

**AGENDA**

Special Council Meeting

Thursday 6 February 2025

Commencing at 1:30PM

To be held in the Council Chambers, Hack St Sandstone

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**SPECIAL COUNCIL MEETING NOTICE PAPER**

**Thursday 6 February 2025 – 1:30PM**

Dear President and Councillors,

A Special Meeting of Council is called for Thursday 6 February 2025, in the Council Chambers, Hack Street, Sandstone, commencing at 1:30 pm.

The purpose of the Special Meeting is to consider the acceptance of the 2023/2024 Annual Report inclusive of the Annual Financial statements and Auditor Report

**Councillors please note:**

No Briefing Session will be held **prior** to the Council Meeting.



**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Peter Money***

**Chief Executive Officer** 31 January 2025

**PUBLIC QUESTION TIME**

A 15-minute public question time is available to allow members of the public the opportunity of submitting questions to Council on matters concerning them. Questions should be submitted in writing prior to the meeting. The questions will be addressed by the President or their nominated person. Where an answer cannot be given at the meeting, a reply will be given in writing subsequent to the meeting.

Discussion will not be allowed.



***DISCLAIMER***

*No responsibility whatsoever is implied or accepted by the Sandstone Shire Council for any act, omission, statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Sandstone Shire Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, statement, intimation or otherwise occurring during Council/Committee Meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person’s or legal entity’s own risk.*

*In particular but without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence or permit, any statement or limitation of approval made by an Elected Member or by a Staff Member of Sandstone Shire Council during the course of any Meeting is not intended to be and is not to be taken as notice of approval from the Sandstone Shire Council. The Sandstone Shire Council warns that anyone who has an application lodged with the Sandstone Shire Council must obtain and only should rely on* ***WRITTEN CONFIRMATION*** *of the outcome of the application including any conditions attaching to the decision made by the Sandstone Shire Council in respect of the application.*



**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Peter Money***

**Chief Executive Officer** 31 January 2025

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SPECIAL COUNCIL MEETING TO BE HELD ON

**THURSDAY 6 FEBRUARY 2025**

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# AGENDA and STAFF REPORTS

**SPECIAL COUNCIL MEETING TO BE HELD IN**

**COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 6 FEBRUARY 2025**

## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 1:30 PM

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

Without discussion unless otherwise determined.

Nil

## 3 ATTENDANCE

### 3.1 Present

 **Elected Members**

Cr B (Bethel) Walton Shire President (and Presiding member of this Meeting)

Cr C (Carol) Hodshon

Cr D (David) Lefroy

 Cr V (Vicki) McQuie

 Cr J (James) Allison

 Cr M (Mark Kevill)

 **Staff Members**

MrPeter Money Chief Executive Officer

Ms Tracey Weiss Deputy Chief Executive Officer

Mr Patrick O’Brien Works Manager

 **Visitors**

 Nil

### 3.2 Apologies

Nil

### 3.3 Approved Leave of Absence

 Nil

## 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 6 DECLARATIONS OF INTEREST

 Nil

## 7 PUBLIC QUESTION TIME

Nil

## 9 PRESENTATIONS

### 9.1 Petitions

Nil

### 9.2 Presentations

Nil

### 9.3 Deputations

 Nil

### 9.4 Delegates/Councillor’s Reports

 Nil

## 10 OFFICERS REPORTS

## 10.1 CHIEF EXECUTIVE OFFICER’S REPORTS

10.1.1 Adoption of the 2023/2024 Annual Report /25

**Agenda Reference:** CEO 02/25

**Location/Address:** None

**Name of Applicant:** Shire of Sandstone

**Disclosure of Interest:** None

**Date of Report:** 2 January 2025

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

**Summary**

This item is to present the 2023/2024 Annual Report to Council for review and acceptance and to set a date and time for the Annual Meeting of Electors.

**Attachments**

10.1.1 2023/2024 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 will contain;

* A report from the Shire President and Chief Executive Officer,
* An overview of the Plan for the Future/Community Strategic Plan,
* The 2023/2024 Financial Report,
* The 2023/2024 Auditors Report,
* The Disability, Access and Inclusion Plan*,*
* Register of Complaints made under section 5.121 of the Act.

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

**Comment**

There has been a delay on the Annual Report preparation as the Auditors Report was not received until late December and therefore we could not comply with s5.54 of the Act.

However by accepting the Annual Report at this meeting we comply with s5.54(2) of the Act.

It is recommended that Council accepts the Annual Report AND sets the date of the Annual Electors Meeting for Thursday 27th March 2025 at 3:00 pm to coincide with the date of the February 2025 Ordinary Meeting of Council.

**Consultation**

Shire President

**Statutory Environment**

*Local Government Act 1995* Section 5.27, 5.54, 5.55 and 5.55A

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.

5.54. Acceptance of annual reports

 (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

 *\* Absolute majority required.*

 (2) If the auditor’s report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.

5.55. Notice of annual reports

 The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

 The CEO is to publish the annual report on the local government’s official website within 14 days after the report has been accepted by the local government.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Absolute Majority

**Officer Recommendation**

That Council:

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 2023/2024 Financial Year.
3. Hold the Annual Electors Meeting on 27th February 2025 in the Council Chambers, commencing at 3:00PM
4. Publish the Annual Report and Notice of the Electors Meeting and give public notice to the above effect, pursuant to the *Local Government Act 1995.*

**Resolution No.**

That Council:

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 2023/2024 Financial Year.
3. Hold the Annual Electors Meeting on 27th February 2025 in the Council Chambers, commencing at 3:00PM
4. Publish the Annual Report and Notice of the Electors Meeting and give public notice to the above effect, pursuant to the *Local Government Act 1995.*

**MOVED: SECONDED:**

**Carried / Not Carried (0/0) By Absolute Majority**

**For:**

**Against:**

## 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

Nil

## 15 CONFIDENTIAL ITEMS

Nil

## 16 TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 27 February 2025.

## 17 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at \_\_\_\_\_\_\_pm.

## 18 CERTIFICATION

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the Minutes of the Special Meeting held on Thursday 11th July 2024, as shown, were confirmed as a true and accurate record at the Meeting held on 6 February 2025.

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 **(Presiding Member)**