



# AGENDA

Ordinary Meeting of Council



Meeting to be held in Council Chambers at  
15 Maddock Street, Mukinbudin  
Commencing at 2.30pm Tuesday 16th September 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 to be held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 16<sup>th</sup> September 2025.

### **1. Declaration of Opening**

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

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

#### **2.1 Present:**

Cr G Shadbolt	Shire President
Cr 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:**

#### **2.4 Apologies:**

#### **2.5 On leave of absence:** Nil

#### **2.6 Applications for leave of absence:**

### **3. Public Question Time (max 15 minutes)**

#### **3.1 Response to previous questions taken on notice.**

#### **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**

Wheatbelt Connect - Sam Harma

**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 19<sup>th</sup> August 2025.

**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 19<sup>th</sup> August 2025, subject to the following correction to Council Decision Number – 10 08 2025:**
- 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 /**

**8. Committee Meetings****8.1 Receipt of Minutes of Committee Meetings**

Nil

**8.2 Recommendations from Committee Meetings for Council Consideration**

## 9.1 Monthly Information Report

<b>9.1.1 September 2025 Information Report</b>	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	8 <sup>th</sup> September 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	September 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 September 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 –**

**Moved: Cr**

**Seconded: Cr**

**That Council receive the September 2025 Information Report.**

**Carried /**

## 9.2 Finance Reports

<b>9.2.1 List of Payments – August 2025</b>	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	5 <sup>th</sup> September 2025
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Chief Executive Officer
Author:	Juliet Nixon, Finance Officer
Voting Requirements	Simple Majority
Documents Attached	<a href="#">List of Payments - Municipal Account (4 pages)</a> <a href="#">List of Payments - Restricted Municipal Account (2 pages)</a> <a href="#">Corporate Credit Card Statement – August 2025 (8 pages)</a> <a href="#">Credit Card Summary - August 2025 (2 pages)</a> <a href="#">Fuel Cards Statement - August 2025 (3 pages)</a>
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 August 2025 for endorsement by Council.

### **Background Information**

A list of payments submitted to Council on 16<sup>th</sup> September 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 –**

**Moved: Cr**

**Seconded: Cr**

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

**Municipal Fund:**

Muni EFTs	EFT	10574	to	EFT	10641	\$145,859.67
Muni Cheques	Chq	32001	to	Chq	32003	\$11,684.10
Muni Direct Debits (Superannuation, loans, leases)	DD	13542.1	to	DD	13542.10	\$78,301.51
Pays on (Not included on payment listing)		14/08/2025 & 28/08/2025				\$91,291.50
<b>Total Municipal Funds</b>						<b>\$327,136.78</b>

**Restricted Muni Fund:**

RMF EFTs	EFT	-	to	EFT	-	\$0.00
RMF Cheques	Chq	-	to	Chq	-	\$0.00
RMF Direct Debits	DD	13498.1	to	DD	13628.1	\$8,175.95
<b>Total Restricted Muni Funds</b>						<b>\$8,175.95</b>

**Carried /**

### 9.3 Chief Executive Officer's Reports

<b>9.3.1 Purchase of Second Hand Transportable</b>	
Location:	Mukinbudin Caravan Park
File Ref:	ADM 060
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	8 <sup>th</sup> September 2025
Disclosure of Interest:	
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

#### **Summary**

Council is requested to consider the purchase of a second hand, two-bedroom transportable building from Abigail and Dane Farina, to be relocated to the Mukinbudin Caravan Park, funded through a transfer from the Building Reserve.

#### **Background Information**

Council purchased the Karloning Villa in 2024, a two-bedroom transportable of similar design, which has proven to be a valuable addition to the Mukinbudin Caravan Park. The villa is currently generating approximately \$40,000 per year in accommodation revenue.

A comparable opportunity has arisen to purchase another two-bedroom transportable from Abigail and Dane Farina for \$120,000. Relocation and connection to services are estimated at an additional \$30,000, bringing the total project cost to \$150,000.

Preliminary consideration was given to borrowing from the WA Treasury Corporation. However, modelling shows that over a 10 year loan term, Council would repay approximately \$190,000 in total, increasing the cost of the project and reducing Council's borrowing capacity for other projects, such as the planned borrowings for the Community Cultural Hub.

Instead, it is recommended that Council withdraws the full amount of \$150,000 from the Building Reserve. To offset this withdrawal, it is proposed that earnings from the new villa be returned to the Building Reserve over the next four years, replenishing the reserve balance.

#### **Officer Comment**

An additional two-bedroom villa will increase the capacity of the Mukinbudin Caravan Park, building on the strong demand evidenced by the park's performance, particularly the demand for roofed accommodation.

Utilising the Building Reserve avoids unnecessary interest costs associated with borrowing and ensures that revenue generated by the asset is reinvested for future capital needs.

#### **Consultation**

Nil

## **Strategic & Social Implications**

### **Integrated Strategic Plan 2025–2035**

#### **Pillar 1: Economy**

- **Goal 2: Support business and industry**
  - Strategy 2.3: Support local business, tourism and economic development opportunities.

#### **Pillar 4: Civic Leadership**

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

## **Statutory Environment**

### ***Local Government Act 1995***

- Section 6.8 – Expenditure from municipal fund not included in annual budget (requires absolute majority).
- Section 6.11 – Reserve accounts: a local government may transfer money from a reserve account for the purpose for which the reserve is established, by absolute majority.

## **Policy Implications**

Nil

## **Financial Implications**

- Purchase price: \$120,000
- Relocation and connection: \$30,000
- Total cost: \$150,000

Funded through a withdrawal from the Building Reserve, to be replenished from villa earnings (estimated \$40,000 per annum) over four years.

## **OFFICER RECOMMENDATION**

### **Council Decision Number –**

Moved: Cr

Seconded: Cr

#### **That Council:**

1. Approves the purchase of a second hand, two bedroom transportable from Abigail and Dane Farina for \$120,000, plus approximately \$30,000 for relocation and connection costs;
2. Authorises the withdrawal of \$150,000 from the Building Reserve to fund the purchase and associated works; and
3. Directs that the earnings from the new villa at the Mukinbudin Caravan Park be returned to the Building Reserve over the next four financial years, to replenish the reserve balance.

**Carried /**

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

10.1 Nil

**11. Urgent Business Approved by Person Presiding or by Decision**

11.1 Nil

**12. Closure of Meeting**

**12.1** The Chairperson thanked Elected Members and Staff for attending and

declared the meeting closed at \_\_\_\_ pm.