



**Shire of Mukinbudin**  
Special Meeting of Council

**UNCONFIRMED MINUTES**

Meeting held in Council Chambers at  
15 Maddock Street, Mukinbudin  
Commenced at 12.04pm Thursday 24<sup>th</sup> June 2021

Dirk Sellenger  
**CHIEF EXECUTIVE OFFICER**



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**ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST**

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

Dirk Sellenger  
**CHIEF EXECUTIVE OFFICER**

## Table of Contents

- 1. Declaration of Opening**
  - 1.1 Declaration of Opening
- 2. Record of Attendance, apologies, approved leave of absence**
  - 2.1 Present
  - 2.2 Apologies
  - 2.3 On Leave of Absence
  - 2.4 Staff
  - 2.5 Visitors
  - 2.6 Gallery
  - 2.7 Applications for leave of absence
- 4. Declarations of Interest**
- 5. Petitions, Deputations, Presentations**
  - 5.1 Petitions
  - 5.2 Deputations
  - 5.3 Presentations
- 6. Announcements by the presiding member without discussion**
- 7. Reports**
  - 7.1 Chief Executive Officer's Reports**
    - 7.1.1 Road Inspection
- 9. Elected members Motions of which previous notice has been given**
  - 9.1 Nil
- 10. Urgent Business without notice (with the approval of the President or meeting)**
  - 10.1 Nil
- 11. Dates to Remember**
  - 11.1 See attached list
- 12. Closure of Meeting**
  - 12.1 Closure of Meeting

## AGENDA

Agenda of the Special Meeting of Council to be held in Council Chambers, Maddock Street, Mukinbudin on 24<sup>th</sup> June 2021.

### 1. Declaration of Opening

- 1.1 The Shire President to declare the Meeting open at 12.04pm

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

#### 2.1 Present:

Cr Gary Shadbolt, President  
Cr Geoff Bent  
Cr Romina Nicoletti  
Cr Sandie Ventris  
Cr Callum McGlashan  
Cr Ashely Walker

#### 2.2 Apologies:

Cr Rod Comerford, Deputy President  
Cr Jeff Seaby  
Cr Steve Paterson

#### 2.3 On leave of absence:

#### 2.4 Staff:

Mr Dirk Sellenger, Chief Executive Officer  
Mr Luke Sprigg, Manager of Works  
Mr Ed Nind, Finance Manager

#### 2.5 Visitors:

#### 2.6 Applications for leave of absence:

- 3.6.1 Request for leave of absence

### 4. Declarations of Interest

### 5. Petitions, deputations and presentations

#### 5.1 Petitions

#### 5.2 Deputations

#### 5.3 Presentations

### 6. Announcements by the Presiding person without discussion

## 7.1 Chief Executive Officer's Reports

<b>7.1.1 Road Inspection</b>	
Location:	All of Shire
File Ref:	ADM
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	21th June 2021
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

### **BACKGROUND**

It was decided at the Ordinary Meeting of Council held Tuesday 15<sup>th</sup> June 2021 that a Special Meeting be held to allow for Elected Member and staff to carry out a thorough road inspection to assist with the development of the 2021/2022 Annual Road Program.

### **COMMENT:**

Input and feedback from Elected Members and community was recently advertised and these comments and observations have been considered when developing the road inspection itinerary document.

### **OFFICER RECOMMENDATION**

**Council Decision Number – 08 06 21**

**Moved: Cr Nicoletti                      Seconded: Cr Ventris**

**That Council adjourn the Special Meeting of council to allow for the thorough road inspection to be conducted.**

**Carried 6 / 0**

### **OFFICER RECOMMENDATION**

**Council Decision Number – 09 06 21**

**Moved: Cr Ventris                      Seconded: Cr McGlashen**

**That Council reconvene the Special Meeting of council to consider the outcomes of the road inspection.**

**Carried 6 / 0**

**OFFICER RECOMMENDATION**

Council Decision Number – 10 06 21

Moved: Cr Ventris                      Seconded: Cr McGlashen

That Council priorities the following road construction and maintenance jobs as identified during the recent road inspection.

That the works in question be incorporated (where possible) in the 2021/2022 works program Budget.

**Confirmed Works**

- Gravel Sheet Bonnie Rock Lake Brown Road – SLK 27.0 to 35.8
- Gravel sheet Karomin Road – SLK 0.00 to 3.87
- Gravel sheet Copeland Road – SLK 0.00 to 4.00
- Gravel sheet Lavery Road – approx. SLK 0.00 to 2.5
- Gravel sheet Quanta Cutting - SLK 10.10 to 13.60
- Gravel sheet Popes Hill South – approx. SLK 0.00 to 2.00
- Gravel sheet Whyte Road – SLK 0.00 to 4.00
- Albert Road Floodway repairs – SLK 1.23
- McGregor Road Floodway repairs – SLK 13.70
- Reconstruction of Kununoppin Mukinbudin Road SLK 9.67 to 13.16 and 13.5 to 14.00 – Regional Road Group

Works subject to adequate Budget allocation.

- Reconstruction of Ferguson Street SLK 0.00 to 0.23
- Reconstruction of Lansdell Street SLK 0.00 to 0.40
- Reconstruction of White Street SLK 0.00 to 0.22
- Widening of Doig Road Treeline
- Widening of Kuser Road Treeline
- Various Culvert Installation - \$80,000 allowance

Carried 6 / 0

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

8.1 Nil

**9. Urgent Business without notice (with the approval of the President or majority of Council)**

9.1 Nil

**10. Important Dates**

10.1 Dates to Remember

<b>ANNUALLY</b>	
<b>Date</b>	<b>Details</b>
January	No Council Meeting in January
February	Chief Executive Officer and Works Supervisor to inspect all plant and evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO (written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and Manager of Finance Councillors and Senior Staff issued with Annual Interest Returns for completion CEO performance review Undertake Staff Annual Performance Reviews
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33)
September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)
October	Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting) Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate. Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function. Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.
November	Pensioner rates rebate claim to be lodged Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)
December	Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12). Council's Audit Committee to meet to discuss Final Audit Report and Management Letter. Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)

**11. Closure of Meeting**

**11.1 The Chairperson to declare the meeting closed at 6.30pm.**