



AGENDA

Ordinary Meeting of Council



Meeting to be held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 2.30pm Tuesday 20th August 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.



Tanika McLennan
ACTING CHIEF EXECUTIVE OFFICER

Vision Statement

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

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AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 20th August 2024

1. Declaration of Opening

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

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

2.1 Present:

Cr G Shadbolt	Shire President
Cr R Nicoletti	Deputy Shire President

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

2.2 Staff:

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

2.3 Visitors:

2.4 Apologies:

2.5 On leave of absence:

2.6 Applications for leave of absence:

3. Public Question Time (max 15 minutes)

3.1 Response to previous questions taken on notice.
 Nil

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

The Shire President to declare public question time open at ___pm.

3.3 Declaration of public question time closed

The Shire President to declare public question time closed at ___pm.

4. Declarations of Interest

5. Petitions, deputations, and presentations

5.1 Petitions

5.2 Deputations

5.3 Presentations

Tara Chambers - Mukinbudin Community Bank

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 16th July 2024.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

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

- **Ordinary Meeting of Council held on 16th July 2024.**

Carried /

8. Committee Meetings

8.1 Receipt of Minutes of Committee Meetings

8.1.1 NEWROC Executive Meeting 25th June 2024

[NEWROC Executive Meeting Minutes](#)

8.1.2 NEWROC Council Meeting 30th July 2024

[NEWROC Council Meeting Minutes](#)

8.1.3 SRRG Meeting 23rd July 2024

[SRRG Meeting Minutes](#)

8.1.4 NewTravel Meeting 27th July 2024

[NewTravel Meeting Minutes](#)

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the Minutes of the following committee meetings be received.

- NEWROC Executive Meeting held 25th June 2024
- NEWROC Council Meeting held 30th July 2024
- SRRG Meeting held 23rd July 2024
- NewTravel Meeting held 27th July 2024

Carried /

8.2 Recommendations from Committee Meeting for Council Consideration

9.1 Monthly Information Report

9.1.1 July 2024 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	12 th August 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	August 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, 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 August Information Report.

Consultation

Tania Sprigg – Caravan Park Manager

Craig Powell – 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 –

Moved: Cr

Seconded: Cr

That Council receive the August 2024 Information Report.

Carried /

9.2 Finance Reports

9.2.1 List of Payments – July 2024	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	6 th August 2024
Disclosure of Interest:	
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 (5 pages) List of Payments – Restricted Municipal Account (2 pages) Corporate Credit Card Statement – July 2024 (6 pages) Credit Card Summary – July 2024 (1 page) Fuel Cards Statement – July 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 July 2024 for endorsement by Council.

Background Information

A list of payments submitted to Council on 20th August 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 2024/2025 Budget.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

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

Municipal Fund:

Muni EFTs	EFT 9365	to	EFT 9442	\$569,555.59
Muni Cheques	Chq 31979	to	Chq 31982	\$1,170.94
Muni Direct Debits (Superannuation, loans, leases)	DD 12026.1	to	DD 12121.13	\$68,147.41
Pays on (Not included on payment listing)	04/07/2024 & 18/07/2024			\$105,914.39
Total Municipal Funds				\$744,788.33

Restricted Muni Fund:

RMF EFTs	EFT -	to	EFT -	\$0.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 12024.1	to	DD 12130.1	\$22,331.55
Total Restricted Muni Funds				\$22,331.55

Carried /

9.2.2 Monthly Statement of Financial Activity Report – 31 July 2024	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Darren Long – Financial Consultant
Date:	11 th August 2024
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Darren Long – Financial Consultant
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For the period ended 31 July 2024 (46 Pages)
Documents Tabled	Nil

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

Summary

The Monthly Financial Report for 31 July 2024 is presented for Council's 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 Financial Position;
- (g) Capital acquisitions;
- (h) Disposal of Assets;
- (i) Statement of Cash Back Reserves;
- (j) Loan Borrowings Statement;
- (k) Restricted Cash Statement;
- (l) Trust Fund Statement; and
- (m) 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.

As the 2024-25 budget has not yet been adopted, no comparatives are provided for this month's reporting.

The Statement of Financial Activity as at 31 July shows a closing surplus of \$1,948,209.

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, 5, and 6 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

There is no direct financial implication in relation to this matter.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That Council receive the Monthly Financial Report for the period ending 31 July 2024.****Carried /**

9.2.3 2024/25 Annual Budget	
Location:	Mukinbudin
File Ref:	ADM 016
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	12 th August 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	2024/25 Draft Budget
Documents Tabled	Nil

If a Councillor has any questions regarding this agenda item, please contact the Acting CEO prior to the meeting so that a researched answer may be provided.

Summary

To consider and adopt the Municipal Fund Budget for the 2024/25 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, establishment of new reserve account funds, setting of Council members fees for the year and other consequential matters arising from the budget papers.

Background Information

The draft 2024/25 budget has been compiled based on the principles contained in the Strategic Community Plan and Plan for the Future. The 2024/25 draft budget has been prepared in accordance with the presentation made to councillors at the budget workshop held 16 July 2024.

Officer Comment

The budget has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. The main features of the draft budget include:

- The budget has been prepared with a 3.6% rate increase in line with the forward financial plans contained in the Plan for the Future. This increase applies to all differential general rate categories.
- Fees and charges have also been increased by an average of 5% and were adopted at the ordinary meeting of Council, held 21 May 2024.
- Council Member Fees & Allowances were considered at the ordinary meeting of Council, held 21 May 2024 and no changes were made.
- Household and commercial waste charges are proposed to increase by 5%.
- The recurrent operating budget includes an overall increase in estimated expenditure of 4% although individual line items may vary from this based on specific factors affecting each of these) and continues the focus on improved service delivery to the community. There is no increase in staff numbers planned.
- A capital works program totalling \$5.98m for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is the major component of this (\$3.82m) in line with Council's strategy to increase the investment in road and associated assets.
- An estimated surplus of \$2.81m is anticipated to be brought forward from 30 June 2024. However, this is unaudited and may change. Any change will be addressed as part of a future budget review.
- The draft 2024/25 budget continues to deliver on other strategies adopted by the council and maintains a high level of service across all programs while ensuring an

- increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

Strategic & Social Implications

The draft 2024/25 Annual Budget has been developed having regard for the Shire's Plan for the Future and Corporate Business Plan as adopted by Council.

Consultation

While no specific consultation has occurred on the draft 2024/25 annual budget, community consultation and engagement has previously occurred during development of the Strategic Community Plan from which the Corporate Business Plan was developed.

Extensive internal consultation has occurred with all business units and through briefings and workshops with Council members.

Statutory Environment

Local Government Act 1995, Local Government (Financial Management) Regulations 1996.

Local Government Act 1995

LGA S6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The draft 2024/25 budget as presented is considered to meet statutory requirements.

Section 67 of the Waste Avoidance and Resource Recovery Act 2007 enables a local government to impose an annual charge in respect of premises provided with a waste service by the local government.

Section 7B(2) of the Salaries and Allowances Act 1975 requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine –

- the amount of fees to be paid to Council members;
- the amount of expenses to be reimbursed to Council members;
- the amount of allowances to be paid to Council members.

The Determination on Local Government Chief Executive Officers and Elected Members requires local governments to set an amount within the relevant range determined for fees, expenses or allowances.

Section 5.98 of the Local Government Act 1995 sets out fees, expenses and reimbursements etc payable to Council members as determined by the Tribunal.

Section 5.98A of the Local Government Act 1995 sets out fees etc payable to and sets out allowances which may be paid to deputy Presidents or deputy Mayors up to a percentage determined by the Tribunal (Absolute Majority required).

Section 5.99 provides a local government may pay an annual fee in lieu of fees for attending meetings, as determined by the Tribunal (Absolute Majority required).

Section 5.99A sets out a local government may pay an annual allowance for Council members in lieu of reimbursement of expenses, as determined by the Tribunal (Absolute Majority required).

Regulations 30, 31, 32, and 34ACA of the Local Government (Administration) Regulations 1996 set the limits, parameters and types of allowances that can be paid to Council members.

Policy Implications

There are no known policy implications arising from this report.

Financial Implications

Specific financial implications are as outlined in the body of this report and as itemised in the draft 2024/25 budget attached for adoption.

OFFICER RECOMMENDATION 1

Council Decision Number –

Moved: Cr

Seconded: Cr

Recommendation 1 – 2024/25 Annual Budget (Absolute Majority Required)

Pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, council adopt the Budget as contained in Attachment 9.2.3, for the 2024/25 financial year which includes the following:

- **Statement of Comprehensive Income.**
- **Statement of Cash Flows.**
- **Statement of Financial Activity.**
- **Notes to and Forming Part of the Budget.**

Carried /

OFFICER RECOMMENDATION 2

Council Decision Number –

Moved: Cr

Seconded: Cr

Recommendation 2 - Levels Of Materiality (Simple Majority Required)

That in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, the level to be used in statements of financial activity in 2024/25 for reporting material variances shall be 10% and greater than \$11,000.

Carried /

OFFICER RECOMMENDATION 3

Council Decision Number –

Moved: Cr

Seconded: Cr

Recommendation 3 – General Rates, Minimum Payments, Instalment Arrangements, Discounts and Interest ((Absolute Majority Required)

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Recommendation 1 above, Council, pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, impose the following general rates and minimum payments on Gross Rental and Unimproved Values:
 - 1.1 General Rates

Gross Rental Value	16.2197 cents in the dollar
Unimproved Value	1.8218 cents in the dollar
 - 1.2 Minimum Payments

Gross Rental Value	\$472
Unimproved Value	\$658

2. Pursuant to Section 6.45 of *the Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:
 - Option 1 (Full Payment)

Full amount of rates and charges including arrears, to be paid on or before 30 September 2024 or 35 days after the date of issue appearing on the rate notice whichever is the later.
 - Option 2 (Four Instalments)
 - First instalment to be made on or before 30 September 2024 or 35 days after the date of issue appearing on the rate notice, whichever is later, including all arrears and a quarter of the current rates and service charges;
 - Second instalment to be made on or before 2 December 2024, or 2 months after the due date of the first instalment, whichever is later;
 - Third instalment to be made on or before 3 February 2025, or 2 months after the due date of the second instalment, whichever is later; and
 - Fourth instalment to be made on or before 3 April 2025, or 2 months after the due date of the third instalment, whichever is later.

3. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$20 for each instalment after the initial instalment is paid.

4. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

5. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial*

***Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.**

Carried /

9.3 Chief Executive Officer's Reports

9.3.1 Request for Tender – Shed, Lot 35 (7) Shadbolt Street, Mukinbudin	
Location:	Mukinbudin
File Ref:	ADM 487
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	12 August 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 Tenders for the purchase and removal of the shed at Lot 35 (7) Shadbolt Street, Mukinbudin.

Background Information

Council recently called Tenders (Tender No. 01.202425) closing Friday 9 August 2024 for the purchase and removal of the shed at Lot 35 (7) Shadbolt Street, Mukinbudin.

Officer Comment

At close of Tender on 9 August 2024 the following Tenders were received:

TENDER SUMMARY FORM



TENDER No:	RFT 01.202425	
CLOSING DATE/TIME:	9 th August 2024, 4pm.	
DATE OPENED:	9 th August 2024	
TIME OPENED:	4:01pm	
LOCATION OPENED:	Shire Administration Office	
IN THE PRESENCE OF:	Lucia Scan	
	Renee Jenkin	

TENDER FROM	DETAILS	Price
Ryan Butcher	outright purchase : removal	\$500.00
H.S de Jager	outright purchase : removal	\$250.00
Bianca Heel	outright purchase : removal (increased permit)	\$1000.00

Tendered prices include GST.

The tender offer from Bianca Heel was not originally submitted on the correct form and was therefore not signed or dated, nor did it include Ms Heel's contact details. Ms Heel has since supplied this information in support of her tender offer.

Council is not required to accept the highest or any tender.

Consultation

Nil

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

Demolition of the Café and associated outbuildings is included in the draft 2024/25 Annual Budget. The sale of the shed was not considered in the Annual Budget. Should Council resolve to accept the highest tender it will result in receipt of \$909.09 unbudgeted revenue.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council accept the Tender from Bianca Heel for the purchase and removal of the shed at Lot 35 (7) Shadbolt Street, Mukinbudin, for a sale price of one thousand dollars (\$1,000) including GST.

Carried /

9.3.2 Shire of Mukinbudin – Delegated Authority Register	
Location:	All of Shire
File Ref:	ADM 309
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	12 August 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	Shire of Mukinbudin Delegated Authority Register – Delegation 1
Documents Tabled	Nil

Summary

Delegation No. 1 – Implementation of the Budget, has been revised to reflect changes in the Shire workforce and is presented for Council consideration.

Background Information

The annual review of the Delegation Register was conducted in May 2024 however changes to staff positions and titles since then, has meant that Delegation No. 1 – Implementation of the Budget, is no longer accurate or relevant to current needs.

Officer Comment

The Acting Chief Executive Officer has reviewed the Register of Delegations and recommends the following changes to Delegation No. 1 - Implementation of the Budget:

- Update the title of the Work Supervisor to reflect the current position title
- Remove Manager of Finance as the position is now redundant
- Add Technical Officer to Teir 2 to allow the employee to raise purchase orders to the value of \$2,500

A copy of the revised delegation, showing the suggested changes is attached for reference.

Consultation

Renee Jenkin – Manager of Corporate and Community Services

Strategic & Social Implications

Nil

Statutory Environment

Under the *Local Government Act 1995* there are basically two types of delegations Council may make:

- Delegations to a Committee of Council or
- Delegations to the CEO

The *Local Government Act 1995* states the following for delegations to the CEO:

5.42. *Delegation of some powers and duties to CEO*

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

5.43. *Limits on delegations to CEO*

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]

5.44. *CEO may delegate powers and duties to other employees*

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) —
conditions includes qualifications, limitations or exceptions.

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

5.45. *Other matters relevant to delegations under this Division*

(1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —

(a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

5.46. *Register of, and records relevant to, delegations to CEO and employees*

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council adopts the reviewed Register of Delegations, Delegation No. 1 – Implementation of the budget as presented.

Carried /

9.3.3 WALGA Local Government Convention - Voting Delegate	
Location:	Mukinbudin
File Ref:	ADM 016
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	12 th August 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

For Council to choose the voting delegates for the WALGA Annual General Meeting to be held during the Annual WALGA Conference in Perth on Wednesday 9 October 2024, commencing at 2.30 pm.

Background Information

Historically the Shire President and Deputy President are the nominated Council representatives and this year both will be attending the conference.

Officer Comment

As both the President (Cr Shadbolt) and Deputy President (Cr Nicoletti) will be attending the conference it is recommended that each be nominated as the Council representative accordingly.

It should be noted that Council may nominate any Elected Member attending the conference to be the chosen representative however the majority will ordinarily choose the most senior of the positions held.

Consultation

Nil

Strategic & Social Implications

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr**

That Council nominate President, Cr Gary Shadbolt and Deputy President, Cr Romina Nicoletti as the Shire voting delegates for the 2024 WALGA AGM to be held on Wednesday 9 October 2024.

Carried /

9.3.4 New Fee & Charge – 4 Salmon Gum Alley, Mukinbudin	
Location:	4 Salmon Gum Alley, Mukinbudin
File Ref:	ADM 299
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	14 th August 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	Nil
Documents Tabled	Nil

Summary:

Council is asked to consider implementing a new rental fee for the residential property, 4 Salmon Gum Alley.

Background Information:

The property at 4 Salmon Gum Alley is currently set aside as a staff residence and will be occupied by the Manager of Finance until 4 September 2024.

Officer Comment:

Due to the recent redundancy of the Manager of Finance position, the residence is not currently required as a staff house. Whilst this may change in the future, in the short term it can be used for community housing and as such, a rental fee will need to be adopted.

The most recent Tenancy Agreement for this property was prepared in 2021 and indicates a rental fee of \$275 per week. On this basis, and in consideration of the adopted rental fees for existing Shire owned community housing, a fee of \$290 per week is proposed for 4 Salmon Gum Alley.

Consultation:

Renee Jenkin – Manager of Corporate & Community Services
Lucia Scari – Senior Finance Officer

Strategic & Social Implications

Outcome 1.4 - A quality lifestyle

1.4.1 Advocate promote and market the Shire as a place to live, work and visit

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

4.1.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

Statutory Environment

Setting of Fees and Charges General Financial Management of Council, Council 2019/20 Budget, *Local Government (Financial Management) Regulations 1996*, r34, *Local Government Act 1995*, section 6.17, 6.19

6.16. Imposition of fees and charges

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

* *Absolute majority required.*

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

6.19. Local government to give notice of fees and charges

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

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

Policy Implications

Nil

Financial Implications:

In order to rent 4 Salmon Gum Alley, Mukinbudin to a member of the public, some remedial works are required to rectify a water leak in the ensuite bathroom. The cost of these works has been included in the building maintenance budget however no income has been budgeted for this property. The rental income is anticipated to offset the maintenance costs.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That:**

1. **The 2024/2025 Schedule of Fees & Charges be amended to include a new fee for rental of 4 Salmon Gum Alley, Mukinbudin as follows:**

Two hundred and Ninety Dollars (\$290) per week (GST Free)

2. **The new fee be advertised as effective from 5 September 2024, in accordance with section 6.19 of the Local Government Act 1995.**

Carried /

9.3.5 Indoor Community Cinema	
Location:	Mukinbudin Memorial Hall
File Ref:	ADM 370
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	14 August 2024
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Simple
Documents Attached	Nil
Documents Tabled	Nil

Summary

For Council to consider giving approval and providing a financial contribution to cinema equipment, to be located at the Mukinbudin Memorial Hall.

Background Information

Email correspondence was received from Mrs Sonia Watson of Mukinbudin Planning and Development Inc on 13 August 2024. Mrs Watson writes:

CEO

Tanika McLennan
Shire of Mukinbudin
Shadbolt St,
Mukinbudin, WA
6479

Dear Tanika,

Hello, I'm Sonia Watson, a former long-time resident and farmer of Bonnie Rock, Mukinbudin.(1988-2006). Additionally, I spent 10 years as a children's dance instructor for Mukinbudin School of Dance. Now, in my retirement, I've taken on the role of a self-proclaimed 'special interest community volunteer,' dedicating my time to supporting local initiatives. My family has strong ties to the community; my husband Graeme (former Shire Councillor- 2004-5) and I raised our three children here, all of whom completed their primary education at Mukinbudin District High School (MDHS). Currently, I'm focused on raising awareness about domestic violence and promoting the upcoming play, 'I'm With Her,' written by Walkley Award Winner Victoria Midwinter Pitt, scheduled for presentation on March 8, 2025.

I'm excited to seek shore permission for/ share a project idea that could benefit the community and school's drama productions, stage and general hall events and our wider town community. In collaboration with Mrs. Claire Smith, Secretary of Planning and Development, I am proposing the introduction of Community Indoor Cinema.

We plan to apply for funding from the Bendigo Bank to cover the costs of the necessary equipment, including a ceiling mounted projector and full-sized projector screen for the Memorial Town Hall stage. (Contact of appropriate expertise has begun for planning and

selection of the equipment. Estimated equipment would be as follows:- white stage width and height, backdrop screen and a ceiling mounted audiovisual projector for imaging.)

The equipment would be proposed to become the property of the shire and be maintained accordingly, ensuring a long-term benefit for our community.

To support our application, we'd value your consideration of the benefits to the community and would be grateful if you could provide a letter of support and consider a financial contribution from the shire by considering the ongoing maintenance of the equipment. This would help highlight the advantages of this project for our school community and local families.

Your support would make a big difference in helping us secure the funding we need, Tanika. Please let me know if this is something you'd be willing to consider.

Thanks for taking the time to think about this proposal. I look forward to hearing from you soon.

Best regards,

Sonia Watson

Producer - "I'm With Her"

Financial member -Mukinbudin Planning and Development inc.

Officer Comment

Whilst Mrs Watson's concept for an indoor community cinema has some merit and would deliver some benefit to the community, it should be noted that in recent years a portable cinema was jointly purchased by the Mukinbudin District High School Parents and Citizens Association, the Mukinbudin Community Resource Centre, Mukinbudin Planning and Development Inc and the Shire of Mukinbudin. This setup consists of a portable screen and projector, which can be used in both indoor and outdoor settings. An indoor community cinema to be located at the Mukinbudin Memorial Hall would be a duplication of this service.

Consultation

Renee Jenkin, Manager Corporate and Community Services

Strategic & Social Implications

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

4.1.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

No budget provision has been made for the maintenance of an indoor cinema, however there is not likely to be any maintenance required in the first year. Operating costs would be limited to electricity and be minimal.

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr**

That Mukinbudin Planning and Development Inc be advised that Council does not support the concept of an Indoor Community Cinema on the basis that it is a duplication of an existing community resource.

Carried /

9.3.6 Waive Fee – Hire of Bell Glamping Tents	
Location:	Mukinbudin Caravan Park & Recreation Ground
File Ref:	ADM 299
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	14 August 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	Nil
Documents Tabled	Nil

Summary

For Council to consider waiving the fee for hire of the Bell Glamping Tents for the Mukinbudin Football Club season opener event.

Background Information

Email correspondence was received on 13 August 2024 from Mrs Abi Farina on behalf of the Mukinbudin Football Club. Mrs Farina writes:

I'm applying for CBH grassroots funding on behalf of the footy club to hold a season opener event of Croquet and Cricket Sundowner prior to the first fixture next year. It would be an event run by the footy club that the whole community is invited to attend.

If the football club paid for the hire of the large marquee including setup and pack down for the \$2,500, would the shire consider an in-kind donation of the following items at a total of \$410.00;

<i>Festoon lighting</i>	<i>Shire of Mukinbudin</i>	<i>60.00</i>
<i>Fairy lights</i>	<i>Shire of Mukinbudin</i>	<i>20.00</i>
<i>Outdoor tables x 10</i>	<i>Shire of Mukinbudin</i>	<i>50.00</i>
<i>Outdoor chairs x 50</i>	<i>Shire of Mukinbudin</i>	<i>100.00</i>
<i>Outdoor bar tables x 2</i>	<i>Shire of Mukinbudin</i>	<i>60.00</i>
<i>Outdoor bell tent x 2</i>	<i>Shire of Mukinbudin</i>	<i>120.00</i>

Officer Comment

With the exception of the bell tents, all items listed in Mrs Farina's email are part of the event kit which is included with the complex hire. As this event aligns with the Football Club's regular season and annual fees, these items are already available for use at no additional cost to the club.

Regarding the bell tents, a \$60 fee applies per tent, per night, at the Caravan Park. However, given that Football Club Sundowner would provide an excellent opportunity to showcase the tents and raise awareness of their availability, they could easily be relocated by Shire staff for the event. If the tents are erected on Friday and dismantled on Monday, this amounts to \$120.00 per night, for both tents, over three nights, totalling \$360.00.

Consultation

Renee Jenkin, Manager Corporate and Community Services

Strategic & Social Implications

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

4.1.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

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

If the officer recommendation is passed, this will result in a loss of \$360 income from the Bell Glamping Tents.

OFFICER RECOMMENDATION**Council Decision Number –**

Moved: Cr

Seconded: Cr

That the following fees be waived for the Mukinbudin Football Club season opener sundowner event:

2 x Glamping Bell Tents at \$60 per night x 3 Nights Total \$360 (GST Inc)

Carried /

****CONFIDENTIAL ITEM****

9.3.7 Australian of the Year, Local Hero	
Location:	Mukinbudin
File Ref:	ADM 278
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	12 August 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

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 –

Moved: Cr

Seconded: Cr

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 /

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the meeting be reopened to members of the public.

Carried /

9.3.8 NEWROC Economic Development Strategy 2024-2029 and Economic Profile	
Location:	Whole of Shire
File Ref:	ADM 205
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	14 August 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	NEWROC Economic Development Strategy 2024-2029 and Economic Profile
Documents Tabled	Nil

Summary

For Council to endorse the North Eastern Wheatbelt Regional Organisation of Councils Economic Development Strategy 2024-2029.

Background Information

The North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) adopted the attached NEWROC Economic Development Strategy and Economic Profile at the meeting held on 30 July 2024.

The documents were developed by a NEWROC Economic Development Sub Committee over a number of meetings following an economic development presentation to NEWROC by the Wheatbelt Development Commission on 27 April 2023.

Officer Comment

The intent of the NEWROC Economic Development Strategy 2024-2029 is to establish a framework for the joint and collaborative progression of economic development actions, initiatives and priorities across the region.

It details the following priority areas of focus for NEWROC:

- Infrastructure Investment and Service Delivery
- Tourism Sector Growth
- Small Business Development
- Local Communities Revitalisation
- Regional Brand Establishment

Consultation

NEWROC

Wheatbelt Development Commission

Strategic & Social Implications

Outcome 2.1 - A innovative, vibrant and entrepreneurial local economy

- 2.1.1 A business friendly Shire with a diverse economic base
- 2.1.2 A skilled and capable local workforce with diverse career opportunities
- 2.1.3 Lobby for the infrastructure necessary to support commercial and business growth
- 2.1.4 Enhance the aesthetic environment to support business opportunities
- 2.1.5 Promote and market land availability and lifestyle benefits to the commercial property market
- 2.1.6 Support investing in local apprenticeships and traineeships

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

- 4.1.6 Facilitate resource sharing on a regional basis

Statutory Environment

Nil

Policy Implications

There are no direct policy implications in endorsing the Economic Development Strategy and Economic Profile, however some of the strategies and outcomes are likely to have future policy implications for the Shire.

Financial Implications

There are no direct financial implications in endorsing the Economic Development Strategy and Economic Profile, however some of the strategies and outcomes are likely to have future financial implications for the Shire.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the attached North Eastern Wheatbelt Regional Organisation of Council's Economic Development Strategy 2024-2029 and Economic Profile be endorsed.

Carried /

9.3.9 Waive Fee – Private Works	
Location:	Mukinbudin 1950's Farm Shed
File Ref:	ADM 299
Applicant:	Tanika McLennan, Acting Chief Executive Officer
Date:	16 August 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	Nil
Documents Tabled	Nil

Summary

For Council to consider waiving the fee for private works to remove cement footings left behind on Reg McInnes' farm, after removal of a dome shelter by the Mukinbudin 1950's Farm Shed volunteers.

Background Information

Correspondence was received on 15 August 2024 from Mr Rod Butcher, President of the Mukinbudin 1950's Farm Shed. Mr Butcher writes:

Mukinbudin 1950's Farm Shed

President : Rod Butcher
 Vice President : Robin Smith
 Secretary : Owen Copeland
 Treasurer : Claire Smith

15th August 2024

Acting CEO
 Shire of Mukinbudin
 PO Box 67
 MUKINBUDIN WA 6479

Dear Tanika

Further to my conversation with your Works Supervisor and Renee, I would like to request that Council help the Mukinbudin 1950's Farm Shed remove some cement blocks from Reg Mcinne's farm.

We have been given a dome shelter, which has been removed from the McInnes family for the Shed's use. When removing this we were unable to remove the cement footings which was part of the agreement.

This work can be done by the Shire which is much appreciated and we now request that Council waive the private works charge if possible to help out our volunteers.

Kind Regards



Rod Butcher
 PRESIDENT

Officer Comment

Works Supervisor, Craig Powell, has estimated that removal of the footings should take no more than 4 hours, using the shire backhoe. The wet hire rate for the backhoe is \$140/hour (GST Inc), therefore the total consideration equates to \$560 (GST Inc).

Consultation

Craig Powell, Works Supervisor
 Renee Jenkin, Manager Corporate and Community Services

Strategic & Social Implications

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

4.1.3 Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance

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

If the officer recommendation is passed, this will result in a loss of \$560 (GST Inc) income from private works.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the following fees be waived for the Mukinbudin 1950's Farm Shed:

Private Works - Backhoe at \$140 per hour x 4 hours Total \$560 (GST Inc)

Carried /

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

10.1 Nil

11. Urgent Business Approved by Person Presiding or by Decision

11.1 Nil

12. Closure of Meeting

12.1 The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at ____pm.