



CONFIRMED MINUTES

Ordinary Meeting of Council



Meeting held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 2.30pm Tuesday 23rd June 2026

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

Disclaimer:

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

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

Ethical Decision Making and Conflicts of Interest:

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



Tanika McLennan
CHIEF EXECUTIVE OFFICER

Vision Statement

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

Table of Contents

- 1. Declaration of Opening**
 - 1.1 Declaration of Opening
- 2. Record of Attendance, Apologies, approved Leave of Absence**
 - 2.1 Present
 - 2.2 Staff
 - 2.3 Visitors
 - 2.4 Apologies
 - 2.5 Approved Leave of Absence
 - 2.6 Applications for Leave of Absence
- 3. Public Question Time**
 - 3.1 Response to previous questions taken on notice
 - 3.2 Declaration of Public Question time open
 - 3.3 Declaration of public time closed
- 4. Declarations of Interest**
- 5. Petitions, Deputations, Presentations**
 - 5.1 Petitions
 - 5.2 Deputations
 - 5.3 Presentations
- 6. Announcements by the presiding member without discussion**
- 7. Confirmation of minutes of previous meetings**
 - 7.1 Confirmation of Minutes of Ordinary Meeting of Council held on 19th May 2026.
- 8. Committee Meetings**
 - 8.1 Receipt of Minutes of Committee Meetings**
 - 8.2 Recommendations from Council Committees for Consideration**
 - 8.3 Receipt of Minutes from External Organisations**
 - 8.3.1 NEWROC Council Meeting 5th May 2026
 - 8.3.2 NewTravel General Meeting 9th June 2026
- 9. Reports**
 - 9.1 Council Monthly Information Reports**
 - 9.1.1 Receipt of June 2026 Information Report
 - 9.2 Finance Reports**
 - 9.2.1 List of Payments – May 2026
 - 9.2.2 Monthly Statement of Financial Activity Report – May 2026

9.3 Chief Executive Officer's Reports

- 9.3.1 CEO Performance Review Process
- 9.3.2 Shire of Mukinbudin – Delegated Authority Register Annual Review
- 9.3.3 Shire of Mukinbudin Policy Manual Annual Review
- 9.3.4 Draft Public Health Plan
- 9.3.5 Shire of Mukinbudin - Ranger Services of Western Australia Service Provision
- 9.3.6 Audit Risk and Improvement Committee – Appointment of Deputy Presiding Member
- 9.3.7 Sport & Recreation Master Plan
- 9.3.8 Offer to Purchase – 25 Calder Street, Mukinbudin
- 9.3.9 Affixing of the Common Seal – Transfer of Land for Bonnie Rock Mukinbudin Road Widening

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

10.1

11. Urgent Business Approved by Person Presiding or by Decision

11.1

12. Closure of Meeting

12.1 Closure of Meeting

MINUTES

Unconfirmed Minutes of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 23rd June 2026.

1. Declaration of Opening

The Shire President declared the Meeting open at 2.30pm and noted that this meeting is being recorded for publishing on the Shire's website.

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 C McGlashan
Cr S Ventris

2.2 Staff:

Tanika McLennan	Chief Executive Officer
Renee Jenkin	Deputy Chief Executive Officer

2.3 Visitors:

Nil

2.4 Apologies:

Nil

2.5 On leave of absence:

Cr A Brandis
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 (minimum 15 mins)

The Shire President declared public question time open at 2.31pm.

3.3 Declaration of public question time closed

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

4. Declarations of Interest

Tanika McLennan – Impartiality Interest

9.3.1 CEO Performance Review Process

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 19th May 2026.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 01 06 2026

Moved: Cr Ventris

Seconded: Cr Walker

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

- **Ordinary Meeting of Council held on 19th May 2026**

Carried 5 / 0

8. Minutes of Committees and External Organisations

8.1 Receipt of Minutes of Council Committees

Nil

8.2 Recommendations from Council Committees for Consideration

Nil

8.3 Receipt of Minutes from External Organisations

8.3.1 NEWROC Council Meeting 5th May 2026

[NEWROC Minutes](#)

8.3.2 NewTravel General Meeting 9th June 2026

[NewTravel Minutes](#)

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 02 06 2026

Moved: Cr Walker

Seconded: Cr Ventris

That the Minutes of the following External Organisations be received:

- **NEWROC Council Meeting held on 5th May 2026**
- **NewTravel General Meeting held on 9th June 2026**

Carried 5 / 0

9.1 Monthly Information Report

9.1.1 June 2026 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	12 th June 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	June 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 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 June Information Report.

Consultation

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 – 03 06 2026

Moved: Cr Bent

Seconded: Cr McGlashan

That Council receive the June 2026 Information Report.

Carried 5 / 0

9.2 Finance Reports

9.2.1 List of Payments – May 2026	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Juliet Nixon, Finance Officer
Date:	12 th June 2026
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Chief Executive Officer
Author:	Juliet Nixon, Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments - Municipal Account (5 pages) List of Payments - Restricted Municipal Account (2 pages) Corporate Credit Card Statement – May 2026 (6 pages) Credit Card Summary – May 2026 (1 page) Fuel Cards Statement - May 2026 (3 pages)
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 May 2026 for endorsement by Council.

Background Information

A list of payments submitted to Council on 23rd June 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 – 04 06 2026

Moved: Cr Ventris

Seconded: Cr McGlashan

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

Municipal Fund:

Muni EFTs	EFT	11410	to	EFT	11498	\$273,409.60
Muni Cheques	Chq	32018	to	Chq	32019	\$1,521.63
Muni Direct Debits (Superannuation, loans, leases)	DD	14584.1	to	DD	14676.9	\$31,303.97
Pays on (Not included on payment listing)		07/05/2026 & 21/05/2026				\$114,205.42
Total Municipal Funds						\$420,440.62

Restricted Muni Fund:

RMF EFTs	EFT	-	to	EFT	-	\$0.00
RMF Cheques	Chq	-	to	Chq	-	\$0.00
RMF Direct Debits	DD	14576.1	to	DD	14710.1	\$26,659.80
Total Restricted Muni Funds						\$26,659.80

Carried 5 / 0

9.2.2 Monthly Statement of Financial Activity Report – May 2026	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Lucia Scari, Manager of Corporate Services
Date:	16 th June 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	Statement of Financial Activity – May 2026
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 May 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 06 2026

Moved: Cr Ventris

Seconded: Cr Bent

That Council receive the Monthly Financial Report for the period ending 31st May 2026.

Carried 5 / 0

9.3 Chief Executive Officer's Reports

9.3.1 CEO Performance Review Process	
Location:	Mukinbudin
File Ref:	STAFF
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	28 th May 2026
Disclosure of Interest:	Tanika McLennan – Impartiality Interest
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

The purpose of this agenda item is for Council to determine the process for the Chief Executive Officer (CEO) performance review for the 2025/2026 review period.

Background Information

Clause 4.2 of the CEO Employment Contract requires that the CEO's performance be reviewed:

- By reference to the agreed Performance Criteria;
- At least annually;
- More frequently if required by either Council or the CEO; and
- In accordance with a performance review process agreed between the CEO and Council.

Clause 4.3 of the Contract further states:

"The Council, in consultation with You, will determine, in respect of each review under clause 4.2, who will conduct the review."

Historically, local governments may undertake CEO performance reviews either through an external consultant/facilitator or through an internally managed process conducted by Council.

Officer Comment

Council is requested to determine the preferred methodology for undertaking the CEO performance review for the current review period.

It is considered appropriate that the review be conducted internally by the Whole of Council, without engaging an external consultant. This approach allows elected members to directly assess performance against the adopted CEO Performance Criteria and Strategic Plan objectives while reducing external consultancy costs.

The proposed process would involve:

- Distribution of the adopted CEO Performance Criteria to all Councillors;
- Individual confidential feedback from Councillors;
- Consolidation of feedback by the Shire President; and
- A formal review discussion between Council and the CEO.

This process is considered sufficient to meet the contractual obligations under the CEO Employment Contract.

Consultation

Nil

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 4: Civic Leadership

Goal 11 – Compliant governance and responsible financial management

- Strategy 11.1 – Ensure responsible, transparent and compliant governance practices.
- Strategy 11.2 – Ensure appropriate leadership and organisational performance.

Undertaking regular CEO performance reviews supports good governance, accountability and organisational leadership.

Statutory Environment

Local Government Act 1995

CEO Employment Contract:

- Clause 4.2 – Performance Criteria and performance review
- Clause 4.3 – Selection of Reviewer

Policy Implications

Nil

Financial Implications

Undertaking the review internally will avoid the costs associated with engaging an external consultant or facilitator.

OFFICER RECOMMENDATION

Council Decision Number – 05 06 2026

Moved: Cr Walker

Seconded: Cr Ventris

That:

- 1. The 2025/2026 Chief Executive Officer Performance Review be conducted internally by the Whole of Council; and**
- 2. The Shire President coordinate the review process in accordance with the Chief Executive Officer Employment Contract.**

Carried 5 / 0

9.3.2 Shire of Mukinbudin – Delegated Authority Register Annual Review	
Location:	All of Shire
File Ref:	ADM 309
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	16 th June 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Shire of Mukinbudin Delegated Authority Register
Documents Tabled	Nil

Summary

Council is requested to review and adopt the Shire of Mukinbudin Delegated Authority Register for the 2026/2027 financial year.

To ensure the Shire meets its statutory compliance obligations, this item must be adopted no later than the June 2026 Council Meeting or it may potentially 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 2025. 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 delegation approved in 2025/26 gave the listed management employees purchasing authority which is consistent with their roles and responsibilities. Further changes are necessary in 2026/27 due to the change in staff structure and positions.

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

Teir 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 **2026/27** these positions include the following members of staff:

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

Teir 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 **2026/27** these positions include the following members of staff:

- Communications and Engagement Officer
- Finance Officer
- Technical Officer
- Maintenance Officer
- Property Manager

Teir 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 **2026/27** these positions include the following members of staff:

- Compliance/Administration Officer
- Customer Liaison Officer
- CRC Manager
- CRC Assistant Manager

The amendment below to Delegation No. 10 increases the delegated authority from \$500.00 to \$1,000.00, providing the CEO with discretion to write off debts such as those associated with the Events Kit, in alignment with Policy 3.2.

No. 10: WRITE-OFF OF DEBTS

File Reference:

Date Made: 21 February 2007

Review Date: **23 June 2026**

The Delegation

The Council of the Shire of Mukinbudin hereby delegates authority to the Chief Executive Officer, to approve the writing off of debts in accordance with Section 6.12 (1) (c) of the *Local Government Act 1995*

Any Debt written off under this delegation must be:-

- (a) up to **\$1,000** only, or
- (b) where the debt occurred due to an error or oversight by Officers.

Consultation

Tanika McLennan –Chief Executive Officer
 Lucia Scari – Manager of Corporate Services
 Renee Jenkin – Deputy Chief Executive Officer

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 – 06 06 2026

Moved: Cr Walker

Seconded: Cr Bent

That Council adopts the reviewed Register of Delegations as presented.

**Carried 5 / 0
by Absolute Majority**

9.3.3 Shire of Mukinbudin Policy Manual Annual Review	
Location:	All of Shire
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	9 th June 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Shire of Mukinbudin Policy Manual
Documents Tabled	Shire of Mukinbudin Operations Manual

Summary

Council is requested to review and adopt the updated Shire of Mukinbudin Policy Manual for the 2026/27 financial year.

Background Information

As part of the Financial Management Review undertaken in 2025, the Shire's Policy Manual was reviewed to ensure it aligned with contemporary governance practices and clearly distinguished between Council's strategic policy role and the administrative responsibilities of the Chief Executive Officer.

As a result of the review, the former Policy Manual was separated into two distinct documents. The Council Policy Manual contains policies that provide strategic direction, establish governance principles and guide Council decision making. The Shire Operations Manual contains operational directives, procedures and administrative practices that support the day to day management and operation of the organisation.

Officer Comment

The separation of the Policy Manual and Operations Manual provides clearer distinction between Council's strategic and policy responsibilities and administration's operational functions. This improves governance, strengthens policy oversight and supports more efficient day to day operational management while maintaining appropriate Council control of strategic matters.

The 2026 Policy Manual is attached and the Operations Manual is tabled for transparency.

Key changes include the addition of new policies to the Operations Manual:

- Secondary Employment Policy
- Domestic Violence Policy
- Psychosocial Hazards Management Policy
- Community Transport Service Policy
- Relocation Expenses Policy
- Employee Farewell Recognition Policy

New policies introduced within the Council Policy Manual:

- Governance Policy
- Community Engagement Policy
- Internal Control Policy
- Legislative Compliance Policy
- Risk Management Policy
- Tree Farm Policy

Several policies were removed altogether as they are covered by legislation which overrides Council Policy.

It is also noted that NEWROC is currently reviewing member policy manuals and any recommended amendments will be considered once released.

Consultation

Helen Croke – Former Compliance Officer

Tanika McLennan – Chief Executive Officer

Lucia Scari – Manager of Corporate Services

Renee Jenkin – Deputy Chief Executive Officer

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 – 07 06 2026

Moved: Cr McGlashan

Seconded: Cr Bent

That Council adopts the reviewed Shire of Mukinbudin Policy Manual for the 2026/27 financial year as presented.

**Carried 5 / 0
by Absolute Majority**

9.3.4 Draft Public Health Plan	
Location:	Mukinbudin
File Ref:	ADM 517
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	9 th June 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Draft Public Health Plan
Documents Tabled	Nil

Summary

To present the Draft Public Health Plan for Council endorsement for the purpose of public advertising and community consultation.

Background Information

The Public Health Act 2016 requires all local governments to prepare a Local Public Health Plan that is consistent with the State Public Health Plan (SPHP).

Published by the Department of Health in June 2025 under section 43, Part 5 of the Act, the SPHP outlines the State's priorities for protecting and promoting public health and for the delivery of public health services across Western Australia through to 2030.

In developing the Draft Public Health Plan, consideration has been given to the State's vision, objectives and priority areas, which have been incorporated where relevant and practicable to ensure alignment with State policy directions.

Officer Comment

The Shire engaged Environmental Health Officer, Mr Tony Turner, to prepare the Draft Public Health Plan, which is now presented to Council for consideration.

The Plan has been developed in response to legislative requirements and informed by an evidence based assessment of local health needs, risks and opportunities. It recognises existing health services, infrastructure and community strengths, while identifying key areas for action to support and improve public health outcomes.

The Draft Public Health Plan establishes a clear direction for public health planning over the next twelve years, with practical and measurable objectives that can be monitored and adapted in response to emerging issues and changing population health trends. It also identifies opportunities to collaborate with State and regional agencies, strengthen environmental health functions, support community wellbeing initiatives and deliver sustainable health outcomes for the community.

Consultation

Tony Turner – Environmental Health Officer

Tanika McLennan –Chief Executive Officer

Renee Jenkin – Deputy Chief Executive Officer

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 2: Community

Outcome – Our community enjoys a healthy, safe and inclusive environment for all ages

- Goal 6 – Local access to health and aged care services.
- Goal 7 – Retain young people and families in our community

Pillar 3: Environment

Outcome – Protect and enhance the natural environment while using natural resources sustainably and efficiently.

- Goal 8 – Protect and enhance the natural environment
- Goal 9 – Use natural resources efficiently

Pillar 4: Civic Leadership

Outcome 11 – Accountable, responsible and strong leadership

- Goal 11 - Compliant governance and responsible financial management

Statutory Environment

Public Health Act 2016

Policy Implications

Nil

Financial Implications

Endorsement of the Draft Master Plan for advertising does not commit Council to immediate expenditure.

Future projects identified within the Plan will be subject to:

- Annual Budget deliberations;
- Long Term Financial Planning;
- External grant funding opportunities; and
- Separate Council consideration where required.

OFFICER RECOMMENDATION

Council Decision Number – 08 06 2026

Moved: Cr Walker

Seconded: Cr McGlashan

That Council:

1. **Endorse the Draft Public Health Plan as attached for the purpose of public advertising and community consultation; and**
2. **Request the Chief Executive Officer present the final Public Health Plan to Council for consideration following the completion of the public consultation period.**

Carried 5 / 0

9.3.5 Shire of Mukinbudin - Ranger Services of Western Australia Service Provision	
Location:	All of Shire
File Ref:	ADM 342
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	12 th June 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Contract for the Provision of Ranger Services

Summary

Council is requested to review and adopt the Contract for the Provision of Ranger Services.

Background Information

The provision of Ranger Services within the Shire has historically been undertaken on an ad hoc basis, with services engaged as required to meet operational needs and statutory obligations. While this arrangement has provided flexibility, it has not offered the certainty, continuity or long term planning benefits associated with a formal service agreement.

Officer Comment

As the demand for Ranger Services continues and regulatory responsibilities remain ongoing, the Shire has identified the need to establish a more structured and reliable service delivery model. Formalising the arrangement through a contract will provide greater certainty regarding service availability, response times, responsibilities and costs, while also supporting effective resource planning and budget management.

Accordingly, Council is requested to consider entering into a three year contract for the provision of Ranger Services. A longer term agreement is expected to promote service continuity, strengthen the working relationship with the service provider and ensure the Shire can continue to meet its legislative and community service obligations in an efficient and consistent manner.

Consultation

Tanika McLennan –Chief Executive Officer
 Renee Jenkin – Deputy Chief Executive Officer
 Matt Sharpe – Ranger Services of Western Australia

Strategic & Social Implications

Strategic Pillar 4 – Civic Leadership

- Outcome 11: Compliant governance and responsible financial management
 - Strategy 11.1: Ensure compliance with statutory requirements
 - 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**

Nil

Financial Implications

Nil – Contract ranger services are included in the annual budget, the contract simply formalises this arrangement.

OFFICER RECOMMENDATION**Council Decision Number – 09 06 2026****Moved: Cr Ventris****Seconded: Cr Walker****That Council**

- 1. Endorse the contract between the Shire of Mukinbudin and Ranger Services of Western Australia as presented; and**
- 2. Authorise the Shire President and CEO to sign the agreement and affix the Common Seal.**

**Carried 5 / 0
by Absolute Majority**

9.3.6 Audit Risk and Improvement Committee – Appointment of Deputy Presiding Member	
Location:	All of Shire
File Ref:	ADM 001
Applicant:	Internal
Date:	9 th June 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

Council is requested to appoint an independent Deputy Presiding Member to the Audit Risk and Improvement Committee, in accordance with Section 5.12 of the Local Government Act 1995.

Background Information

Amendments introduced through the Local Government Amendment Act 2024 changed the process for appointing presiding members of council committees, including Audit, Risk and Improvement Committees. From 1 July 2025, responsibility for appointing the Presiding Member of the Audit, Risk and Improvement Committee transferred from the Committee to Council, with the appointment required to be made by absolute majority.

In accordance with these legislative requirements, Council appointed Councillor Tara Chambers as Presiding Member of the Audit, Risk and Improvement Committee at the November 2025 Ordinary Council Meeting. At that time, a Deputy Presiding Member was not appointed.

Officer Comment

Council is required to appoint a Deputy Presiding Member for the Audit, Risk and Improvement Committee in accordance with the amended legislative provisions.

Mr Steve Lange, owner of IGA Mukinbudin, has indicated his willingness to accept the appointment. Mr Lange brings extensive business and governance experience, which will support the effective operation of the Committee and assist in fulfilling its responsibilities.

Council's consideration is therefore sought regarding the appointment of Mr Lange as Deputy Presiding Member of the Audit, Risk and Improvement Committee.

Consultation

WALGA

Tanika McLennan – Chief Executive Officer

Lucia Scari – Manager Corporate Services

Renee Jenkin – Deputy Chief Executive Officer

Steve Lange – Owner IGA Mukinbudin

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 7.1A(3) - States that *"the presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government."*

Section 7.1A(4) - States that *"any deputy presiding member of the audit, risk and improvement committee cannot be a council member of the local government or of any other local government."*

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number – 10 06 2026

Moved: Cr McGlashan

Seconded: Cr Ventris

That Council appoints Mr Steve Lange 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 5 / 0
by Absolute Majority**

9.3.7 Sport & Recreation Master Plan	
Location:	Mukinbudin
File Ref:	ADM 221
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	12 th June 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	Sport & Recreation Master Plan

Summary

To present the final Sport & Recreation Master Plan for Council adoption following completion of the public advertising and community consultation process.

The Sport & Recreation Master Plan provides a strategic framework to guide the future planning, development and management of sport and recreation facilities and services across the Shire over the next ten years.

Background Information

The Draft Sport & Recreation Master Plan was endorsed by Council at the May Ordinary Meeting of Council for public advertising and consultation. During the consultation period, community members, sporting groups, key stakeholders and interested parties were provided with the opportunity to review the document and submit feedback.

Officer Comment

The public consultation period has now concluded, with no submissions or feedback received. Adoption of the final Sport & Recreation Master Plan will establish a clear and coordinated strategic framework to guide Council's future planning, investment decisions, asset management priorities and funding opportunities for sport and recreation facilities and services across the Shire over the next ten years.

Consultation

Tredwell
Sporting Clubs and User Groups
Whole Community

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 2: Community

Outcome 4 – Our community enjoys a healthy, safe and inclusive environment for all ages

- Strategy 4.1 – Develop a Mukinbudin Sport & Recreation Facilities Plan to coordinate sport and recreation in a planned manner with clubs.
- Strategy 4.2 – Support opportunities that encourage participation, wellbeing and community connection.

Pillar 3: Infrastructure

Outcome 9 – Efficient and well-maintained infrastructure and assets

- Strategy 9.2 – Plan and maintain community infrastructure to meet current and future needs.

Pillar 4: Civic Leadership

Outcome 11 – Compliant governance and responsible financial management

- Strategy 11.1 – Responsibly manage Shire assets and financial resources.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Endorsement of the Final Master Plan for advertising does not commit Council to immediate expenditure.

Future projects identified within the Plan will be subject to:

- Annual Budget deliberations;
- Long Term Financial Planning;
- External grant funding opportunities; and
- Separate Council consideration where required.

OFFICER RECOMMENDATION

Council Decision Number – 11 06 2026

Moved: Cr Bent

Seconded: Cr Ventris

That Council adopt the Sport & Recreation Master Plan, as attached.

Carried 5 / 0

9.3.8 Offer to Purchase – 25 Calder Street, Mukinbudin	
Location:	32 Calder Street, Mukinbudin
File Ref:	ADM 415 & ADM416
Applicant:	Isaac Ward
Date:	12 th June 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Shire of Mukinbudin House and CRC Appraisal 2026
Documents Tabled	Offer to Purchase – Isaac Ward dated 12 June 2026

Summary

To allow Council to consider an unsolicited offer received from Mr Isaac Ward to purchase the Shire owned duplex property located at 25 Calder Street, Mukinbudin and to determine an appropriate course of action.

Background Information

On 12 June 2026, Mr Isaac Ward submitted a written offer to purchase the Shire owned duplex property at 25A & 25B Calder Street, Mukinbudin for \$100,000, subject to a satisfactory termite inspection.

The offer followed previous discussions regarding the availability of Shire owned housing and was made in response to the ongoing shortage of residential accommodation within the community.

At its Ordinary Meeting held on 21 April 2026, Council resolved:

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

No final decision has yet been made by Council to dispose of any property.

Officer Comment

Following the April decision of Council, advice was sought from local real estate agent Peter Sippe of Elders Real Estate.

Mr Sippe has provided a desktop appraisal of all properties being considered for sale and in relation to 25A & 25B Calder Street, advised as follows:

Property	Appraised Value
25A & 25B Calder Street, Mukinbudin	\$170,000 – \$180,000

The property comprises a fibro and iron roofed duplex on a single title. Whilst the property requires substantial maintenance and refurbishment works, the desktop appraisal indicates a likely market value significantly above the offer received.

As Council has already resolved to consider the disposal of the property as part of the 2026/27 Budget process, it is considered premature to accept or negotiate any individual offer at this stage.

Should Council ultimately determine to dispose of the property, the disposal process must comply with Section 3.58 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.

Accordingly, it is recommended that Council acknowledge the offer and advise the applicant that the property will be considered as part of Council's broader housing portfolio review and disposal program.

Consultation

Nil

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 1: Economy

- **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.

Pillar 4: Civic Leadership

- **Goal 11:** Compliant governance and responsible financial management.
 - **Strategy 11.1:** Responsibly manage Shire assets and financial resources.

Statutory Environment

Local Government Act 1995 (WA)

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.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

(a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or

(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or

(d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Policy Implications

Nil

Financial Implications

No financial implications arise from the receipt of the offer.

Should Council ultimately decide to dispose of the property, proceeds from sale would be reflected within the 2026/2027 Annual Budget.

OFFICER RECOMMENDATION

Council Decision Number – 12 06 2026

Moved: Cr Ventris

Seconded: Cr McGlashan

That Council:

- 1. Receives the offer from Mr Isaac Ward dated 12 June 2026 to purchase the Shire-owned property located at 25A & 25B Calder Street, Mukinbudin;**
- 2. Notes the desktop appraisal provided by Elders Real Estate indicating a market value in the range of \$170,000 to \$180,000;**
- 3. Notes Council Decision No. 07.04.2026 regarding the proposed disposal of selected residential properties as part of the 2026/27 Annual Budget process; and**
- 4. Advises Mr Ward that Council will consider the future of the property as part of its broader housing portfolio review in the 2026/2027 Annual Budget process.**

Carried 5 / 0

9.3.9 Affixing of the Common Seal – Transfer of Land for Bonnie Rock Mukinbudin Road Widening	
Location:	Mukinbudin
File Ref:	ADM 179
Applicant:	Shire of Mukinbudin
Date:	23 rd June 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	Transfer of Land

Summary

To seek Council's authorisation to affix the Common Seal to a Transfer of Land to facilitate an exchange of land associated with the road widening of Bonnie Rock Mukinbudin Road.

Background Information

As part of the road widening works undertaken on Bonnie Rock Mukinbudin Road, a portion of privately owned land was required to be dedicated as road reserve.

To offset the land required for the road widening, the Shire has agreed to transfer ownership of Lot 1 on Diagram 18538 to Petrichor Holdings Pty Ltd. The transfer is being undertaken on the basis of an exchange of land rather than a monetary consideration.

The Transfer of Land identifies the consideration as:

"In exchange for land area required for the road widening of Bonnie Rock Mukinbudin Road as shown as 'Road Widening' on Deposited Plan 431416."

The Transfer of Land requires execution under the Common Seal of the Shire of Mukinbudin.

Officer Comment

The proposed transfer gives effect to the agreed land exchange arising from the Bonnie Rock Mukinbudin Road widening project.

The transfer details are:

Transferor	Shire of Mukinbudin
Transferee	Petrichor Holdings Pty Ltd
Land to be Transferred	Lot 1 on Diagram 18538
Consideration	In exchange for land area required for the road widening of Bonnie Rock Mukinbudin Road as shown as "Road Widening" on Deposited Plan 431416.

In accordance with section 9.49A of the Local Government Act 1995, the Common Seal may only be affixed following a decision of Council and must be witnessed by the President and Chief Executive Officer.

Consultation

- Frank Borello – Property Consultant
- Petrichor Holdings Pty Ltd

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 3: Infrastructure

- Outcome 9: Efficient and well-maintained road network.
 - Strategy 9.1: Prioritise renewal and maintenance of road infrastructure to ensure safe and reliable transport access.

The transfer facilitates the completion of land tenure arrangements associated with the Bonnie Rock Mukinbudin Road upgrade, supporting the Shire's strategic objective of maintaining a safe and efficient road network.

Statutory Environment

Local Government Act 1995

- Section 9.49A — Execution of documents under the Common Seal.

Transfer of Land Act 1893

Policy Implications

Nil

Financial Implications

There is no direct financial impact arising from the execution of the Transfer of Land. The consideration for the transfer is the exchange of land required for the Bonnie Rock Mukinbudin Road widening project.

OFFICER RECOMMENDATION

Council Decision Number – 13 06 2026

Moved: Cr Bent

Seconded: Cr McGlashan

That Council authorises the President and Chief Executive Officer to affix the Common Seal of the Shire of Mukinbudin to the Transfer of Land for Lot 1 on Diagram 18538 from the Shire of Mukinbudin to Petrichor Holdings Pty Ltd, in consideration of the exchange of land required for the road widening of Bonnie Rock Mukinbudin Road as shown as "Road Widening" on Deposited Plan 431416.

Carried 5 / 0

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

10.1 Nil

11. Urgent Business Approved by Person Presiding or by Decision

11.1 Nil

12. Closure of Meeting

12.1 The President thanked Elected Members and Staff for attending and declared the meeting closed at 2.42pm.



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 23rd June 2026 were confirmed at the Ordinary Meeting of Council held on 21st July 2026.

Signed: _____

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

Date: _____