



AGENDA

Ordinary Meeting of Council



Meeting to be held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 2.00pm Tuesday 18th August 2026.

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

Disclaimer:

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

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

Ethical Decision Making and Conflicts of Interest:

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



Tanika McLennan
CHIEF EXECUTIVE OFFICER

Vision Statement

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

Table of Contents

- 1. Declaration of Opening**
 - 1.1 Declaration of Opening
- 2. Record of Attendance, Apologies, approved Leave of Absence**
 - 2.1 Present
 - 2.2 Staff
 - 2.3 Visitors
 - 2.4 Apologies
 - 2.5 Approved Leave of Absence
 - 2.6 Applications for Leave of Absence
- 3. Public Question Time**
 - 3.1 Response to previous questions taken on notice
 - 3.2 Declaration of Public Question Time open
 - 3.3 Declaration of Public Question Time closed
- 4. Declarations of Interest**
- 5. Petitions, Deputations, Presentations**
 - 5.1 Petitions
 - 5.2 Deputations
 - 5.3 Presentations
- 6. Announcements by the presiding member without discussion**
- 7. Confirmation of minutes of previous meetings**
 - 7.1 Confirmation of Minutes of Ordinary Meeting of Council held on 21st July 2026
- 8. Committee Meetings**
 - 8.1 Receipt of Minutes of Committee Meetings**
 - 8.2 Recommendations from Council Committees for Consideration**
 - 8.3 Receipt of Minutes from External Organisations**
- 9. Reports**
 - 9.1 Council Monthly Information Reports**
 - 9.1.1 Receipt of August 2026 Information Report
 - 9.2 Finance Reports**
 - 9.2.1 List of Payments – July 2026
 - 9.2.2 Monthly Statement of Financial Activity Report – June 2026
 - 9.2.3 2026-2027 Annual Budget

9.3 Chief Executive Officer's Reports

- 9.3.1 Annual Performance Review – Chief Executive Officer
****CONFIDENTIAL ITEM****
- 9.3.2 Awarding of Tender – Community Hub Manager's Residence
****CONFIDENTIAL ITEM****
- 9.3.3 Appointment of Acting Chief Executive Officer
- 9.3.4 Temporary Works Exemption Assessment – CBH Group
- 9.3.5 CESM Memorandum of Understanding
- 9.3.6 Lease Agreement – Regional Early Education and Development Inc.

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

10.1

11. Urgent Business Approved by Person Presiding or by Decision

11.1

12. Closure of Meeting

12.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 18th August 2026.

1. Declaration of Opening

The Shire President to declare the Meeting open at 2.pm and note that this meeting is being recorded for publishing on the Shire's website.

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

2.1 Present:

Cr G Shadbolt	Shire President
Cr A Walker	Deputy Shire President

Cr G Bent
Cr A Brandis
Cr A Dagelet
Cr C McGlashan
Cr S Ventris

2.2 Staff:

Tanika McLennan	Chief Executive Officer
Renee Jenkin	Deputy Chief Executive Officer

2.3 Visitors:

2.4 Apologies:

2.5 On leave of absence:

2.6 Applications for leave of absence:

3. Public Question Time (min 15 minutes)

3.1 Response to previous questions taken on notice.

Nil

3.2 Declaration of public question time opened (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

6. Announcements by the Presiding person without discussion

7. Confirmation of the Minutes of previous meetings

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on 21st July 2026.

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 21st July 2026**

Carried /

8. Minutes of Committees and External Organisations

8.1 Receipt of Minutes of Council Committees

Nil

8.2 Recommendations from Council Committees for Consideration

Nil

8.3 Receipt of Minutes from External Organisations

Nil

9.1 Monthly Information Report

9.1.1 August 2026 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	7 th August 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Renee Jenkin, Deputy Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	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 Assistant Manager, Deputy Chief Executive Officer and Chief Executive Officer.

Background Information

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

Officer Comment

Refer to August Information Report.

Consultation

Tania Sprigg – Caravan Park Manager

Craig Powell – Works Supervisor

Karla Spark – Assistant Community Resource Centre Manager

Renee Jenkin – Deputy Chief Executive Officer

Tanika McLennan - Chief Executive Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council receive the August 2026 Information Report.

Carried /

9.2 Finance Reports

9.2.1 List of Payments – July 2026	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Lucia Scari, Manager of Corporate Services
Date:	11 th August 2026
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Chief Executive Officer
Author:	Lucia Scari, Manager of Corporate Services
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 2026 (6 pages) Credit Card Summary - July 2026 (1 page) Fuel Cards Statement - July 2026 (3 pages)
Documents Tabled	Nil

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

Summary

List of payments made in July 2026 for endorsement by Council.

Background Information

A list of payments submitted to Council on 18th August 2026, for confirmation in respect of accounts already paid or for the authority to those unpaid. (Please refer to Payment listing attached).

Officer Comment

Standard process of obtaining Council endorsement of payments.

Strategic & Social Implications

N/A

Consultation

N/A

Statutory Environment

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

Policy Implications

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

Nil.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

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

Municipal Fund:

Muni EFTs	EFT	11628	to	EFT	11708	\$594,713.43
Muni Cheques	Chq	32022	to	Chq	32023	\$1,984.88
Muni Direct Debits (Superannuation, loans, leases)	DD	14818.1	to	DD	14937.10	\$74,780.19
Pays on (Not included on payment listing)	02/07/2026, 16/07/2026 & 30/07/2026					\$159,744.39
Total Municipal Funds						\$831,222.89

Restricted Muni Fund:

RMF EFTs	EFT	-	to	EFT	-	\$0.00
RMF Cheques	Chq	-	to	Chq	-	\$0.00
RMF Direct Debits	DD	14826.1	to	DD	14950.1	\$29,629.05
Total Restricted Muni Funds						\$29,629.05

Carried /

9.2.2 Monthly Statement of Financial Activity Report – June 2026	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Lucia Scari, Manager of Corporate Services
Date:	10 th August 2026
Disclosure of Interest:	Nil
Responsible Officer	Lucia Scari, Manager of Corporate Services
Author:	Lucia Scari, Manager of Corporate Services
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – June 2026
Documents Tabled	Nil

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

Summary

The Monthly Financial Report for June 2026 is presented for Councils consideration.

Background Information

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

Officer Comment

The Shire prepares the monthly financial statements in the statutory format along with other supplementary financial reports consisting of:

- (a) Statement of Comprehensive Income by Function/Program;
- (b) Statement of Comprehensive Income by Nature/Type;
- (c) Statement of Financial Activity by Nature/Type;
- (d) Statement of Financial Activity by Function/Program;
- (e) Summary of Net Current Asset Position;
- (f) Statement of Material Variances;
- (g) Statement of Financial Position;
- (h) Statement of Cash Flows;
- (i) Capital acquisitions;
- (j) Disposal of Assets;
- (k) Statement of Capital Grants and Contract Liabilities;
- (l) Statement of Cash Back Reserves;
- (m) Loan Borrowings Statement;
- (n) Restricted Cash Statement;
- (o) Detailed Operating and Non-Operating Schedules.

The Regulations require local governments to prepare annual budget estimates and month by month budget estimates so that comparatives can be made to Year to Date (YTD) Actual amounts of expenditure, revenue and income and materials variances can be commented on.

Strategic & Social Implications

N/A

Consultation

Bob Waddell – Financial Consultant

Statutory Environment

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

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

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

Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council adopted a policy that the material variation be set at \$11,000 and 10% for the 2025/2026 budget.

Financial Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number –****Moved: Cr****Seconded: Cr****That Council receive the Monthly Financial Report for the period ending 30th June 2026.****Carried /**

9.2.3 2026/2027 Annual Budget	
Location:	Mukinbudin
File Ref:	ADM 016
Applicant:	Nil
Date:	11 th August 2026
Disclosure of Interest:	Nil
Responsible Officer	Lucia Scari, Manager of Corporate Services
Author:	Lucia Scari, Manager of Corporate Services
Voting Requirements	Absolute Majority
Documents Attached	2026/2027 Draft Budget – Statutory 2026/2027 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.

Purpose

To consider and adopt the Municipal Fund Budget for the 2026/2027 Financial Year, together with supporting schedules, including imposition of rates and minimum payments and other consequential matters arising from the budget papers.

Background Information

The draft 2026/2027 budget has been compiled based on the principles contained in the Integrated Strategic Plan 2025-2035 and the recently adopted Strategic Resource Plan 2026-2041. The 2026/2027 draft budget has been prepared in accordance with the presentation made to Councillors at the budget workshop held on 4th August 2026.

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 6.5% rate increase, as per the Strategic Resource Plan.
- Fees and charges have been increased by an average of 5% and were adopted at the ordinary meeting of Council, held on 19th May 2026.
- Council Member Fees & Allowances were considered at the May 2026 ordinary meeting of Council and were increased by 3.5%, in accordance with the SAT determination.
- Household and commercial waste charges are proposed to increase by 6.5%.
- A capital works program totalling \$9.48m for investment in infrastructure, land and buildings, plant & equipment and furniture & equipment is planned. The main components of this are the Community Hub Project (\$3.17m), road infrastructure renewal (\$2.57m) and replacement of plant (\$1.07m).
- An estimated surplus of \$3.02m is anticipated to be brought forward from 30th June 2026. While the actual surplus at 30th June 2026 is \$3.07m, the opening position used for the 2026/2027 budget allows for \$50,000 in unprocessed accruals. It should also be noted that the surplus position at 30th June 2026 includes an advance payment relating to the 2026/2027 Financial Assistance Grant. The surplus figure remains unaudited and may be subject to change. Any adjustments arising from the finalisation of the financial statements will be addressed as part of a future budget review.

- The draft 2026/2027 budget continues to deliver on other strategies adopted by Council and maintains a high level of service across all programs while ensuring an increased focus on roads and associated infrastructure, as well as on renewing all assets at sustainable levels.

Strategic & Social Implications

The draft 2026/2027 Annual Budget has been formed with regard to the Shire's Integrated Strategic Plan 2025-2035 and the Strategic Resource Plan 2026-2041, as adopted by Council, and is in accordance with detailed estimates of expenditure and revenue.

Consultation

While no specific consultation has occurred on the draft 2026/2027 annual budget, Community consultation and engagement has previously occurred during development of the Integrated Strategic Plan 2025-2035.

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 (Administration) Regulations 1996

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 2026/2027 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 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 of the *Local Government Act 1995* 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 of the *Local Government Act 1995* 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).

Section 5.100 of the *Local Government Act 1995* sets out fees, expenses and reimbursements payable to a committee member who is not an elected council member or employee, or an independent committee member, or an independent Audit, Risk and Improvement Committee (ARIC) Member of the local government as determined by the Tribunal.

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 2026/2027 budget attached for adoption.

OFFICER RECOMMENDATION 1

Council Decision Number –

Moved: Cr

Seconded: Cr

Recommendation 1 – 2026/2027 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 the attachments of item 9.2.3, for the 2026/2027 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 /
By Absolute Majority**

OFFICER RECOMMENDATION 2

Council Decision Number –

Moved: Cr

Seconded: Cr

Recommendation 2 – Material Variances Reporting for 2026/2027 (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 2026/2027 for reporting material variances shall be 10% or \$12,000, whichever is the greater.

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

- | | |
|------------------------------------|-----------------------------|
| • Residential (Gross Rental Value) | 17.2717 cents in the dollar |
| • Rural (Unimproved Value) | 1.6012 cents in the dollar |
| • Mining (Unimproved Value) | 1.6012 cents in the dollar |

1.2 Minimum Payments

- | | |
|------------------------------------|-------|
| • Residential (Gross Rental Value) | \$520 |
| • Rural (Unimproved Value) | \$725 |
| • Mining (Unimproved Value) | \$725 |

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 2nd October 2026 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 2nd October 2026 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 4th December 2026, or 2 months after the due date of the first instalment, whichever is later;**
 - **Third instalment to be made on or before 5th February 2027, or 2 months after the due date of the second instalment, whichever is later; and**
 - **Fourth instalment to be made on or before 9th April 2027, 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 \$26 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 - \$250.00 no GST**
 - **Domestic Recycling Collection - \$220.00 no GST**
 - **Commercial Refuse Collection - \$250.00 plus. GST**
 - **Commercial Recycling Collection - \$220.00 plus. GST**

**Carried /
By Absolute Majority**

9.3 Chief Executive Officer's Reports

CONFIDENTIAL

9.3.1 Annual Performance Review – Chief Executive Officer	
Location:	Mukinbudin
File Ref:	STAFF
Applicant:	Cr Gary Shadbolt, Shire President on behalf of Council
Date:	10 th August 2026
Disclosure of Interest:	Tanika McLennan – Financial Interest
Responsible Officer	Cr Gary Shadbolt, Shire President on behalf of Council
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements:	Absolute Majority
Documents Attached:	CEO Tanika McLennan, Annual Performance Review
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) (c) of the Local Government Act 1995 that the meeting be closed to members of the Public as Agenda item 9.3.1 is deemed to be:

- (b) a matter relating to the recruitment or employment of the CEO or a senior employee, including the following –**
 - (ii) a review of performance under section 5.38:**

**Carried /
By Absolute Majority**

CONFIDENTIAL

9.3.2 Awarding of Tender – Community Hub Manager’s Residence	
Location:	Mukinbudin
File Ref:	ADM 479
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	10 th August 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Manager’s Residence Tender Submission – Akron Manager’s Residence Tender Submission – Evoke Manager’s Residence Tender Submission - Summit
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 the meeting be reopened to members of the public.

Carried /

9.3.3 Appointment of Acting Chief Executive Officer	
Location:	Shire of Mukinbudin
File Ref:	STAFF
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	1 st August 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

The purpose of this agenda item is to ensure compliance with Section 5.36(2) of the *Local Government Act 1995*, which requires local governments to have a Chief Executive Officer (CEO) or Acting CEO in place to manage the organisation's operations.

The CEO, Tanika McLennan, has requested leave from 24 August 2026 to 4 September 2026 and this item seeks Council's approval of her leave and appointing Renee Jenkin, Deputy Chief Executive Officer, as Acting CEO for this period.

Background Information

Under section 5.36(2) of the Local Government Act 1995, a local government must ensure that a Chief Executive Officer or Acting Chief Executive Officer is in place at all times to carry out the functions of the local government.

Officer Comment

Chief Executive Officer, Tanika McLennan, has requested leave from 24 August 2026 to 4 September 2026. Renee Jenkin has demonstrated the leadership, operational knowledge and capacity to assume the responsibilities of Acting CEO during this period. Her appointment will ensure effective continuity of operations and governance during the CEO's absence.

Consultation

Renee Jenkin, Deputy CEO

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 4: Civic Leadership

Outcome 11 – Compliant governance and responsible financial management

- *Strategy 11.2:* Ensure appropriate resourcing and leadership capacity to deliver on strategic priorities.

Statutory Environment

Local Government Act 1995

- Section 5.36(2): Local governments must ensure the employment of a CEO or acting CEO as necessary.
- Section 5.39(1a): Acting arrangements for CEOs are to be formalised as per Council resolutions or delegations. If the acting appointment is for a period exceeding 12 months, a formal contract of employment meeting the requirements under Section 5.39(1) of the Act must be in place.

Policy Implications

Council Policy – 1.15 Appointment of Acting Chief Executive Officer

Financial Implications

If the recommendation is supported, Renee Jenkin will be paid higher duties for the period 24 August 2026 to 4 September 2026. Sufficient budget allowance has been made for this expense.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

- 1. Approves the period of leave for the Chief Executive Officer, Tanika McLennan, from 24 August 2026 to 4 September 2026, inclusive; and**
- 2. Appoints Renee Jenkin as Acting Chief Executive Officer for the period 24 August 2026 to 4 September 2026, inclusive.**

Carried /

9.3.4 Temporary Works Exemption Assessment – CBH Group	
Location:	Shire of Mukinbudin
File Ref:	ADM 070
Applicant:	CBH Group
Date:	10 th August 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Hansani Fernando, Town Planner
Voting Requirements	Simple Majority
Documents Attached	<u>CBH Group Temporary Works Exemption Assessment</u>
Documents Tabled	Nil

Summary

To consider a planning application in accordance with the Shire of Mukinbudin Local Planning Scheme No. 4 and relevant planning legislation. A detailed planning assessment has been undertaken by the Shire's Town Planner, which is attached to this report for Council's consideration.

Background Information

The application has been submitted by **CBH Group** for **two additional grain bulkheads** at **its Mukinbudin facility**.

The application has been assessed by the Shire's Town Planner against the relevant provisions of the Shire of Mukinbudin Local Planning Scheme No. 4, applicable State Planning Policies, regulations, local planning policies and other relevant statutory requirements.

The Town Planner's assessment and recommendation are contained in the attached report.

Officer Comment

The attached Planning Assessment Report provides the detailed assessment of the proposal, including consideration of:

- the applicable zoning and land use permissibility;
- relevant provisions of the Local Planning Scheme;
- applicable State Planning Policies and planning legislation;
- relevant Local Planning Policies;
- site characteristics and surrounding land uses;
- development standards and requirements;
- bushfire, environmental, servicing, access and other relevant considerations, where applicable;
- consultation and submissions, where applicable; and
- recommended conditions or advice notes.

Council is requested to consider the application having regard to the assessment and recommendation contained in the attached Town Planner's report.

Consultation

As detailed in the attached Planning Assessment Report.

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 3: Infrastructure

Outcome 9 – Efficient and well-maintained infrastructure and assets

The consideration of development applications supports the orderly planning and development of the Shire and assists in ensuring development is undertaken in accordance with the Shire's statutory planning framework.

Pillar 4: Civic Leadership

Outcome 11 – Compliant governance and responsible financial management

The assessment and determination of planning applications in accordance with the Local Planning Scheme, relevant legislation and planning policies supports transparent, consistent and compliant decision-making.

Social Implications

Social implications associated with the proposed development, including impacts on surrounding landowners, amenity, community facilities and local services, have been considered as part of the planning assessment where relevant.

Statutory Environment

- **Planning and Development Act 2005**
- **Planning and Development (Local Planning Schemes) Regulations 2015**
- **Shire of Mukinbudin Local Planning Scheme No. 4**

Other applicable legislation, regulations, State Planning Policies and local planning policies are identified and considered within the attached Planning Assessment Report.

Policy Implications

Relevant Shire of Mukinbudin Local Planning Policies are identified and considered within the attached Planning Assessment Report.

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

1. **Agrees, pursuant to Schedule 2, Part 7, clause 61(1) item 17 and clause 61(2)(f) of the Planning and Development (Local Planning Schemes) Regulations 2015, that the construction and use of two additional open bulkheads (TBH07 and TBH08) at the CBH Group Mukinbudin grain receival facility, as generally shown on Drawing 389-ENG-CI-DCO-0007 Revision A, be treated as temporary works and temporary use, not requiring the development approval of the Shire, for a period of 12 months from the date construction commences and no later than 31 August 2027;**
2. **Notes that this agreement does not remove the requirement for CBH Group to obtain any other approval required by law, including a building permit under the Building Act 2011; and**
3. **Requires, as conditions of this agreement, that CBH Group:**
 - (a) finalise drainage and culvert design to the satisfaction of the Shire's engineering function prior to the commencement of works;**
 - (b) confirm in writing that no habitable building forms part of the works, or obtain separate approval for any such building;**
 - (c) confirm no conflict with power, water or communications services within the new works footprint; and**
 - (d) provide written confirmation on the proposed period and that a development application for permanent approval will be lodged prior to expiry of the agreed period if the storage is required beyond that period.**

Carried /

9.3.5 CESM Memorandum of Understanding	
Location:	Mukinbudin
File Ref:	ADM 521
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	11 th August 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	CESM Memorandum of Understanding
Documents Tabled	Nil

Summary

The purpose of this report is to seek Council's endorsement to enter into a Memorandum of Understanding (MoU) with the Department of Fire and Emergency Services (DFES), the Shire of Mt Marshall and the Shire of Koorda for the establishment of a collaborative arrangement to deliver a shared Community Emergency Services Manager (CESM) service across the three local government areas.

The proposed MoU will formalise the governance, funding and operational arrangements for the shared position, which has been made possible through funding provided by the Department of Fire and Emergency Services (DFES).

Background Information

Following a State Government announcement in late June 2026, the Shires of Mukinbudin, Koorda and Mt Marshall were successful in securing funding through the Department of Fire and Emergency Services (DFES) for a shared Community Emergency Services Manager (CESM) position.

The CESM program is designed to strengthen emergency management capability within regional communities by providing dedicated support to local governments, volunteer emergency services and community emergency management initiatives.

Following confirmation of the funding allocation, recruitment for the position has commenced, with interviews scheduled for Friday 21st August 2026. The recruitment panel will comprise the Chief Executive Officers from each participating local government together with a representative from the Department of Fire and Emergency Services (DFES), ensuring a collaborative selection process across all participating organisations.

The proposed MOU provides a framework for cooperation between DFES and the three participating local governments. It is expressly identified as non-binding and is intended to establish a shared understanding of the respective responsibilities and commitments of the parties.

Under the proposed arrangement, the Shire of Koorda will be the employing local government and will provide the CESM with office facilities, equipment and administrative support. The CESM will provide services across the Shires of Koorda, Mukinbudin and Mt Marshall.

The MOU will commence on the date of the last signature and remain in effect for three years, with an option to extend for a further three years by mutual agreement of all parties.

The CESM will operate under the joint supervision of the designated DFES District Officer Avon and the employing Shire's Chief Executive Officer. The role will support the participating Shires and DFES across prevention, preparedness, response and recovery activities.

Officer Comment

The establishment of a shared Community Emergency Services Manager represents a significant investment in strengthening emergency management capability and community resilience across the wheatbelt.

The CESM will provide dedicated support to the Shires of Mukinbudin, Koorda and Mt Marshall by:

- Supporting and strengthening local volunteer bushfire brigades and emergency service volunteers.
- Working collaboratively with Shire staff, the Department of Fire and Emergency Services (DFES) and other emergency management stakeholders.
- Assisting with emergency management planning, mitigation, preparedness, response and recovery activities.
- Coordinating emergency management training, exercises and community education initiatives.
- Assisting local governments to meet their legislative obligations under emergency management frameworks and enhance overall organisational preparedness.

The shared service model enables participating local governments to access specialist emergency management expertise that would otherwise be difficult to resource individually, while delivering a consistent and coordinated approach across the region.

The MOU provides that the costs associated with the CESM arrangement will generally be shared:

- DFES – 60%
- Participating local governments – 40%

The 40% local government contribution is shared equally between the Shires of Koorda, Mukinbudin and Mt Marshall.

Attachment 1 to the MOU provides an indicative total annual cost of \$186,746, comprising:

- DFES contribution – \$118,783;
- Local government contribution – \$67,960; and
- Mukinbudin contribution – \$22,652.

The MOU provides for DFES to reimburse certain costs to the employing Shire, including its agreed share of employment and operational costs. Some costs, including overtime authorised by the participating Shire, remain the responsibility of the relevant local government.

The indicative figures in Attachment 1 are stated to be exclusive of GST.

It is considered that participation in this collaborative arrangement will deliver significant benefits to the Shire by enhancing support for local volunteers, improving emergency preparedness and response capability and strengthening regional cooperation in emergency management.

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 4 – Civic Leadership

- Outcome 11: Compliant governance and responsible financial management.
- Strategy 11.4: Advocate for improved funding and service delivery models for regional communities.

Consultation

Zac Donovan - Shire of Koorda

Ben McKay - Shire of Mt Marshall

Murray McBride - DFES

Tanika McLennan – Chief Executive Officer

Renee Jenkin – Deputy Chief Executive Officer

Statutory Environment

Emergency Management Act 2005

Section 36 provides that it is a function of a local government to:

- ensure that effective local emergency management arrangements are prepared and maintained for its district;
- manage recovery following an emergency affecting the community in its district; and
- perform other functions given to the local government under the Act.

Section 41 requires a local government to ensure that local emergency management arrangements are prepared for its district. Those arrangements must address, among other matters, the roles and responsibilities of persons involved in emergency management and the coordination of emergency operations and activities and must be consistent with State emergency management policies and plans.

The proposed shared CESM arrangement supports the Shire in meeting its functions and obligations under the Emergency Management Act 2005 by providing dedicated emergency management expertise and coordination across the participating local government districts.

Bush Fires Act 1954

Section 38 of the Bush Fires Act 1954 provides for a local government to appoint Bush Fire Control Officers. The MOU requires the Shire to appoint the CESM as a Bush Fire Control Officer in accordance with section 38.

Local Government Act 1995

Section 9.49A provides for the execution of documents by a local government and requires authorisation for the affixing of the local government's Common Seal.

Policy Implications

Nil

Financial Implications

The 2026/27 Annual Budget includes an allocation of \$22,652 for the Shire of Mukinbudin's indicative contribution to the CESM arrangement.

The MOU provides for a 60% DFES and 40% local government cost sharing arrangement, with the local government contribution shared equally between the three participating Shires.

The figures contained in the MOU are indicative and exclusive of GST. Actual costs may vary in accordance with the employment costs, statutory on costs and operational expenses incurred.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council:

1. Endorses the Memorandum of Understanding between Department of Fire and Emergency Services, Shire of Koorda, Shire of Mukinbudin and the Shire of Mt Marshall for the provision of a Local Government Employed Community Emergency Services Manager (CESM), substantially in the form presented to Council;
2. Notes that the MOU will commence on the date of the last signature and remain in effect for three years, with an option to extend for a further three years by mutual agreement of all parties; and
3. Authorises the Shire President and Chief Executive Officer to execute the document and affix the Common Seal as required.

Carried /

9.3.6 Lease Agreement – Regional Early Education and Development Inc.	
Location:	9 White Street, Mukinbudin
File Ref:	ADM 441
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	14 th August 2026
Disclosure of Interest:	
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Renee Jenkin, Deputy Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	REED Lease Agreement
Documents Tabled	Nil

Summary

A lease extension between the Shire of Mukinbudin and Regional Early Education and Development (REED) is presented to Council for consideration.

Background Information

The previous lease agreement between the Shire of Mukinbudin and REED expired in December 2025. A further five year lease extension is now proposed, extending the agreement through to December 2030, to enable REED to continue operating the Early Learning Centre from the premises.

Officer Comment

Discussions regarding the extension of the lease agreement commenced in late 2025 in anticipation of the previous lease expiring in December 2025. During the negotiations, REED raised concerns regarding its ability to comply with the insurance requirements contained within the existing lease agreement, including the proposed insurance stipulations for the extended term.

REED advised that the insurance requirements were not unique to the Mukinbudin agreement and that they were experiencing similar issues with a number of lease agreements held with other local governments. REED noted that several of these agreements were also subject to renegotiation in relation to the insurance provisions. As a result, the lease extension process was delayed while the insurance requirements were reviewed and negotiated between the parties.

The Shire sought legal advice from McLeods Lawyers in relation to the amendments requested to the insurance clauses to ensure the proposed provisions were appropriate and adequately protected the interests of the Shire.

Following further discussions and consideration of the legal advice received, the insurance provisions and other terms of the lease have been agreed between the parties. Both the Shire and REED are now satisfied with the terms of the proposed agreement, which provides for a further five year lease extension through to December 2030.

It is therefore recommended that Council approve the proposed lease extension with REED to enable the continued operation of the Early Learning Centre at 9 White Street, Mukinbudin.

Consultation

Roland Miller – McLeods Lawyers
 Philippa Gardener – REED Project Manager
 Tanika McLennan – Chief Executive Officer
 Renee Jenkin - Deputy Chief Executive Officer

Strategic & Social Implications**Integrated Strategic Plan 2025–2035****Pillar 2: Community**

Outcome 11 – Our Community enjoys a healthy, safe and inclusive environment for all Ages.

Goal 7 – Retain young people and families in our community

Strategy 7.4: Continue to work with REED to secure ongoing, high quality childcare service available to all who require it

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The proposed five year lease extension provides for nil rent to be payable, supporting the continued operation and sustainability of the service as an important and valuable community service.

OFFICER RECOMMENDATION**Council Decision Number –**

Moved: Cr

Seconded: Cr

That:

- 1. Council endorse the Lease Agreement between the Shire of Mukinbudin and Regional Early Education and Development Inc. (REED) for the property at 9 White Street, Mukinbudin; and**
- 2. the Shire President and Chief Executive Officer be authorised to execute the lease agreement and affix the Common Seal.**

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 President thanked Elected Members and Staff for attending and declared the meeting closed at ____pm.