



CONFIRMED MINUTES

Ordinary Meeting of Council



Meeting held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 1.00pm Tuesday 19th August 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 19th August 2025.

1. Declaration of Opening

The Shire President declared the Meeting open at 1.07pm.

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
Renee Jenkin	Deputy Chief Executive Officer

2.3 Visitors:

Krystal Olsson	MDHS Student
Corey Ward	MDHS Student
Sophie Schiller	MDHS Student
Ava Lamond	MDHS Student
Shiloh Waters	MDHS Student
Matilda Cronje	MDHS Student
Maitland English	MDHS Student
Allison Nixon	MDHS Staff

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 1.08pm.

Ms Shiloh Waters asked how students could best support the Shire in acquiring a proper skateboard quarter pipe or kicker ramps for a skate park.

Cr Shadbolt explained that students and community members need to demonstrate a clear demand for the infrastructure in order for Council to explore potential funding opportunities. He encouraged all students to share their ideas or requests with Council members.

Cr Farina also suggested that students take photos of similar projects they've seen elsewhere to provide context and assist Council in researching the proposals further.

Ms Krystal Olsson asked whether there are any plans to install air conditioning in the Indoor Court at the Sporting Complex.

Cr Shadbolt explained that there are currently no plans in place, noting that the size and design of the building presents significant logistical challenges. He added that when considering facility upgrades, Council takes into account factors such as cost, usage and community need.

Mr Corey Ward expressed his thanks to Council for giving the Leadership Group the opportunity to attend the meeting.

Cr Shadbolt thanked all the Student Leaders for attending the meeting and encouraged all community members to attend Council meetings.

3.3 Declaration of public question time closed

The Shire President declared public question time closed at 1.14pm.

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 Ordinary Meeting of Council held on 22nd July 2025.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 03 08 2025

Moved: Cr Ventris

Seconded: Cr Walker

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

- **Ordinary Meeting of Council held on 22nd July 2025.**

Carried 6 / 0

8. Committee Meetings

8.1 Receipt of Minutes of Committee Meetings

8.1.1 NEWROC Council Meeting 5th August 2025

[NEWROC Minutes](#)

8.1.2 NewTravel Annual General Meeting 24th July 2025

[NewTravel Minutes](#)

8.1.3 Audit, Risk and Improvement Committee Meeting Tuesday 19th August 2025
ARIC Minutes

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 04 08 2025

Moved: Cr Bent

Seconded: Cr Farina

That the Minutes of the following committee meetings be received.

- **NEWROC Council Meeting 5th August 2025**
- **NewTravel Annual General Meeting 24th July 2025**
- **Audit, Risk and Improvement Committee Meeting held on Tuesday 19th August 2025**

Carried 6 / 0

8.2 Recommendations from Committee Meetings for Council Consideration

See item 9.3.5

9.1 Monthly Information Report

9.1.1 August 2025 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	8 th August 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	August 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, Deputy Chief Executive Officer and Chief Executive Officer.

Background Information

The Monthly Information Report serves as a means to provide Council with updates on various operational matters within the Shire of Mukinbudin. These reports offer valuable insights into the performance and progress of the respective areas under the purview of the aforementioned personnel.

Officer Comment

Refer to August Information Report.

Consultation

Tania Sprigg – Caravan Park Manager
 Craig Powell – Works Supervisor
 Jessica McCartney – Community Resource Centre Coordinator
 Renee Jenkin – Deputy Chief Executive Officer
 Tanika McLennan - Chief Executive Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number – 05 08 2025****Moved: Cr McGlashan****Seconded: Cr Walker****That Council receive the August 2025 Information Report.****Carried 6 / 0**

9.2 Finance Reports

9.2.1 List of Payments – July 2025	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	11 th August 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 (5 pages) List of Payments - Restricted Municipal Account (2 pages) Corporate Credit Card Statement – July 2025 (6 pages) Credit Card Summary - July 2025 (1 page) Fuel Cards Statement - July 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 July 2025 for endorsement by Council.

Background Information

A list of payments submitted to Council on 19th August 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 2025/2026 Budget.

OFFICER RECOMMENDATION

Council Decision Number – 06 08 2025

Moved: Cr Walker

Seconded: Cr Ventris

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

Municipal Fund:

Muni EFTs	EFT 10491	to	EFT 10573	\$434,208.77
Muni Cheques	Chq 31999	to	Chq 32000	\$18,334.69
Muni Direct Debits (Superannuation, loans, leases)	DD 13386.1	to	DD 13485.10	\$76,417.26
Pays on (Not included on payment listing)	03/07/2025, 17/07/2025 & 31/07/2025			\$148,863.91
Total Municipal Funds				\$677,824.63

Restricted Muni Fund:

RMF EFTs	EFT 10560	to	EFT 10560	\$9,029.10
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 13405.1	to	DD 13493.1	\$25,090.45
Total Restricted Muni Funds				\$34,119.55

Carried 6 / 0

9.2.2 Monthly Statement of Financial Activity Report – July 2025	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Lucia Scari, Manager Corporate Services
Date:	12 th August 2025
Disclosure of Interest:	Nil
Responsible Officer	Lucia Scari, Manager Corporate Services
Author:	Lucia Scari, Manager Corporate Services
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – July 2025
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

The Monthly Financial Report for July 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 31st July 2025 shows a closing surplus of \$494,897.

Strategic & Social Implications

N/A

Consultation

Bob Waddell – Financial Consultant

Statutory Environment

Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - (b) budget estimates to the end of month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
 - (e) the net current assets at the end of the month to which the statement relates.

Sub regulations 2, 3, 4, and 5 prescribe further details of information to be included in the monthly statement of financial activity.

Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council adopted a policy that the material variation be set at \$11,000 and 10%.

Financial Implications

Nil at this stage.

OFFICER RECOMMENDATION

Council Decision Number – 07 08 2025

Moved: Cr Farina

Seconded: Cr Bent

That Council receive the Monthly Financial Report for the period ending 31st July 2025.

Carried 6 / 0

9.2.3 2025/2026 Annual Budget	
Location:	Mukinbudin
File Ref:	ADM 016
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	11 th August 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	2025/2026 Draft Budget – Statutory 2025/2026 Draft Budget – Schedules
Documents Tabled	Nil

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

Summary

To consider and adopt the Municipal Fund Budget for the 2025/2026 Financial Year, together with supporting schedules, including imposition of rates and minimum payments, establishment of a new reserve account fund and other consequential matters arising from the budget papers.

Background Information

The draft 2025/2026 budget has been compiled based on the principles contained in the Integrated Strategic Plan. The 2025/2026 draft budget has been prepared in accordance with the presentation made to Councillors at the budget workshop held on 24th June 2025.

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 3.5% rate increase.
- Fees and charges have also been increased by an average of 5% and were adopted at the ordinary meeting of Council, held on 20th May 2025.
- Council Member Fees & Allowances were considered at the May 2025 ordinary meeting of Council and were also increased by 3.5%, in accordance with the SAT determination.
- Household and commercial waste charges are proposed to increase by 5%.
- The recurrent operating budget includes an overall decrease in estimated expenditure of \$18.6k, 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.
- A Capital Works Program totalling \$6.82m 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 (\$2.60m).
- An estimated surplus of \$2.81m is anticipated to be brought forward from 30 June 2025. However, this includes an advance payment on the 2025/2026 Financial Assistance Grant. This figure is also unaudited and may change. Any change will be addressed as part of a future budget review.

- The 2025/2026 draft 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 2025/2026 Annual Budget has been developed having regard for the Shire's Integrated Strategic Plan as adopted by Council.

Consultation

While no specific consultation has occurred on the draft 2025/2026 annual budget, community consultation and engagement has previously occurred during development of the Integrated Strategic Plan.

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 2025/2026 budget attached for adoption.

OFFICER RECOMMENDATION 1

Council Decision Number – 08 08 2025

Moved: Cr Ventris

Seconded: Cr Farina

Recommendation 1 – 2025/2026 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 2025/2026 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 6 /0
By Absolutely Majority**

OFFICER RECOMMENDATION 2

Council Decision Number – 09 08 2025

Moved: Cr Walker

Seconded: Cr McGlashan

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 2025/26 for reporting material variances shall be 10% and greater than \$11,000.

Carried 6 / 0

OFFICER RECOMMENDATION 3

Council Decision Number – 10 08 2025

Moved: Cr McGlashan

Seconded: Cr Walker

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	16.3849 cents in the dollar
Unimproved Value	1.6837 cents in the dollar
 - 1.2 Minimum Payments

Gross Rental Value	\$488
Unimproved Value	\$681
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 6th October 2025 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 6th October 2025 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 8th December 2025, or 2 months after the due date of the first instalment, whichever is later;
 - Third instalment to be made on or before 9th February 2026, or 2 months after the due date of the second instalment, whichever is later; and
 - Fourth instalment to be made on or before 13th April 2026, 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 \$25 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.
 6. Pursuant to Section 6.16 of the *Local Government Act 1995* and other relevant legislation, Council adopts the following fees & charges for General Rubbish and Recycling services:
 - Domestic Refuse Collection - \$235.00
 - Domestic Recycling Collection - \$205.00
 - Commercial Refuse Collection - \$235.00 plus GST
 - Commercial Recycling Collection - \$205.00 plus GST

Carried 6 / 0
By Absolutely Majority

CONFIDENTIAL ITEM

9.2.4 Outstanding rates – A365	
Location:	All of Shire
File Ref:	A365
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	12 th August 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 – 11 08 2025

Moved: Cr Ventris

Seconded: Cr McGlashan

That in accordance with section 5.23 (2) (a) of the Local Government Act 1995 that the meeting be closed to members of the Public as Agenda item 9.2.4 is deemed to be

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

Carried 6 / 0

Krystal Olsson, Corey Ward, Sophie Schiller, Ava Lamond, Shiloh Waters, Matilda Cronje, Maitland English and Allison Nixon departed the meeting at 1.27pm and did not return.

OFFICER RECOMMENDATION

Council Decision Number – 12 08 2025

Moved: Cr Walker

Seconded: Cr Bent

In accordance with Section 6.64 of the Local Government Act 1995 (WA), Council agrees to take possession of the land known as A365, with the intention to sell the land to recover outstanding rates and services charges exceeding 3 years.

**Carried 6 / 0
By Absolute Majority**

OFFICER RECOMMENDATION

Council Decision Number – 13 08 2025

Moved: Cr Farina

Seconded: Cr Ventris

That the meeting be reopened to members of the public.

Carried 6 / 0

9.3 Chief Executive Officer's Reports

9.3.1 WALGA Voting Delegates	
Location:	Mukinbudin
File Ref:	ADM 016
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	12 th August 2024
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

Council is requested to formally nominate voting delegates and proxy delegates to represent the Shire of Mukinbudin at the 2025 Annual General Meeting of the Western Australian Local Government Association (WALGA), scheduled to be held during the 2025 Local Government Convention.

Background Information

WALGA has advised that the 2025 Annual General Meeting will take place as follows:

- **Date:** Tuesday, 23 September 2025
- **Time:** 2:15pm
- **Venue:** Perth Convention and Exhibition Centre

Each member local government is entitled to be represented by two voting delegates. Voting delegates must be registered by Monday, 8 September 2025.

Out of session, the following Councillors have confirmed their willingness to act in these roles:

- **Voting Delegates:** Cr Gary Shadbolt and Cr Sandie Ventris
- **Proxy Delegates:** Cr Ashley Walker and Cr Callum McGlashan

Officer Comment

It is recommended that Council endorse these nominations to ensure the Shire of Mukinbudin is represented and able to vote on motions at the 2025 WALGA AGM.

Consultation

All Councillors via email

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 4: Civic Leadership

- Goal 11: Compliant governance and responsible financial management
 - Strategy 11.2: Advocate and collaborate with government and regional bodies on matters that support our community.

Statutory Environment

Local Government Act 1995, s. 2.10 – Role of councillors

Local Government Act 1995, s. 3.1 – General function of the local government

Policy Implications

Nil

Financial Implications

Attendance at the WALGA Convention is budgeted for in the 2025–2026 financial year.

OFFICER RECOMMENDATION

Council Decision Number – 14 08 2025

Moved: Cr McGlashan

Seconded: Cr Walker

That Council:

- 1. Appoints Cr Gary Shadbolt and Cr Sandie Ventriss as voting delegates for the Shire of Mukinbudin at the 2025 WALGA Annual General Meeting; and**
- 2. Appoints Cr Ashley Walker and Cr Callum McGlashan as proxy delegates in the event a voting delegate is unable to attend.**

Carried 6 / 0

9.3.2 New Fee & Charge – Memorial Hall Old Council Chambers (Sunshine Senior Citizens Club)	
Location:	All of Shire
File Ref:	ADM 299
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	5 th August 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:

Council is requested to consider implementing a new fee for the Memorial Hall Old Council Chambers, informally referred to as “Sunshine Room”, utilised by the Sunshine Senior Citizens Club.

Background Information:

The Sunshine Senior Citizens Club has been using the Old Council Chambers at the Memorial Hall for several years. Under the current Property Use Agreement, which commenced on 1 July 2022, the group has been granted free access (\$0.00) to the facility for a period of three years.

Made up of local senior residents, the group typically meets every month. The group plays an important role in fostering social connection and wellbeing among elderly members of the community, contributing positively to community cohesion and support.

Officer Comment:

In recent months, the Shire has undertaken significant renovations of the Old Council Chambers, including the installation of a new permanent ceiling, floor sanding, wall painting, new blinds, a reverse-cycle air conditioner and a kitchenette. Some of these improvements were carried out in response to a request from the Mukinbudin Planning & Development Group, who successfully secured funding from Community Bank Mukinbudin to support the installation of the kitchenette.

These renovations were aimed at enhancing the space for the Sunshine Club while also increasing the building’s overall usability. The addition of the kitchenette - given the existing main Memorial Hall kitchen is not currently operational - also makes the venue more accessible and practical for use by other community groups, such as the Mainstreet Gallery.

Now that work has been completed and the current Property Use Agreement with the Sunshine Club has expired, it is considered appropriate for Council to consider introducing a fee for the rental of this Memorial Hall space, to be incorporated in the new agreement.

The establishment of a fee for the Memorial Hall Old Council Chambers will allow Council to keep a consistent approach when it comes to renting a Council owned building.

Consultation:

Tanika McLennan – Chief Executive Officer

Renee Jenkin – Deputy Chief Executive Officer

Lucia Scari – Manager of Corporate Services

Strategic & Social Implications

Integrated Strategic Plan 2025-35

Strategic Pillar 2: Community

Goal 4: Access to quality recreation and leisure facilities

4.2 Assess the needs and future use of Mukinbudin Town Hall

Strategic Pillar 4: Civic Leadership

Goal 11: Compliant governance and responsible financial management

11.3 Decision making of Council is supported by up to date and clear policies and procedures

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

It is crucial for Council to consider various elements when determining fees and charges. When a private or a Community Group rent/hire a facility within the Shire, they are subject to paying a fee for the hire, which is set to cover the cost of utilities, cleaning and maintenance of the building.

OFFICER RECOMMENDATION

Council Decision Number – 15 08 2025

Moved: Cr Bent

Seconded: Cr Farina

That Council make an amendment to the 2025/2026 Fees & Charges schedule to include a new fee for the hire of the Memorial Hall Old Council Chambers Room by the Sunshine Senior Citizens Club:

\$10 inc. GST per member, per year.

That the new fee be advertised in accordance with section 6.19 of the Local Government Act 1995.

**Carried 5 / 1
By Absolute Majority
Cr Ventris Against**

9.3.3 New Fee & Charge – Memorial Hall Old Council Chambers	
Location:	All of Shire
File Ref:	ADM 299
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	5 th August 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:

Council is requested to consider the introduction of a new fee for the Memorial Hall Old Council Chambers, informally known as the “Sunshine Room”, to enable its use by community members and groups.

Background Information:

In recent years, the space has primarily been used by the Sunshine Senior Citizens Group, typically on a monthly basis. The Shire has recently undertaken significant improvement works to enhance the room’s value and accessibility, making it suitable for hire by community members and groups, for meetings and similar purposes.

Officer Comment:

In recent months, the Shire has undertaken significant renovations of the Old Council Chambers, including the installation of a new permanent ceiling, floor sanding, wall painting, new blinds, a reverse-cycle air conditioner, and a kitchenette. Some of these improvements were carried out in response to a request from the Mukinbudin Planning & Development Group, who successfully secured funding from Community Bank Mukinbudin to support the installation of the kitchenette.

These renovations were aimed at enhancing the space for the Sunshine Club while also increasing the building’s overall usability. The addition of the kitchenette—given the existing kitchen is not currently operational—also makes the venue more accessible and practical for use by other community groups, such as the Mainstreet Gallery.

Now that works have been completed, it is considered appropriate for Council to consider introducing a fee for the rental of this Memorial Hall space by the public, for meeting purposes.

The establishment of a fee for the Memorial Hall Old Council Chambers will allow Council to keep a consistent approach when it comes to renting a Council owned building. In setting the fee, the Officer has considered the size of the space utilised by the Hirer and the fact that the Memorial Hall provides the Hirer with toilet facilities.

For reference, the current fee for Meeting Room Hire at the Community Resource Centre is \$60 (Inc. GST) per day. The fee to hire the entire Memorial Hall is \$160 (Inc. GST) per day or \$90 (Inc. GST) for a half-day booking.

The Sunshine Senior Citizens Group will retain priority access to this room. Any other individuals or groups wishing to book the space will need to confirm availability through the Shire's Administration Office, following a process similar to that used for other Council managed facilities, such as the Sporting Complex and Railway Station.

Consultation:

Tanika McLennan – Chief Executive Officer

Renee Jenkin – Deputy Chief Executive Officer

Lucia Scari – Manager of Corporate Services

Strategic & Social Implications

Integrated Strategic Plan 2025-35

Strategic Pillar 2: Community

Goal 4: Access to quality recreation and leisure facilities

4.2 Assess the needs and future use of Mukinbudin Town Hall

Strategic Pillar 4: Civic Leadership

Goal 11: Compliant governance and responsible financial management

11.3 Decision making of Council is supported by up to date and clear policies and procedures

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

6.17. 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.

6.20. 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

It is crucial for Council to consider various elements when determining fees and charges. When a private or a Community Group rent a facility within the Shire, they are subject to paying a fee for the hire, which is set to cover the cost of utilities, cleaning and maintenance of the building.

OFFICER RECOMMENDATION

Council Decision Number – 16 08 2025

Moved: Cr Ventris

Seconded: Cr Farina

That Council make an amendment to the 2025/2026 Fees & Charges schedule to include a new fee for the hire of the Memorial Hall Old Council Chambers Room:

\$70 inc. GST per day

That the new fee be advertised in accordance with section 6.19 of the Local Government Act 1995.

Carried 6 / 0

9.3.4 New Fees & Charges – Strategic Community Water Supplies Tanks	
Location:	All of Shire
File Ref:	ADM 299
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	6 th August 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:

Council is requested to consider the introduction of a new fee structure for the Strategic Community Water Supply Tanks, informally known as the “Barbalin Water Supply” Tanks, to streamline access for individuals and businesses.

Background Information:

The Community Water Supply Tanks, located South of the Mukinbudin townsite, are currently accessible to the public via a purchased FOB (swipe card) key. A number of users - both local and non-local - have obtained these keys and are invoiced on either a bi-annual or annual basis, depending on their water consumption.

Officer Comment:

It has recently been identified that the administrative costs associated with the initial issue of the FOB keys and the ongoing invoicing of water consumption significantly outweigh the income received. Additionally, it has been noted that several clients have not used their key since purchase, while others - primarily non-local businesses - use the system only occasionally.

The swipe card system also has a technical limitation, allowing a maximum of only 20 active users at any one time. The Shire is nearing this capacity and cannot issue additional keys, as new cards are unable to be activated within the current system.

The existing one-off FOB fee merely recovers the cost of purchasing and activating the card through the system developers. Furthermore, the current water usage fee of \$0.55 per kilolitre is too low to justify regular invoicing by Finance staff, given the administrative time required to generate and issue invoices.

It is considered appropriate for Council to review the current fee structure for the Strategic Community Water Supply system, including both existing charges and the potential introduction of new fees.

The objective of this review is not only to ensure recovery of administrative and operational costs but also to allow for the closure of inactive accounts, giving the Shire the ability to reissue FOB keys and maintain better control of who has access to the water. As part of this process,

the terms and conditions for accessing the system will be updated and communicated to all current key holders.

For reference, the current fee for the FOB token is \$70 (inc. GST), which is a one-off, non-refundable charge. Water consumption is currently charged at \$0.55 per kilolitre (GST-free). In comparison, access to water via a Shire-locked standpipe requires payment of a \$220 (inc. GST) key fee, with water charged at \$5.00 per kilolitre (GST-free).

Consultation:

Tanika McLennan – Chief Executive Officer

Renee Jenkin – Deputy Chief Executive Officer

Lucia Scari – Manager of Corporate Services

Strategic & Social Implications

Integrated Strategic Plan 2025-35

Strategic Pillar 3: Environment

Goal 9: Use natural resources efficiently

9.1 Plan for renewal energy projects in our Shire and ensure they deliver value to the community

Strategic Pillar 4: Civic Leadership

Goal 11: Compliant governance and responsible financial management

11.3 Decision making of Council is supported by up to date and clear policies and procedures

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

6.18. 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.

6.21. 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

It is important for Council to consider a range of factors when setting fees and charges. The introduction of a new fee structure will align the consumption charge with the standpipe usage charge, while also ensuring that sufficient revenue is generated to recover administrative costs.

OFFICER RECOMMENDATION

Council Decision Number – 17 08 2025

Moved: Cr Bent

Seconded: Cr Farina

That Council make an amendment to the 2025/2026 Fees & Charges schedule, to include the following new fees for the Strategic Water Supply tanks:

- **Account Establishment Fee - \$100.00 inc. GST (After 31st December, 50% of the fee otherwise payable)**
- **Annual Account Fee - \$100.00 inc. GST (Charged on 1st July each year)**
- **Lost/Stolen FOB Fee - \$100.00 inc. GST**
- **Water Consumption Fee (Shire residents) - \$2.5/KL GST-Free**
- **Water Consumption Fee (Commercial) - \$10/KL GST-Free**

That the new fees be advertised in accordance with section 6.19 of the Local Government Act 1995.

Carried 4 / 2
By Absolute Majority
Cr McGlashan & Cr Walker Against

9.3.5 Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls	
Location:	Mukinbudin
File Ref:	ADM 289
Applicant:	Tanika McLennan – Chief Executive Officer
Date:	5 th August 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	Financial Management and Audit Regulation 17 Review

Summary

The Shire engaged Moore Australia WA to support the CEO in undertaking the legislatively required triennial review of its financial management, risk management, internal controls, and legislative compliance systems. Fieldwork for the review was conducted in May 2025, with the final report completed in July 2025. The Audit, Risk & Improvement Committee requests that Council receive the CEO's report in accordance with statutory requirements.

Background Information

During 2024, the Shire requested quotes for appropriate consultants to assist the CEO to perform reviews required by legislation relating to the appropriateness and effectiveness of financial management, risk management, legislative compliance systems and processes as required by legislation. Moore Australia WA were engaged to assist with this service and attended the Shire from 5 to 7 May 2025 to perform the required fieldwork and prepare a report to assist the CEO in reporting the results of the reviews performed. The review and associated consulting and advisory services were finalised in July 2025.

Officer Comment

The attached report includes details of matters noted during the review, as well as improvements to be considered by the Shire. A risk assessment working document, summarising the findings and improvements noted within the report has been prepared for internal use by the executive.

Strategic & Social Implications

Pillar 4: Civic Leadership

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

Consultation

Tanika McLennan – Chief Executive Officer

Tanya Browning – Moore Australia

Lucia Scari – Manager Corporate Services

Renee Jenkin – Deputy Chief Executive Officer

Juliet Nixon – Finance Officer

Statutory Environment

Local Government (Audit) Regulations 1996 – Regulation 17

In accordance with Regulation 17 of the Local Government (Audit) Regulations 1996, made under the *Local Government Act 1995 (WA)*, the CEO is required to review the appropriateness and effectiveness of the Shire's risk management, internal control, and legislative compliance systems and procedures at least once every three years.

Local Government (Audit) Regulations 1996 – Regulation 5

Additionally, under Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996, also made pursuant to the *Local Government Act 1995 (WA)*, the CEO must undertake a review of the Shire's financial management systems and procedures to assess their appropriateness and effectiveness every three years.

The outcomes of the reviews relating to risk management, internal controls, and legislative compliance must be reported by the CEO to the Audit & Risk Committee. The Audit & Risk Committee is then required to review the CEO's report and provide a report to the Council, which must include a copy of the CEO's original report as an attachment.

Policy Implications

The Risk Management Policy outlines the Shire's commitment and approach to managing risks impacting on day-to-day operations and the delivery of strategic objectives.

Financial Implications

Provision was included in the 2024/25 Adopted Budget for Moore Australia WA to assist the CEO with undertaking the required review appropriateness and effectiveness of financial management, risk management, legislative compliance systems and processes.

OFFICER RECOMMENDATION

Council Decision Number – 18 08 2025

Moved: Cr McGlashan

Seconded: Cr Farina

That Council accept the Audit Risk and Improvement Committee's report of the Chief Executive Officer's finalised Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls, as attached, completed in July 2025.

Carried 6 / 0

9.3.6 Local Emergency Management Arrangements	
Location:	All of Shire
File Ref:	ADM 392
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	5 th August 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Local Emergency Management Arrangements (LEMA)
Documents Tabled	Nil

Summary

To present to Council information regarding a review of Local Emergency Management Arrangements as presented at the July 2025 Local Emergency Management Committee Meeting.

Background Information

The Shire is required to review its Local Emergency Management Arrangements (LEMA) at least once every five (5) years. The last review was completed in 2023.

At its meeting held on Thursday, 17 July, the Local Emergency Management Committee (LEMC) reviewed the current LEMA document. A number of minor amendments were made, and the updated version is now presented to Council for endorsement.

Please see the meeting extract below.

5.1.2 Review Local Emergency Management Arrangements	
Location:	Mukinbudin
File Ref:	ADM 138
Applicant:	Executive Officer
Date:	10 th July 2025
Disclosure of Interest:	NIL
Responsible Officer	Executive Officer
Author:	Executive Officer
Attachment	Local Emergency Management Arrangements – July Review

Background

The current Local Emergency Management Arrangements (LEMA) was endorsed in December 2023. Given several changes since then, the Executive Officer believes it's time for a review.

Officer Comment

The Executive Officer, in collaboration with other Shire employees, has examined this document and implemented several modifications pertaining to Shire facilities, staff arrangements, and terms of reference.

The officer is seeking for all members to review this document and provide feedback and comment on any changes required.

Financial Implications

Nil

Policy Implications

Nil

OFFICER RECOMMENDATION

Moved: Karl Moll

Seconded: Dave Waters

That the LEMA be adopted as presented.

Carried 12 / 0

Officer Comment

The purpose of the Local Emergency Management Arrangements is to set out by the Emergency Management Act 2005:

- a. The local government's policies for emergency management;
- b. The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c. Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d. A description of emergencies that are likely to occur in the local government district;
- e. Strategies and priorities for emergency management in the local government district;
- f. Other matters about emergency management in the local government district prescribed by the regulations; and
- g. Other matters about emergency management in the local government district the local government considers appropriate. (S. 41 (2) of the Act).

LEMC has reviewed the Local Emergency Management Arrangements document and support the document for Council's endorsement.

Consultation

Local Emergency Management Committee

Strategic & Social Implications

Nil

Statutory Environment

Emergency Management Act 2005

Section 41 – Emergency Management Arrangements in local Government district.

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number – 19 08 2025

Moved: Cr Walker

Seconded: Cr Bent

That Council

- **Adopt the Local Emergency Management Arrangements as presented.**
- **Authorise the Chief Executive Officer to sign the endorsed Local Emergency Management Arrangements document**

**Carried 6 / 0
By Absolute Majority**

- 10. Elected Members Motions of which previous notice has been given**
 - 10.1 Nil
- 11. Urgent Business Approved by Person Presiding or by Decision**
 - 11.1 Nil
- 12. Closure of Meeting**
 - 12.1** The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 1.49pm.



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 19th August 2025 were confirmed at the Ordinary Meeting of Council held on the 16th September 2025.

Signed: _____

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

Date: _____