



UNCONFIRMED MINUTES

Special Meeting of Council



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

ACTING CHIEF EXECUTIVE OFFICER

Vision Statement

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

Table of Contents

- 1. Declaration of Opening**
 - 1.1 Declaration of Opening
- 2. Record of Attendance, Apologies, approved Leave of Absence**
 - 2.1 Present
 - 2.2 Staff
 - 2.3 Visitors
 - 2.4 Apologies
 - 2.5 Approved Leave of Absence
 - 2.6 Applications for Leave of Absence
- 3. Public Question Time**
 - 3.1 Response to previous questions taken on notice
 - 3.2 Declaration of Public Question time open
 - 3.3 Declaration of public time closed
- 4. Declarations of Interest**
- 5. Petitions, Deputations, Presentations**
 - 5.1 Petitions
 - 5.2 Deputations
 - 5.3 Presentations
- 6. Announcements by the presiding member without discussion**
- 7. Confirmation of minutes of previous meetings**
 - 7.1 Confirmation of Minutes of Ordinary Meeting of Council held on 17th June 2025.
- 8. Reports**
 - 8.1 Chief Executive Officer's Reports**
 - 8.1.1 Audit Risk and Improvement Committee – Appointment of Presiding Members
- 9. Elected members Motions of which previous notice has been given**
 - 9.1
- 10. Urgent Business Approved by Person Presiding or by Decision**
 - 10.1
- 11. Closure of Meeting**
 - 11.1 Closure of Meeting

AGENDA

Agenda of the Special Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on Tuesday 24th June 2025.

1. Declaration of Opening

The Shire President declared the Meeting open at 1.06pm.

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

2.1 Present:

Cr G Shadbolt	Shire President
Cr A Farina	Deputy Shire President

Cr G Bent
Cr C McGlashan
Cr A Walker

2.2 Staff:

Tanika McLennan	Acting Chief Executive Officer
Renee Jenkin	Manager of Corporate and Community Services

2.3 Visitors:

Nil

2.4 Apologies:

Cr S Ventris

2.5 On leave of absence:

Nil

2.6 Applications for leave of absence:

Nil

3. Public Question Time (max 15 minutes)

3.1 Response to previous questions taken on notice.

Nil

3.2 Declaration of public question time opened (maximum 15 mins)

The Shire President to declare public question time open at 1.07pm.

3.3 Declaration of public question time closed

The Shire President to declare public question time closed at 1.07pm.

4. Declarations of Interest

Nil

5. Petitions, deputations, and presentations

5.1 Petitions Nil

5.2 Deputations Nil

5.3 Presentations Nil

6. Announcements by the Presiding person without discussion

7. Confirmation of the Minutes of previous meetings

7.1 Confirmation of Minutes of Ordinary Meeting of Council held on 17th June 2025.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION

Council Decision Number – 12 06 2025

Moved: Cr Walker

Seconded: Cr McGlashan

That the Minutes of the following meetings be accepted as a true and correct record of proceedings.

- **Ordinary Meeting of Council held on 17th June 2025.**

Carried 5 / 0

8 Chief Executive Officer's Reports

8.1.1 Audit Risk and Improvement Committee – Appointment of Presiding Members	
Location:	All of Shire
File Ref:	ADM 001
Applicant:	Internal
Date:	20 th June 2025
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan, Acting Chief Executive Officer
Author:	Tanika McLennan, Acting Chief Executive Officer
Voting Requirements	Absolute Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

Council is requested to reappoint the current Presiding Member and newly appointed Deputy Presiding Member to the Audit Risk and Improvement Committee in accordance with recent amendments to Section 5.12 of the Local Government Act 1995, which requires Council to formally appoint these roles by 1 July 2025.

Background Information

Amendments introduced via the Local Government Amendment Act 2024 have altered the process for appointing presiding members of council committees, including Audit Risk and Improvement Committees. As of 1 July 2025:

- Council must formally appoint the Presiding Member and Deputy Presiding Member of the Audit Risk and Improvement Committee via absolute majority.
- The appointment must be made by Council, rather than by the Committee itself, removing the need for a secret ballot process.

These changes apply irrespective of the October 2025 local government elections. Although this results in an appointment process that may be duplicated post-election, the legislation has already been passed, and the requirement is binding.

It is further noted that the requirement for an independent Presiding Member and independent Deputy Member of the future Audit, Risk and Improvement Committee (ARIC) will come into effect after the October 2025 elections and does not apply at this time.

Officer Comment

Council's current Audit Risk and Improvement Committee includes Cr Gary Shadbolt as Presiding Member however it is recommended that the newly elected Deputy Shire President, Cr Abi Farina, be appointed as Deputy Presiding Member.

Given their ongoing service and familiarity with the Committee's operations, it is recommended that Council appoint both members for continuity and efficiency, in line with legislative requirements.

No independent members are required to be appointed at this stage. Further advice from the Department is anticipated in the form of a Local Government Update to clarify transition arrangements for the ARIC structure.

Consultation

- WALGA
- Department of Local Government, Sport and Cultural Industries
- Finance Professionals Conference Q&A Session (March 2025)

Strategic & Social Implications

Integrated Strategic Plan 2025–2035

Pillar 4: Civic Leadership

Outcome 11 – Compliant governance and responsible financial management

- Strategy 11.3: Decision-making of Council is supported by up-to-date and clear policies and procedures.
- Strategy 11.6: Promote a culture of continuous improvement and integrity.

Statutory Environment

Local Government Act 1995

Section 5.12 – Presiding members and deputy presiding members of committees:

- (1) The members of a committee are to elect a presiding member from among themselves in accordance with the procedures prescribed.
 - (1A) Despite subsection (1), a local government is to appoint the presiding member of a committee established by the local government.
- (2) The local government may appoint the deputy presiding member of a committee who must be an independent person if the presiding member is required to be independent.

Section 7.1A(3) (future provision) – Requires independent presiding members once ARIC provisions commence. Not yet in effect.

Policy Implications

Nil

Financial Implications

Nil

OFFICER RECOMMENDATION**Council Decision Number – 13 06 2025****Moved: Cr Bent****Seconded: Cr Farina****That Council:**

- 1. Appoints Cr Gary Shadbolt as Presiding Member of the Audit Risk and Improvement Committee, effective immediately, in accordance with section 5.12 of the Local Government Act 1995.**
- 2. Appoints Cr Abi Farina as Deputy Presiding Member of the Audit Risk and Improvement Committee, effective immediately, in accordance with section 5.12 of the Local Government Act 1995.**

Carried 5 / 0
By Absolute Majority

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

9.1 Nil

10. Urgent Business Approved by Person Presiding or by Decision

10.1 Nil

11. Closure of Meeting

11.1 The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 1.08pm.