



CONFIRMED MINUTES

Ordinary Meeting of Council



Meeting held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 1pm Tuesday 18th June 2024.

****** DISCLAIMER ******

Disclaimer:

The Shire of Mukinbudin assumes no responsibility for any act, omission, statement, or implication arising during Council or Committee meetings. The Shire of Mukinbudin explicitly disclaims any liability for any loss incurred as a result of reliance on such acts, omissions, statements, or implications by any individual or legal entity. Any person or legal entity who chooses to act or refrain from acting based on statements, acts, or omissions made during Council or Committee meetings does so at their own risk.

In particular, it should be noted that in discussions pertaining to planning applications or license applications, any statements or implications of approval made by members or officers of the Shire of Mukinbudin during meetings should not be construed as official notice of approval from the Shire of Mukinbudin. The Shire of Mukinbudin advises that individuals with pending applications must obtain written confirmation of the application's outcome and should only rely on such written confirmation, including any attached conditions determined by the Shire of Mukinbudin.

Ethical Decision Making and Conflicts of Interest:

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



Dirk Sellenger
CHIEF EXECUTIVE OFFICER

Vision Statement

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

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AGENDA

Agenda of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 18th June 2024

1. Declaration of Opening

The Shire President declared the Meeting open at 1.00pm

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

2.1 Present:

Cr G Shadbolt	Shire President
Cr R Nicoletti	Deputy Shire President

Cr 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:

Cr G Bent

2.5 On leave of absence:

2.6 Applications for leave of absence:

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 (minimum 15 mins)

The Shire President to declare public question time open at 1.01pm.

3.3 Declaration of public question time closed

The Shire President to declare public question time closed at 1.02pm.

4. **Declarations of Interest**

Cr McGlashan - Financial

9.3.3 Request for Tender – Lot 4 Strugnell Street

9.3.4 Request for Tender – Lot 25 Calder Street

Cr Ventris – Proximity

9.3.1 New Fee & Charge – Memorial Hall Old Road Board Office

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

5.1 Petitions

5.2 Deputations

5.3 Presentations

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

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

7.1 Confirmation of Minutes for the Ordinary Meeting of Council held on 21st May 2024.

7.2 Confirmation of Minutes for the Special Meeting of Council held on 4th June 2024.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 04 06 2024

Moved: Cr Walker

Seconded: Cr Nicoletti

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

- **Ordinary Meeting of Council held on 21st May 2024.**
- **Special Meeting of Council held on 4th June 2024.**

Carried 6 / 0

8. Committee Meetings

8.1 Receipt of Minutes of Committee Meetings

8.1.1 NEWROC Executive Meeting 30th April 2024
[NEWROC Executive Minutes](#)

8.1.2 NEWROC Council Meeting 28th May 2024
[NEWROC Council Minutes](#)

8.1.3 Kununoppin Medical Practice Committee Meeting 5th June 2024
[KMPC Committee Minutes](#)

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 05 06 2024

Moved: Cr Farina

Seconded: Cr McGlashan

That the Minutes of the following committee meetings be received.

- NEWROC Executive Meeting held 30th April 2024
- NEWROC Council Meeting held 28th May 2024
- Kununoppin Medical Practice Committee Meeting held 5th June 2024

Carried 6 / 0

8.2 Recommendations from Committee Meeting for Council Consideration

9.1 Monthly Information Report

9.1.1 June 2024 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	14 th June 2024
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Renee Jenkin, Manager of Corporate & Community Services
Voting Requirements	Simple Majority
Documents Attached	June Information Report
Documents Tabled	Nil

Summary

The purpose of this communication is to enable the Council to receive the Monthly Information Report, which includes reports from key personnel, namely the Caravan Park Manager, Acting Manager of Works, 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 June Information Report.

Consultation

Tania Sprigg – Caravan Park Manager

Bob Edwards – Acting Manager of Works

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 – 06 06 2024****Moved: Cr Ventris****Seconded: Cr Farina****That Council receive the June 2024 Information Report.****Carried 6 / 0**

9.2 Finance Reports

9.2.1 List of Payments – May 2024	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	10 th June 2024
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments – Municipal Account (6 pages) List of Payments – Restricted Municipal Account (1 page) Corporate Credit Card Statement – May 2024 (7 pages) Credit Card Summary – May 2024 (1 page) Fuel Cards Statement – May 2024 (3 pages)
Documents Tabled	Nil

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

Summary

List of payments made in May 2024 for endorsement by Council.

Background Information

A list of payments submitted to Council on 18th June 2024, for confirmation in respect of accounts already paid or for the authority to those unpaid. (Please refer to Payment listing attached).

Officer Comment

Standard process of obtaining Council endorsement of payments.

Strategic & Social Implications

N/A

Consultation

N/A

Statutory Environment

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

Policy Implications

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

Financial Implications

All payments have been made in accordance with the 2023/2024 Budget.

OFFICER RECOMMENDATION

Council Decision Number – 07 06 2024

Moved: Cr Nicoletti

Seconded: Cr Walker

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

Municipal Fund:

Muni EFTs	EFT 9144	to	EFT 9256	\$288,653.52
Muni Cheques	Chq 31976	to	Chq 31977	\$4,400.85
Muni Direct Debits	DD 11801.1	to	DD 11858.11	\$23,299.47
(Superannuation, loans, leases)				
Pays on	09/05/2024 & 23/05/2024			\$89,835.91
(Not included on payment listing)				
Total Municipal Funds				\$406,189.75

Restricted Muni Fund:

RMF EFTs	EFT -	to	EFT -	\$0.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 11789.1	to	DD 11906.1	\$26,832.30
Total Restricted Muni Funds				\$26,832.30

Carried 6 / 0

9.2.2 Monthly Statement of Financial Activity Report – 31 May 2024	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Nil
Date:	13 June 2024
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan – Acting CEO
Author:	Tanika McLennan – Acting CEO
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For the period ended 31 May 2024 (23 Pages)
Documents Tabled	Nil

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

Summary

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

The Monthly Statement of Financial Activity Report attached for consists of;

Statement of Financial Activity comprising:

1. Acquisition of Assets
2. Disposal of Assets
3. Information on Borrowings
4. Reserves
5. Net Current Assets
6. Rating Information
7. Restricted Municipal and Trust Funds
8. Operating Statement
9. Statement of Financial Position
10. Financial Ratios
11. Grants Revenue
12. Bank Balances & Investment Information

Schedules 2 - 14

Background Information

Unspent grants and prepayments received are identified in Note 5. "Net Current Assets" in the Statement of Financial Activity.

The "Actual" brought forward surplus from 2022/2023 is \$ 2,344,429. End of year accounting adjustments are completed and this is the final audited figure.

The 2023-2024 budget was adopted on 24 August 2023 and was based on a carried forward surplus of \$2,360,165. The budgeted surplus was \$ 15,736.00 more than the 2022/2023 the final audited figure.

In June 2023 we received \$1,927,705 as Advance Grants for 2023-2024. \$1,254,521 was General Purpose Funding and \$673,184 was Road funding.

Including the advance payments the audited Surplus Carried Forward from June 2023 is \$2,344,429.

Officer Comment

The audit for 2022-2023 has been completed and this identifies a Net Current Assets brought forward surplus of \$2,344,429 in the Audited Financial Statements.

At 31 May 2024 the end of month position in the monthly report is a surplus of \$385,607, this includes 2023-2024 Rates that were raised in August 2023 and the \$1,297,671 advance Financial Assistant Grant payments for the full 2023-2024 financial year.

Strategic & Social Implications

N/A

Consultation

Bob Waddell – Financial Consultant

Statutory Environment

General Financial Management of Council, Council 2022/23 Budget, *Local Government (Financial Management) Regulations 1996*, r34, *Local Government Act 1995*, section 6.4.

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 on 24 August 2023 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 – 08 06 2024****Moved: Cr Nicoletti****Seconded: Cr McGlashan****That Council:****Adopt the Monthly Financial Report for the period ending 31 May 2024.****Carried 6 / 0**

CONFIDENTIAL ITEM

9.2.3 Write-Off Sundry Debtor #365	
Location:	All of Shire
File Ref:	Sundry Debtors
Applicant:	Lucia Scari, Senior Finance Officer
Date:	10 th June 2024
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 – 09 06 2024

Moved: Cr Ventris

Seconded: Cr McGlashan

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 6 / 0

OFFICER RECOMMENDATION

Council Decision Number – 11 06 2024

Moved: Cr Farina

Seconded: Cr McGlashan

That the meeting be reopened to members of the public.

Carried 6 / 0

9.3 Chief Executive Officer's Reports

9.3.1 New Fee & Charge – Memorial Hall Old Road Board Office	
Location:	All of Shire
File Ref:	ADM 299
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	12 th June 2024
Disclosure of Interest:	Cr Ventris – Proximity Interest
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Lucia Scari, Senior Finance Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

The above Agenda Item was withdrawn due to the receipt of late information (see extract below from the Property Use Agreement – Mainstreet Gallery).

TERMS OF THE AGREEMENT

The Agreement shall have effect and be binding on the parties from the 1 July 2022 and it will remain in place until terminated by either party by the service of six(6) months' notice in writing by either party.

The Property Use Agreement is dependent on the property being used for its intended purpose of Arts & Crafts Gallery and should the Mainstreet Gallery disburse the Agreement shall become null and void.

AREA COVERS BY AGREEMENT

This agreement covers the Old Shire office main area, second office and the foyer into the Main Hall.

This building will still be available to use as a whole by the community from time to time. The Old Chambers will remain with the Sunshine club for use and communal use of the toilets.

RENT

The rent applicable to the use of the property shall be \$0.00 per week for an initial period of three (3) years when it shall be reviewed by the Mukinbudin Shire Council in the annual budget process.

The Council shall provide a minimum of three (3) months written notice prior to any variation to the rental charge.

9.3.2 Phase 3 LRCIP Acquittal	
Location:	Mukinbudin
File Ref:	ADM 488
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	13th June 2024
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to consider varying the projects in Phase 3 of the Local Roads Community Infrastructure Program (LRCIP).

Background Information

Phase 3 of the LRCIP was originally approved in February 2022. In October 2022 Council resolved to withdraw the Lions Park project and reallocate this funding to the Sporting Complex. With the exception of the Beringbooding Rock and Campground project, all projects are now complete. The following table shows the actual expenditure and the budget variances.

LRCIP Approved Works Schedule				Actual Expenditure	
Name	Council/*Other Contribution	LRCIP Budget	Total Budget	30/06/2024	+Under/-Over
Barbalin Pipeline	100,000	215,000	315,000	308,860	6,140
Administration Airconditioning		12,000	12,000	9,239	2,761
Beringbooding Rock & Campground		25,000	25,000	886	24,114
Sporting Complex		198,000	198,000	209,196	- 11,196
Caravan Park		15,000	15,000	13,453	1,547
Memorial Hall	15,000	10,000	25,000	32,518	- 7,518
Lions Park		-	-	-	-
Shadbolt Street		235,508	235,508	224,271	11,237
Hockey Field Lighting	21,000	21,000	42,000	51,610	- 9,610
Cemetery	15,000	20,000	35,000	60,594	- 25,594
	151,000	751,508	902,508	910,627	- 8,119

*\$100,000 Grant funding from Department of Water

Shire staff have been unable to complete the proposed works at Beringbooding Rock and camp ground as ownership is yet to be determined.

Officer Comment

Whilst the Beringbooding Rock project has not been completed, the total grant funding has been expended. In order to acquit Phase 3 within this financial year it is proposed that Beringbooding Rock be removed from the Works Schedule and the funding reallocated to the completed projects as follows:

Name	Proposed Variation			Actual Expenditure	
	Council/*Other Contribution	LRCIP Budget	Total Budget	30/06/2024	+Under/-Over
Barbalin Pipeline	100,000	208,860	308,860	308,860	0
Administration Airconditioning	239	9,000	9,239	9,239	0
Beringbooding Rock & Campground	886	0	886	886	0
Sporting Complex		209,196	209,196	209,196	0
Caravan Park		13,453	13,453	13,453	0
Memorial Hall	15,000	17,518	32,518	32,518	0
Lions Park		0	0	0	0
Shadbolt Street		224,271	224,271	224,271	0
Hockey Field Lighting	27,994	23,616	51,610	51,610	0
Cemetery	15,000	45,594	60,594	60,594	0
	159,119	751,508	910,627	910,627	0

Once ownership of Beringbooding Rock has been settled, the project can be reconsidered.

Consultation

Renee Jenkin – Manager Corporate and Community Services

Dylan Copeland – Project Consultant

Dirk Sellenger – Chief Executive Officer

Strategic & Social Implications

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil – however Beringbooding Rock & Campground project will not be completed at this time.

OFFICER RECOMMENDATION

Council Decision Number – 12 06 2024

Moved: Cr Ventris

Seconded: Cr Farina

That a variation request for Phase 3 of the Local Roads Community Infrastructure Program (LRCIP) be submitted with funding to be allocated as follows:

Name	Council/*Other Contribution	LRCIP Budget	Total Budget
Barbalin Pipeline	100,000	208,860	308,860
Administration Airconditioning	239	9,000	9,239
Beringbooding Rock & Campground - Withdrawn	886	0	886
Sporting Complex		209,196	209,196
Caravan Park		13,453	13,453
Memorial Hall	15,000	17,518	32,518
Lions Park - Withdrawn		0	0
Shadbolt Street		224,271	224,271
Hockey Field Lighting	27,994	23,616	51,610
Cemetery	15,000	45,594	60,594
	159,119	751,508	910,627

Carried 6 / 0

Cr McGlashan declared a conflict of interest and departed the meeting at 1.29pm and therefore did not participate on and debate or voting on agenda item 9.3.3 Request for Tender – Lot 4 Strugnell Street and item 9.3.4 Request for Tender – Lot 25 Calder Street.

9.3.3 Request for Tender – Lot 4 Strugnell Street	
Location:	Mukinbudin
File Ref:	ADM 487
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	28 th May 2024
Disclosure of Interest:	Cr McGlashan – Financial Interest
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to consider Tenders for the sale of Industrial Lot 4 Strugnell Street, Mukinbudin.

Background Information

Following an enquiry into the availability of industrial land, Council recently called Tenders (Tender No. 04.202324) closing on Thursday 13th June for the outright purchase of the vacant industrial land, Lot 4, Strugnell Street.

Officer Comment

At close of Tender on 13th June the following Tenders were received:

TENDER SUMMARY FORM



TENDER No:	04.202324 – Lot 4 Strugnell Street Mukinbudin	
CLOSING DATE/TIME:	3.00pm 13/06/2024	
DATE OPENED:	13/06/2024	
TIME OPENED:	2.03 pm 3.07	
LOCATION OPENED:	Shire Administration Office	
IN THE PRESENCE OF:	Renee Jenkin.	R. Jenkin
	Lucia Scari.	L. Scari
	Tanika McLennan.	T. McLennan

TENDER FROM	DETAILS	Price
Justin Barron.	Outright purchase	\$2,500 -
McGlashan Nominees Pty Ltd ATF The McGlashan Family Trust.	Outright purchase	\$10,000 -

Tendered prices include GST.

Whilst the highest tender is less than the current assessed fair value of the land, encouraging economic development through the promotion and marketing of land availability and lifestyle benefits to the commercial market, is listed as a strategy in the Shire's Strategic Community Plan. In order to make a decision, Council will need to assess the level of benefit to the local economy versus the monetary loss in accepting the highest offer. Council is not required to accept any tender and may resolve to decline all offers.

Consultation

Renee Jenkin – Manager of Corporate and Community Services

Strategic & Social Implications

Outcome 2.1 - A innovative, vibrant and entrepreneurial local economy

2.1.5 Promote and market land availability and lifestyle benefits to the commercial property market

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

4.1.2 Manage the organisation in a transparent and accountable manner

Statutory Environment

3.58. *Disposing of property*

- (1) In this section —
 - dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;
 - property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

Policy Implications

Nil

Financial Implications

The sale of Lot 4 Strugnell Street, Mukinbudin was not included in the Annual Budget. Should Council resolve to accept the highest tender it will result in receipt of \$9,090.90 unbudgeted revenue and a reduction in assets of \$33,000.00, being the current assessed fair value of the land asset.

OFFICER RECOMMENDATION**Council Decision Number – 13 06 2024****Moved: Cr Farina****Seconded: Cr Nicoletti**

That Council accept the tender from McGlashan Nominees PTY LTD as Trustee for The McGlashan Family Trust for the sale of Lot 4, Strugnell Street, Mukinbudin, for a sale price of ten thousand dollars (\$10,000.00), including GST.

**Carried 3 / 2
Cr Walker & Cr Ventris Against**

9.3.4 Request for Tender – Lot 25 Calder Street	
Location:	Mukinbudin
File Ref:	ADM 488
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	28 th May 2024
Disclosure of Interest:	Cr McGlashan – Financial Interest
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to consider Tenders for the sale of residential Lot 25 Calder Street, Mukinbudin.

Background Information

Lot 25 Calder Street, Mukinbudin was purchased in April 2024. At that time what is now “Karloning Villa” was located on the block, however the villa has since been relocated to the Caravan Park, leaving the land vacant and surplus to requirements. Council recently called Tenders (Tender No. 05.202324) closing on Thursday 13th June for the outright purchase of the vacant residential land, Lot 25 Calder Street.

Officer Comment

At close of Tender on 13th June the following Tenders were received:

TENDER SUMMARY FORM



TENDER No:	05.202324 – Lot 25 Calder Street Mukinbudin	
CLOSING DATE/TIME:	3.00pm 13/06/2024	
DATE OPENED:	13/06/2024	
TIME OPENED:	3.07	
LOCATION OPENED:	Shire Administration Office	
IN THE PRESENCE OF:	Rence Jenkin	<i>R Jenkin</i>
	Lucia Scari	<i>L Scari</i>
	Tanika McLennan	<i>T McLennan</i>

TENDER FROM	DETAILS	Price
Callum McGlashan & Rachel McGlashan	outright purchase	\$20,000

Tendered price includes GST.

Consultation

Renee Jenkin - Manager of Corporate and Community Services

Strategic & Social Implications

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

4.1.2 Manage the organisation in a transparent and accountable manner

Statutory Environment

3.58. *Disposing of property*

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

Policy Implications

Nil

Financial Implications

The sale of the land at Lot 25 Calder Street, Mukinbudin was not included in the Annual Budget. Should Council resolve to accept the highest tender it will result in receipt of \$18,181.81 unbudgeted revenue and a reduction in assets of \$15,000.00, being the current assessed fair value of the land asset.

OFFICER RECOMMENDATION

Council Decision Number – 14 06 2024

Moved: Cr Walker

Seconded: Cr Ventris

That Council accept the Tender from Callum Alexander McGlashan and Rachel Marie McGlashan for the sale of Lot 25, Calder Street, Mukinbudin, for a sale price of twenty thousand (\$20,000.00) dollars, including GST.

Carried 5 / 0

Cr McGlashan returned to the meeting at 1.39pm.

****Late Item****

9.3.5 Policy 3.7 Credit Card Policy	
Location:	All of Shire
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	17 June 2024
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Policy 3.7 - Credit Card Policy – Marked up
Documents Tabled	Nil

Summary

Council is asked to consider adopting the attached revision of Policy 3.7 - Credit Card Policy.

Background Information

The Policy Manual was reviewed in May 2024. The credit card limit was also reviewed in May 2024, with Council resolving to increase the credit limit to \$20,000.

Officer Comment

The credit limit quoted in Policy 3.7 - Credit Card Policy does not align with the resolution to increase the credit limit to \$20,000 and needs to be updated. It has also become apparent that with the extended absence of the Chief Executive Officer, only having one credit card is hindering everyday business operations. For this reason, it is proposed that a second card, in the name of the Manager Corporate and Community Services, be introduced. The second card would simply be an additional card holder to the same account and therefore there is no need to further alter the credit limit.

Consultation

Lucia Scari – Senior Finance Officer

Renee Jenkin – Manager of Corporate and Community Services

Strategic & Social Implications

2018-2028 Strategic Community Plan

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

4.1.2 Manage the organisation in a transparent and accountable manner

Statutory Environment

Local Government Act 1995

Local Government Legislation Amendment Act 2019

Policy Implications

Updated Policy

Financial Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number – 15 06 2024****Moved: Cr Nicoletti****Seconded: Cr Farina**

That Council adopts the reviewed Shire of Mukinbudin Policy 3.7 - Credit Card Policy, as presented.

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 Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 1.42pm.



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 18th June 2024 were confirmed at the Ordinary Meeting of Council held on 16th July 2024.

Signed: _____

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

Date: _____