



Shire of Mukinbudin

AGENDA

Ordinary Meeting of Council

Meeting to be held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 1.00pm Tuesday 24th October 2023

****** 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.



Dirk Sellenger
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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13.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 24th October 2023.

1. Declaration of Opening

- 1.1 *In accordance with Clause 3 of Schedule 2.3 of the Local Government Act 1995 the CEO is to preside the meeting until the office of President is filled.*

The Chief Executive Officer to declare the Meeting open at ___pm

2. Swearing in of Councillors

2.1 Swearing In Of Councillors

The Chief Executive Officer will preside over the swearing in ceremony of newly elected Councillors.

In accordance with Section 2.29 of the Local Government Act 1995, Councillors Elect will each in turn take the Oath of Allegiance/Affirmation of Allegiance, read and sign the declaration to the Office of Councillor in the presence of the Chief Executive Officer as per the requirements of the Act.

The *Oaths, Affidavits and Statutory Declarations Act 2005* and Schedule 2 of that Act list the authorised people who can witness declarations.

These are –

Schedule 2 — Authorised witnesses for statutory declarations

21. The chief executive officer or deputy chief executive officer of a local government.

22. A member of the council of a local government within the meaning of the *Local Government Act 1995*.

2.2. Election of President

The election of the President will be conducted by the CEO.

The procedure for electing a Shire President is set out in Schedule 2.3, Division 1, of the Local Government Act 1995. The process will be as follows:

Nominations for the office are to be received in writing to the Chief Executive Officer before the meeting, or during the meeting before the close of nominations. Nominations close at the meeting at a time announced by the Chief Executive Officer.

Councillors are to vote on the matter by secret ballot as if they were electors voting at an election. The votes cast are to be counted, and the successful candidate determined in accordance with Schedule 4.1 of the Local Government Act 1995.

If two or more candidates receive the same number of votes, so that no candidate has the greatest number of votes, the count is to be discontinued and the meeting is to be adjourned for not more than seven days.

Should this occur, it is intended to initially adjourn the meeting for ten minutes, and then resume the meeting. Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes. When the meeting resumes the councillors are to vote again.

The Chief Executive Officer is to declare and give notice of the result in accordance with regulation 11F of the Local Government (Constitution) Regulations 1998 (see below).

11F. Declaration and notice of result of election — (Sch. 2.3 cl. 4 and 8)

(1) The person conducting the election is to declare the result of the election to the council members at the meeting at which the election was held.

*(2) The declaration is to include —
(a) the names of the candidates; and*

[(aa) deleted]

(b) the name and term of office of the candidate declared elected.

(3) The declaration may include the number of votes received by each candidate.

(4) The person conducting the election is also to give local public notice of the result of the election in the form of Form 19 of the Local Government (Elections) Regulations 1997, modified as is necessary for the purposes of this regulation.

[Regulation 11F inserted: Gazette 31 Mar 2005 p. 1046; amended: Gazette 21 Aug 2007 p. 4186 and 4188; 28 Aug 2009 p. 3372.]

11FA. Report to Minister (Sch. 2.3 cl. 4 and 8)

(1) Within 14 days after the declaration of the result of the election, the person conducting the election is to provide the Minister with a report as to the result of the election.

(2) The report is to be in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as is necessary for the purposes of this regulation.

[Regulation 11FA inserted: Gazette 21 Aug 2007 p. 4186.]

Source: www.legislation.wa.gov.au

Following the announcement of the successful candidate a swearing in of the newly elected President will take place.

The Shire President then takes up the position of presiding member for the remainder of the meeting.

2.3. Election of Deputy President

The election of the Deputy President will be conducted by the President with assistance as required from the CEO.

The procedure for electing a Shire Deputy President is set out in Schedule 2.3, Division 2, of the Local Government Act 1995 (**see below**).

Division 2 — Deputy mayors and deputy presidents

6. Terms used

In this Division —

extraordinary vacancy means a vacancy that occurs under section 2.34(1);

office means the office of deputy mayor or deputy president.

7. When council elects deputy mayor or deputy president

(1) *If the local government has an elector mayor or president the office of deputy mayor or deputy president is to be filled as the first matter dealt with —*

(a) *at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*

(b) *at the first meeting of the council after an extraordinary vacancy occurs in the office.*

(2) *If the local government has a councillor mayor or president the office of deputy mayor or deputy president is to be filled —*

(a) *as the next matter dealt with after the mayor or president is elected at the first meeting of the council after an inaugural election or a section 4.13 or 4.14 election or after an ordinary elections day; and*

(b) *subject to subclause (3), as the first matter dealt with at the first meeting of the council after an extraordinary vacancy occurs in the office.*

(3) *If at a meeting referred to in clause 2(1)(b) the deputy mayor or deputy president is elected to be the mayor or president, the resulting extraordinary vacancy in the office is to be filled as the next matter dealt with at the same meeting.*

8. How deputy mayor or deputy president is elected

(1) *The council is to elect a councillor (other than the mayor or president) to fill the office.*

(2) *The election is to be conducted in accordance with the procedure prescribed by the mayor or president, or if he or she is not present, by the CEO.*

(3) *Nominations for the office are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.*

(3a) *Nominations close at the meeting at a time announced by the person conducting the election, which is to be a sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.*

(4) *If a councillor is nominated by another councillor the person conducting the election is not to accept the nomination unless the nominee has advised the*

person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.

- (5) *The council members are to vote on the matter by secret ballot as if they were electors voting at an election.*
- (6) *Subject to clause 9(1) the votes cast under subclause (5) are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 as if those votes were votes cast at an election.*
- (7) *As soon as is practicable after the result of the election is known, the person conducting the election is to declare and give notice of the result in accordance with regulations, if any.*

[Clause 8 amended: No. 64 of 1998 s. 54(2)-(4); No. 49 of 2004 s. 69(6)-(9).]

9. Votes may be cast a second time

- (1) *If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.*
- (2) *Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held.*
- (3) *When the special meeting is held the council members are to vote again on the matter by secret ballot as if they were voting at an election.*
- (4) *The votes cast under subclause (3) are to be counted, and the successful candidate determined, under Schedule 4.1 as if those votes were votes cast at an election.*

[Clause 9 amended: No. 49 of 2004 s. 69(10).]

Source: Local Government Act 1995

The process is as follows:

Nominations for the office are to be received in writing to the Chief Executive Officer before the meeting, or during the meeting before the close of nominations. Nominations close at the meeting at a time announced by the President.

Councillors are to vote on the matter by secret ballot as if they were electors voting at an election. The votes cast are to be counted, and the successful candidate determined in accordance with Schedule 4.1 of the Local Government Act 1995.

If two or more candidates receive the same number of votes, so that no candidate has the greatest number of votes, the count is to be discontinued and the meeting is to be adjourned for not more than seven days.

Should this occur, it is intended to initially adjourn the meeting for ten minutes, and then resume the meeting. Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes. When the meeting resumes the councillors are to vote again.

The Chief Executive Officer is to declare and give notice of the result in accordance with regulation 11F of the Local Government (Constitution) Regulations 1998.

Following the announcement of the successful candidate a swearing in of the newly elected Deputy President will take place by the CEO or President.

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

3.1 Present:

Cr G Bent
 Cr A Farina
 Cr-elect C McGlashan
 Cr R Nicoletti
 Cr-elect G Shadbolt
 Cr Ventris
 Cr-elect A Walker

3.2 Staff:

Dirk Sellenger	Chief Executive Officer
Renee Jenkin	Manager of Corporate and Community Services
Ed Nind	Manager of Finance

3.3 Visitors:

Mukinbudin DHS High School Students & Staff Members

3.4 Apologies:

3.5 On leave of absence:

3.6 Applications for leave of absence:

4. Public Question Time (min 15 minutes)

4.1 Response to previous questions taken on notice.

Nil

4.2 Declaration of public question time opened (minimum 15 mins)

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

5.3 Declaration of public question time closed

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

5. Declarations of Interest

6. Petitions, deputations, and presentations

6.1 Petitions

6.2 Deputations

6.3 Presentations

7. Announcements by the Presiding person without discussion

8. Confirmation of the Minutes of previous meetings

- 8.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 14th September 2023.

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 14 September 2023**

Carried /

9. Committee Meetings

9.1 Receipt of Minutes of Committee Meetings

9.1.1 NEWROC Executive Meeting held 3rd October 2023
[NEWROC Minutes](#)

9.1.2 Local Health Advisory Group (LHAG) Meeting held 22nd September 2023
[LHAG Minutes](#)

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the Minutes of the following committee meetings be received.

- NEWROC Council Meeting held 3rd October 2023
- Local Health Advisory Group (LHAG) Meeting held 22nd September 2023

Carried /

9.2 Recommendations from Committee Meeting for Council Consideration

10.1 Council Monthly Information Report

10.1.1 October 2023 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	16 th October 2023
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	October Information Report
Documents Tabled	Nil

Summary

The purpose of this communication is to enable the Council to receive the Monthly Information Report, which includes reports from key personnel, namely the Aquatic Centre Manager, Caravan Park Manager, Acting Manager of Works, Community Resource Centre Coordinator, Manager of Corporate and Community Services, and the 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 October Information Report.

Consultation

Simon Comerford – Aquatic Centre Manager
 Tania Sprigg - Caravan Park Manager
 Bob Edwards – Acting Manager of Works
 Jessica McCartney – Community Resource Centre Coordinator
 Renee Jenkin – Manager of Corporate and Community Services
 Dirk Sellenger – 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 October 2023 Information Report.****Carried /**

10.2 Finance Reports

10.2.1 List of Payments – September 2023	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Edward Nind – Finance Manager
Date:	10 th October 2023
Disclosure of Interest:	Nil
Responsible Officer:	Edward Nind – Finance Manager
Author:	Lucia Scari – Senior Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments - Municipal Account (5 pages) List of Payments - Restricted Muni Account (1 page) Corporate Credit Card Statement - September 2023 (6 pages) Credit Card Summary - September 2023 (1 page) Fuel Cards Statement - September 2023 (3 pages)
Documents Tabled	Nil

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

Summary

List of payments made in September 2023 for endorsement by Council.

Background Information

A list of payments submitted to Council on 24th October 2023, 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 2023/2024 Budget.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That the list of payments made in September 2023, be endorsed for payment.

Municipal Fund:

Muni EFTs	EFT 8400	to	EFT 8485	\$302,297.96
Muni Cheques	Chq 31960	to	Chq 31960	\$913.05
Muni Direct Debits (Superannuation, loans, leases)	DD 10906.1	to	DD 10973.9	\$63,666.06
Pays on (Not included on payment listing)	13.09.2023 & 27.09.2023			\$88,954.85
Total Municipal Funds				\$455,831.92

Restricted Muni Fund:

RMF EFTs	EFT -	to	EFT -	\$0.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 10871.1	to	DD 10991.1	\$19,709.70
Total Restricted Muni Funds				\$19,709.70

Carried /

10.2.2 Monthly Statement of Financial Activity Report – 30 September 2023	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Edward Nind – Finance Manager
Date:	20 th October 2023
Disclosure of Interest:	Nil
Responsible Officer	Edward Nind – Finance Manager
Author:	Edward Nind – Finance Manager
Voting Requirements	Simple Majority
Documents Attached	Statement of Financial Activity – For the period ended 30 September 2023 (23 Pages) Schedules 2 to 14 For the period 1 July 2023 to 30 September 2023 (98 Pages)
Documents Tabled	Nil

If a Councillor has any questions regarding the enclosed finance report, please discuss these queries with the Finance Manager so that a researched answer may be provided for you.

Summary

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

The Monthly Statement of Financial Activity Report attached for consists of;

Statement of Financial Activity comprising:

1. Acquisition of Assets
2. Disposal of Assets
3. Information on Borrowings
4. Reserves
5. Net Current Assets
6. Rating Information
7. Restricted Municipal and Trust Funds
8. Operating Statement
9. Statement of Financial Position
10. Financial Ratios
11. Grants Revenue
12. Bank Balances & Investment Information

Schedules 2 - 14

Background Information

Unspent grants and prepayments received are identified in Note 5. "Net Current Assets " in the Statement of Financial Activity, however at the time of writing they will be impacted by adjustments yet to be made to the liabilities at 30 June 2023. These will include adjustments to unspent grant liabilities including Roads To Recovery and LRCI Phase 3 grant liabilities.

The NRM Grants have now been finalized with unspent funds having been returned to the grant provider.

The "Actual" brought forward surplus from 2022/2023 is \$2,377,255. End of year accounting adjustments are completed however this figure as is subject to audit.

The 2023-2024 budget was adopted on 24 August 2023 and was based on a carried forward surplus of \$2,360,165. The budgeted surplus is \$17,090 less than the 2022/2023 surplus reported at this time.

In June 2023 we received \$1,927,705 as Advance Grants for 2023-2024. \$1,254,521 was General Purpose Funding and \$673,184 was Road funding.

Without these advance payments of \$1,927,705 the brought forward amount would be \$449,551.

Officer Comment

At 30 September 2023 the end of month position is a surplus of \$3,248,432, this includes 2023-2024 Rates that were raised in August 2023 and the \$1,297,671 advance Financial Assistant Grant payments for the 2022-2023 financial year.

Without these advance payments of \$1,297,671 the end of month position would be a surplus of \$ 1,320,727.

We have been advised of the Financial Assistance Grant payments that will be received in 2023-2024 and these have been included in the 2023-2024 Budget.

Strategic & Social Implications N/A

Consultation N/A

Statutory Environment

General Financial Management of Council, Council 2022/23 Budget, *Local Government (Financial Management) Regulations 1996, r34, Local Government Act 1995, section 6.4.*

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 on 24 August 2023 that the material variation be set at \$11,000 and 10%.

Financial Implications

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

OFFICER RECOMMENDATION

Council Decision Number –

Moved:

Seconded:

That Council:

Adopt the Monthly Financial Report for the period ending 30 September 2023.

Carried /

10.3 Chief Executive Officer's Reports

10.3.1 Indoor Court Carpet Fee Charge	
Location:	All of Shire
File Ref:	ADM 299
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	18 th October 2023
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary:

The proposal recommends implementing a hire fee for indoor court carpet tiles (1m x 1m) to protect the wooden surface of the indoor court from damage. The proposal suggests a delivery and collection fee of \$50.00 (\$25 each) and a laying and collection fee of \$220 for the Shire to provide this service. Alternatively, hirers can choose to install the protective carpet tiles themselves and avoid the \$220 fee.

Background:

The wooden surface of the indoor court is susceptible to damage from heavy foot traffic and equipment usage. To prevent wear and tear and ensure the longevity of the court, it is proposed to offer protective carpet tiles for hire. These tiles are designed to cover the floor area effectively, providing a protective layer and minimizing damage to the underlying wooden surface.

Officer Comment:

The introduction of a hire fee for protective carpet tiles serves multiple purposes. It ensures the preservation of the indoor court's wooden surface, reducing the need for costly repairs and ensuring the facility remains safe and functional. The proposed delivery and collection fee of \$50.00 (\$25 each) covers logistics, making it convenient for hirers to obtain and return the carpet tiles. Additionally, the laying and collection fee of \$220 reflects the cost of labour involved in professionally installing and removing the tiles.

Offering hirers the option to install the protective carpet tiles themselves provides a cost-saving alternative, encouraging self-sufficiency among users while maintaining the integrity of the indoor court. This approach strikes a balance between cost-effectiveness and convenience, allowing flexibility for hirers based on their preferences and budget constraints.

Consultation

Nil

Strategic & Social Implications

It is essential that all aspects are considered when Council sets the fees and charges. These include the demographic of the community, the ability to pay and the level and standard of service we as a Shire can provide to our community.

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

Council budgeted and have purchased a total of 280 carpet tiles in the current years Budget.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

It is recommended that the proposed indoor court carpet fee structure be approved, including a delivery and collection fee of \$50.00 (\$25 each) and a laying and collection fee of \$220 for the Shire to provide the service. Hirers should also be informed of the option to self-install the protective carpet tiles, thus avoiding the \$220 fee. This approach ensures the protection of the indoor court's wooden surface while offering flexibility and cost-saving opportunities for hirers.

Carried /

10.3.2 Asset Transfer Deed – Beringbooding Tank	
Location:	All of Shire
File Ref:	ADM 152
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	12 th September 2023
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Asset Transfer Deed – Beringbooding Tank
Documents Tabled	Nil

Summary:

The agenda item proposes the transfer of the Asset Deed for the Beringbooding Tank from the WA Water Corporation to the Shire of Mukinbudin. This transfer would entail the Shire assuming ownership and responsibility for the tank, including all associated assets and liabilities. The Shire will be liable for any and all future issues and problems that may arise with the tank following the transfer.

Background:

OFFICER RECOMMENDATION

Council Decision Number – 11 02 2022

Moved: Cr Ventris

Seconded: Cr Nicoletti

That despite the non-payment of a cash incentive, that Council advises the Water Corporation that it wishes to proceed with ownership transfer of the historical Beringbooding Tank from the Water Corporation to the Shire of Mukinbudin subject to the Water Corporation being responsible for all costs and processing associated with the transfer process.

That Council allocate \$25,000 (twenty-five thousand dollars) at the 2021/2022 mid-year Budget review to allow for various risk mitigation works as identified in the recent Local Government Insurance Services report on the Beringbooding Tank and surrounds to be carried out as a high priority project.

That Council accept the funding from the Department of Water and Environment Regulation of \$100,000 (one hundred thousand) of Community water supply funding and \$230,000 (two hundred and thirty thousand) of National Water grid Funds, \$330,000 (three hundred and thirty thousand) in total.

That Council make necessary \$30,000 (thirty thousand dollars) allowance in the 2022/2023 budget as the required contribution with the understanding the roof would be installed in a staged project as recommended by Department of Water and Environment staff.

Carried 9 / 0

The Beringbooding Tank, currently under the ownership of the WA Water Corporation, plays a important role in the local water supply infrastructure. Recognizing the importance of local control and management, the WA Water Corporation has agreed to transfer the ownership and operational responsibilities of the Beringbooding Tank to the Shire of Mukinbudin. This transfer aligns with the Shire's efforts to enhance its capacity for water management and ensure the sustainability and reliability of the local water supply.

Officer Comment:

The transfer of the Beringbooding Tank represents a significant opportunity for the Shire of Mukinbudin to exercise greater control over its water resources. Assuming ownership of the tank will allow the Shire to implement tailored maintenance and operational strategies, ensuring the efficient functioning of this vital asset. It is important to note that with this ownership comes the responsibility for any maintenance, repairs, or issues that may arise in the future.

While taking on these responsibilities involves potential challenges, it also grants the Shire greater autonomy in addressing issues promptly and making decisions tailored to the local context. Additionally, the Shire can now proactively plan for the maintenance and upkeep of the Beringbooding Tank, ensuring the long-term sustainability of this essential infrastructure.

Consultation

Shire of Mukinbudin Councillors

Kathy Balt – Water Corporation - Snr Adv - Customer & Stakeholder

Goldfields & Agricultural Region

Strategic & Social Implications

Whilst mains water services the majority of the Shire, the existing infrastructure at Beringbooding is considered a strategic northern water supply for the Shire residents. The water supply from this facility can be used for a large number of purposes including but not limited to water for broadacre spraying programs and water for stock during dry periods.

Statutory Environment **Nil**

Policy Implications **Nil**

Financial Implications

Whilst the transfer of ownership will be at no cost to the Shire once this is an asset of the Shire the Shire will be liable for any and all maintenance costs associated with the tank structure. The tank roof was previously identified as a hazard as this has fallen into disrepair and in 2020 the Tank roof was removed at a cost of approximately \$100,000 to the Water Corporation. Council has identified the need to have a new roof installed to maintain the quality of the water and to reduce evaporation and work continues in this regards in close consultation with Department of Water and Environmental Regulation (DWER)

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

That Council approve the transfer of the Asset Deed for the Beringbooding Tank from the WA Water Corporation to the Shire of Mukinbudin as presented and agree to the Shire President and CEO signing the deed and using the common seal as required.

Carried /

10.3.3 Music Program – Jungle Music by Vanessa Munns	
Location:	All of Shire
File Ref:	ADM 483
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	18 th October 2023
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

We received a request from a musician recently to allow for education of children at Playground level and age, the request follows:

Background Information

Hi Dirk,

Per our conversation regarding shire funding jungle music classes for 0-4 yr olds in Mukinbudin, the costing would be:

\$150 +gst per session. With 5 sessions in Mukinbudin per term being \$750 + gst. Or if Bonnie rock included \$1500 per term for both locations.

In this, every family that would like to be involved, no matter the background, number of children in age group can be involved if they live in the shire of Mukinbudin.

I would also provide a write up once a month for your newsletter showing the awesome benefits to the younger residents in the shire. As well as provide numbers per session to ensure that the shire can see residents using the “service”.

I have WWCC as well as personal liability insurance for my music business.

Cheers and looking forward to a favourable response.

Cheers

Vanessa Munns

Owner

Mrs Munns Music Studio.



JUNGLE MUSIC



Locations

Wednesdays: Mukinbudin or Bonnie Rock
 Thursday : Merredin
 Friday: Bencubbin or Koorda

COURSE DURATION: < 3 years
CLASS LESSON: 30 - 40 min/wk
CLASS SIZE: < 9 students/class

ONE PARENT/CARER: Attends class as learning partner

COURSE MATERIALS:
 Course Book & Practice Buddy Music Tracks every 6 months

Music is amazing for brain development, especially in young children & **is one of the only activities that stimulates & activates the entire brain.**

Think of Jungle Music as a development course, with music as the main tool. Social skills, listening skills, and fine & gross motor skills will improve in every lesson as your child is immersed in a multi-sensory environment

Throughout the course your child will grow in so many ways through activities that nurture the 9 Key Learning Elements that young children need to develop into good learners including:

- Emotional Development
- Sensory Development
- Intellectual Development
- Gross Motor
- Fine Motor
- Language Foundations
- Self Esteem
- Literacy Skills
- Social Skills



Our sensory-rich class environment is ideal for immersing your child in music and learning.

Did you know that children that keep the beat at 3 years of age read better at 6 years?



My daughter has been going since she was 6 months (now 2.5 years) and loves it! Her confidence, speech and ability to copy and follow direction is amazing! Now I can't wait to start my second daughter...

Gillian Lenz, Parent



0427616624



www.munnsmusicstudio.com

Officer Comment

Whilst Education not a direct Local Government responsibility Local Governments often are involved in ventures due to market shortfall. The author believes that a full subsidy of the program cannot be justified or warranted and believe that parents and or carers should contribute financially to ensure the user pays mentality is maintained.

Consultation

Nil

Strategic & Social Implications

Whilst Education is not a core Local Government responsibility this event reasonably falls under the category of "Community Development" which often includes events, education and entertainment for people of all ages.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Council has made no allowance in the Budget for the delivery of a Jungle Music program specifically however funding has been allocated for various community development projects and events for which the Jungle Music would reasonably qualify.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council allocate a total of \$2,000 (two thousand dollars) in the 2023/2024 Budget towards the delivery of the Jungle Music program as a youth event to include but not limited for both the Mukinbudin and Bonnie Rock playgroups users. That this funding be provided on the basis that this subsidy not exceed 2/3 of the cost of the program, meaning that \$3,000 worth of Jungle Music be delivered with the support of the Mukinbudin CRC within the Mukinbudin Townsite.

Carried /

10.3.4 Local Government Extraordinary Election	
Location:	All of Shire
File Ref:	ADM 374
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	18 th October 2023
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Local Government Extraordinary Election
Documents Tabled	Nil

Summary

Following the recent close of nominations, the Shire of Mukinbudin filled three of the four vacancies available. Given the Shire is transitioning to seven (7) elected members which is the maximum allowable by the WA State Government from 2025 for Local Governments with a population of less than 5000 people (Mukinbudin 555 2021 census data)

Background Information

The matter was considered at the September 2023 Ordinary meeting of Council and the following Council motion forthcoming:

OFFICER RECOMMENDATION

Council Decision Number – 12 09 2023

Moved: Cr Paterson

Seconded: Cr Nicoletti

The Council formally request special Ministerial approval from the Department of Local Government to permit the two-year term to remain unfilled, as it stands vacant following the closure of nominations at 4:00 pm on Thursday, September 7th.

This request acknowledges that the vacancy of the 8th Councillor for a duration of two years would remain unfilled, thereby enabling the Council to function with a total of seven (7) elected members from 21st October 2023. This number aligns and adheres to the maximum allowable number of elected members prescribed for local governments with a population of less than 5000 people under the Local Government Reform process.

Carried 7 / 0

The request was made to the Minister for Local Government and the following response received:



**Minister for Ports; Local Government; Road Safety;
Minister Assisting the Minister for Transport**

Our Ref: 83-01660

Mr Dirk Sellenger
Chief Executive Officer
Shire of Mukinbudin
Email: ceo@mukinbudin.wa.gov.au

Dear Mr Sellenger

Thank you for your email of 21 September 2023, regarding the Shire of Mukinbudin's (the Shire's) request to not conduct an extraordinary election.

I am advised that the *Local Government Act 1995* (the Act) does not provide for the Minister to provide an exemption from a requirement to conduct an extraordinary election. The Minister's authority to grant compliance exemptions do not extend to Parts 2 and 4 of the Act, which deal with the constitution and election of councils.

Unfortunately, I therefore do not have any legislative basis to grant the Shire's request.

I am advised by the Department of Local Government, Sport and Cultural Industries (DLGSC) that the Shire must prepare for an extraordinary election to fill this vacancy.

If only one nomination is received for the vacancy, that candidate is elected unopposed, and no vote of electors would be required.

If an extraordinary election does not fill the vacancy (for instance, if no nominations are received), then the council may, in accordance with section 4.57(3) of the Act, appoint an eligible a person to fill the vacancy.

I appreciate the Shire's proactive approach to planning for a staged reduction in the number of councillors over two election cycles, to be finalised at the 2025 elections.

Should you require any further advice regarding this matter, please contact Mr Liam O'Neill, Principal Strategy Officer at DLGSC at liam.oneill@dlgsc.wa.gov.au or by telephone on 6552 1442.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'David Michael', written over a blue line.

HON DAVID MICHAEL MLA
MINISTER FOR LOCAL GOVERNMENT

09 OCT 2023

Officer Comment

Acknowledging the fact that we must hold an extraordinary election to fill the 8th remaining vacancy which will then need to be retired in 2025 to reduce numbers to the maximum of seven (7).

The CEO has contacted the WA Electoral Commission concerning the running of the Extraordinary election and they have advised this could not take place until early 2024 as follows:

Dear Dirk,

As you will be aware, at the close of the 2023 Local Government Election Nominations last Thursday, an insufficient number of candidate nominations were received to fill all available vacancies in the Shire of Mukinbudin.

*This means **an extraordinary election needs to be conducted** in the Shire of Mukinbudin to fill this vacancy.*

*Due to a range of operational factors, the earliest date the WA Electoral Commission (WAEC) can conduct an extraordinary election for the Shire of Mukinbudin is **Friday 1 March 2024**. The WAEC can also be engaged to conduct an extraordinary election on an alternative date after 1 March 2024.*

Below are the key dates to consider for a 1 March election:

Election date	Last day for election to be declared by EC	Roll close	Nominations open	Nominations close
Fri 1 March 2024	Tues 12 Dec 2023	Thurs 4 Jan 2024	Wed 10 Jan 2024	Wed 17 Jan 2024

WAEC invites you to advise if you want WAEC to conduct the extraordinary election or if the Shire of Mukinbudin will conduct the election itself.

WAEC to conduct election

*Please can you advise **by Friday 13 October 2023** if the Shire of Mukinbudin would like to engage WAEC to conduct an extraordinary election on or after 1 March 2024? If you have a preferred date (1 March or beyond), please let us know.*

Once confirmed, WAEC will contact you formally with more information about costings, timelines and operational details.

LG to conduct election

If you would prefer to conduct the extraordinary election in-house (ie run your own election), can you also please inform the WAEC of your decision in writing by 13 October? WAEC will then provide you with additional information to assist you conduct your own election.

Kind regards,

Robert Kennedy*WA Electoral Commissioner***WESTERN AUSTRALIAN Electoral Commission**

Whilst the likelihood of a contested Election is considered low given the position remained unfulfilled this remains a real possibility. As Council is aware in the event a contested Election results the cost of using the counting software which is provided by the State Government is approximately \$8,000.00, this charge is purely to allow the returning officer to have access and use the counting software and was charged to strongly encourage WA Local Governments to utilise the WA Electoral Commission to conduct the election on their behalf which most if not all Local Government chose to utilise given the relatively small cost difference between use of the Software only and the WA Electoral Commission conducting the entire election process on behalf of the respective Local Governments.

Consultation

NEWROC CEO's

WA Electoral Commission Staff

Mia Davies MLA

Strategic & Social Implications

Nil

Statutory Environment

Local Government Act 1995 (as amended)

[Local government reform | DLGSC](#)**Policy Implications**

Nil

Financial Implications

The cost for the WA Electoral Commission to hold an extraordinary election is the same as the cost required to conduct an ordinary Election and a quote of \$12,000 has been received.

At close of nominations if more than one nomination is received this will require a contested election process and the CEO understand Preferential vote counting software will need to be utilised as required by the WA Electoral Commission and this software is charged by the WAEC at approximately \$8,000.

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

That Council request the CEO to commence the Extraordinary Election process as requested by the Department of Local Government and the WA Electoral Commission to fill the remaining 8th vacancy for a period of two years.

That Council request an in-person election whereby the CEO will be appointed as the returning Officer and conduct the election “in house”.

Carried /

10.3.5 Mukinbudin Aquatic Centre	
Location:	All of Shire
File Ref:	ADM 064
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	18 th October 2023
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

For Council to consider changes to the Mukinbudin Aquatic Centre operating conditions to increase its availability to residents.

Background Information

The Mukinbudin Aquatic Centre is currently operating on a regular basis for six days a week during its operational season. The center's availability is contingent upon the presence of a suitably qualified Pool Manager on-site at all times. In situations where such a qualified Pool Manager is unavailable, the Mukinbudin Aquatic Centre cannot open.

Earlier this year, Steve Good, representing the Leisure Institute of Western Australia (LIWA), suggested to the CEO the possibility of temporarily adjusting the classification of the Mukinbudin Aquatic Centre. This adjustment would necessitate a modification to the Mukinbudin Aquatic Centre Management Plan, allowing for operation at the lower classification level.

Provided that the specific details and procedures for each classification are included in the Management Plan and the Management Plan receives approval from the Department of Health, it becomes feasible for the Mukinbudin Aquatic Centre to transition between facility operating classifications, shifting from Group 1 to Group 3, and vice versa, without requiring external approval for each individual change.

Officer Comment

Assuming the Management Plan is revised to encompass the operations of the Mukinbudin Aquatic Centre, there appear to be no evident hindrances to running the facility with flexibility, categorized as either Group 1 or Group 3.

Consultation

Steve Good, LIWA

Lani Mulder, Shire of Ravensthorpe

Megan Sumpton, LGIS

Strategic & Social Implications

Extending the pool's operational hours to seven days a week would be advantageous for the community. Nevertheless, it's worth noting that there is a possibility of encountering conflicts arising from the distinctions in operating conditions between the Group 1 and Group 3 classifications.

Statutory Environment

Aquatic Facilities Regulations 2007

Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities (January 2020)

Aquatic Facilities: Guidance Note 6

Policy Implications

Nil

Financial Implications

Expenses related to increasing the pool's weekly operation during the season. The sole cost of extending the pool's operation by one more day per week will be wages expenses for additional personnel and these are estimated to amount to approximately \$8,000 (eight thousand dollars), as it's mandatory that the Pool Manager does not work for more than six consecutive days. Utility costs, such as electricity, will remain unchanged despite the additional day opening since the pumps operate continuously throughout the pool season.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council request the CEO formulate a proposed model for the Mukinbudin Aquatic Centre's extended availability to residents seven days a week during the regular pool season. This model be subject to support and approval from the Leisure Institute of Western Australia prior to implementation.

Carried /

10.3.6 Nomination of Councillors to Standing Committees/Portfolios and External Organisations	
Location:	All of Shire
File Ref:	ADM 019
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	17 th October 2023
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to allocate positions to Standing Committees / Portfolios and External Organisations.

Background Information

The existing portfolios are as follows:

Portfolio	Delegate
Law, Order and Public Safety <ul style="list-style-type: none"> • Bush Fire Control • Police • Ambulance • Ranger Services • Regional Emergency Management Plan 	<i>Whole of Council</i>
Education <ul style="list-style-type: none"> • School 	<i>Whole of Council</i>
Health and Welfare <ul style="list-style-type: none"> • Kununoppin Local Health Advisory Group • Health Facilities • Home and Community Care • Disability Plan • Rural Counselling • Aged persons • Youth • Indigenous 	<i>Whole of Council</i>
Housing <ul style="list-style-type: none"> • Staff Housing • Aged Housing • GEHA Housing • Community Housing 	<i>Whole of Council</i>
Environmental Management <ul style="list-style-type: none"> • Sanitation – Refuse • Recycling • Landcare – NRM • Pest Control • Noxious Weeds and Vermin 	<i>Whole of Council</i>

<ul style="list-style-type: none"> • Crown Land Reserves 	
Recreation and Culture <ul style="list-style-type: none"> • Recreation Facilities • Public Halls • Parks, Gardens and Trails • Drive-In • Library • Heritage • Television and Radio 	<i>Whole of Council</i>
Physical Infrastructure <ul style="list-style-type: none"> • Roads • Plant and Machinery • Street Lighting • Depot • Aerodrome • Cemetery 	<i>Whole of Council</i>
Shire Development <ul style="list-style-type: none"> • Planning Scheme • Development Services (planning, building, health) • Business Services and Organisations (rural and town) • Utility Services • Tourism • Caravan Park 	<i>Whole of Council</i>
External Bodies	Delegates
North East Wheatbelt Sub Regional Road Group Frequency: 3 in person meetings per year – always at Mukinbudin Shire Offices.	Cr Nicoletti (Sub) Cr Walker
Great Eastern Zone – WALGA Frequency: five meetings per year (March meeting in Mukinbudin)	Shire President (sub) Deputy President Note: All councillors are encouraged to attend.
NEWTRAVEL Frequency: three meetings per year.	Cr Ventris (sub) Cr Seaby
Kununoppin Local Health Advisory Committee Frequency: Bi-monthly at Kununoppin	Cr Ventris
NEWROC Frequency: Bi-monthly moves around NEWROC shires	Shire President (sub) Deputy President
Wheatbelt Agcare Frequency:	Cr McGlashan
Mukinbudin Men's Shed Frequency: Monthly at Shed	Cr Seaby
Muka Matters Frequency: Annual	Cr Ventris
Early Learning Centre (REED)	Cr Farina

Frequency: As required	
Eastern Wheatbelt Biosecurity Group Frequency: At least twice per year	Steve Palm (Community Member Appointment due to prior involvement)
Kununoppin Medical Practice Committee Frequency: As required	Shire President (sub) Deputy President
Cemetery Committee Frequency: As Required	Cr McGlashan Cr Ventris Cr Walker
Central Eastern Aged Care Alliance (CEACA) Frequency: As required	Cr Shadbolt (sub) Cr Bent
Mukinbudin District Club Frequency – As required	Cr Bent Cr McGlashan
Local Emergency Management Committee (LEMC)	Shire President (sub) Cr Nicoletti
School Bus Services Frequency: As required	Cr Nicoletti Cr Bent
Mukinbudin District High - School Liaison Frequency: As required, attend School functions etc.	Cr Nicoletti Cr Farina
Development Assessment Panel	Cr McGlashan Cr Bent (sub) Cr Ventris (sub) Cr Farina
Mukinbudin Community Resource Centre Frequency – As required	Cr Farina

Officer Comment

Council have historically operated a portfolio type system of governance whereby like-operational areas are grouped together and a number of Councillors form a reference group. Council also needs to nominate Councillors to a number of external bodies which the CEO believes should continue.

Consultation

Shire of Mukinbudin Councillors

Strategic & Social Implications

Nil

Statutory Environment

Local Government Act 1995.

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council adopt the Portfolios and Representation as nominated for the two (2) year Council term.

Portfolio	Delegates
Law, Order and Public Safety <ul style="list-style-type: none"> • Bush Fire Control • Police • Ambulance • Ranger Services • Regional Emergency Management Plan 	<i>Whole of Council</i>
Education <ul style="list-style-type: none"> • School 	<i>Whole of Council</i>
Health and Welfare <ul style="list-style-type: none"> • Kununoppin Local Health Advisory Group • Health Facilities • Home and Community Care • Disability Plan • Rural Counselling • Aged persons • Youth • Indigenous 	<i>Whole of Council</i>
Housing <ul style="list-style-type: none"> • Staff Housing • Aged Housing • GEHA Housing • Community Housing 	<i>Whole of Council</i>
Environmental Management <ul style="list-style-type: none"> • Sanitation – Refuse • Recycling • Landcare – NRM • Pest Control • Noxious Weeds and Vermin • Crown Land Reserves 	<i>Whole of Council</i>
Recreation and Culture <ul style="list-style-type: none"> • Recreation Facilities • Public Halls • Parks, Gardens and Trails • Drive-In • Library • Heritage • Television and Radio 	<i>Whole of Council</i>
Physical Infrastructure <ul style="list-style-type: none"> • Roads • Plant and Machinery • Street Lighting 	<i>Whole of Council</i>

<ul style="list-style-type: none"> • Depot • Aerodrome • Cemetery 	
Shire Development <ul style="list-style-type: none"> • Planning Scheme • Development Services (planning, building, health) • Business Services and Organisations (rural and town) • Utility Services • Tourism • Caravan Park 	<i>Whole of Council</i>
External Bodies	Delegates
North East Wheatbelt Sub Regional Road Group Frequency: 3 in person meetings per year – always at Mukinbudin Shire Offices.	Cr _____ (Sub) Cr _____
Great Eastern Zone – WALGA Frequency: five meetings per year (March meeting in Mukinbudin)	Shire President (sub) Deputy President Note: All councillors are encouraged to attend.
NEWTRAVEL Frequency: three meetings per year.	Cr _____ (sub) Cr _____
Kununoppin Local Health Advisory Committee Frequency: Bi-monthly at Kununoppin	Cr _____
NEWROC Frequency: Bi-monthly moves around NEWROC shires	Shire President (sub) Deputy President
Wheatbelt Agcare Frequency:	Cr _____
Mukinbudin Men's Shed Frequency: Monthly at Shed	Cr _____
Muka Matters Frequency: Annual	Cr _____
Early Learning Centre (REED) Frequency: As required	Cr _____
Eastern Wheatbelt Biosecurity Group Frequency: At least twice per year	Steve Palm (Community Member Appointment due to prior involvement)
Kununoppin Medical Practice Committee Frequency: As required	Shire President (sub) Deputy President
Cemetery Committee Frequency: As Required	Cr _____ Cr _____ Cr _____
Central Eastern Aged Care Alliance (CEACA) Frequency: As required	Cr _____ (sub) Cr _____

Mukinbudin District Club Frequency – As required	Cr _____ Cr _____
Local Emergency Management Committee (LEMC)	Shire President (sub) Deputy President
School Bus Services Frequency: As required	Cr _____ Cr _____
Mukinbudin District High - School Liaison Frequency: As required, attend School functions etc.	Cr _____ Cr _____
Development Assessment Panel	Cr _____ Cr _____ (sub) Cr _____ (sub) Cr _____
Mukinbudin Community Resource Centre Frequency – As required	Cr _____

Carried /

10.3.7 Development Assessment Panel Representatives	
Location:	Mukinbudin
File Ref:	ADM 019
Applicant:	Department of Planning
Date:	17 th October 2023
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

To allow Council to appoint Development Assessment Panel representatives.

Background Information

Council received the following correspondence concerning the need to appoint Development Assessment Panel representatives which much include two delegates and two alternate delegates.

Good Afternoon

Please find attached correspondence from Mr Anthony Kannis, Director General, regarding local government nominations for Development Assessment Panels.

Kind Regards

Ashlee Kelly

*A/Senior Policy and Project Officer | Office of the Director General
Department of Planning, Lands and Heritage
140 William Street, Perth WA 6000*



Department of **Planning,
Lands and Heritage**

Our ref: PLH2023P1487 DG-2023-2773
Enquiries: DAP Secretariat 6551 9919

Mr Dirk Sellenger
Chief Executive Officer
Shire of Mukinbudin
Via email to: CEO@mukinbudin.wa.gov.au

Dear Mr Sellenger

DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

As you are aware, representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.

Given the upcoming local government elections on 21 October 2023, both requirements can be met by using the attached form and submitting it and a copy of the Council resolution, via email to the DAP Secretariat at daps@dplh.wa.gov.au, no later than Friday 24 November 2023.

If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications.

The WA Government has launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government Boards and Committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further Information about OnBoardWA can be found at [OnBoardWA | Welcome to OnBoardWA \(jobs.wa.gov.au\)](https://onboard.wa.gov.au).

The WA Government is committed to continue implementing the Action Plan for Planning reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aim to provide a more robust DAP process that promotes consistency and transparency in decision-making.

Please note that the local government membership configuration on DAPs will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact Ashlee Kelly at the DAP Secretariat on (08) 6551 9919 or email daps@dplh.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely



Anthony Kannis PSM
Director General
28 September 2023

Att. Local Government Development Assessment Panel Member Nomination Form



Government of Western Australia
Development Assessment Panels

DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to daps@dplh.wa.gov.au. Please include a copy of the Council Resolution.

Local Government	
DAP Name	▼

	Member 1	Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex	▼	▼
*Employer Name/s		
*Position/s		
*Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time/Casual - Specify hours per week	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time/Casual - Specify hours per week
*Eligibility for Payment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Alternate Member 1	Alternate Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex	▼	▼
*Employer Name/s		
*Position/s		
*Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time/Casual - Specify hours per week	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time/Casual - Specify hours per week
*Eligibility for Payment	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

** The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the Premier's Circular 2022/02.*

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER			
Name			
Phone		Email	

Officer Comment

The DAP delegates as selected by the Council must attend the Department of Planning in Perth to undergo the necessary training, travel and time is paid to the delegate by the Department of Planning to ensure the local Government has no out of pocket expenses for this training given this is a State Government training requirement.

If should be noted that the DAP Delegates are required to consider Development Application greater than \$10 million (ten million dollars) the likelihood of Mukinbudin receiving a Development Application exceeding \$10 million is unlikely however the requirement to have DAP delegates remains the same for all Local Governments in Western Australia.

Consultation

Shire of Mukinbudin Councillors

Strategic & Social Implications

Nil

Statutory Environment

Regulation 24 Planning and Development (Development Assessment Panels) Regulations 2011.

Policy Implications

Nil

Financial Implications

Nil – Members costs for Panel attendance and training are met by Department of Planning.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

That Council nominate Cr _____ and Cr _____ as the Development Application Panel members.

That Council nominate Cr _____ and Cr _____ as the Alternate Member Development Application Panel members.

Carried /

10.3.8 District Club Request to Waiver/Reduce Fees – CRC Secretary	
Location:	All of Shire
File Ref:	ADM 241
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	19 th October 2023
Disclosure of Interest:	
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

The Council is requested to consider the appeal for the waiver or reduction of fees linked to the services delivered by the Community Resource Centre Manager when performing secretarial responsibilities on behalf of the District Club.

Background Information

The following letter was received from District Club President, Blake Smith:

Mukinbudin District Club
Blake Smith (President)
0408 498 220
Tourae14@gmail.com

Shire of Mukinbudin
Attention: Councillors
(08) 9047 2100
15 Maddock Street, MUKINBUDIN, WA 6479

Dear Mukinbudin Shire Council,

Re: Request for Waiver or Reduced Fees of CRC District Club Secretary Services

On behalf of the Mukinbudin District Club, I am writing to request the Shire of Mukinbudin's consideration for the waiver of the annual fees of \$1200 for the Mukinbudin Community Resource Centre's 'District Club Secretary' position.

This request follows the District Clubs Annual General Meeting held 17th October 2023, where it was raised that the secretarial hours have reduced since the original agreement with the CRC, the CRC no longer being a not for profit, and that these funds could instead be relocated back to the local sports clubs.

The current requirement for secretarial hours is approximately 10 hours per year, with duties including AGM preparation and minute taking, seeking membership numbers from the clubs, insurance correspondence, and other minor communications. At the current \$1200 per year, it was raised at the AGM that this be reviewed as it is a high cost. If Council are not in agreement to waiving the cost completely, we please request a consideration for review of charges to align with a fee for service charged at the CRC's hourly secretarial fees as it was advised at the AGM this is a lower rate.

Thank you for taking the time to consider this request. I would be more than happy to discuss this proposal further and work with the Shire of Mukinbudin on this change.

We look forward to a positive response from the Shire of Mukinbudin and remain open to further discussions on how we can best support our community's interests.

Sincerely,

Blake Smith

Mukinbudin District Club President 2023/24

Officer Comment

The Mukinbudin CRC has served as the District Club Secretary since approximately 2014. During the June 2023 Ordinary Council Meeting, it was decided to raise the Secretarial Services Fee for the Mukinbudin District Club from \$1,000 (one thousand dollars), a fee that had been in place since 2014 and unchanged from the period 2014 – 2022 whilst under the Management of the CRC, prior to the Shire taking over the management responsibilities on 1st April 2022.

Consultation

Blake Smith - District Club President

Jessica McCartney – District Club Secretary

Renee Jenkin – Manager of Corporate and Community Services

Strategic & Social Implications

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

In accordance with Council's 2023/2024 Fees & Charges, the cost of the Secretarial Services totals \$1,200 (one thousand two hundred dollars) per year.

OFFICER RECOMMENDATION

Council Decision Number –

Moved: Cr

Seconded: Cr

Given the requirements of the district club secretarial services amounts to only 10 hours per year that Council agree to waive the \$1,200 fee entirely given the number of residents who are involved in various sporting codes (either directly or indirectly)

That the 2023 / 2024 fees and charges be amended accordingly.

Carried /

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

11.1 Nil

12. Urgent Business Approved by Person Presiding or by Decision

12.1 Nil

13. Closure of Meeting**13.1** The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at ____pm.