



CONFIRMED MINUTES

Ordinary Meeting of Council



Meeting held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 2.30pm Tuesday 21st October 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.

Table of Contents

- 1. Declaration of Opening**
 - 1.1 Declaration of Opening
- 2. Swearing in of Councillors**
 - 2.1 Swearing in of Councillors
 - 2.2 Election of President
 - 2.3 Election of Deputy President
- 3. Record of Attendance, Apologies, approved Leave of Absence**
 - 3.1 Present
 - 3.2 Staff
 - 3.3 Visitors
 - 3.4 Apologies
 - 3.5 Approved Leave of Absence
 - 3.6 Applications for Leave of Absence
- 4. Public Question Time**
 - 4.1 Response to previous questions taken on notice
 - 4.2 Declaration of Public Question time open
 - 4.3 Declaration of public time closed
- 5. Declarations of Interest**
- 6. Petitions, Deputations, Presentations**
 - 6.1 Petitions
 - 6.2 Deputations
 - 6.3 Presentations
- 7. Announcements by the presiding member without discussion**
- 8. Confirmation of minutes of previous meetings**
 - 8.1 Confirmation of Minutes of Ordinary Meeting of Council held on 16th September 2025.
- 9. Committee Meetings**
 - 9.1 Receipt of Minutes of Committee Meetings**
 - 9.1.1 NEWROC Executive Meeting 15th September 2025
 - 9.1.2 Sub Regional Road Group Meeting 19th September 2025
 - 9.2 Recommendations from Committee Meeting for Council Consideration**

10. Reports**10.1 Council Monthly Information Reports**

10.1.1 Receipt of October 2025 Information Report

10.2 Finance Reports

10.2.1 List of Payments – September 2025

10.2.2 Monthly Statement of Financial Activity Report – August 2025

10.2.3 Monthly Statement of Financial Activity Report – September 2025

10.3 Chief Executive Officer's Reports

10.3.1 Nomination of Councillors to Standing Committees/Portfolios and External Organisations

10.3.2 Community Chest Applications 2025/2026

10.3.3 Development Approval Application – Shed at 4885 (Lot 450)
Bonnie Rock-Lake Brown Road

10.3.4 Purchase of Community Water Tank Site – Lot 2
(Whitehill Pty Ltd)

10.3.5 Bitumen Sealing Tender – Nungarin North Road

11. Elected members Motions of which previous notice has been given**12. Urgent Business Approved by Person Presiding or by Decision****13. Closure of Meeting**

13.1 Closure of Meeting

AGENDA

Agenda of the Ordinary Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 21st October 2025.

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 over the meeting until the office of President is filled.*

The Chief Executive Officer declared the Meeting open at 2.30pm.

2.1 Swearing In Of Councillors

The Chief Executive Officer presided over the swearing in ceremony of newly elected Councillors being Cr Bent, Cr Brandis, Cr Dagelet and Cr Ventris.

Mr Frank Piccolo (JP) witnessed the statutory declaration.

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 was conducted by the CEO and Cr Gary Shadbolt was elected unopposed.

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, Cr Gary Shadbolt assumed the position of Chairperson from the CEO for the remainder of the meeting.

2.3. Election of Deputy President

The election of the Deputy President was conducted by the President with assistance from the CEO. Cr Ashley Walker was elected unopposed.

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.

Frank & Rose Piccolo departed the meeting at 2.45pm and did not return.

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

3.1 Present:

Cr-elect G Bent
 Cr-elect A Brandis
 Cr-elect A Dagelet
 Cr C McGlashan
 Cr G Shadbolt
 Cr-elect S Ventris
 Cr A Walker

3.2 Staff:

Tanika McLennan	Chief Executive Officer
Renee Jenkin	Deputy Chief Executive Officer

3.3 Visitors:

Mr Frank Piccolo	Justice of the Peace (JP) - 2.30pm until 2.45pm
Ms Rose Piccolo	- 2.30pm until 2.45pm

3.4 Apologies:

Nil

3.5 On leave of absence:

Nil

3.6 Applications for leave of absence:

Nil

9. Committee Meetings

9.1 Receipt of Minutes of Committee Meetings

9.1.1 NEWROC Executive Meeting held 15th September 2025

[NEWROC Minutes](#)

9.1.2 Sub Regional Road Group Meeting held 19th September 2025

[SRRG Minutes](#)

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 02 10 2025

Moved: Cr Brandis

Seconded: Cr Ventris

That the Minutes of the following committee meetings be received.

- **NEWROC Executive Meeting held 15th September 2025**
- **Sub Regional Road Group Meeting held 19th September 2025**

Carried 7 / 0

9.2 Recommendations from Committee Meetings for Council Consideration
Nil

10.1 Monthly Information Report

10.1.1 October 2025 Information Report	
Location:	Mukinbudin
File Ref:	ADM 360
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	8 th October 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	October 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 Aquatic Centre Manager, 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 October Information Report.

Consultation

Larry Garlett – Aquatic Centre Manager
 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 – 03 10 2025****Moved: Cr Dagelet****Seconded: Cr Bent****That Council receive the October 2025 Information Report.****Carried 7 / 0**

10.2 Finance Reports

10.2.1 List of Payments – September 2025	
Location:	Mukinbudin
File Ref:	ADM 007
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	14 th October 2025
Disclosure of Interest:	Nil
Responsible Officer:	Tanika McLennan, Chief Executive Officer
Author:	Juliet Nixon, Finance Officer
Voting Requirements	Simple Majority
Documents Attached	List of Payments - Municipal Account (5 pages) List of Payments - Restricted Municipal Account (1 page) Corporate Credit Card Statement – September 2025 (6 pages) Credit Card Summary - September 2025 (1 page) Fuel Cards Statement - September 2025 (3 pages)
Documents Tabled	Nil

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

Summary

List of payments made in September 2025 for endorsement by Council.

Background Information

A list of payments submitted to Council on 21st October 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 – 04 10 2025

Moved: Cr Walker

Seconded: Cr Ventris

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

Municipal Fund:

Muni EFTs	EFT 10642	to	EFT 10729	\$278,328.08
Muni Cheques	Chq -	to	Chq -	\$0.00
Muni Direct Debits (Superannuation, loans, leases)	DD 13649.1	to	DD 13760.1	\$85,190.55
Pays on (Not included on payment listing)	11/09/2025 & 25/09/2025			\$103,199.54
Total Municipal Funds				\$466,718.17

Restricted Muni Fund:

RMF EFTs	EFT -	to	EFT -	\$0.00
RMF Cheques	Chq -	to	Chq -	\$0.00
RMF Direct Debits	DD 13630.1	to	DD 13729.1	\$23,484.65
Total Restricted Muni Funds				\$23,484.65

Carried 7 / 0

10.2.2 Monthly Statement of Financial Activity Report – August 2025	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Lucia Scari, Manager of Corporate Services
Date:	13 th October 2025
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 – August 2025
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 August 2025 is presented for Council's consideration.

Background Information

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

Officer Comment

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

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

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

The following issues were identified and have been corrected in the September 2025 Monthly Financial Report:

- The interest earnings on term deposits were incorrectly stated as “quarterly” instead of “at maturity” (Page 12).
- The footpath capital expenditure budget of \$100,000 against account 4120170 was incorrectly recorded as being specific to job FPC059 White Street, instead of being a generic allocation against job FPC9999 (Page 20).
- The capital revenue for the Sunshine Room was incorrectly shown as received from the Department of Planning, Lands and Heritage, when it should have been recorded as received from the Mukinbudin Planning and Development Group (Page 26).
- The roads listed under Capital Grants and Subsidies (Transport) are attributed to another Shire, as the template had not been correctly updated (Page 26).

Strategic & Social Implications

N/A

Consultation

Bob Waddell – Financial Consultant

Statutory Environment

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996:

Regulation 34 states:

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

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

Policy Implications

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

Financial Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number – 05 10 2025****Moved: Cr Brandis****Seconded: Cr Dagelet****That Council receive the Monthly Financial Report for the period ending 31st August 2025.****Carried 7 / 0**

10.2.3 Monthly Statement of Financial Activity Report – September 2025	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Lucia Scari, Manager of Corporate Services
Date:	13 th October 2025
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 – September 2025
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 September 2025 is presented for Council's consideration.

Background Information

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

Officer Comment

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

- (p) Statement of Comprehensive Income by Function/Program;
- (q) Statement of Comprehensive Income by Nature/Type;
- (r) Statement of Financial Activity by Nature/Type;
- (s) Statement of Financial Activity by Function/Program;
- (t) Summary of Net Current Asset Position;
- (u) Statement of Material Variances;
- (v) Statement of Financial Position;
- (w) Statement of Cash Flows;
- (x) Capital acquisitions;
- (y) Disposal of Assets;
- (z) Statement of Capital Grants and Contract Liabilities;
- (aa) Statement of Cash Back Reserves;
- (bb) Loan Borrowings Statement;
- (cc) Restricted Cash Statement;
- (dd) 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%.

Financial Implications

Nil.

OFFICER RECOMMENDATION**Council Decision Number – 06 10 2025****Moved: Cr Ventris****Seconded: Cr McGlashan**

That Council receive the Monthly Financial Report for the period ending 30th September 2025.

Carried 7 / 0

10.3 Chief Executive Officer's Reports

10.3.1 Nomination of Councillors to Standing Committees/Portfolios and External Organisations	
Location:	All of Shire
File Ref:	ADM 019
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	8 th October 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, 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 	<i>Whole of Council</i>

<ul style="list-style-type: none"> • Noxious Weeds and Vermin • 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 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) VACANT
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 Bent (sub) Cr McGlashan
Muka Matters Frequency: Annual	Cr Ventris
Early Learning Centre (REED)	Cr McGlashan

Frequency: As required	(Sub) Cr Farina
Eastern Wheatbelt Biosecurity Group Frequency: At least twice per year	Steve Palm (Community Member Appointment due to prior involvement) (Sub) VACANT
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 Walker Cr McGlashan
Local Emergency Management Committee (LEMC)	Shire President (Sub) VACANT
School Bus Services Frequency: As required	Cr Farina (Sub) VACANT
Mukinbudin District High - School Liaison Frequency: As required, attend School functions etc.	Cr Farina (Sub) VACANT
Development Assessment Panel	Cr McGlashan Cr Ventris (sub) Cr Bent (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

Whole of Council

Strategic & Social Implications

Nil

Statutory Environment

Local Government Act 1995

Section 5.8 - Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

**Absolute majority required.*

Section 5.9 – Types of committees

- (1) In this section —
 “*council member*” means a member of the council.
- (2) A committee is to comprise —
- (a) council members only; or
 - (b) council members and employees; or
 - (c) council members, employees and other persons; or
 - (d) council members and other persons; or
 - (e) employees and other persons.

Section 5.10 – Appointment of committee members

- (1) A committee is to have as its members —
- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).
- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a), (b) or (c).
- (3) A council member may nominate himself or herself for appointment to a committee under subsection (1)(a).
- (4) A local government may appoint to a committee, as members, persons who are not council members or employees if —
- (a) the person is qualified as prescribed in the regulations; and
 - (b) section 5.7 does not apply to the appointment.
- (5) If at a meeting of the council a council member is nominated to be a member of a committee and no other council member is nominated, the person conducting the meeting is to declare the council member to be a member of the committee.
- (6) If at a meeting of the council a council member is nominated to be a member of a committee and at the same meeting another council member is nominated, or is then nominated, to be a member of the committee, the council is to vote on the nominations.
- (7) The members of a committee are to elect a presiding member in accordance with section 5.12 unless the local government has appointed a presiding member.

**Absolute majority required.*

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION

Council Decision Number – 07 10 2025

Moved: Cr Walker

Seconded: Cr Ventris

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 Walker (Sub) Cr McGlashan
Great Eastern Zone – WALGA Frequency: five meetings per year	Shire President (sub) Deputy President Note: All councillors are encouraged to attend.
NEWTRAVEL Frequency: three meetings per year.	Cr Ventris (sub) Cr Brandis
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: As required	Cr McGlashan
Mukinbudin Men's Shed Frequency: Monthly at Shed	Cr Bent (sub) Cr Brandis
Muka Matters Frequency: Annual	Cr Ventris
Early Learning Centre (REED) Frequency: As required	Cr McGlashan
Eastern Wheatbelt Biosecurity Group Frequency: At least twice per year	Steve Palm (Community Member Appointment due to prior involvement) (sub) Cr Walker
Kununoppin Medical Practice Committee Frequency: As required	Shire President (sub) Deputy President
Cemetery Committee Frequency: As Required	Cr Brandis Cr Walker Cr Ventris
Central Eastern Aged Care Alliance (CEACA) Frequency: As required	Cr Shadbolt (sub) Cr Bent
Mukinbudin District Club Frequency: As required	Cr Shadbolt Cr McGlashan

	Cr Brandis
Local Emergency Management Committee (LEMC) Frequency: As required	Shire President (sub) Deputy President
School Bus Services Frequency: As required	Cr Dagelet
Mukinbudin District High - School Liaison Frequency: As required, attend School functions etc.	Cr McGlashan Cr Dagelet
Development Assessment Panel Frequency: As required	Cr McGlashan Cr Ventris (sub) Cr Dagelet (sub) Cr Bent

Carried 7 / 0

10.3.2 Community Chest Applications 2025/2026	
Location:	All of Shire
File Ref:	ADM 375
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	14 th October 2025
Disclosure of Interest:	Cr Walker – Impartiality Interest
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Community Chest Applications 2025/2026
Documents Tabled	Nil

Summary

Council is requested to consider and determine the applications submitted under the 2025/2026 Community Chest, in alignment with the guidelines established for the Community Chest program.

Background Information

At the Ordinary Council Meeting conducted on 19 August 2025, Council adopted the 2025/2026 Budget, which included a provision of \$10,000 (ten thousand dollars) for the Community Chest program.

The program is aimed at supporting not for profit community groups by providing up to \$1,500 (cash or in kind) per application for projects, events or initiatives that deliver social, cultural or recreational benefits to the wider Mukinbudin community. All funded projects must be concluded and accounted for by 30 June 2026.

Below is a summary of grant recipients in previous rounds:

2024/2025

APPLICANT	AMOUNT REQUESTED	PURPOSE	GRANTED	AMOUNT GRANTED
1950s Working Farm Shed	\$1,500.00	Honour Board & open signage	Y	\$1,100.00
Bonnie Rock Book Club	\$750.00	2025 Literary Luncheon	Y	\$750.00
Mukinbudin Basketball Club	\$248.00	Equipment & uniform upgrade	Y	\$248.00
Mukinbudin Bowling Club	\$1,500.00	Green roller & line marker shed	Y	\$1,100.00
Mukinbudin District Club	\$1,500.00	Upgrade bar equipment	Y	\$1,100.00
Mukinbudin Football Club	\$1,500.00	New line marker	Y	\$1,100.00
Mukinbudin Junior Cricket Club	\$1,500.00	Equipment upgrade	Y	\$1,100.00
Mukinbudin Netball Club	\$1,500.00	New netball uniforms	Y	\$1,100.00
Mukinbudin P&D	\$500.00	Street banner for Mainstreet Gallery	Y	\$500.00
Mukinbudin Swimming Club	\$814.81	Equipment upgrade	Y	\$814.81
Mukinbudin Winter Sports Auxiliary	\$1,500.00	Commercial coffee machine	Y	\$1,100.00
	\$12,812.81			
October OCM - Decision 07 10 2024			TOTAL	\$10,012.81

2023/2024

APPLICANT	AMOUNT REQUESTED	PURPOSE	GRANTED	AMOUNT GRANTED
Bonnie Rock Book Club	\$640.00	30th reunion	Y	\$640.00
Mukinbudin Jnr Cricket Club	\$600.00	Equipment purchase	Y	\$600.00
Mukinbudin Swimming Club	\$1,505.00	Equipment purchase	Y	\$1,500.00
Mukinbudin Football Club	\$1,500.00	Winter Sports 2024 Season Opening	Y	\$1,500.00
Mukinbudin Netball Club	\$1,000.00	Equipment purchase	Y	\$1,000.00
Mukinbudin Church of Christ (Youth Group)	\$250.00	Equipment purchase	Y	\$250.00
Mukinbudin Church of Christ	\$1,500.00	Father's Day Community Event	Y	\$1,500.00
November 2023 OCM - Decision 09 11 2023			TOTAL	\$6,990.00

2022/2023

APPLICANT	AMOUNT REQUESTED	PURPOSE	GRANTED	AMOUNT GRANTED
Mukinbudin Basketball Club	\$900.00	Umpiring/Coaching, balls, compressor, blower vac, whistles	Y	\$900.00
Swimming Club	\$1,500.00	Swimming instructor, lane ropes, floats	Y	\$1,500.00
Winter Sport Auxilliary	\$1,500.00	Cashless system (EFTPOS)	Y	\$1,500.00
Mukinbudin P&D	\$1,500.00	Install new carpet in hall	Y	\$1,500.00
Mukinbudin Jnr Cricket Club	\$1,500.00	Bowling machine, balls, cricket helmet	Y	\$1,500.00
Mukinbudin Playgroup	\$314.85	First Aid Kit	Y	\$315.00
Mukinbudin Bowling Club	\$970.00	Umpires trolley and equipment	Y	\$970.00
Mukinbudin Golf Club	\$1,500.00	Putting cups, flag poles, flags	Y	\$1,500.00
Bonnie Rock Horse & Pony Club	\$1,500.00	Concrete slab for equipment shed	N	Future applications considered when 21/22 acquitted
			TOTAL	\$9,685.00
November 2022 OCM - Decision 05 11 2022				

Officer Comment

A total of seven applications were received for a range of projects including equipment and facility upgrades. These projects total \$6,809.49.

See list of applications below:

APPLICANT	AMOUNT REQUESTED	PURPOSE
Mukinbudin Basketball Club	\$ 864.49	Equipment Purchases - new balls and weighted bags for portable hoops
Mukinbudin Swimming Club	\$ 1,300.00	Professional Fees - Swimming WA coaching and stroke development clinic
Uniting Church - Op Shop	\$ 415.00	"Open" Flags
Mukinbudin Football Club Inc Ladies Auxillary	\$ 730.00	Various kitchen equipment
Mukinbudin Football Club	\$ 1,500.00	New TV (upgrade) - Complex Function room
Mukinbudin & Bonnie Rock Playgroups	\$ 1,000.00	New storage items
Wilgoyne Christmas Tree	\$ 1,000.00	Travel for food van - 2025 Wilgoyne Event
	\$ 6,809.49	

All applications meet the funding guidelines.

Consultation

Community Chest applicants
Renee Jenkin, Deputy Chief Executive Officer

Strategic & Social Implications**Integrated Strategic Plan 2025-35:**

Strategic Pillar 2: Community

Outcome Statement: Our community enjoys a healthy, safe and inclusive environment for all ages.

Goal 4: Access to quality recreation and leisure facilities

Priority Project 4.5: Provide annual Community Chest Fund

Statutory Environment

Local Government Act 1995.

Policy Implications

Policy 2.3 Community Chest Grants Scheme

Financial Implications

The 2025/2026 Budget allows for expenditure up to \$10,000.00 (ten thousand dollars) for community projects. These applications total \$6,809.49 in cash/kind. If all applications were approved, this would result in an underspend of \$3,190.51.

OFFICER RECOMMENDATION

Council Decision Number – 08 10 2025

Moved: Cr Dagelet

Seconded: Cr McGlashan

That Council approves all seven applications submitted under the 2025/2026 Community Chest Program, totaling \$6,809.49, as follows:

APPLICANT	AMOUNT REQUESTED	PURPOSE
Mukinbudin Basketball Club	\$ 864.49	Equipment Purchases - new balls and weighted bags for portable hoops
Mukinbudin Swimming Club	\$ 1,300.00	Professional Fees - Swimming WA coaching and stroke development clinic
Uniting Church - Op Shop	\$ 415.00	"Open" Flags
Mukinbudin Football Club Inc Ladies Auxillary	\$ 730.00	Various kitchen equipment
Mukinbudin Football Club	\$ 1,500.00	New TV (upgrade) - Complex Function room
Mukinbudin & Bonnie Rock Playgroups	\$ 1,000.00	New storage items
Wilgoyne Christmas Tree	\$ 1,000.00	Travel for food van - 2025 Wilgoyne Event
	\$ 6,809.49	

Carried 7 / 0

10.3.3 Development Approval Application – Shed at 4885 (Lot 450) Bonnie Rock-Lake Brown Road	
Location:	4885 Bonnie Rock-Lake Brown Rd, Lake Brown
File Ref:	A729
Applicant:	M and L Gibbon
Date:	8 th October 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Paul Bashall, Consultant Planner - Planwest
Voting Requirements:	Absolute Majority
Documents Attached:	Development Approval (DA) Application Form
Documents Tabled:	Nil

Summary

The owners, as the applicants, have applied for a Development Approval (DA) for an agricultural storage shed measuring 20 x 15.5m with a height of about 4.7m to the ridgeline on Lot 450 Bonnie Rock-Lake Brown Road in Lake Brown townsite.

Figure 1 provides an aerial photograph of the area surrounding the subject land and its relation to the Mukinbudin townsite. The proposed shed is located in the centre of the property and covers an area of 310m².

Background Information

An application for a DA has been lodged by the owners of the land, M and L Gibbon. The property is located in the Lake Brown townsite, which is about 14 kilometres eastwards of Mukinbudin Townsite. Lot 450 measures about 7.22 hectares and is on the corner of Koorda-Bullfinch Road and Bonnie Rock-Lake Brown Road.

Existing Development

Figure 2 shows the existing house and sheds on the land. The proposed shed will be separated from the existing house by about 8 metres.

Proposed Development

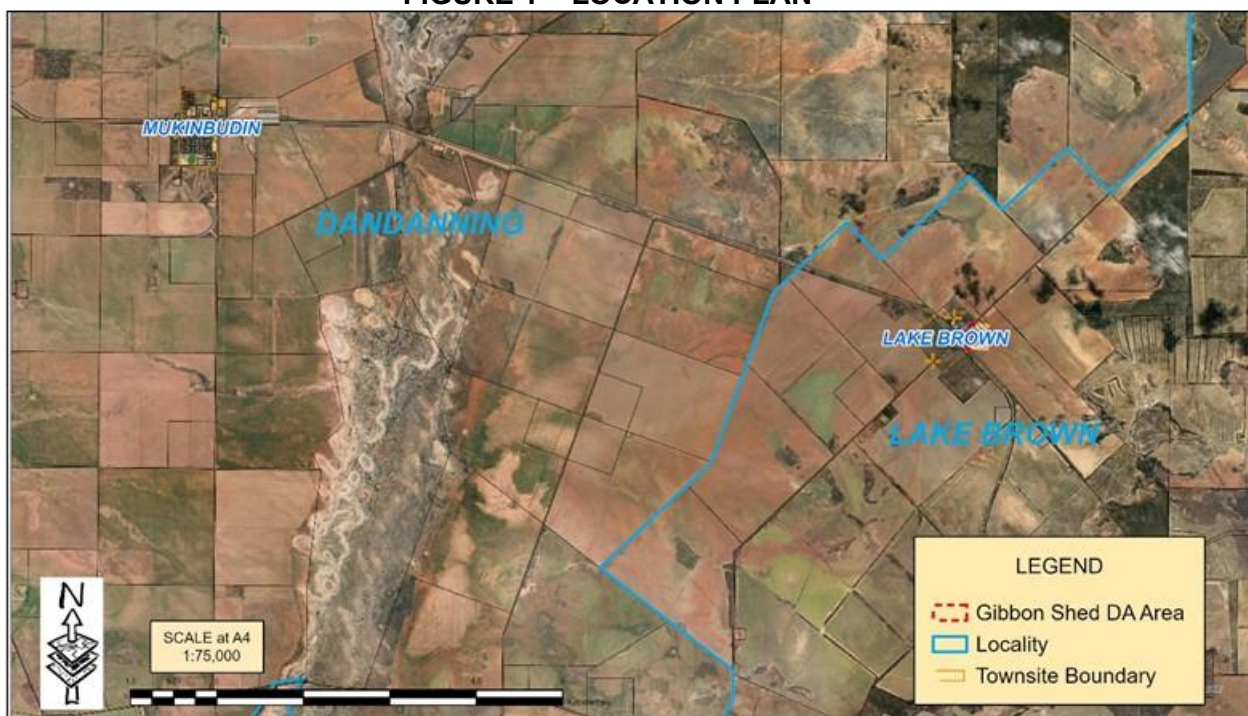
Figure 3 an extract from the DA showing the open and sliding door sections of the structure. The elevations show an awning/veranda on two sides of the shed facing the existing house. The proposed shed is no closer than 100m from any lot boundary is unlikely to be noticed from any public place.

The approximate cost of the development is \$40,000 and is expected to be completed by March 2026.

Strategic & Social Implications

Nil

FIGURE 1 – LOCATION PLAN



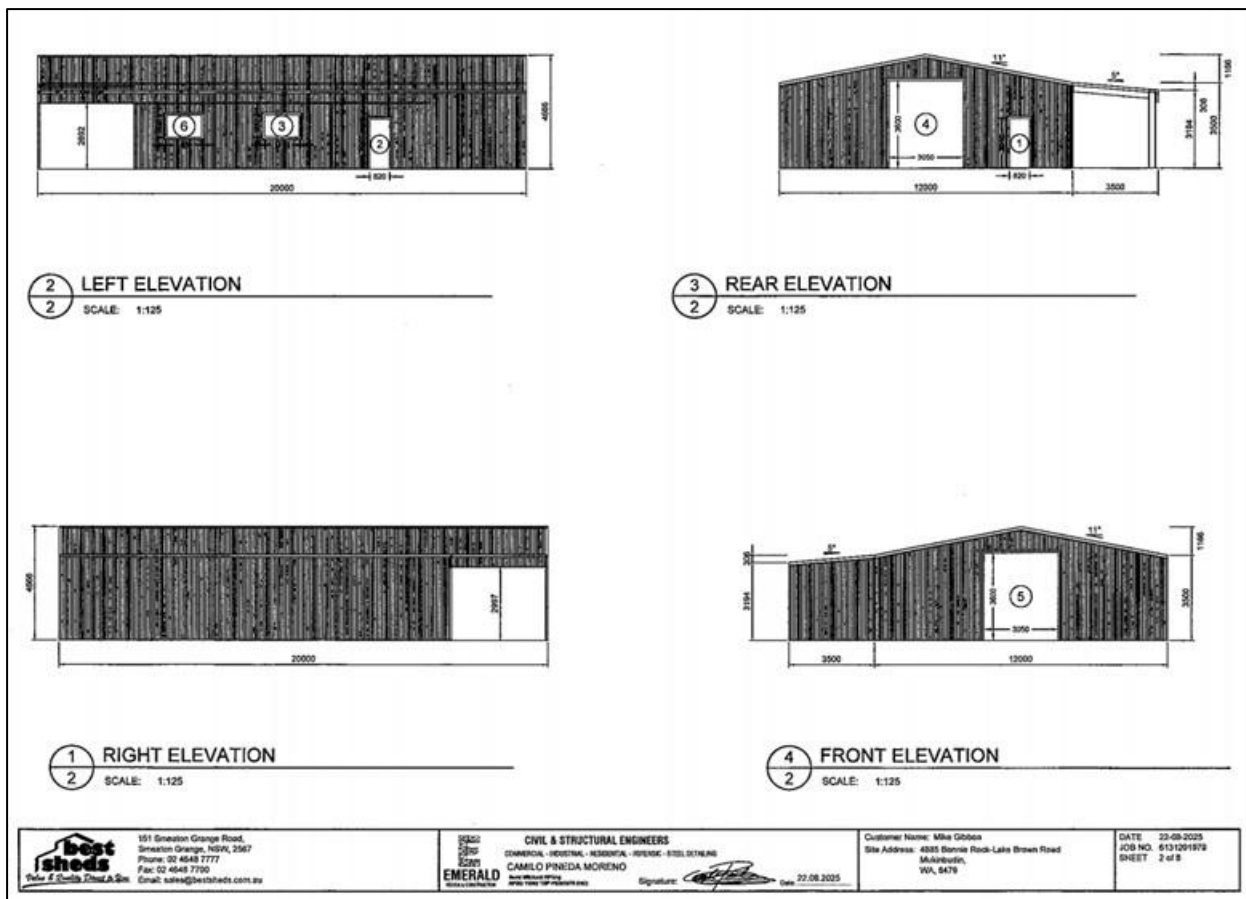
Source: Landgate, ESRI, Planwest

FIGURE 2 – APPROXIMATE SHED LOCATION



Source: Applicant, Planwest

FIGURE 3 – EXTRACT FROM DA APPLICATION



Source: Applicant, Planwest.

Statutory Environment

The Shire of Mukinbudin Local Planning Scheme No 4 (Scheme 4) includes the land in the Rural Residential zone. **Figure 4** provides an extract from the Scheme map. The proposed use of the development is consistent with the uses permitted in the Rural Residential zone.

Consultation

Nil.

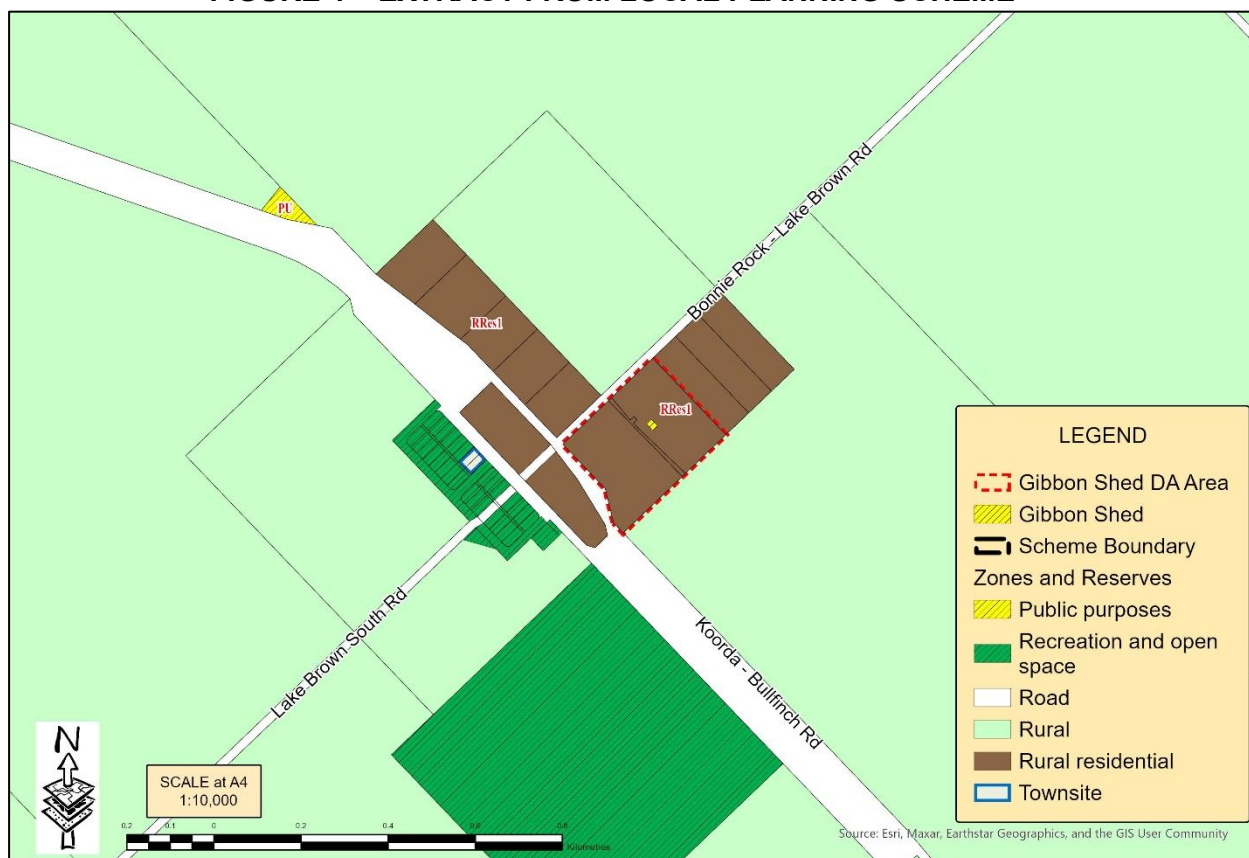
Policy Implications

Nil.

Financial Implications

Nil

FIGURE 4 – EXTRACT FROM LOCAL PLANNING SCHEME

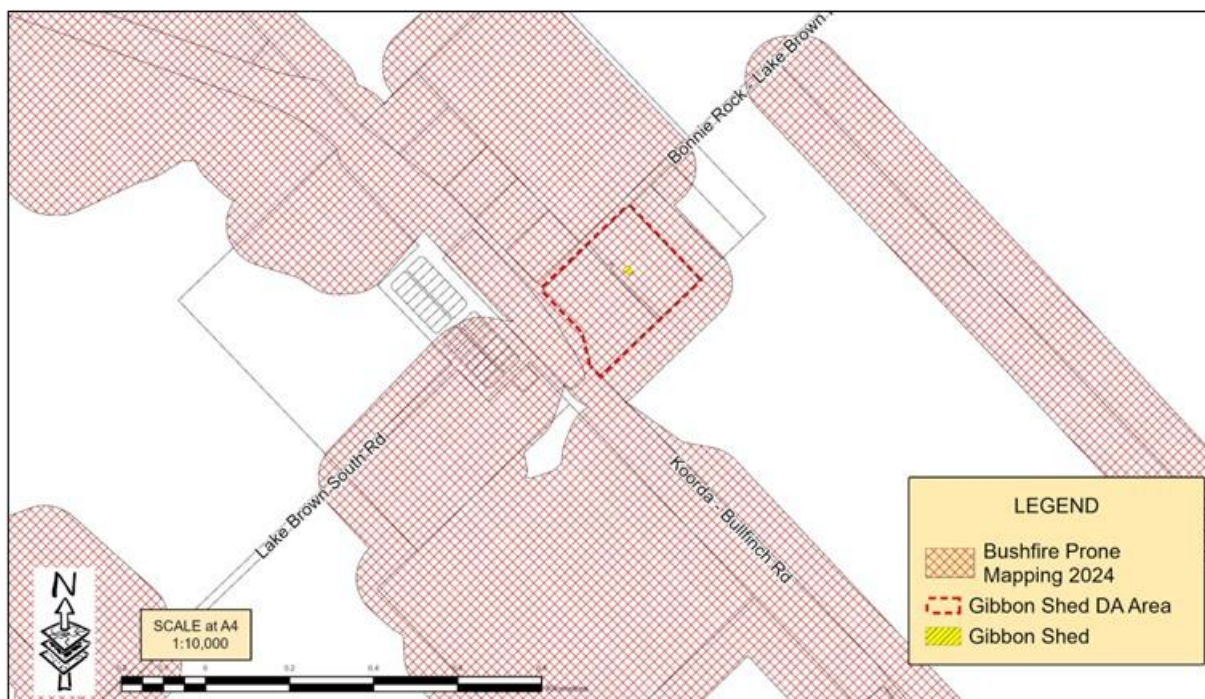


Source: DPLH, Landgate, Planwest.

Bushfire Prone Mapping

The proposed location of the shed is impacted by the bushfire prone mapping – as shown in **Figure 5**. As the shed is non-inhabitable, a Bushfire Attack Level (BAL) is not required, however Building Code of Australia (BCA) requirements may apply.

FIGURE 5 – BUSHFIRE PRONE MAPPING



Source: DFES, Planwest

Officer Comment

The proposal is consistent with the development in a rural townsite area, and no new crossovers are indicated. Traffic is unlikely to be substantially altered due to the construction. In view of the distance from a public road, setback from the boundary and the proposed use of the shed, there are no planning issues envisaged, however there may be a need for a building license to be issued to include bushfire and drainage plans.

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Note 4: The applicant is advised that granting of development approval does not constitute a building permit and that an application for relevant building permits must be submitted to the Shire of Mukinbudin and be approved before any work requiring a building permit can commence on site.

OFFICER RECOMMENDATION

Council Decision Number – 09 10 2025

Moved: Cr Walker

Seconded: Cr Bent

That Council approves the Development Approval Application for 4885 Bonnie Rock-Lake Brown Rd, Lake Brown, subject to the following conditions;

- 1. All stormwater must be contained and disposed of on-site at all times, to the satisfaction of the Local Government.**
- 2. The applicant must comply with any building requirements to minimise any impact of bushfires.**

Carried 7 / 0

By Absolute Majority

Cr Shadbolt departed the meeting at 3.09pm and did not partake in any discussions pertaining to item 10.3.4 Purchase of Community Water Tank Site – Lot 2 (Whitehill Pty Ltd). Cr Walker, as Deputy Shire President, assumed the role of Chairperson.

10.3.4 Purchase of Community Water Tank Site – Lot 2 (Whitehill Pty Ltd)	
Location:	Mukinbudin
File Ref:	ADM060
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	14 th October 2025
Disclosure of Interest:	Cr Shadbolt – Financial Interest
Responsible Officer	Tanika McLennan, Chief Executive Officer
Author:	Tanika McLennan, Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	10.3.4a Appraisal 10.3.4b Asking Price 10.3.4c Decision Letter 10.3.4d Stamped Subdivision Plan
Documents Tabled	Nil

Summary

Council is requested to approve the purchase of Lot 2, being the land currently occupied by the Shire's Community Water Supply infrastructure (water tanks and standpipe), from Whitehill Pty Ltd at an agreed purchase price of \$20,000, funded through the Building and Residential Land Reserve.

Background Information

In 2023, the Shire completed the Community Water Supply Project, which involved piping water from Barbalin Dam and constructing two steel water tanks and standpipe infrastructure to the south of the Mukinbudin townsite. The project was delivered on land owned by Whitehill Pty Ltd, with the understanding that subdivision and transfer to the Shire would follow.

- WAPC Subdivision Approval was granted on 10 October 2024.
- Survey works were completed in September 2025 by Ross McLoughlin Consulting Surveyor.
- The Shire engaged Frank Borrello (Complex Land Solutions) to progress new titles and transfer arrangements.

Whitehill Pty Ltd has now requested financial compensation for Lot 2, being 3.73ha and has proposed a transfer price of \$20,000. An independent appraisal obtained via Elders Real Estate indicated a potential market value between \$45,000 and \$50,000.

Officer Comment

Given the strategic significance of the infrastructure, providing long-term community access to emergency and agricultural water, formalising the land ownership is essential. The negotiated price of \$20,000 represents significant value to the Shire compared to market advice.

This acquisition was not included in the 2025/2026 Annual Budget. However, funds are available in the Building and Residential Land Reserve and it is recommended that this reserve be utilised.

Completion of land transfer will allow for:

- Secure tenure for strategic water infrastructure.
- Ongoing eligibility for future water security funding.
- Elimination of third party land risk.

Consultation

Ross McLoughlin – Consulting Surveyor
 Frank Borrello – Complex Land Solutions
 Peter Sippe – Elders Real Estate
 Gary Shadbolt – Whitehill Pty Ltd

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 3: Environment

Goal 9. Use natural resources efficiently

- Strategy 9.2: Continue to secure water supply to ensure self sufficiency for town oval, parks and public areas

Statutory Environment

Local Government Act 1995

Section 6.8 – Expenditure from Municipal Fund not included in the annual budget (requires Absolute Majority).

Section 3.55 & 3.60 – Acquisition and ownership of land for community purposes.

Policy Implications

Nil

Financial Implications

Purchase price: \$20,000 is unbudgeted. Item recommends funding through a withdrawal from the Building and Residential Land Reserve.

OFFICER RECOMMENDATION

Council Decision Number – 10 10 2025

Moved: Cr Bent

Seconded: Cr Dagelet

That Council:

- 1. Approves the purchase of Lot 2 (Community Water Tank Site), approximately 3.73ha, from Whitehill Pty Ltd for the amount of \$20,000;**
- 2. Authorises the Chief Executive Officer to execute all documents and finalise transfer arrangements; and**
- 3. Amends the 2025/2026 Budget to include the land acquisition, funded by a withdrawal of \$20,000 from the Building and Residential Land Reserve.**

**Carried 6 / 0
 By Absolute Majority**

Cr Shadbolt returned to the meeting at 3.11pm and resumed the role of Chairperson.

10.3.5 Bitumen Sealing Tender – Nungarin North Road	
Location:	Mukinbudin
File Ref:	ADM261
Applicant:	Tanika McLennan, Chief Executive Officer
Date:	14 th October 2025
Disclosure of Interest:	Nil
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 award a contract for Bituminous Surfacing works on Nungarin North Road (SLK 5.4 to 8.6) to Fulton Hogan (WA) Pty Ltd, following negotiations with shortlisted contractors.

Following completion of the tender process for the full road reconstruction project and a subsequent decision to resource share earthworks and pavement construction with the Shire of Westonia, the Shire negotiated with two compliant tenderers (Colas Australia Pty Ltd and Fulton Hogan (WA) Pty Ltd) for the bituminous surfacing component only.

Fulton Hogan (WA) Pty Ltd has been assessed as providing the best value for money for the Shire.

Background Information

As part of the Wheatbelt Secondary Freight Network (WSFN) program, the Shire of Mukinbudin is undertaking reconstruction and sealing works on Nungarin North Road from SLK 5.4 to 8.6.

Following completion of a competitive tender process for the full scope of works (earthworks, pavement construction, and bituminous surfacing), the decision was made to pursue a resource sharing arrangement with the Shire of Westonia for the earthworks and pavement construction components of the project. However, the bituminous surfacing works require specialist equipment and skills best delivered through a specialist contractor.

Given that a compliant tender process had already been completed with qualified contractors assessed, officers negotiated with the two tenderers (Colas Australia Pty Ltd and Fulton Hogan (WA) Pty Ltd) to provide revised pricing for the bituminous surfacing works only, for the SLK 5.4 to 8.6 section.

Prices were also sought for bitumen sealing works for Koorda–Bullfinch Road SLK 0.00 to 4.25 and 4.25 to 5.32 with an aim to saving on mobilisation and demobilisation costs. However, the differences in timing between the two projects means that saving one extra mobilisation cost will not provide value for money.

Officer Comment

Procurement Process:

1. A full competitive tender process was completed for the original scope of works
2. Both contractors were assessed as compliant and capable
3. The scope reduction (to bituminous surfacing only) represents a variation to the original tender, not a new procurement
4. Direct negotiation with pre-qualified contractors provides value for money and procurement efficiency

Quotations Received:

Following negotiations, written quotations were received from:

1. Fulton Hogan (WA) Pty Ltd
2. Colas Australia Pty Ltd

Pricing Comparison - Nungarin North Road SLK 5.4 to 8.6:

Contractor	Total Price (ex GST)	Total Price (inc GST)
Fulton Hogan (WA) Pty Ltd	\$290,055.60	\$319,061.16
Colas Australia Pty Ltd	\$267,105.00	\$293,814.40

However, the quotations are not directly comparable due to different bitumen application rates. When applying the higher rate to the Colas quote, their total price becomes \$312,881.80 inc GST.

Both tenderers have nominated acceptable start dates. Colas have nominated 11 November 2025 and Fulton Hogan have nominated 12 November 2025.

Koorda-Bullfinch Road - Not Recommended at This Time:

Both contractors also provided pricing for bituminous surfacing works on Koorda–Bullfinch Road (SLK 0.00 to 4.25 and SLK 4.25 to 5.32). The intention was to combine the projects to achieve cost savings through shared mobilisation and demobilisation costs.

Consultation

Tony Saraullo — Consulting Engineer

Rod Munns – Civil Engineer

Peter Hall — WFSN

Dylan Copeland – Project Consultant

Strategic & Social Implications

Integrated Strategic Plan 2025-35

Strategic Pillar 4: Civic Leadership

Outcome Statement: Accountable, responsible and strong leadership

Goal 11. Compliant governance and responsible financial management

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

Statutory Environment

Local Government Act 1995

- **Section 3.57 – Tenders for Providing Goods or Services**
Requires local governments to invite public tenders before entering into a contract to supply goods or services of a prescribed value.

Local Government (Functions and General) Regulations 1996

- **Regulation 11** – Tenders are to be publicly invited for contracts valued at \$250,000 or more, unless an exemption applies.
- **Regulation 14** – Sets out the requirements for publicly inviting tenders, including advertising period and specification of goods or services.
- **Regulation 18** – Requires assessment of tender submissions against predetermined selection criteria to determine the most advantageous outcome.
- **Regulation 20** – Governs acceptable variations to contracts following acceptance of a tender.
- **Regulation 23** – Allows Council to reject all tenders, provided reasons are recorded.

Where suppliers are engaged through the WALGA Preferred Supplier Program, exemption from public tender requirements may apply under Regulation 11(2)(b).

Policy Implications

Nil

Financial Implications

This project is fully budgeted and supported by funding from the State and Federal Governments, via Wheatbelt Secondary Freight Network.

OFFICER RECOMMENDATION

Council Decision Number – 11 10 2025

Moved: Cr McGlashan

Seconded: Cr Brandis

That Council:

1. **Accept the tender from Fulton Hogan Industries Pty Ltd for the supply and application of bituminous surfacing on Nungarin North Road, as their submission represents the most advantageous tender to Council based on price, methodology, demonstrated experience and capacity to deliver.**
2. **Accept the tender from Colas Western Australia Pty Ltd for the supply and application of bituminous surfacing on Koorda Bullfinch Road, as their submission represents the most advantageous tender to Council based on price, methodology, demonstrated experience and capacity to deliver; and**
3. **Authorises the Chief Executive Officer to negotiate minor variations in accordance with Regulation 20 of the *Local Government (Functions and General) Regulations 1996*, provided such variations do not exceed 10% of the contract value.**

**Carried 7 / 0
By Absolute Majority**

- 11. Elected Members Motions of which previous notice has been given**
Nil
- 12. Urgent Business Approved by Person Presiding or by Decision**
Nil
- 13. Closure of Meeting**
 - 13.1 The Chairperson thanked Elected Members and Staff for attending and

declared the meeting closed at 3.12pm.



DECLARATION

I declare that these minutes of the Ordinary Meeting of Council held on the 21st October 2025 were confirmed at the Ordinary Meeting of Council held on 18th November 2025.

Signed: _____

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

Date: _____