presiding Member of the Audit Risk and Improvement Committee, effective immediately, in accordance with section 5.12 of the Local Government Act 1995.**

**Carried /  
By Absolute Majority**

<b>9.3.4 Council Members Fees 2025/26</b>	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	13 <sup>th</sup> May 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:	<a href="#">Salaries and Allowances Tribunal Determination – April 2025</a>
Documents Tabled:	Nil

### **Summary**

Council is asked to consider and set the Members Sitting Fees and Allowances which are to be incorporated in the 2025/26 Annual Budget once adopted.

### **Background Information**

The Salaries and Allowances Tribunal (SAT) set a Minimum and Maximum payment amount for four (4) Bands of Local Governments, which is determined by an annual review. The Shire of Mukinbudin is deemed a Band 4 Council. The latest determination was made in April 2025 with the Tribunal determining that the minimum and maximum allowance amount within each band would increase by 3.5%, with effect from 1 July 2025.

### **Officer Comment**

The relevant Fees and Charges for Council Members set by SAT are detailed below.

#### **6.5 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees**

- (1) The ranges of fees in table 9 and table 10 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

*Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments*

Elected council member			Elected council member mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
1	\$27,560	\$35,480	\$27,560	\$53,215
2	\$16,655	\$26,020	\$16,655	\$34,890
3	\$8,615	\$18,335	\$8,615	\$28,385
4	\$4,020	\$10,650	\$4,020	\$21,880



## 7.2 Annual allowance for a Mayor, President or Chair

- (1) The ranges of allowances in table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the City of Perth is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$67,201 to \$149,971.

*Table 11: Annual allowance for a mayor or president of a local government*

For a mayor or president		
LG Band	Minimum	Maximum
1	\$57,404	\$100,514
2	\$17,222	\$70,951
3	\$1,152	\$41,388
4	\$575	\$22,470

### Current (2024/25) Shire of Mukinbudin - Elected Members Fees and Allowances

President Allowance	\$10,615.00
Deputy President Allowance	\$2,653.75*
Annual Attendance Fee (all 7 Members)	\$4,800.00

*\* Deputy President Allowance is linked to 25% of President Allowance and cannot be altered by the Council.*

The President and Deputy President allowances currently fall at the midpoint of the SAT determination for Band 4 Local Governments, whilst the meeting attendance fees fall at the lower end of the scale. As both are within the determined ranges, it is recommended that the Elected Member Fees be increased by 3.5% in accordance with the SAT determination.

## **Strategic & Social Implications**

### Strategic Community Plan 2025–2035

- Focus Area 1: Leadership & Accountable Governance
  - 1.1 Ensure responsible, professional, and compliant management of the Shire.
  - 1.2 Provide informed and transparent decision-making that meets our legal obligations and the needs of the community.
  - 1.3 Attract, support and retain elected members and staff with the capabilities and commitment to deliver the strategic outcomes of the Shire.

The setting of appropriate fees and allowances for elected members supports good governance practices and aligns with Council's responsibility to attract and retain capable elected members who can contribute to the effective functioning of the local government.

### **Consultation**

Salaries and Allowances Tribunal (SAT)

### **Statutory Environment**

Local Government Act 1995, section 5.98A, 5.99 & 5.99A

#### **5.98A. Allowance for deputy mayor or deputy president**

- (1) A local government may decide\* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

*\* Absolute majority required.*

- (2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

*[Section 5.98A inserted: No. 64 of 1998 s. 37; amended: No. 2 of 2012 s. 15.]*

#### **5.99. Annual fee for council members in lieu of fees for attending meetings**

A local government may decide\* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

*\* Absolute majority required.*

*[Section 5.99 amended: No. 2 of 2012 s. 16.]*

#### **5.99A. Allowances for council members in lieu of reimbursement of expenses**

- (1) A local government may decide\* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all eligible council members —

- (a) the annual allowance determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for that type of expense; or
- (b) where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B for annual allowances for that type of expense, an allowance of that amount,

and only reimburse the member for expenses of that type in excess of the amount of the allowance.

*\* Absolute majority required.*

### **Policy Implications**

Policy 1.3 'President's Allowance' and Policy 1.4 'Councillor Attendance Fees' indicates that the fees are to be set prior to the annual budget deliberations.

Policy 1.8 Travel Expenses sets the parameters for Councillors to claim expenses when travelling.

### **Financial Implications**

The Fees and Allowances of Elected Members set by Council will be incorporated into the 2025/26 Annual Budget.

## **OFFICER RECOMMENDATION**

**Council Decision Number –**

**Moved: Cr**

**Seconded: Cr**

**That Council adopt the following Elected Members Fees and Allowances for 2025/26:**

<b>Presidents Allowance</b>	<b>\$10,987.00</b>
<b>Deputy President's Allowance</b>	<b>\$2,746.75 *set at 25% of the President's Allowance.</b>
<b>Members Annual Attendance Fee</b>	<b>\$4,968.00</b>
<b>Annual Communication Allowance</b>	<b>\$0.00 – included in Annual Members Attendance Fee Travel as per Council policy No. 1.8</b>

**Carried /**

**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 \_\_\_\_ pm.