UNCONFIRMED MINUTES

Special Council Meeting








Meeting held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 10.00am Friday 30th October 2026

****** 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.



Tanika McLennan
CHIEF EXECUTIVE OFFICER

Vision Statement

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

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MINUTES

Unconfirmed Minutes of the Special Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on Friday 30th October 2026.

1. Declaration of Opening

The Shire President declared the Meeting open at 10.10am and note that this meeting is being recorded for publishing on the Shire's website.

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

2.1 Present:

Cr G Shadbolt	Shire President
Cr A Walker	Deputy Shire President
Cr G Bent	
Cr A Brandis	
Cr C McGlashan	
Cr S Ventris	

2.2 Staff:

Tanika McLennan	Chief Executive Officer
Renee Jenkin	Deputy Chief Executive Officer
Lucia Scari	Manager Corporate Services

2.3 Visitors:

Nil

2.4 Apologies:

Nil

2.5 On leave of absence:

Nil

2.6 Applications for leave of absence:

Nil

3. Public Question Time (min 15 minutes)

3.1 Response to previous questions taken on notice.

Nil

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

The Shire President declared public question time open at 10.11am.

3.3 Declaration of public question time closed

The Shire President declared public question time closed at 10.12am.

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

Nil

7. Confirmation of the Minutes of previous meetings

Nil

8. Minutes of Committees and External Organisations

8.1 Receipt of Minutes of Council Committees

Nil

8.2 Recommendations from Council Committees for Consideration

Nil

8.3 Receipt of Minutes from External Organisations

Nil

9.1 Monthly Information Report

Nil

9.2 Finance Reports

Nil

9.3 Chief Executive Officer's Reports

9.3.1 Community Cultural Hub – Proposed Contract Variation	
Location:	7 Shadbolt Street, Mukinbudin
File Ref:	ADM479
Applicant:	Nil
Date:	28th October 2026
Disclosure of Interest:	Nil
Responsible Officer	Tanika McLennan – Chief Executive Officer
Author:	Tanika McLennan – Chief Executive Officer
Voting Requirements:	Simple Majority
Documents Attached:	Community Cultural Hub Approved for Construction Plans
Documents Tabled:	Nil

Summary

Council is requested to consider a proposed variation to the construction contract between Akron Pty Ltd and the Shire of Mukinbudin.

Background

The original Community Cultural Hub design provides for a conference room and an archive room. The project also allows the Shire's archives to be relocated to the new building, freeing the existing room in the hall for use by the Main Street Gallery as a storeroom and addressing the issue of the room not being compliant as an archive room.

Following a site visit on 20 October 2026, at which Cr Shadbolt, Cr Walker, Cr Brandis, Cr McGlashan and Cr Ventris were present, Councillors raised concerns that the CRC meeting room was too small. Chief Executive Officer, Tanika McLennan, sought preliminary pricing for the following options to increase the available meeting space.

Option 1	**Ex GST**
Remove the wall between meeting room and archive room & replace 2 x air con cassettes	$ 17,625.00
Build new archive room in corner of stories hall, near store room (approx 4m x 4m)	$ 25,811.50
1 x Sea container, fitted out as archive room, delivered and installed	$ 32,500.00
	$ 75,936.50

Option 2	
Remove the wall between meeting room and archive room & replace 2 x air con cassettes	$ 17,625.00
2 x sea containers, fitted out as archive rooms, delivered and installed	$ 65,000.00
	$ 82,625.00

Option 3	
Front wall of meeting room moved forward 1.8m into tourism area	$ 8,488.23
Archive room to remain where it is	$ -
	$ 8,488.23

Akron advised that all three options could be accommodated within the current construction schedule without affecting practical completion. The prices were described as rough estimates to provide a ballpark figure, with a formal contract variation to be prepared once the preferred scope was confirmed.

Following consideration of the options via email on 28 October 2026, four Councillors expressed support for enlarging the conference room by removing the dividing wall between the conference room and archive room, retaining the existing air conditioning units and constructing a replacement archive room in the south western corner of the Stories Hall. The proposed new archive room would be approximately 4 m × 4 m, compared with the original archive room dimensions of 4 m x 6 m. Councillors did not support purchasing a sea container as part of this arrangement.

Officer Comment

Councillors preferred arrangement would provide a larger conference room while retaining a smaller, archive storage within the building. It does not consider the implications for the Shire's existing archive storage and the planned use of the current archive room by the Main Street Gallery once Shire archives are relocated. The smaller replacement archive room will not be able to accommodate the Shire's archives and the CRC/Community Archives together. The Shire's archives will therefore need to remain in their current location until suitable alternative storage is available. The current location is not an approved archive facility. Cconsequently, purchasing and installing a sea container for Shire archives will still need to be considered.

Akron's preliminary estimate for removing the wall and replacing the two air conditioning cassettes is $17,625 excluding GST.As Councillors have indicated that the existing air conditioning units should be retained, Akron will need to provide a revised price for the wall removal work without replacement of those units, however preliminary discussions with the site manager indicated that Akron would not be willing to hand over the building with mismatched air conditioning units due to concerns for their reputation.

The preliminary estimate for constructing the replacement archive room, including one additional split system air conditioner, painting and carpentry, is $25,811.50 excluding GST. However as this room will be 4m^2 smaller than the original archive room, it will not be large enough to accommodate the Shire’s archives, along with the CRC/Community Archives. As a result, the Shire archives will need to remain in their current location, which is not an approved facility until such time as a purpose built archive room is built. Option 1 includes the purchase of a purpose built sea container at a cost of $32,500, however Councillors indicated that this should be removed from the scope.

Akron has advised that the proposed options can be accommodated within the current construction schedule without affecting practical completion.

As at 28 October 2026, the project has a remaining contingency budget of $72,022. If Council wishes to vary the contract based on Option 1, this will use $75,936.50, being approximately $4,000 more than the available funds. If Council wishes to vary the contract based on Option 1 excluding the sea container, this will use $43,436.50 of those funds. Alternatively, Council will need to identify and remove projects from its current budget to offset this variation.

Strategic & Social Implications
Integrated Strategic Plan 2025-35
Pillar 1 – Economy
Strategic Outcome: Reliable transport network, enhanced visitor experiences and accessible essential services drive economic growth.
Goal 3: Essential services and infrastructure drive local economic growth.
Priority Project 3.1: Seek funding to construct the "Community Hub".

The proposed variation relates directly to the Community Cultural Hub project. Enlarging the conference room would change the internal layout to better accommodate meeting use. The revised archive arrangements also need to be considered to ensure the project continues to meet the Shire's operational needs.

Pillar 4 – Civic Leadership
Strategic Outcome: Accountable, responsible and strong leadership.
Goal 11: Compliant governance and responsible financial management.
Priority Project 11.3: Decision making of Council is supported by up to date and clear policies and procedures.

The proposed variation requires appropriate assessment of the contract, procurement requirements and budget implications before Council authorises any additional expenditure or the Shire executes a contract variation.

Consultation
Councillors – email consultation on 28 October 2026
Akron Pty Ltd - preliminary pricing and advice regarding the construction schedule
Port Shipping Containers – preliminary pricing of purpose built archive room

Policy Implications
Purchasing Policy

Statutory Environment
Local Government Act 1995

- Section 3.57 – Tenders for providing goods or services: provides the statutory framework for tendering by local governments.
- Section 6.8 – Expenditure from municipal fund not included in annual budget: expenditure for an additional purpose not included in the annual budget requires advance authorisation by resolution, with an absolute majority required.

Local Government (Functions and General) Regulations 1996

- Regulation 21A – Varying a contract for the supply of goods or services: restricts variations to contracts entered into with successful tenderers, subject to the exceptions set out in the regulation.

Financial Implications

As at 28 October 2026, the Community Cultural Hub project has a remaining contingency budget of $72,022. The following options are being considered by Council:

Option 1	Ex GST
Remove the wall between meeting room and archive room & replace 2 x air con cassettes	$ 17,625.00
Build new archive room in corner of stories hall, near store room (approx 4m x 4m)	$ 25,811.50
1 x Sea container, fitted out as archive room, delivered and installed	$ 32,500.00
	$ 75,936.50

Option 2	
Remove the wall between meeting room and archive room & replace 2 x air con cassettes	$ 17,625.00
2 x sea containers, fitted out as archive rooms, delivered and installed	$ 65,000.00
	$ 82,625.00

Option 3	
Front wall of meeting room moved forward 1.8m into tourism area	$ 8,488.23
Archive room to remain where it is	$ -
	$ 8,488.23

Cr Bent departed the meeting at 10.40am.
Cr Bent returned to the meeting at 10.41am.

OFFICER RECOMMENDATION

That the Community Cultural Hub project be varied using funds from the project contingency budget as follows:

Remove the wall between meeting room and archive room & replace 2 x air con cassettes	**$ 17,625.00**
Build new archive room in corner of stories hall, near store room (approx 4m x 4m)	**$ 25,811.50**
1 x Sea container, fitted out as archive room, delivered and installed	**$ 32,500.00**
	$ 75,936.50

COUNCIL DECISION

Council Decision Number – 20 10 2026

Moved: Cr Brandis **Seconded: Cr Ventris**

That the Community Cultural Hub project be varied using funds from the project contingency budget as follows:

Remove the wall between meeting room and archive room and the 2 air con cassettes to remain the same

Build new archive room in corner of stories hall, near store room (approx 6m x 4m) and incorporate the door from the conference room into the archive room; and

Authorise the Chief Executive Officer to seek the final quotes for the variation.

Carried 5 / 1
Cr Shadbolt Against

The reason the Council Decision differed from that of the Officer's Recommendation was that Council resolved to retain the existing air conditioning units, increase the proposed archive room dimensions and incorporate the existing conference room door. The sea container option was excluded, with the Chief Executive Officer authorised to obtain final quotations for the amended works.

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

10.1 Nil

11. Urgent Business Approved by Person Presiding or by Decision

11.1 Nil

12. Closure of Meeting

12.1 The President thanked Elected Members and Staff for attending and declared the meeting closed at 11.10am.