



CONFIRMED MINUTES

Ordinary Meeting of Council



Meeting held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 2.30pm Tuesday 22nd July 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
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 22nd July 2025.

1. Declaration of Opening

The Shire President declared the Meeting open at 2.36 pm.

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

2.1 Present:

Cr G Shadbolt	Shire President
Cr A Farina	Deputy Shire President

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

2.2 Staff:

Tanika McLennan	Chief Executive Officer
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2.3 Visitors:

Nil

2.4 Apologies:

Nil

2.5 On leave of absence:

Nil

2.6 Applications for leave of absence:

Nil

3. Public Question Time (max 15 minutes)

3.1 Response to previous questions taken on notice.

Nil

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

The Shire President declared public question time open at 2.37 pm.

3.3 Declaration of public question time closed

The Shire President declared public question time closed at 2.37 pm.

4. Declarations of Interest

Nil

5. Petitions, deputations, and presentations

5.1	Petitions	Nil
5.2	Deputations	Nil
5.3	Presentations	Nil

6. Announcements by the Presiding person without discussion

Nil

7. Confirmation of the Minutes of previous meetings

7.1 Confirmation of Minutes of Special Meeting of Council held on 24th June 2025.

Voting Requirement Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 03 07 2025

Moved: Cr Farina

Seconded: Cr McGlashan

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

- **Special Meeting of Council held on 24th June 2025.**

Carried 6/0

8. Committee Meetings

8.1 Receipt of Minutes of Committee Meetings

8.1.1 Audit, Risk and Improvement Committee meeting held Tuesday 22nd July

Voting Requirement Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 04 07 2025

Moved: Cr Ventris

Seconded: Cr Walker

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

- **Audit Risk and Improvement Committee meeting held Tuesday 22nd July.**

Carried 6/0

8.2 Recommendations from Committee Meeting for Council Consideration**8.2.1 Audit, Risk and Improvement Committee meeting held Tuesday 22nd July**

Recommendations from this meeting will be brought to the Council Meeting for endorsement.

Voting Requirement

Simple Majority

COMMITTEE RECOMMENDATION**Council Decision Number – 05 07 2025****Moved: Cr Walker****Seconded: Cr Farina****That Council:**

- 1. Receives the 2024/2025 Interim Audit Management Letter from the Office of the Auditor General; and**
- 2. Notes management's responses and the proposed corrective actions.**

Carried 6/0

9.1 Monthly Information Report

9.1.1 July 2025 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	11th July 2025
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	July 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 Coordinator and Deputy 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 July Information Report.

Consultation

Tania Sprigg – Caravan Park Manager

Craig Powell – Works Supervisor

Jessica McCartney – Community Resource Centre Coordinator

Renee Jenkin – Deputy Chief Executive Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number – 06 07 2025

Moved: Cr Ventris

Seconded: Cr McGlashan

That Council receive the July 2025 Information Report.

Carried 6/0

9.2 Finance Reports

9.2.1 List of Payments – June 2025	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	14 th July 2025
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 (7 pages) List of Payments - Restricted Municipal Account (1 page) Corporate Credit Card Statement – June 2025 (7 pages) Credit Card Summary - June 2025 (1 page) Fuel Cards Statement - June 2025 (3 pages)
Documents Tabled	Nil

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

Summary

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

Background Information

A list of payments submitted to Council on 22nd July 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 – 07 07 2025

Moved: Cr Farina

Seconded: Cr Bent

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

Municipal Fund:

Muni EFTs	EFT 10351	to	EFT 10490	\$630,344.71
Muni Cheques	Chq 31998	to	Chq 31998	\$2,396.42
Muni Direct Debits (Superannuation, loans, leases)	DD 13261.1	to	DD 13330.10	\$88,746.66
Pays on (Not included on payment listing)	05/06/2025 & 19/06/2025			\$97,910.69
Total Municipal Funds				\$819,398.48

Restricted Muni Fund:

RMF EFTs	EFT -	to	EFT -	\$0.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 13266.1	to	DD 13393.1	\$37,675.58
Total Restricted Muni Funds				\$37,675.58

Carried 6/0

9.2.2 Monthly Statement of Financial Activity Report – 30 June 2025	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Nil
Date:	9 th July 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Darren Long – Financial Consultant
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For the period ended 30 June 2025 77 Pages
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 June 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 June shows a closing surplus of \$974,411.

The closing surplus will be subject to further year end adjustments and any audit adjustments required; and is indicative only at this stage. It does include advanced paid financial assistance grants totalling \$1,101,006.

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

Nil at this stage.

OFFICER RECOMMENDATION

Council Decision Number – 08 07 2025

Moved: Cr Farina

Seconded: Cr Bent

That Council receive the Monthly Financial Report for the period ending 30 June 2025.

Carried 6/0

CONFIDENTIAL ITEM

9.2.3 Write-Off Sundry Debtor #152	
Location:	All of Shire
File Ref:	Sundry Debtors
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	8 th July 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Renee Jenkin, Deputy Chief Executive 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 07 2025

Moved: Cr Ventris

Seconded: Cr Walker

That in accordance with section 5.23 (2) (a) of the Local Government Act 1995 that the meeting be closed to members of the Public as Agenda item 9.3.7 is deemed to be

- (b) the personal affairs of any persons:**

Carried 6/0

OFFICER RECOMMENDATION

That Council approve the write-off of the outstanding balance owed by Debtor #152, [REDACTED], totalling \$1,260.00 (one thousand two hundred and sixty dollars). The amount relates to costs incurred for cleaning, minor repairs, and gardening maintenance at the Shire-owned property located at [REDACTED] following the conclusion of the tenancy.

COUNCIL DECISION

Council Decision Number – 10 07 2025

Moved: Cr Walker

Seconded: Cr Bent

That Council does not approve the write-off of the outstanding balance owed by Debtor #152, [REDACTED], totalling \$1,260.00 (one thousand two hundred and sixty dollars). The amount relates to costs incurred for cleaning, minor repairs, and gardening maintenance at the Shire-owned property located at [REDACTED] following the conclusion of the tenancy.

**Carried 6/0
By Absolute
Majority**

9.3 Chief Executive Officer's Reports

CONFIDENTIAL ITEM

9.3.1 Chief Executive Officer's Key Performance Indicators	
Location:	All of Shire
File Ref:	Staff
Applicant:	Whole of Council
Date:	10 th June 2025
Disclosure of Interest:	Nil
Responsible Officer	Gary Shadbolt – Shire President
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	CEO Contract Extract – Schedule 3 – Performance Criteria
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 – 11 07 2025

Moved: Cr Bent

Seconded: Cr Farina

That Council:

1. **Endorses the Chief Executive Officer’s Performance Criteria contained in Schedule 3 of the Employment Contract executed on 25 June 2025; and**
2. **Notes that the annual performance review will be conducted in accordance with the performance review process outlined in the CEO Standards, using the endorsed criteria.**

Carried 6/0

OFFICER RECOMMENDATION

Council Decision Number – 12 07 2025

Moved: Cr Ventris

Seconded: Cr McGlashan

That the meeting be reopened to members of the public.

Carried 6/0

9.3.2 Waive Fee – CRC Room Hire	
Location:	Mukinbudin
File Ref:	ADM 299
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	15 th July 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Lucia Scari, Manager of Corporate Services
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

This report asks Council to consider writing off the CRC Office Hire fee for not-for-profit organisation Wheatbelt Agcare Community Support Services Inc., for the Financial Year 2025/2026.

Background Information

The following correspondence was received via email on 10th July 2025 from Wheatbelt Agcare Finance Admin Officer, Kerry Dayman:

Wheatbelt Agcare

Community Support Services Inc.



PO Box 101 Nungarin WA 6490
Phone: (08) 9048 5091
Email: wheatbeltfamily@wn.com.au

C.E.O.
Shire of Mukinbudin
PO Box 67
Mukinbudin WA 6479

Dear Tanika

Re: Mukinbudin CRC Room Hire

Wheatbelt Agcare Family Counselling Service currently hires a room at your local CRC once a fortnight for counselling of Mukinbudin clients of our service.

Currently there is only a daily room hire rate not an hourly rate and we received notification from Jess McCartney that the Hire Rate for the small office has increased from \$30 to \$35 for 2025/26.

Wheatbelt Agcare is a Not-for-Profit organization, and our service is provided to clients on a mobile, free to client basis. As such, we request consideration from the Shire to provide either a reduced daily rate or an hourly rate for Wheatbelt Agcare.

Yours sincerely

Kerry Dayman
Finance Administration Officer
Wheatbelt Agcare

8th July 2025

RURAL FAMILY & INDIVIDUAL COUNSELLORS – Funded by Dept of Communities and Shires covered:

CLARISSA PANIZZA Mobile: 0488 485 081

Kellerberrin Mount Marshall Mukinbudin Nungarin Temmin Trayning Westonia Yilgarn

DI MORGAN Mobile: 0488 964 255

Dowerin Koorda Wyalkatchem

CHRISTIE KINGSTON Mobile: 0461 387 412

Merredin

Country People Helping Each Other

Officer Comment

The current CRC Office Hire fee is \$35 per day, inclusive of GST. Wheatbelt Agcare's proposal is to use the office one day per fortnight.

1 day per fortnight x 26 fortnights = \$827.32 + \$82.68 GST

Waiving this fee would result in a negative impact on the CRC's budget. However, the Rural Family Counselling Service offered by Wheatbelt Agcare provides significant support to individuals and families in Mukinbudin and surrounding areas, and this benefit is considered to outweigh the financial shortfall. This initiative also aligns with the Shire's ongoing commitment to regional support services.

It is worth noting that the Shire already makes an annual financial contribution to Wheatbelt Agcare. The invoice received for the 2025/2026 financial year is \$990 (GST inclusive). If Council prefers not to waive the Office Hire fee, an alternative could be to increase the monetary contribution to offset the cost.

Strategic & Social Implications

2025-2035 Integrated Strategic Plan

Strategic Pillar 2: Community

Goal 6: Local access to health and aged care services

6.2 Facilitate opportunities for additional visiting ancillary health services

Consultation

Jess McCartney – CRC Coordinator

Renee Jenkin – Deputy Chief Executive Officer

Statutory Environment

Local Government Act 1995

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

- (1) A local government may, by *absolute majority*, resolve to:
 - (a) grant a discount or other incentive for the early payment of any amount of money;
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- (2) Subsection (1) does not apply to an amount of money owed in respect of rates and service charges (which are covered under different provisions).
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions the local government sees fit.
- (4) Regulations may set out specific conditions or requirements relating to the exercise of this power.

Policy Implications

Nil

Financial Implications

If the recommendation is supported, this will mean a loss of \$827.32 in CRC income.

OFFICER RECOMMENDATION**Council Decision Number – 13 07 2025****Moved: Cr Farina****Seconded: Cr Walker****That the CRC Office Hire fee for Wheatbelt Agcare Community Support Services Inc. be waived for the Financial Year 2025/2026.****Carried 6/0
by Absolute Majority**

9.3.3 Waive Fee – Mukinbudin District High School Centenary Event	
Location:	Mukinbudin Sporting Complex
File Ref:	ADM 299
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	7 th July 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Renee Jenkin, Deputy Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

For Council to consider waiving the fee for hire of the Sporting Complex and Large Marquee (including assembly and disassembly) for the purpose of the Mukinbudin District High School (MDHS) Centenary event on Saturday 13th September 2025.

Background Information

Email correspondence was received on 4 July from Mukinbudin District High School (MDHS) Principal. Mr Moll writes:

From: MOLL Karl [Mukinbudin District High Sch] <Karl.Moll@education.wa.edu.au>
Sent: Friday, July 4, 2025 12:32 PM
To: Tanika McLennan <ceo@mukinbudin.wa.gov.au>
Cc: WHITE Ellen [Mukinbudin District High Sch] <ellen.white@education.wa.edu.au>; Dale Cronje <dale.cronje@outlook.com>; CLUNE Leanne [Mukinbudin District High Sch] <Leanne.Clune@education.wa.edu.au>
Subject: RE: School Centenary

Good morning Tanika,

It was lovely speaking with you this morning, and I truly appreciate the Shire's continued support in helping us celebrate the 100-year milestone of Mukinbudin DHS.

We would be grateful if the Shire could consider waiving the standard fees for the following items to assist with our event:

- Use of the Complex on Saturday evening, 13 September
- Use of the marquee for the same evening, including setup and pack-down
- Access to the Event Hire equipment (tables and chairs stored at the Complex)
- Loan of the gas heaters for guests seated outdoors

Additionally, we'd like to request early access to the Complex in the days leading up to the event for setup, and continued access on Sunday for packing away and clean-up.

Thank you again for your support—your assistance will make a significant difference in the success of this special celebration.

Kind regards,

Karl Moll
Principal

Mukinbudin District High School | White Street, Mukinbudin, WA 6479
 mukinbudin.dhs@education.wa.edu.au | (08) 90483400 | http://www.mukinbudindhs.wa.edu.au

I acknowledge the traditional owners of this land and pay my respects to past, present and emerging Elders. It is a privilege to meet, live and learn on Nyooongar land.



This e-mail and any attachments are intended for the addressee(s) only and may be confidential. They may contain legally privileged or copyright material. You should not read, copy, use or disclose them without authorisation. If you are not the intended recipient please contact the sender as soon as possible by return e-mail, and then please delete both messages.



Officer Comment

Given the significance of the occasion and the longstanding role of the School within the community, the request is considered reasonable.

With the exception of the Large Marquee and Complex hire, all other items listed in Mr Moll's correspondence—such as tables, chairs, and gas heaters—are included as part of the standard event kit that accompanies Complex bookings. Set-up for the event is proposed to

commence on Friday, 12 September and pack-up to be completed on Sunday, 14 September. Standard conditions will apply for the use of the Large Marquee, and it is recommended that the school provide a minimum of four volunteers to assist with its assembly and disassembly.

Historically, the Shire has supported Mukinbudin District High School by providing free use of various community facilities, including (but not limited to) the Aquatic Centre for swimming carnivals, the Sporting Complex for athletics carnivals, and the Memorial Hall for school productions and drama events.

Consultation

Tanika McLennan - Chief Executive Officer

Gary Shadbolt - Shire President

Renee Jenkin - Deputy Chief Executive Officer

Strategic & Social Implications

Strategic Pillar 2 Access to quality recreation and leisure facilities

- Goal 7 - 7.1 Advocate to retain the highest level of education at Mukinbudin DHS

Statutory Environment

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,
 which is owed to the local government.

** Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended: No. 64 of 1998 s. 39.]

Policy Implications

Nil

Financial Implications

Should the officer's recommendation be endorsed, it would result in a total foregone income of \$3,395.00—comprised of \$795 for the three-day all-venue hire of the Sporting Complex and \$2,600 for the hire of the Large Marquee.

OFFICER RECOMMENDATION**Council Decision Number – 14 07 2025****Moved: Cr Walker****Seconded: Cr Farina****That the following fees be waived for the Mukinbudin District High School Centenary Celebration event on Saturday September 13, 2025:**

3 x All-Venue hire of the Sporting Complex at \$265 per day	Total \$795 (inc GST)
1 x Large Marquee hire	Total \$2,600 (inc GST)

**Carried 6/0
by Absolute Majority**

9.3.4 Education Meeting with Mukinbudin District High School	
Location:	Mukinbudin
File Ref:	ADM 232
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	8 th July 2025
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	Nil

Summary

For Council to endorse the Chief Executive Officer, Shire President and Deputy Shire President participating in a meeting with Mukinbudin District High School Principal, Mr Karl Moll, and Deputy Principal, Mrs Melanie Walker.

Background Information

Over the past three years, there has been a noticeable increase in the number of families within the Mukinbudin Community choosing alternative education pathways, including homeschooling and distance education. In addition, the school has experienced a significant turnover of teaching staff over the past 3–5 years. These developments have been brought to the attention of the Shire, with community members expressing concerns about the long-term stability, quality of education and future of the school.

Officer Comment

Following the recent adoption of Council's Integrated Strategic Plan 2025–2035, and in light of Council's renewed commitment to advocacy, particularly in leading and representing the community on matters of significant local concern, it is considered timely and appropriate to initiate a meeting with the senior leadership of Mukinbudin District High School.

The purpose of this meeting would be to engage directly with the Principal and Deputy Principal to better understand current challenges facing the school, particularly those raised by community members regarding staffing stability and the increasing shift toward alternative education methods. By identifying key areas where the Shire may be able to provide practical support or advocacy, Council can ensure it is actively contributing to the retention and enhancement of high-quality education at Mukinbudin DHS.

This proactive approach aligns with Council's strategic priorities and reinforces its broader role in supporting the long-term sustainability and vibrancy of the local community. A strong and stable local school has a positive flow on effect for the wider community, including local businesses, organisations, and families.

Consultation

Tanika McLennan - Chief Executive Officer
Gary Shadbolt - Shire President

Strategic & Social Implications

Strategic Pillar 2

Goal 7 - 7.1 Advocate to retain the highest level of education at Mukinbudin DHS

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are no financial implications.

OFFICER RECOMMENDATION**Council Decision Number – 15 07 2025****Moved: Cr Ventris****Seconded: Cr Bent**

That Council endorse the Chief Executive Officer, Shire President and Deputy Shire President arranging and participate in a meeting with Mr Karl Moll, Principal, and Mrs Melanie Walker, Deputy Principal, of Mukinbudin District High School to discuss the future direction and sustainability of education at the school.

Carried 6/0

9.3.5 Quarterly Progress Report – Integrated Strategic Plan 2025–2035	
Location:	Mukinbudin
File Ref:	ADM 221
Applicant:	Nil
Date:	15 th July 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Traffic Light Report – Strategic Plan (Quarter Ending June 2025)
Documents Tabled	Nil

Summary

In accordance with the Shire of Mukinbudin’s Integrated Strategic Plan 2025–2035, Council is to receive quarterly updates to monitor progress against priority projects. A traffic light format is used to provide a visual summary of performance across each strategic pillar. The attached report covers the quarter ending June 2024.

Background Information





The Integrated Strategic Plan commits Council to transparent quarterly reporting (Page 10). This mechanism ensures Council and the community are informed of progress toward key strategic outcomes.

This report aligns with Strategy 10.3:

"Quarterly report to the community on progress against our Integrated Strategic Plan"

Officer Comment

The report has been compiled based on updates from responsible officers for each priority project. Progress is coded using a simple colour system:

-  On Track
-  Needs Attention
-  Not Started
-  Completed

Projects requiring additional support or resources may be flagged for further Council consideration.

Consultation

Relevant Senior Staff

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

- Pillar 4: Civic Leadership
 - Goal 10: Regularly engage with our community
 - Strategy 10.3: Quarterly report to the community on progress against our Integrated Strategic Plan

Statutory Environment

Local Government Act 1995, s.5.56

Local Government (Administration) Regulations 1996, Reg. 19CA and 19C (IPR Framework)

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number – 16 07 2025

Moved: Cr Walker

Seconded: Cr McGlashen

That Council receives the quarterly progress report against the Integrated Strategic Plan 2025–2035 for the period ending June 2025, as presented.

Carried 6/0

Late Item

9.3.6 Request for Tender – Ford Ranger Wildtrak 01.202526 & 02.202526	
Location:	Mukinbudin
File Ref:	ADM 429
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	7 th July 2025
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	Nil

Summary

To allow Council to consider Tenders for the sale of two (2) 2025 Ford Ranger Wildtrak's, being MBL1 - Silver (CEO vehicle) and 1MBL – White (DCEO vehicle).

Background Information

Under delegation No. 1 (1) (d) the Chief Executive Officer recently called Tenders for the outright purchase of two (2) light vehicles.

Request for Tender No. 01.202526 – Ford Ranger Wildtrak Silver (MBL1 - CEO)

Request for Tender No. 02.202526 – Ford Ranger Wildtrak White (1MBL - DCEO)

Both Tenders close at 4pm on Thursday 17th July 2025.

Council made an allowance for replacement vehicles in the 2025/2026 Budget.

Officer Comment

At close of Tenders on 17th July 2025 the following Tenders were received:

TENDER SUMMARY FORM



TENDER No:	RFT 01.202526	
CLOSING DATE/TIME:	17 th July 2025, 4.00pm	
DATE OPENED:	17 th July 2025	
TIME OPENED:	4:01 PM	
LOCATION OPENED:	Shire Administration Office	
IN THE PRESENCE OF:	LUCIA SCARF	
	JULIET NIXON	

TENDER FROM	DETAILS	Price
<i>NOTHING RECEIVED</i>		

TENDER SUMMARY FORM



TENDER No:	RFT 02.202526	
CLOSING DATE/TIME:	17 th July 2025, 4.00pm	
DATE OPENED:	17 th July 2025	
TIME OPENED:	4:01 PM	
LOCATION OPENED:	Shire Administration Office	
IN THE PRESENCE OF:	LUCIA SCARF	
	JULIET NIXON	

TENDER FROM	DETAILS	Price
JOSH COLBACK	OUTRIGHT PURCHASE	\$51,600.00

Council has made an allowance of \$110,000 in the 2025/2026 Draft Budget for the disposal of both vehicles. No tender was received for MBL 1. The tender received for 1MBL is \$6,900 less than the trade in offered. It is therefore not recommended that the tender be accepted.

Consultation

Nil

Strategic & Social Implications

Nil

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

Nil – it is not recommended that the tender be accepted.

OFFICER RECOMMENDATION

Council Decision Number – 17 07 2025

Moved: Cr Farina

Seconded: Cr Bent

That Council decline the tender received for the sale of 2025 Ford Ranger Wildtrak White (1MBL - P010), for a sale price of fifty-one thousand, six hundred dollars (\$51,600) inclusive of GST.

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 3.04 pm.



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 22nd July 2025 were confirmed at the Ordinary Meeting of Council held on 19th August 2025.

Signed: _____

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

Date: _____