



# MINUTES

Ordinary Council Meeting

Thursday 22<sup>nd</sup> February 2024  
Commenced at 1.00PM

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON  
THURSDAY 22<sup>nd</sup> February 2024  
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## AGENDA and STAFF REPORTS

ORDINARY COUNCIL MEETING HELD IN  
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 22<sup>nd</sup> February 2024

### 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 1.35pm.

### 2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS

Cr Bethel Walton welcomed new Works Manager, Paddy O'Brien.

### 3 ATTENDANCES

#### 3.1 Present

##### Elected Members

|                      |  |
|----------------------|--|
| Cr B (Bethel) Walton | Shire President (and Presiding member of this Meeting) |
| Cr V (Vicki) McQuie  |  |
| Cr C (Carol) Hodshon |  |
| Cr D (David) Lefroy  |  |
| Cr J (James) Allison |  |

##### Staff Members

|                    |                                       |
|--------------------|---------------------------------------|
| Mr Peter Money     | Chief Executive Officer               |
| Ms Tracey Weiss    | Acting Deputy Chief Executive Officer |
| Mr Patrick O'Brien | Works Manager                         |

##### Visitors

Nil

#### 3.2 Apologies

Newly elected member Mr Mark Kevill advised he was an apology for this meeting.

#### 3.3 Approved Leave of Absence

Nil

### 4 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

Cr V McQuie applied for a leave of absence for the Ordinary Council Meeting to be held on 24 April 2024

**6 DECLARATIONS OF INTEREST**

**6.1 Declarations of Financial Interest**

Nil

**6.2 Declarations of Proximity Interest**

Nil

**6.3 Declarations of Indirect Financial Interest**

Nil

**6.4 Declarations of Impartiality Interest**

Nil

**7 PUBLIC QUESTION TIME**

Nil

**8 CONFIRMATIONS OF MINUTES FROM PREVIOUS MEETINGS**

**01/24**

**8.1 Ordinary Meeting of Council held on the 14<sup>th</sup> December 2023**

**Officer Recommendation**

That the Minutes of the Ordinary Meeting of Council held on 14<sup>th</sup> December 2023 be confirmed as a true and accurate records of proceedings.

**Resolution No. 01/24**

**MOVED: Cr J Allison**

**SECONDED: Cr V McQuie**

**CARRIED (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

**9 PRESENTATIONS**

**9.1 Petitions**

Nil

## 9.2 Presentations

Nil

## 9.3 Deputations

Nil

## 9.4 Delegates/Councillor's Reports

9.4.1 Cr D Lefroy reported on the MRVC meeting and Audit:

- a. MRVC will require more money in the next few years for the Reserve Fund and there is not enough funding to cover the maintenance of the fences;
- b. Once the MRVC is a regional subsidiary, the Shire can rate properties within the fence line;
- c. There will be a 5-10% increase in fees for Shire of Sandstone;
- d. Audit was good.

9.4.2 Cr B Walton reported on the Geo Meeting:

- a. Constitution was adopted – now to be submitted to Council;
- b. Signage for the Geo Trail – grants available;
- c. A suggestion for the signs was to have them double-sided, one lower than the other;
- d. A calendar of events is being drawn up, for example, on the 3 and 4 August Murchison will have a Camp Oven Cook-up. Sandstone has their Art Show

## 10 OFFICERS REPORTS

### 10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

#### 10.1.1 Status Report Update – December 2023 and January 2024

02/24

**Agenda Reference:** CEO 02/24 - 01

**Name of Applicant:** Shire of Sandstone

**Disclosure of Interest:** Nil

**Date of Report:** 18 February 2024

**Previous References:** Various

**Author:** Peter Money, Chief Executive Officer

#### Summary

The purpose of this report is to advise Council on the status of its decisions from previous Council meetings.

#### Attachments

Nil

#### Background

It is important that Council receives an update on the outcome of its resolutions on a regular basis.

#### Comment

Document has been updated to include Progress made on Council decisions.

|               |
|---------------|
| Status Update |
|---------------|

**Resolution No** 31/17

**Item No** 10.1.7

**Action** That the plaque recognizing George Dent at Hacks Mine is reinstated and his family is offered the opportunity for a plaque to be placed in the new heritage park.

**Responses/ Updates**

03/05/2017 Letter sent to the family of George Dent advising Council decision.

19/03/2018 Ceramic photo of George Dent received from family for inclusion on plaque at Heritage Park.

07/10/2020 Article in Midwest Times re lack of recognition of George Dent  
Busy Bee to be arranged.

Wall in Memorial Park Constructed. Information to be displayed on Wall to be determined.

*Need to Determine the Setout of Plaques to be attached to the Wall in Memorial Park. Policy to be created so all plaques are the same.*

*Currently looking at what other Councils may have.*

10/01/2024 The family has been contacted and been asked to forward a proposed script for the plaques to be placed at Memorial Park and outside of Hacks Mine. The family has also been advised that the Council does not support the change in the name of Hack Street in Sandstone townsite and no further comment will be made on that matter.

\*\*\*\*\*

**Resolution No** 91/21

**Item No** 10.1.5

**Action** Reserves Change of Purpose

**That Council**

- 1. advise the Department of Planning, Lands and Heritage, that they have no objection to the proposed change of purpose.**
- 2. request that all “Commons” within the Shire, except for the Sandstone Town Common, be relinquished and amalgamated into the adjoining pastoral stations.**

| Reserve Number | Original Gaz | Original 1 | Reserve Class | Reserve Area     |
|----------------|--------------|------------|---------------|------------------|
| 9959           | 3448         | 24/11/1905 | C             | 15535.8820000000 |
| 10022          | 133          | 26/01/1906 | C             | 6581.5152000000  |
| 14645          | 4504         | 4/12/1914  | C             | 1926.3037000000  |



|       |      |            |   |                  |
|-------|------|------------|---|------------------|
| 17984 | 662  | 13/04/1922 | C | 1957.66430000000 |
| 17011 | 1174 | 16/08/1918 | C | 5034.37130000000 |

### Responses/ Updates

- 29/11/2021** Letter to Department of Planning, Lands and Heritage advising Council resolution as above.
- 31/03/2023** Sought comments again regarding item two
- 15/07/2023** Followed up this email.
- 15/07/2023** Made enquiries regarding excising part of Reserve 11714 for Industrial/commercial purposes, or having the reserve amended to include PTL.
- 26/07/2023** Discussion with Contract Town Planner regarding Reserve 11714.
- 02/02/2024** There is no further update on this matter.
- 22/02/2024** CEO to follow up.

\*\*\*\*\*

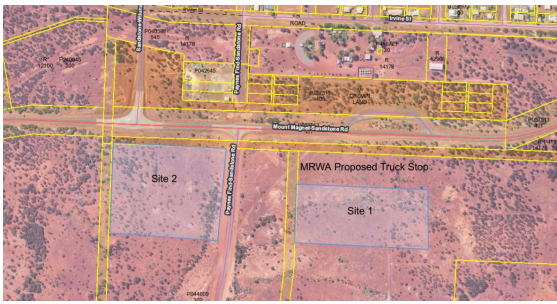
Resolution No 55/22  
Item No 10.1.5  
Action Excision of Part of reserve no 11714

**Resolve to support in principle the excision of a portion of reserve 11714 referenced as site 2 on the relevant plans submitted to Council subject to the proponents being advised that:**

- A. Formal support for excision of the reserve will not be provided by Council until such time as a planning application has been considered as appropriate having regard for relevant issues associated with a formal proposal with detailed plans having regard for the comments of the community and relevant government agencies.**
- B. The proponent is advised to undertake further investigations with respect to issues such as Main Roads comments, Department of Mines and Petroleum, Mining Tenement Holder, the fact that the site contains some disused mine shafts (geotechnical matters) and consultation with other agencies prior to preparation and lodgement of an application for development approval.**
- C. In applying for development approval, the proponent will need to seek the authority from the appropriate government agency charged with the management of the Crown land in question to sign the application form.**

**And;**

- A. Instruct the CEO to write to the proponent advising of the above and also the relevant government agency responsible for the Crown land.**



The applicant has advised that they have received an objection to the proposed site 2 and have gone back to site 1.

MRD recently advised that they have resubmitted funding proposal for the truck stop but have no objections to site 1 providing there is a 100-meter setback from the road.

Horizon Power advised that council support application for portion of Airport reserve, under the same terms and conditions as previous application.

**29/05/2023** Advised of Council's OCM Resolution May 2023

**Consultation**

Nil

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**Officer Recommendation**

That Council accepts the Status Update for the month of December 2023 and January 2024.

**Resolution No. 02/24**

**MOVED: Cr J Allison**

**SECONDED: Cr D Lefroy**

**CARRIED (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

**Agenda Reference:** CEO 02/24 – 02  
**Location/Address:** None  
**Name of Applicant:** None  
**Disclosure of Interest:** None  
**Date of Report:** 22 February 2024  
**Author:** Peter Money, Chief Executive Officer

### Summary

To report on actions performed under delegated authority for the months of December 2023 and January 2024.

### Attachments

Nil

### Background

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority.

### Comment

The following table outlining the actions performed within the organisation, relative to delegated authority for the month of December 2023 and January 2024, is submitted to Council for information.

| Date       | Delegation Ref                               | Person or Classes affected |
|------------|--|----------------------------|
| 05/12/2023 | FI - D11 Payment<br>Procedure Municipal Fund | CREDITORS 05/12/23         |
| 06/12/2023 | FI - D11 Payment<br>Procedure Municipal Fund | PAYROLL 06/12/23           |
| 19/12/2023 | FI - D11 Payment<br>Procedure Municipal Fund | CREDITORS 19/12/23         |
| 19/12/2023 | FI - D11 Payment<br>Procedure Municipal Fund | PAYROLL 19/12/23           |
| 04/01/2024 | FI - D11 Payment<br>Procedure Municipal Fund | CREDITORS 03/11/23         |
| 04/01/2024 | FI - D11 Payment<br>Procedure Municipal Fund | PAYROLL 08/11/23           |
| 12/01/2024 | FI - D11 Payment<br>Procedure Municipal Fund | CREDITORS 12/01/24         |
| 16/01/2024 | FI - D11 Payment<br>Procedure Municipal Fund | CREDITORS 16/01/24         |

| <b>Date</b> | <b>Delegation Ref</b>                        | <b>Person or Classes affected</b> |
|-------------|--|-----------------------------------|
| 17/01/2024  | FI - D11 Payment<br>Procedure Municipal Fund | PAYROLL 17/01/24                  |
| 31/01/2024  | FI - D11 Payment<br>Procedure Municipal Fund | CREDITORS 31/01/24                |
| 31/01/2024  | FI - D11 Payment<br>Procedure Municipal Fund | PAYROLL 17/01/24                  |

**Consultation**

Nil

**Statutory Environment**

*Local Government Act 1995 Section 9.49A*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Voting Requirements**

Simple majority

**Officer Recommendation**

That Council, in accordance with section 5.46 of the *Local Government Act 1995*, accept the report outlining the actions performed under delegated authority for the month of December 2023 and January 2024.

**Resolution No. 03/24**

**MOVED:** Cr V McQuie

**SECONDED:** Cr D Lefroy

**CARRIED (5/0)**

**FOR:** Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison

**AGAINST:** Nil

|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Agenda Reference:</b>       | CEO 02/24 - 03                       |
| <b>Location/Address:</b>       | Shire of Sandstone                   |
| <b>Name of Applicant:</b>      | Chief Executive Officer              |
| <b>Disclosure of Interest:</b> | Nil                                  |
| <b>Date of Report:</b>         | 22 February 2024                     |
| <b>Author:</b>                 | Peter Money, Chief Executive Officer |

### Summary

The Audit Committee has reviewed the Compliance Audit Return for 2023 and recommend it to Council for adoption.

### Attachments

10.1.3 2023 Compliance Audit Return

### Background

All local governments are required to complete and submit a Compliance Audit Return for the previous calendar year by the 31<sup>st</sup> March of the following year.

### Comment

The Shire's 2023 Compliance Audit Return was completed in house by CEO Peter Money utilising file records and registers.

There is no evidence that Council adopted the Strategic Community Plan nor the Corporate Business Plan during the 2023 year The Corporate Business Plan requires review annually prior to budget determination. (Page 4 - Integrated Planning, questions 1 and 2).

It is noted that the Strategic Community Plan and the Corporate Business Plan are one document in the Sandstone Shire.

There is no evidence that there was a review of the financial management systems and procedures prior to 31/12/2023 This review is required to be completed each 3 years and was last carried out 27/02/2020. (Page 5 - Optional questions number 1).

The review of the appropriateness and effectiveness of the risk management, internal controls, and legislative compliances was reported to the Audit Committee Meeting of 22/06/2023 and adopted by the Committee. The Committee minutes were reported to the Ordinary Council Meeting of 22 June 2023, but the Item/Report was not actually adopted by Council. Council confirmed the Minutes of the Audit Committee, but Minutes of a Committee can only be confirmed by the Committee. (Page 5 - Optional questions number 2)

**Consultation**

Nil

**Statutory Environment**

Local Government (Audit) Regulations 1996 Regulations 14 and 15

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**Staff Recommendation**

That Council adopts the 2023 Compliance Audit Return as presented, and the Return be submitted to the Department of Local Government and Communities.

**Resolution No. 04/24**

**MOVED: Cr V McQuie**

**SECONDED: Cr D Lefroy**

**Carried (5/0) By Absolute Majority**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Agenda Reference:</b>       | CEO 02/24 - 04                       |
| <b>Location/Address:</b>       | None                                 |
| <b>Name of Applicant:</b>      | Shire of Sandstone                   |
| <b>Disclosure of Interest:</b> | None                                 |
| <b>Date of Report:</b>         | 18 January 2024                      |
| <b>Author:</b>                 | Peter Money, Chief Executive Officer |

### Summary

The 2022/2023 Annual Report for the Shire of Sandstone is presented to Council for acceptance and to set a date and time for the Annual Meeting of Electors.

### Attachments

10.1.4 2022/2023 Annual Report

### Background

Under section 5.53 of the *Local Government Act, 1995*, the Shire is required to prepare an Annual Report for each financial year. The report has to contain;

- A report from the Shire President and Chief Executive Officer,
- An overview of the Plan for the Future/Community Strategic Plan,
- The 2022/2023 Financial Report,
- The 2022/2023 Auditors Report, and,
- Any other prescribed information.

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting. the meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements.

### Comment

It is recommended that the Annual Report be considered by the electors of the Shire at the Annual Electors Meeting to be held on Thursday 21<sup>st</sup> March 2024 (to coincide with the date of the March 2024 Ordinary Meeting of Council) commencing at 2.30PM, which is within the 56 day period from the date of adopting the draft Annual Report.

### Consultation

Shire President

### Statutory Environment

*Local Government Act 1995* Section 5.54 and 5.27

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

- 1 Endorse the Administration's response and implementation with respect to the Management Letter.
- 2 Accept the Annual Report including the Annual Financial Report and Audit Report for the 2022/2023 Financial Year.
- 3 Hold the Annual Electors Meeting on 21 March 2024 in the Council Chambers, commencing at 2:30PM
- 4 Publish the Annual Report, Audit Report, Notice of Meeting and give public notice to the above effect, pursuant to the *Local Government Act 1995*.

**Resolution No. 05/24**

**MOVED: Cr J Allison**

**SECONDED: Cr V McQuie**

**CARRIED by ABSOLUTE MAJORITY (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**



|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Agenda Reference:</b>       | CEO 02/24 - 05                       |
| <b>Location:</b>               | Shire of Sandstone                   |
| <b>Applicant:</b>              | Shire of Sandstone                   |
| <b>Disclosure of Interest:</b> | Nil                                  |
| <b>Date of Report:</b>         | 10 <sup>th</sup> February 2024       |
| <b>Author:</b>                 | Debby Barndon, Accountant            |
| <b>Senior Officer:</b>         | Peter Money, Chief Executive Officer |

### Summary

Between January 1 and 31 March each financial year a local government is required to review its annual budget for that year.

### Attachments

10.1.5 Amended budget statements for the 2023-2024 financial year.

### Background

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires a review of the annual budget to be undertaken and within 30 days of that review having been carried out, it is to be submitted to Council for their consideration of the review and to determine by absolute majority whether to adopt the review, any parts of the review and any recommendations made in that review.

A review of the Shire of Sandstone budget as at the 31<sup>st</sup> December 2023 was undertaken during January 2024 and the amended budget statements as per that review are attached for Councils attention.

### Comment

A few budget variations are proposed as part of this review and the proposed changes to the 2023 - 2024 annual budget is shown on the attachment.

### DETAILS

#### Issues and options considered.

The budget review has comprised.

- A review of the adopted budget and an assessment of actual results to date against that budget.
- An assessment and projection of likely results over the remainder of the financial year against the adopted budget; and
- Consideration of any issues not provided for in the adopted budget that may need to be addressed.

The review of the budget has taken to account what transpired in the first half of the year, the likely operating environment over the remaining part of the year under prevailing economic conditions and the most likely impact on Council's financial position.

The focus in the review has been on ensuring that there is sufficient operational capacity to deliver the service and budget programs as set out in the adopted 2023/2024 budget and to accommodate events and issues that have arisen since budget adoption.

The variations between the original adopted budget and the revised budget are as follows.

### **Surplus Brought Forward.**

The actual surplus brought forward from 2022/2023 is \$9,585.00 less than that used in the adopted budget.

The budget review has taken this to account and ensured we have retained a balanced budget.

### **Operating Income and Expenditure**

Various changes have been proposed as detailed in attachment 10.2.3 (A), however there is no material variances on the overall outcome of the budget. The budget review has noted areas inside the general ledger and associated IE codes where a requirement is needed to ensure the individual IE does not exceed the budgeted amount. This does not have an impact on the overall allocation to the budgeted GL. The outcome of the review is a tidy up of the internal budget codes in relation to the allocation of income and expenditure. Given the timing of the review being the 31<sup>st</sup> December 2023 it is anticipated the budgeted income and expenditure will continue to track as per the adopted budget.

A verbal report will be given on proposed variations.

### **Consultation**

Admin Staff

### **Statutory Environment**

Regulation 33A of the *Local Government (Financial Management) Regulations 1996*

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

*Local Government (Financial Management) Regulations 1996*

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government’s financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
*\*Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

#### **Voting Requirements**

Absolute majority

#### **Officer Recommendation**

That the Committee recommend to Council;

- 1) Approve the Mid-Year Review of the 2023/2024 budget and authorise the amendments as detailed in attachment 10.2.3, with further allocation of the remaining surplus to be determined, and;
- 2) In accordance with regulation 33A of the *Local Government (Financial Management) Regulations 1996* provide a copy of the 2023/2024 annual budget review and determinations to the Department of Local Government and Communities.

#### **Resolution Number. 06/24**

**Moved:** Cr J Allison

**Seconded:** Cr D Lefroy

**CARRIED BY ABSOLUTE MAJORITY (5/0)**

**FOR:** Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison

**AGAINST:** Nil

|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Agenda Reference:</b>       | CEO 02/24 – 06                       |
| <b>Location/Address:</b>       | None                                 |
| <b>Name of Applicant:</b>      | None                                 |
| <b>Disclosure of Interest:</b> | None                                 |
| <b>Date of Report:</b>         | 18 January 2024                      |
| <b>Author:</b>                 | Peter Money, Chief Executive Officer |

**Summary**

The proposal for transition of the Murchison Regional Vermin Council (MRVC) to Regional Subsidiary has been advertised by all member local governments. The Sandstone advertising was carried out in January and closed on 2 February 2024. If Council agrees with the proposed transition, a letter will be provided to the MRVC endorsing support for the proposal.

**Background**

The MRVC is proposing to change its structure to Regional Subsidiary to reduce the compliance and administrative requirements and focus more on its single purpose of management and maintenance of the Nos. 1 and 2 vermin fences.

In the July 2023 Ordinary Council Meeting, Council agreed to advertise the proposal but there is no evidence that advertising was carried out.

The Council members are required to advertise the proposal for comment and consideration of any submissions. (*Local Government (Regional Subsidiaries) Regulations 2017 part 2 r4.5 (a)(b),*)

**Comment**

This proposal was advertised in accordance with regulations and the period for submissions closed on 2 February 2024. There were no submissions received.

**Consultation**

Notice Boards. Website. Mid West Times newspaper.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

## **Voting Requirements**

Simple Majority

## **Officer Recommendation**

That Council after acknowledging that the Shire has undertaken the required public notice, having made the proposed Business Plan available, and there being no submissions to consider, Council endorses the Murchison Regional Vermin Councils application to the Minister to transition to a Regional Subsidiary, being the Murchison Regional Vermin Cell Authority.

## **Resolution No. 07/24**

**MOVED: Cr C Hodshon**

**SECONDED: Cr D Lefroy**

**CARRIED BY SIMPLE MAJORITY (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

## 10.2 FINANCIAL REPORTS

### 10.2.1 Financial Statement for the month of December 2023

08/24

|                                |                                |
|--------------------------------|--------------------------------|
| <b>Agenda Reference:</b>       | F 02/24 – 01                   |
| <b>Location:</b>               | Shire of Sandstone             |
| <b>Applicant:</b>              | Shire of Sandstone             |
| <b>Disclosure of Interest:</b> | Nil                            |
| <b>Date of Report:</b>         | 14 <sup>th</sup> February 2024 |
| <b>Author:</b>                 | Debby Barndon, Accountant      |

#### Summary

The Statement of Financial Activity report for the month ending 31<sup>st</sup> December 2023 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

#### Attachments

- 10.2.1 (1) Financial Statements December
- 10.2.1 (2) Detailed Statements December
- 10.2.1 (3) Variance at Sub Program Level December
- 10.2.1 (4) Capital Expenditure Summary December

#### Statutory Environment

*Local Government (Financial Management) Regulations 1996 - Regulations 34 (1A) and 17.*

The Regulations require a Local Government to prepare each month a statement of financial activity, accompanied by relevant documents and that this information must be presented to Council at an Ordinary Meeting within 2 months after the end of the month.

#### Policy Implications

Nil

#### Financial Implications

Nil

#### Strategic Implications

Nil

#### Voting Requirements

Simple Majority

**Officer Recommendation**

That in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Statement of Financial Activity and the Investment Report for the period ending 31<sup>st</sup> December 2023 be received, and all other statements noted.

**Resolution No. 08/24**

**MOVED: Cr V McQuie**

**SECONDED: Cr C Hodshon**

**CARRIED (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

|                                |                                |
|--------------------------------|--------------------------------|
| <b>Agenda Reference:</b>       | F 02/24 – 02                   |
| <b>Location:</b>               | Shire of Sandstone             |
| <b>Applicant:</b>              | Shire of Sandstone             |
| <b>Disclosure of Interest:</b> | Nil                            |
| <b>Date of Report:</b>         | 14 <sup>th</sup> February 2024 |
| <b>Author:</b>                 | Debby Barndon, Accountant      |

### Summary

The Statement of Financial Activity report for the month ending 31<sup>st</sup> January 2024 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

### Attachments

- 10.2.1 (1) Financial Statements January
- 10.2.1 (2) Detailed Statements January
- 10.2.1 (3) Variance at Sub Program Level January
- 10.2.1 (4) Capital Expenditure Summary January
- 10.2.1 (5) Investment Register January

### Comments

Total Income reports a 12.38% variance on anticipated budget expectations.

Total Expenditure shows a 1.49% variance.

Further explanations of variances at sub program level can be seen in attachment 10.2.1 (3) and a detailed look at individual COA or Job Numbers can be found on attachment 10.2.1 (2)

### Capital Expenditure

A detailed look at capital expenditure can be found in note 8, as well as attachment 10.2.1 (4) showing levels of expenditure.

### Summary of Cash on Hand – Shire of Sandstone as at 31<sup>st</sup> January 2024

|  |             |
|--|-------------|
| Municipal Cheque Account - On-line (BWA)     | \$431,736   |
| Municipal Investment Account - On-line (BWA) | \$358       |
| Trust Fund (Bankwest)                        | \$11,036    |
| Trust Bank Term Deposit                      | \$293,365   |
| Reserve Term Deposits (Bankwest)             | \$5,347,375 |
| Muni Term Deposit                            | \$1,711,616 |



## **Consultation**

Chief Executive Officer

## **Statutory Environment**

*Local Government (Financial Management) Regulations 1996 - Regulations 34 (1A) and 17.*

The Regulations require a Local Government to prepare each month a statement of financial activity, accompanied by relevant documents and that this information must be presented to Council at an Ordinary Meeting within 2 months after the end of the month.

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Strategic Implications**

Nil

## **Risk Implications**

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies, and procedures, which fall under the responsibility of the Chief Executive Officer as laid out in the ***Local Government (Financial Management Regulations) 1996*** regulation 5, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly, and monthly checks to ensure that the integrity of the data provided is reasonably assured.

## **Voting Requirements**

Simple Majority

## **Officer Recommendation**

That in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Statement of Financial Activity and the Investment Report for the period ending 31<sup>st</sup> January 2024 be received, and all other statements noted.

**Resolution No. 09/24**

**MOVED: Cr D Lefroy**

**SECONDED: Cr V McQuie**

**CARRIED (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

|                                |   |
|--------------------------------|---|
| <b>Agenda Reference:</b>       | F 02/24 – 03                                    |
| <b>Location:</b>               | Shire of Sandstone                              |
| <b>Applicant:</b>              | Shire of Sandstone                              |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>Date of Report:</b>         | 14 <sup>th</sup> January 2024                   |
| <b>Author:</b>                 | Selina Sergeant, Deputy Chief Executive Officer |
| <b>Senior Officer:</b>         | Peter Money, Chief Executive Officer (Acting)   |

### **Summary**

Presented for Council's information is the list of accounts paid in December 2023 from the Municipal Fund and Trust Fund in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*. Payments made through the corporate credit cards as well as income from the Caravan Park and Fuel Sales are included as attachments.

### **Attachments**

- 10.2.2 (A) List of Accounts paid via EFT December
- 10.2.2 (B) List of Accounts paid via Direct Debit December
- 10.2.2 (C) List of Accounts paid via Cheque December
- 10.2.2 (D) Corporate Credit Card Payments December
- 10.2.2 (E) Caravan Park Takings December
- 10.2.2 (F) Town Fuel Sales December
- 10.2.2 (G) Rates Reconciliation December

### **Background**

Council has delegated to the CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund.

The *Financial Management Regulations (Regulation 13 (3))* requires a schedule of payments made through the Shire's bank accounts to be presented to Council.

The lists include details for each payment made incorporating the payee's name, amount of payment, date of payment and a brief transaction description.

### **Comment**

Invoices supporting all payments are available for inspection. Queries regarding any payment should be made through the Chief Executive Officer to the staff member who handles the financial transactions prior to this meeting.

All invoices and vouchers presented to Council have been certified as to receipt of the goods or services and that the amounts shown were due for payment.

| Month     | Cheque   | EFT's        | Direct Debits | Credit Card | Payroll    | Total Payments |
|-----------|----------|--------------|---------------|-------------|------------|----------------|
| July      | 650.31   | 449,799.87   | 36,086.06     | 4,509.55    | 99,743.00  | 590,788.79     |
| August    | 1,692.20 | 629,504.03   | 50,596.88     | 2,671.95    | 146,711.00 | 831,176.06     |
| September | 1,296.60 | 472,636.15   | 44,495.93     | 3,163.58    | 105,442.00 | 627,034.26     |
| October   | 289.80   | 486,716.58   | 38,475.21     | 4,575.45    | 119,209.00 | 649,266.04     |
| November  | 0.00     | 509,248.91   | 44,995.82     | 1,443.00    | 204,601.37 | 760,289.10     |
| December  | 1,257.90 | 357,143.09   | 40,735.22     | 825.70      | 107,909.00 | 507,870.91     |
| January   |          |              |               |             |            | 0.00           |
| February  |          |              |               |             |            | 0.00           |
| March     |          |              |               |             |            | 0.00           |
| April     |          |              |               |             |            | 0.00           |
| May       |          |              |               |             |            | 0.00           |
| June      |          |              |               |             |            | 0.00           |
| Totals    | 5,186.81 | 2,905,048.63 | 255,385.12    | 17,189.23   | 783,615.37 | 3,966,425.16   |

#### **Consultation**

Nil

#### **Statutory Environment**

*Local Government Act 1995*

*Financial Management (Local Government) Regulations 1996 – Regulation 12*

#### **Policy Implications**

Payments have been made under Council delegation.

#### **Financial Implications**

None, funds were available to meet the expenditure.

#### **Strategic Implications**

Nil

#### **Voting Requirements**

Simple majority

#### **Officer Recommendation**

That the schedule of accounts paid during December 2023 as listed, covering Cheques, EFTs, Bank Charges, directly debited payments and wages as numbered from Councils Municipal Fund Bank and Council's Trust Fund Bank be endorsed by Council.

#### **Resolution No. 10/24**

**MOVED: Cr J Allison**

**SECONDED: Cr V McQuie**

**CARRIED (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

|                                |   |
|--------------------------------|---|
| <b>Agenda Reference:</b>       | F 02/24 – 04                                  |
| <b>Location:</b>               | Shire of Sandstone                            |
| <b>Applicant:</b>              | Shire of Sandstone                            |
| <b>Disclosure of Interest:</b> | Nil   |
| <b>Date of Report:</b>         | 15 <sup>th</sup> February 2024                |
| <b>Author:</b>                 | Debby Barndon, Accountant                     |
| <b>Senior Officer:</b>         | Peter Money, Chief Executive Officer (Acting) |

### **Summary**

Presented for Council's information is the list of accounts paid in January 2024 from the Municipal Fund and Trust Fund in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*. Payments made through the corporate credit cards as well as income from the Caravan Park and Fuel Sales are included as attachments.

### **Attachments**

- 10.2.2 (A) List of Accounts paid via EFT January
- 10.2.2 (B) List of Accounts paid via Direct Debit January
- 10.2.2 (C) List of Accounts paid via Cheque January
- 10.2.2 (D) Corporate Credit Card Payments January
- 10.2.2 (E) Caravan Park Takings January
- 10.2.2 (F) Town Fuel Sales January
- 10.2.2 (G) Rates Reconciliation January

### **Background**

Council has delegated to the CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund.

The *Financial Management Regulations (Regulation 13 (3))* requires a schedule of payments made through the Shire's bank accounts to be presented to Council.

The lists include details for each payment made incorporating the payee's name, amount of payment, date of payment and a brief transaction description.

### **Comment**

Invoices supporting all payments are available for inspection. Queries regarding any payment should be made through the Chief Executive Officer to the staff member who handles the financial transactions prior to this meeting.

All invoices and vouchers presented to Council have been certified as to receipt of the goods or services and that the amounts shown were due for payment.

| Month     | Cheque   | EFT's        | Direct Debits | Credit Card | Payroll      | Total Payments |
|-----------|----------|--------------|---------------|-------------|--------------|----------------|
| July      | 650.31   | 449,799.87   | 36,086.06     | 4,509.55    | 99,743.00    | 590,788.79     |
| August    | 1,692.20 | 629,504.03   | 50,596.88     | 2,671.95    | 146,711.00   | 831,176.06     |
| September | 1,296.60 | 472,636.15   | 44,495.93     | 3,163.58    | 105,442.00   | 627,034.26     |
| October   | 289.80   | 486,716.58   | 38,475.21     | 4,575.45    | 119,209.00   | 649,266.04     |
| November  | 0.00     | 509,248.91   | 44,995.82     | 1,443.00    | 204,601.37   | 760,289.10     |
| December  | 1,257.90 | 357,143.09   | 40,735.22     | 825.70      | 107,909.00   | 507,870.91     |
| January   | 4,500.00 | 580,176.30   | 39,581.73     | 932.51      | 216,578.40   | 841,768.94     |
| February  |          |              |               |             |              | 0.00           |
| March     |          |              |               |             |              | 0.00           |
| April     |          |              |               |             |              | 0.00           |
| May       |          |              |               |             |              | 0.00           |
| June      |          |              |               |             |              | 0.00           |
| Totals    | 9,686.81 | 3,485,224.93 | 294,966.85    | 18,121.74   | 1,000,193.77 | 4,808,194.10   |

**Consultation**

Nil

**Statutory Environment**

*Local Government Act 1995*

*Financial Management (Local Government) Regulations 1996 – Regulation 12*

**Policy Implications**

Payments have been made under Council delegation.

**Financial Implications**

None, funds were available to meet the expenditure.

**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**Officer Recommendation**

That the schedule of accounts paid during January 2024 as listed, covering Cheques, EFTs, Bank Charges, directly debited payments and wages as numbered from Councils Municipal Fund Bank and Council's Trust Fund Bank be endorsed by Council.

**Resolution No. 11/24**

**MOVED: Cr V McQuie**

**SECONDED: Cr C Hodshon**

**CARRIED (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

## 10.3 WORKS AND SERVICES

### 10.3.1 Works Manager's Report December 2023 – January 2024

12/24

|                                |                                |
|--------------------------------|--------------------------------|
| <b>Agenda Reference:</b>       | WM 02/24 - 01                  |
| <b>Location/Address:</b>       | Shire of Sandstone             |
| <b>Name of Applicant:</b>      | Shire of Sandstone             |
| <b>Disclosure of Interest:</b> | None                           |
| <b>Date of Report:</b>         | 14/02/2024                     |
| <b>Previous References:</b>    | Nil                            |
| <b>Author:</b>                 | Patrick O'Brien, Works Manager |

#### Summary

To provide Council with an Activity Report on the operations of Council's various works projects. Having just recently commenced with Council as Works Manager, my time has been inspecting several roads / ongoing projects, gaining a greater understanding of current, and also future works projects requiring attention.

#### Attachments

Nil

#### Background

Below a summarised activity report/ schedule undertaken by Council's works staff since the last Council meeting.

#### Comment

##### *Construction*

RRG – road project / Reform, gravel sheet & drainage works on Sandstone – Paynes find Rd, SLK 50.20 – 65.0, has been completed & completion final claim submitted.

Works road crew staff are currently working further down towards Paynes Find SLK 180 – 200.

Initial inspection of grids on council's rural roads has commenced (to familiarise myself) utilising an existing Grid audit schedule and working my way through that list to identify various grid conditions/ if required to be upgraded/ removed etc – ongoing.

##### *Maintenance Grading*

Council's Maintenance grader is currently working on Menzies Rd, with emphasis on ensuring all off – shute drains are left clean and maintaining material on road running surface, whilst leaving a safe trafficable surface.

Contract Grader once finalised on the Paynes Find is being mobilised to council's Northern roads (Sandstone – Wiluna and Gidgee access), initial prioritising from approx. SLK 64/65, working further north, emphasis also on maintaining adequate material on road running surface as well as maintaining / improving off-shute drainage.

### *Flood Damage*

Recent rain across North-Eastern area of shire has resulted in damage to Sandstone – Yeelirrie Road, primarily in the Boolygoo / Altona area, sheeting material, scoured gutters, silt, and drainage damage. An Initial submission will be lodged with DFES for consideration for restoration works funding on the weather event.

### *Horticulture/ Town Parks & gardens*

My limited time so far looking at Parks and gardens, some more water is required in some areas to keep up with the summer conditions, several new tap timers have been installed at several locations. Reticulation systems are probably due for a service / go through to identify areas currently not working effectively.

Have located Cactus plants in old rubbish site on the eastern end of airport runway area, these have been sprayed in the past & require further spraying to control further spreading, research into chemical mix etc & restore a suitable portable spray unit in works depot is required.

### *Plant - Maintenance / Repairs*

Have liaised with workshop mechanic – Phil, plant services are up to date.

The Adblue storage IBC requires a shade cover over top to keep out of direct sunlight.

The Air compressor unit at public bowser is due to be replaced, new unit is in stock to be fitted and ideally a small shade cover over the new unit will be installed also.

### **Consultation**

Leading Hand – Danny

### **Statutory Environment**

Not applicable

### **Policy Implications**

Not applicable

### **Financial Implications**

No financial impost is associated with the activity report as it is retrospective.

### **Strategic Implications**

Long-term objectives may be developed from time to time.

### **Voting Requirements**

Simple majority.



**Officer Recommendation**

That the contents of the Works Manager's Report are noted.

**Resolution No. 12/24**

**MOVED: Cr J Allison**

**SECONDED: Cr C Hodshon**

**CARRIED (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

**11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

**13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

Nil

**14 MEETING ITEMS CLOSED TO THE PUBLIC**

**14.1 Discussion on confidential items**

**13/24**

**Officer Recommendation**

That Council move behind closed doors to discuss confidential items.

**Resolution No. 13/24**

**MOVED: Cr C Hodshon**

**SECONDED: Cr V McQuie**

**CARRIED (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

**15.1 Public Reading of Resolution**

**15.1.1 WALGA Tender Staff House and On-Site Accommodation 14/24**

**Agenda Reference:** CEO 02/24 – 05  
**Location/Address:** None  
**Name of Applicant:** None  
**Disclosure of Interest:** None  
**Date of Report:** 10<sup>th</sup> February 2024  
**Author:** Peter Money, Chief Executive Officer

**Summary**

Council is presented with a summary of four submissions received for the proposed construction of home units at 17 and 19 Green Street and a 3 x house on 10 Griffith Street Sandstone.

**Attachments**

15.1.1

**Background**

Council has approved the construction of

- 1 - 3 x 1 bedroom house on 10 Griffith Street Sandstone
  - 1 - 2 x 1 Unit On-site accommodation for the Caravan Park on 17 Green Street Sandstone
  - 1 - 2 x 1 Unit On-site Accommodation for the Caravan Park on 19 Green Street Sandstone
- The calling of tenders for these buildings was instigated through the WALGA portal.

**Comment**

Council has allocated funding of \$400,000 for Staff Housing at 10 Griffith Street Sandstone. A further budget of \$700,000 is allocated for Caravan Upgrades and the two proposed units are linked to the Caravan Park infrastructure.

The calling for submissions was carried out through the WALGA preferred supplier portal.

Four submissions were received for assessment - the summary of the assessments are attached with a recommendation for Council to consider.

**Consultation**

Shire President, WALGA

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

A total of \$1,100,100 is allocated from accounts 09142 (Land & Buildings) and account 13412 (Caravan Park Infrastructure.)

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council awards the building project of one 3 x 2 house and two 2 x 1 units to Modular WA in accordance with the attached confidential summary of submissions.

That Council authorises the CEO to negotiate any minor amendments to the accepted submission as deemed necessary.

**Resolution No. 14/24**

**MOVED: Cr J Allison**

**SECONDED: Cr C Hodshon**

**CARRIED BY SIMPLE MAJORITY (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

**Agenda Reference:** CEO 02/24 – 05  
**Location/Address:** None  
**Name of Applicant:** None  
**Disclosure of Interest:** None  
**Date of Report:** 10<sup>th</sup> February 2024  
**Author:** Peter Money, Chief Executive Officer

**Summary**

This Item is presented to Council to agree to the amendment of the employment Contract for Works Manager Patrick O’Brien.

This amendment will ensure the Works Manager contract is unambiguous and he is paid in accordance with the contract.

**Attachments**

Nil

**Background**

The Works Manager was appointed to the position November of 2023 on a signed contract. It has been identified that the formatting of the contract is ambiguous and could be open to misinterpretation and therefore needs to be corrected. The Works Manager has agreed to the amendment.

**Comment**

Confidential

**Consultation**

Contract Accountant.  
Shire President

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council agrees to amend the employment contract for the Works Manager by changing the Superannuation Clause from 16% to 11% and adding a clause referencing the voluntary 1% plus Council's matching 5%, bring the available total Superannuation payment to 17% of the employee's gross salary, and

That Council agrees to include a sum for Fringe Benefit Tax in the contract for the Works Manager as part of the salary package.

**Resolution No. 15/24**

**MOVED: Cr V McQuie**

**SECONDED: Cr C Hodshon**

**CARRIED BY SIMPLE MAJORITY (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

|                                |                                      |
|--------------------------------|--------------------------------------|
| <b>Agenda Reference:</b>       | CEO 02/24 – 05                       |
| <b>Location/Address:</b>       | None                                 |
| <b>Name of Applicant:</b>      | None                                 |
| <b>Disclosure of Interest:</b> | The CEO is the author of the Item    |
| <b>Date of Report:</b>         | 10 <sup>th</sup> February 2024       |
| <b>Author:</b>                 | Peter Money, Chief Executive Officer |

### **Summary**

This Item is presented to Council to agree to the amendment of the employment Contract for Chief Executive Officer, Peter Money.

This amendment will ensure the CEO'S contract is unambiguous, and he is paid in accordance with the contract.

### **Attachments**

Nil

### **Background**

The CEO was appointed to the position November of 2023 on a signed contract.

It has been identified that the formatting of the contract is ambiguous and could be open to misinterpretation and therefore needs to be corrected.

The CEO has agreed to the amendment.

### **Comment**

Confidential

### **Consultation**

Contract Accountant.

Shire President

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council agrees to amend the employment contract for the Chief Executive Officer by changing the Superannuation Clause from 16% to 11% and adding a clause referencing the voluntary 1% plus Council's matching 5%, bring the available total Superannuation payment to 17% of the employee's gross salary.

**Resolution No. 16/24**

**MOVED: Cr J Allison**

**SECONDED: Cr V McQuie**

**CARRIED BY SIMPLE MAJORITY (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**

|             |                               |              |
|-------------|-------------------------------|--------------|
| <b>15.2</b> | <b>Return to Open Council</b> | <b>17/24</b> |
|-------------|-------------------------------|--------------|

**Officer Recommendation**

That Council move to open Council to move resolutions on confidential items.

**Resolution No. 17/24**

**MOVED: Cr J Allison**

**SECONDED: Cr C Hodshon**

**CARRIED (5/0)**

**FOR: Cr Walton, Cr McQuie, Cr Hodshon, Cr Lefroy, Cr Allison**

**AGAINST: Nil**



**16 TIME and DATE of NEXT MEETING**

The next scheduled Ordinary Council Meeting will be held on Thursday 21<sup>st</sup> March 2024.

**17 CLOSURE OF MEETING**

There being no further business, the Shire President closed the meeting at 16:41pm.

**18 CERTIFICATIONS**

I, \_\_\_\_\_, certify that the Minutes of the Ordinary Council Meeting held on 14<sup>th</sup> December 2023, as shown, were confirmed as a true and accurate record at the Meeting held on 22<sup>nd</sup> February 2024.

\_\_\_\_\_  
**(Presiding Member)**