



Confirmed Minutes

Ordinary Meeting of Council

Tuesday, 19 August 2025

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NOTICE OF MEETING

Notice is hereby given that the

Shire of Ravensthorpe

Ordinary Council

Meeting

Will be held on Tuesday,

19 August 2025

Commencing at 6.00pm

Located in the Council Chambers

Ravensthorpe Cultural Precinct

Matthew Bird
Chief Executive Officer

Disclaimer

The advice and information contained herein is given by and to the council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations which have not yet been adopted by Council

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

In particular and without derogating in any way from the broader disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Ravensthorpe during the course of any meetings is not intended to be and is not taken as notice of approval from the Shire of Ravensthorpe. The Shire of Ravensthorpe warns that anyone who has an application lodged with the Shire of Ravensthorpe must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attached to the decision made by the Shire of Ravensthorpe in respect of the application.

INDEX

| | |
|---|-----------|
| 1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS..... | 5 |
| 2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE | 5 |
| 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE..... | 5 |
| 4. PUBLIC QUESTIONS TIME | 5 |
| 5. DECLARATIONS OF INTEREST | 6 |
| 6. APPLICATIONS FOR LEAVE OF ABSENCE | 6 |
| 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING..... | 6 |
| 7.1. <u>ORDINARY COUNCIL MEETING MINUTES 15 JULY 2025</u> | |
| 7.2. <u>SPECIAL COUNCIL MEETING MINUTES 30 JULY 2025</u> | |
| 8. ANNOUNCEMENTS / REPORTS BY ELECTED MEMBERS..... | 6 |
| 9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION | 6 |
| 10. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS | 6 |
| 11. MATTERS ARISING FROM COMMITTEES OF COUNCIL | 6 |
| 12. REPORTS OF OFFICERS | 7 |
| 12.1. EXECUTIVE SERVICES | |
| Nil | |
| 12.2. CORPORATE SERVICES | |
| 12.2.1 MONTHLY FINANCIAL REPORT – JULY 2025..... | 7 |
| 12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – JULY 2025 | 9 |
| 12.3. PROJECTS AND REGULATORY SERVICES | |
| Nil | |
| 12.4. INFRASTRUCTURE SERVICES | |
| 12.4.1 COMMODITY ROUTE GRANT APPLICATION – MILLS RD AND MELALEUCA RD..... | 12 |
| 13. MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN..... | 15 |
| 14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING | 15 |
| 15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS..... | 15 |
| 15.1 RATES WRITE OFF AND INTEREST – A14339 AND A14350 | |
| 15.2 SALE OF LAND FOR RECOVERY OF UNPAID RATES – A503 AND A1366 | |
| 16. CLOSURE | 15 |

AGENDA

| | |
|--------------------------|--|
| Mission Statement | <i>To grow our community through the provision of leadership, services and infrastructure.</i> |
|--------------------------|--|

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 6.01pm.

The Presiding Member acknowledged the Traditional Owners of the land on which we meet, and pays respect to Elders past, present, and emerging.

2. RECORD OF ATTENDANCE, APOLOGIES AND APPROVED LEAVE OF ABSENCE

ELECTED MEMBERS

Cr Thomas Major (Shire President) (Presiding Member)

Cr Sue Leighton

Cr Graham Richardson

Cr Robert Miloseski

Cr Rachel Gibson

OFFICERS

Matthew Bird (Chief Executive Officer)

Natalie Bell (Executive Manager Projects and Regulatory Services)

Paul Spencer (Executive Manager Infrastructure Services)

Les Mainwaring (Executive Manager Corporate Services)

VISITORS

Mr Geoff Vivian (Esperance weekender)

APOLOGIES

Cr Roger Mansell

LEAVE OF ABSENCE

Cr Mark Mudie (Resolution Number 54/25)

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. PUBLIC QUESTIONS TIME

Nil.

5. DECLARATIONS OF INTEREST

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Major applied for a leave of absence for period 6 to 15 September 2025 inclusive, and Cr Richardson applied for a leave of absence for period 15 September to 18 October 2025 inclusive.

COUNCIL DECISION

Moved Cr Gibson and seconded by Cr Miloseski

Resolution # 67/25

That the following leave of absence requests be APPROVED;

- **Cr Major - 6 to 15 September 2025**
- **Cr Richardson – 15 September to 18 October 2025**

Carried 5/0

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 ORDINARY COUNCIL MEETING MINUTES 15 JULY 2025

(Attachment: 7.1) Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the Council or Committee, as the case requires, for confirmation.

COUNCIL DECISION:

Moved by Cr Richardson and seconded by Cr Leighton

Resolution # 68/25

That the minutes and associated attachments of the Ordinary Council Meeting held on 15 July 2025 be CONFIRMED as a true and correct record.

Carried 5/0

7.2 SPECIAL COUNCIL MEETING MINUTES 30 JULY 2025

(Attachment: 7.2) Statutory Environment:

Section 5.22 of the *Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the Council or Committee, as the case requires, for confirmation.

COUNCIL DECISION:

Moved by Cr Gibson and seconded by Cr Leighton

Resolution # 69/25

That the minutes and associated attachments of the Special Council Meeting held on 30 July 2025 be CONFIRMED as a true and correct record.

Carried 5/0

8. ANNOUNCEMENTS/REPORTS BY ELECTED MEMBERS

Cr Miloseski

- Attended the winter junior sports windup event. We have some really talented youngsters in our community.
- Participated in the HPA strategic planning workshop event, "then, now and next".

Cr Gibson

- Attended the recent 30 July SCM and August Corporate Discussion events via Teams as I was in Perth for the birth of our first grandchild.
- Attended the Port Hotel for the Sea Shanty music event which was terrific.
- Attended the Community Cooperative meeting earlier today which had a really strong

turnout.

Cr Richardson

- Attended the Special Council Meeting to adopt the 2026 Budget.
- Attended the Hopetoun potential Council candidate information briefing session.
- Participated in the HPA strategic planning workshop event, "then, now and next".
- Attended the Hopetoun CRC meeting.

Cr Leighton

- In July I attended an event in Tammin on spiders.
- Along with a few other RTAG members, I attended the Converge event in Esperance which was very good.
- Chaired the recent RTAG meeting.
- Attended the Ravensthorpe Historical Society committee meeting and they were very happy to hear the Council funding for the Shire resource.
- Ravensthorpe Wildflower Show is gearing up again and thank you to the Shire team for all the works they are doing in preparation.
- Participated in the HPA strategic planning workshop event, "then, now and next".
- Received positive feedback from a community member re the Shire's work email request process.

Cr Major

- Attended the Lake Grace Health Alliance meeting along with the CEO.
- Attended the 30 July SCM to adopt the 2025/26 budget.
- Ravensthorpe Hopetoun Future Fund board meeting.
- Attended the Esperance Converge event.
- Conducted two recent Australian Citizenship ceremonies, which was great.
- Hosted a visit from WALGA State President and CEO where we discussed many relevant issues facing the LG sector.
- August Corporate Discussion meeting that included a presentation from CBH.
- Attended the Community Cooperative meeting earlier today.
- Attended the Ravensthorpe Hopetoun Future Fund board meeting today.
- Winter Sports program winds up this weekend, good luck to all the participants.

9. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Shire President acknowledged the recent passing of Philip Richard Jamieson. "Blue" as he was locally known was a long term business person, arrived in Ravensthorpe in the early 70s and stayed and setup the local supermarket. Was a past Councillor and a strong supporter of our local sporting groups. Blue's funeral is next Monday 25 August.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

11. MATTERS ARISING FROM COMMITTEES OF COUNCIL

Nil.

12.2 CORPORATE SERVICES

12.2.1 MONTHLY FINANCIAL REPORT – 31 JULY 2025

| | |
|--------------------------------|---|
| File Reference: | N/A |
| Location: | Shire of Ravensthorpe |
| Applicant: | Nil |
| Author: | Accounting Manager |
| Authorising Officer | Executive Manager Corporate Services |
| Date: | 11 August 2025 |
| Disclosure of Interest: | Nil |
| Attachments: 12.2.1 | Monthly Financial Reports for 31 July 2025 |
| Previous Reference: | Nil |

PURPOSE

1. In accordance with the *Local Government Financial Management Regulations (1996)*, Regulation 34, a local government is to prepare a monthly Statement of Financial Activity for approval by Council.

BACKGROUND

2. Council is requested to review the July 2025 Monthly Financial Reports.

COMMENT

3. The July 2025 Monthly Financial Reports are presented for review.

CONSULTATION

4. Executive Team

STATUTORY ENVIRONMENT

5. Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the Local Government (Financial Management) Regulations 1996 apply.

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. All expenditure has been approved via adoption of the 2025/2026 Annual Budget, or resulting from a Council Motion for a budget amendment.

RISK MANAGEMENT

8. The following risks have been identified as a part of this report;

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--|-------------------|--------------------|----------------------|---|
| Reputational – That Council does not receive the Financial Activity Statements as required by S6.4 of the <i>LG Act 1995</i> . | Rare | Insignificant | Very Low | That council receives the Financial Activity Statements as required by legislation. |

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

| Item | Objectives and Strategies |
|-------|--|
| 5.5 | The value of community owned assets is maintained |
| 5.5.1 | Assets renewals and upgrades are funded to the level required to maintain asset value and agreed service levels |
| 5.5.2 | Projects are well-planned planned and delivered on time and on budget, with effective and thorough risk management and reporting |
| 5.6 | Financial systems are effectively managed |
| 5.6.1 | Financial management and reporting systems are able to deliver on all administrative and management functions (including reporting), and long-term financial planning requirements |

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION

Moved by Cr Gibson and seconded by Cr Richardson

Resolution # 70/25

That Council:

RECEIVE the July 2025 Monthly Financial Reports as presented.

Carried 5/0

12.2 CORPORATE SERVICES

12.2.2 SCHEDULE OF ACCOUNT PAYMENTS – JULY 2025

File Reference: GR.ME.8
Location: Shire of Ravensthorpe
Applicant: Shire of Ravensthorpe
Author: Finance Officer
Authorising Officer: Executive Manager Corporate Services
Date: 12 August 2025
Disclosure of Interest: Nil
Attachments: 12.2.2 Creditors List of Accounts Paid July 2025
Credit Card Transactions to 01 July 2025
Fuel Card Transactions July 2025
Previous Reference: Nil

PURPOSE

1. This item presents the schedule of payments for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

BACKGROUND

2. Period 01/07/2025 – 31/07/2025

| 2025-26 | | | | | | |
|--------------|----------------|-------------------|------------------|----------------|-------------------|------------------|
| Month | Cheques | EFT Pymts | Direct Debits | Credit Card | Total Creditors | Payroll |
| Jul | 16,109 | 1,225,413 | 66,010 | 9,775 | 1,317,307 | 385,331 |
| Aug | 0 | 0 | | | 0 | |
| Sep | 0 | 0 | | | 0 | |
| Oct | 0 | 0 | | | 0 | |
| Nov | 0 | 0 | | | 0 | |
| Dec | 0 | 0 | | | 0 | |
| Jan | 0 | 0 | | | 0 | |
| Feb | 0 | 0 | | | 0 | |
| Mar | 0 | 0 | | | 0 | |
| Apr | 0 | 0 | | | 0 | |
| May | 0 | 0 | | | 0 | |
| Jun | 0 | 0 | | | 0 | |
| Total | 16,109 | 1,225,413 | 66,010 | 9,775 | 1,317,307 | 385,331 |
| 23/24 | 186,555 | 12,324,178 | 1,020,367 | 106,440 | 13,637,540 | 4,948,850 |
| 22/23 | 114,562 | 12,445,050 | 943,431 | 81,842 | 13,584,885 | 4,162,759 |
| 21/22 | 109,610 | 11,455,728 | 1,217,128 | 101,107 | 12,883,572 | 4,057,812 |

COMMENT

3. The schedule of accounts as presented, submitted to each member of the Council, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods, the performance of services, to prices computation, costing's and the amounts that have been paid.

CONSULTATION

4. Accountant and Executive Manager Corporate Services

STATUTORY ENVIRONMENT

5. Regulation 13 (1) – (3) of the Local Government (Financial Management) Regulations

POLICY IMPLICATIONS

6. Nil.

FINANCIAL IMPLICATIONS

7. This item discloses Council's expenditure from Trust and Municipal funds which have been paid under delegated authority.

RISK MANAGEMENT

8. The following risks have been identified as a part of this report;

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--------------|------------|---------------|---------------|---|
| Reputational | Rare | Insignificant | Very Low | That Council receives the schedule of account payments. |

ALTERNATE OPTIONS

9. Nil.

STRATEGIC ALIGNMENT

10. This item is relevant to the Councils approved Strategic Community Plan 2020-2030 and Corporate Business Plan 2020-2024.

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

| Item | Objectives and Strategies |
|------|--|
| 1.2 | The right resources and infrastructure are in place to support local commerce and industry |

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

| Item | Objectives and Strategies |
|------|---|
| 5.2 | The Council ensures its decisions are well informed and considered |
| 5.3 | The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future |
| 5.6 | Financial systems are effectively managed |
| 5.7 | Customer service and other corporate systems are of high quality |

VOTING REQUIREMENTS

11. Simple Majority

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Miloseski

Resolution #71/25

That Council:

Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the payment of accounts for the month of July 2025 be noted.

Carried 5/0

12.4 INFRASTRUCTURE SERVICES

12.4.1 COMMODITY ROUTE PROJECT NOMINATION – MILLS RD-MELALEUCA RD UPGRADE

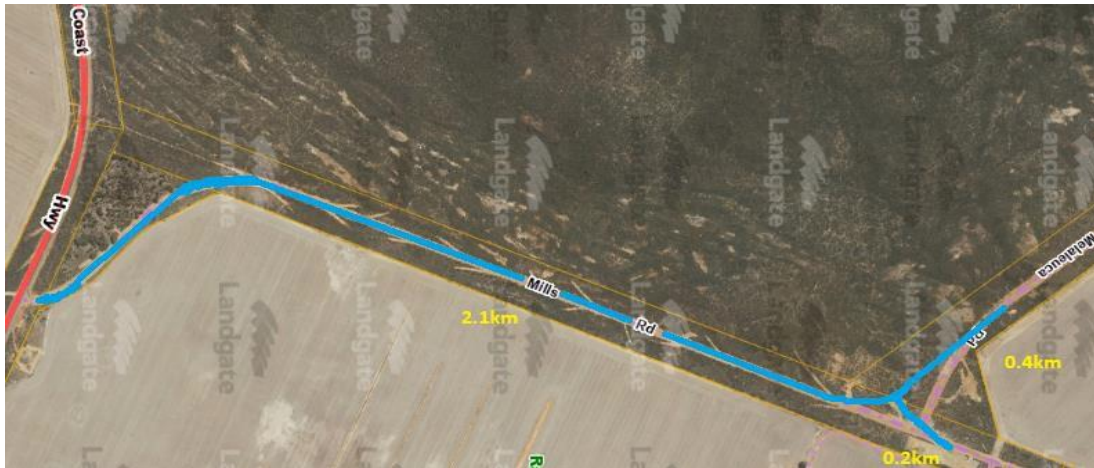
| | |
|--------------------------------|--|
| File Reference: | N/A |
| Location: | Shire of Ravensthorpe |
| Applicant: | Nil |
| Author: | Executive Manager Infrastructure Services |
| Authorising Officer | Chief Executive Officer |
| Date: | 12 August 2025 |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |
| Previous Reference: | Nil |

PURPOSE

1. To obtain Council's approval to nominate a road improvement project on Mills Rd and Melaleuca Rd for grant funding under the State Government's 2026-2027 Commodity Route Fund.

BACKGROUND

2. Submissions for the 2026-2027 Commodity Route Fund are due by 22 August 2025.
3. The fund provides 2/3rds of project value to a maximum of \$400,000 with the other 1/3rd coming from the LGA or local industry and targets roads not on the Roads 2040 plan that carry significant freight volumes.
4. The Mills Rd – Melaleuca Rd corridor is heavily used by trucks at grain harvest and was recently reviewed by the Shire as a priority for future upgrades, including the approach to the South Coast Hwy intersection, the re-orientation of Mills Rd & Melaleuca Rd intersection and sealing the road in this section.
5. Traffic counts taken over two weeks in December 2023 on Melaleuca Rd 100m north west of Mills Rd indicate an average of 80 vehicles per day with 35% being heavy vehicles.
6. The proposed project scope will include :
 - a) Survey and design work to be done this financial year
 - b) Construction of the following under the grant in 2026-27:
 - i. 14-7mm two coat sealing of approximately 2.3km of Mills Rd and 0.4km of Melaleuca
 - ii. Signage and linemarking at the approach to South Coast Highway
 - iii. Changing the orientation of the current "Tee" intersection of Mills Rd and Melaleuca Rd so that Melaleuca Rd has the priority which will require road realignment within the existing roads reserve to create a suitable low speed curve as shown below.



COMMENT

7. The project will require professional assessment of both vegetation and cultural heritage to enable construction of the new curve.
8. Due to the proximity to the South Coast Highway, MainRoads WA will be consulted.
9. The grant is a highly competitive funding process. There is no guarantee of success.

CONSULTATION

10. Executive Team and Works Supervisor.

STATUTORY ENVIRONMENT

11. Nil.

POLICY IMPLICATIONS

12. Nil.

FINANCIAL IMPLICATIONS

13. There is no financial implication at this stage, however should the application be successful the Shire would need to include \$200,000 of Shire funds in the 2026-27 budget to cover the required 1/3rd contribution or decline the grant opportunity.

RISK MANAGEMENT

14. The Shire works team will be able to do much of the work, but private contractors will be required for sealing, linemarking and other specialised works.
15. Fauna and Cultural Heritage assessments must be completed before commencing the works.
16. The following risks have been identified as a part of this report;

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|------------|-------------|---------------|--|
| Performance (Operational) Shire not actively seeking road grant funding | Possible | Moderate | Medium | Shire to seek Council endorsement to apply for Commodity Route grant funding |
| Financial – Not seeking third party funding increases Shire overall expenditure | Possible | Moderate | Medium | Shire to seek Council endorsement to apply for Commodity Route grant funding |

ALTERNATE OPTIONS

17. That Council consider proposing another road for nomination to the 2027-28 Commodity Route Fund program.

STRATEGIC ALIGNMENT

18. This item is relevant to the Councils approved Strategic Community Plan 2030 and Corporate Business Plan 2020 - 2024.

Outcome 1: Economy - The population is growing, in tandem with a thriving, resilient local economy

| Item | Objectives and Strategies |
|------|--|
| 1.2 | The right resources and infrastructure are in place to support local commerce and industry |

Outcome 5: Governance and Leadership - The Shire of Ravensthorpe partners the community, and is an effective advocate and responsible steward

| Item | Objectives and Strategies |
|------|---|
| 5.3 | The Council, with the support of the community, is an effective advocate for resources and facilities which support the vision for the future |

VOTING REQUIREMENTS

19. Absolute Majority

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Richardson

Resolution # 72/25

That Council:

That Council ENDORSES BY AN ABSOLUTE MAJORITY the CEO to propose that road improvement works on Mills Road between SLK0.0-2.3km and Melaleuca Rd between SLK0.0-0.4m be the preferred project nomination to the 2026-2027 Commodity Route Fund for \$400,000 (the full amount available), with a \$200,000 co-contribution by the Shire of Ravensthorpe in 2026-27, subject to the grant guidelines under the State Road Funds to Local Government Agreement.

Carried 5/0

Cr Major thanked the Executive Manager Infrastructure Services and his team for pulling the application together.

13. MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

CEO presented a late confidential item regarding CEO Recruitment for Council consideration.

COUNCIL DECISION

Moved by Cr Gibson and seconded by Cr Leighton

Resolution # 73/25

That Council accept confidential late item for consideration.

Carried 5/0

15. MATTERS TO BE CONSIDERED BEHIND CLOSED DOORS

COUNCIL DECISION

Moved by Cr Richardson and seconded by Cr Miloseski

Resolution # 74/25

That Council move behind closed doors to consider late item 14.1 and items 15.1 and 15.2.

Carried 5/0

Public gallery left the Chambers at 6.18pm

15.1 Rates Write Off and Interest – Mining Tenements A14339 and A14350

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Richardson

Resolution # 75/25

That Council Approve the write-off of rates and interest for the following mining tenements;

1. A14339 - LOT E74/00625 EXPLORATION LICENCE - ABEL RESOURCES PTY LTD \$608.03

2. A14350 - LOT E74/00629 EXPLORATION LICENCE - ABEL RESOURCES PTY LTD \$564.04

Carried 5/0

15.2 Sale of Land for Recovery of Unpaid Rates – A503 and A1366

COUNCIL DECISION

Moved by Cr Richardson and seconded by Cr Leighton

Resolution # 76/25

That Council:

- 1. Approve CEO to contact the land owner of A1366 – 33 Yorrell Street, Munglinup for sale of the property to the Shire for the amount of the outstanding rates. If agreement not received within 14 days of the issue of the Shire letter, proceed to point 2.**
- 2. Engage AMPAC Collection Services to commence the process of taking possession and selling the following parcels of land to recover unpaid rates and charges;**
 - 1.1 A503 – 89 Spence Street, Ravensthorpe**
 - 1.2 A1366 – 33 Yorrell Street, Munglinup, AND**
- 3. Pursuant to Section 6.64 (1)(b) and (2) of the Local Government Act 1995, proceed with the sale of the following land parcels which have rates and services in arrears for 3 or more years;**
 - 2.1 A503 – 89 Spence Street, Ravensthorpe**
 - 2.2 A1366 – 33 Yorrell Street, Munglinup**

Carried 5/0

14.1 Confidential Late Item – CEO Recruitment

Shire officers left the Chambers at 6.21pm.

COUNCIL DECISION

Moved by Cr Leighton and seconded by Cr Gibson Resolution # 77/25

That Council:

- 1. Initiate the recruitment process to appoint a Chief Executive Officer;**
- 2. Appoint current CEO Matthew Bird and Shire HR Manager to facilitate the process to recruit for the role of Chief Executive Officer;**
- 3. Approve new CEO selection criteria, position description, advert, recruitment approach and timings as per Late Item report Attachment 2 with followings revisions;**
 - 1. Add “dynamic, growth mind set and community minded” to required selection attributes, and**
 - 2. replace motor vehicle with “motor vehicle allowance”;**
- 4. Approve a remuneration package as per Attachment 2 that offers salary, superannuation, motor vehicle, housing and other benefits as set by the Salaries and Allowances Tribunal (SAT), within the range of SAT level 3 banding, for the position of Chief Executive Officer with a contract term of three to five years;**
- 5. Appoint a Chief Executive Officer Selection Panel comprising Cr Mudie, Cr Leighton, Cr Gibson and Cr Miloskeski supported by Shire officers (as detailed in point 2 above) to shortlist and interview candidates with full new Council (post October 2025 elections) to consider panel selection recommendations so as to comply with new caretaker period provisions; and**
- 6. Endorse current CEO to investigate and draft list of potential independent person to join the CEO selection panel, pursuant to Regulation 8(3)(b) of the Local Government (Administration) Regulations 1996 for Council further consideration at September 2025 OCM.**

Carried 5/0

COUNCIL DECISION

Moved by Cr Major and seconded by Cr Richardson

Resolution # 78/25

That Council return from behind closed doors.

Carried 5/0

The public gallery and Shire officers returned to the Chambers at 6.43pm

16. CLOSURE

The Presiding Member declared the meeting closed at 6.44pm.

CONFIRMATION OF MINUTES

Signed by Shire President:  Date: 16/09/2025