



MINUTES

Ordinary Council Meeting

Thursday 27th June 2024
Commencing at 1.00PM

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON
THURSDAY 27th JUNE 2024
MINUTE SUMMARY and TABLE OF CONTENTS**

Table of Contents

MINUTES and STAFF REPORTS	5
1 <i>DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS</i>	5
2 <i>ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS</i>	5
3 <i>ATTENDANCES</i>	5
3.1 Present	5
3.2 Apologies	5
4 <i>RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</i>	6
5 <i>APPLICATIONS FOR LEAVE OF ABSENCE</i>	6
6 <i>DECLARATIONS OF INTEREST</i>	6
6.1 Declarations of Financial Interest	6
6.2 Declarations of Proximity Interest	6
6.3 Declarations of Indirect Financial Interest	6
6.4 Declarations of Impartiality Interest	6
7 <i>PUBLIC QUESTION TIME</i>	6
8 <i>CONFIRMATIONS OF MINUTES FROM PREVIOUS MEETINGS</i> 55/24	6
8.1 Ordinary Meeting of Council held on the 23 rd May 2024	6
9 <i>PRESENTATIONS</i>	7
9.1 Petitions	7
9.2 Presentations	7
9.3 Deputations	7
9.4 Delegates/Councillor's Reports	7
10 <i>OFFICERS REPORTS</i>	7
10.1 <i>CHIEF EXECUTIVE OFFICER'S REPORTS</i>	7
10.1.1 Status Report Update – May 2024 56/24	7
10.1.2 Actions Performed Under Delegated Authority 57/24	12
10.1.3 POLICY - VALUE OF ITEMS FOR INVENTORY 58/24	14
10.1.4 PROPOSED RESIDENTIAL BUILDING DEVELOPMENT :	16
26 & 28 PAYNE STREET, SANDSTONE 59/24	16
10.2 <i>FINANCIAL REPORTS</i>	23
10.2.1 Financial Statement for the month of May 2024 60/24	23
10.2.2 Accounts update for the month of May 2024 61/24	25
10.3 <i>WORKS AND SERVICES</i>	28
10.3.1 Works Manager's Report May 2024 62/24	28
11 <i>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</i>	31
12 <i>QUESTIONS FROM MEMBERS WITHOUT NOTICE</i>	31
13 <i>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING</i>	31

Table of Contents

14	MEETING ITEMS CLOSED TO THE PUBLIC	31
15	CONFIDENTIAL ITEMS	31
15.1.1	SELECTION PANEL FOR CEO APPLICATION INTERVIEW	63/24 31
16	TIME and DATE of NEXT MEETING	33
17	CLOSURE OF MEETING	33
18	CERTIFICATIONS	33



MINUTES and STAFF REPORTS

ORDINARY COUNCIL MEETING HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 27th JUNE 2024

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declared the Meeting open at 1.10pm.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS

Nil

3 ATTENDANCES

3.1 Present

Elected Members

Cr B (Bethel) Walton	Shire President (and Presiding member of this Meeting)
Cr V (Vicki) McQuie	Deputy Shire President
Cr D (David) Lefroy	
Cr J (James) Allison	
Cr M (Mark) Kevill	

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

Cr C (Carol) Hodshon

3.3 Approved Leave of Absence

Nil

4 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

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

55/24

8.1 Ordinary Meeting of Council held on the 23rd May 2024

Officer Recommendation

That the Minutes of the Ordinary Meeting of Council held on 23rd May 2024 be confirmed as a true and accurate records of proceedings.

Resolution No. 55/24

MOVED: Cr Allison

SECONDED: Cr Kevill

That the Minutes of the Ordinary Meeting of Council held on 23rd May 2024 be confirmed as a true and accurate records of proceedings.

CARRIED (5/0)

FOR: Cr Walton, Cr Lefroy, Cr McQuie, Cr Allison, Cr Kevill

AGAINST:

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Nil

9.3 Deputations

Nil

9.4 Delegates/Councillor's Reports

Cr Lefroy updated Council on the MRVC meeting held on 12 June 2024.

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – May 2024

56/24

Agenda Reference: CEO 06/24 - 01
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 14 June 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
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.

31/01/2024 No further correspondence since this date.

17/04/2024 This is an item for discussion in the Briefing Session of 24/04/2024.

10/05/2024 The applicants have been advised of the Council decision. Shire staff are pursuing suppliers who will make these plaques.

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	1957.6643000000
17011	1174	16/08/1918	C	5034.3713000000

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.
- 27/02/2024** I contacted Planning Consultant Marc Halsall to ask if he knew at what stage this matter was at. He doesn't know about this matter; it must have been sent direct to the DLPH. However, he advised the Council should reconsider the proposed disposal of this land as he said it is the only land the Council owns around these former townsites. If development should ever happen in the future the Council has no land with which to negotiate with any mining or other developments that might arise. He advised against disposing of these parcels.
- 21/03/2024** Resolution No. 20/24 subsequent to Resolution No. 91/21
Council resolved to advise the DPLH that all Commons within the Shire are to be retained and not relinquished and amalgamated into adjoining pastoral stations.
- 02/04/2024** Request sent advising of the reversal of the Council decision and asking to cancel any proposed actions. No response received yet.

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Resolution No 35/24
Item No 10.1.6
Action Adoption of Rates for 2024/2025

That Council:

- 1 Notes that no submissions were received regarding the proposed 2024/2025 Differential Rates and Minimum Payments; and
- 2 Endorses the 2024/2025 Differential General Rate and Minimum Payments as follows, with a view of striking the rates as part of the 2024/2025 Budget adoption:

<i>Land Category</i>	<i>Rate in the \$</i>	<i>Minimum Payment</i>
GRV - SANDSTONE	7.0812	200.00
GRV - MINING / TWF	40.006	200.00
UV - PASTORAL	6.560	400.00
UV - MINING	28.958	400.00

- 3 Pursuant to Section 6.32, 6.33, 6.34, and 6.35 of the *Local Government Act 1995*, impose the above differential general and minimum rates on Gross Rental and Unimproved Values adopted for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget in the Rate Setting Statement, on approval of the Minister for Local Government, Sport and Cultural Industries

02/06/2024 Information sent to DLGSC seeking approval for the rates

10/06/2024 DLGSC advise that further information is required. They provided a list of 24 requirements needed for consideration of approving differential rates. Further advertising is required closing on 5th July 2024.

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Resolution No 53/24

Item No 13.1

Action Land Acquisition/Allocation Application

That Council approves an application to the Department of Lands, Planning and Heritage to seek acquisition / allocation of the following properties as identified in the mapping at attachment 1 :

- Portions of Reserve for Town Common (Lot 302) including:
 - the old Main Roads site (3km east of town),
 - other land to the west of town (reserve 11714 – includes old borrow pit area),
 - Portion of the Town Common on the western side of the entry to the Tip Site,
 - Portion of Town Common zoned for Rural Townsite SCA2 east of town.
- Portion reserve 12100 (lot 300), Portion reserve 13902, and Portion of Vacant Crown Land zoned industrial west of town
- Reserve for Explosives Magazine (Reserve 11441) currently vested Dept Mines Industry Regulation and Safety
- Lot 405 Mt Magnet-Leinster Road (UCL) (south of caravan park
- Old Hospital Site (Reserve 10897) – currently vested with Dept of Health
- Portion Lot 402 UCL southeast of the Mt Magnet Leinster Road and telephone tower

Responses/ Updates

01/06/2024 Contacted Town Planner Marc Halsall to advise Council’s decision and asked for him to arrange a meeting with DPLH

17/06/2024 Marc Halsall advised he is arranging a meeting with DPLH for October 2024 to coincide with the WALGA AGM.

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 May 2024.

Resolution No. 56/24

MOVED: Cr McQuie

SECONDED: Cr Lefroy

That Council accepts the Status Update for the month of May 2024.

CARRIED (5/0)

FOR: FOR: Cr Walton, Cr Lefroy, Cr McQuie, Cr Allison, Cr Kevill

AGAINST:

Agenda Reference: CEO 06/24 – 02
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 14 June 2024
Author: Peter Money, Chief Executive Officer

Summary

To report on actions performed under delegated authority for the month of May 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 May 2024, is submitted to Council for information.

Date	Delegation Ref	Person / Classes Affected
1/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 01.05.24
3/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 03.05.24
8/05/2024	F1 - D11 Payment Procedure Municipal Fund	PAY
16/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 16.05.24
16/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 16.05.24
21/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 21.05.24
22/05/2024	F1 - D11 Payment Procedure Municipal Fund	PAY
23/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 23.05.24
28/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 28.05.24
29/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 29.05.24
30/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 30.05.24
31/05/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 31.05.24

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 May 2024.

Resolution No. 57/24

MOVED: Cr McQuie

SECONDED: Cr Allison

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 May 2024.

CARRIED (5/0)

FOR: Cr Walton, Cr Lefroy, Cr McQuie, Cr Allison, Cr Kevill

AGAINST:

Agenda Reference:	CEO 06/24 - 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	19 June 2024
Author:	Peter Money, Chief Executive Officer

Summary

This Item recommends Council approves a Policy nominating a minimum value for inclusion in the Shire inventory.

Attachments

Nil

Background

Currently there is no specified value for material items that are included in the Shire inventory.

Comment

This proposal is creating Policy under Policy 4.1 Capitalisation and Depreciation of Assets.

This Policy will be 4.1 A Items of Inventory – Minimum Value.

Currently there are low value, consumable items in the Shire inventory. These can be materials that should be charged to jobs but were instead included as inventory. It could also include vehicle spares held for future use or road materials such as guide posts.

There are also numerous items held in the Visitors Centre which under the existing arrangement should be included as Inventory.

For low value items that are consumable they do not need to be held in the inventory as it is not practical to physically reconcile these on a monthly or annual basis.

The new Policy will read:

4.1 A Items of Inventory – Minimum Value.

Items that are valued at \$500 or less will not be included in Council's inventory.

Inventory items should be reconciled monthly.

Consultation

Shire Accountant

DCEO

Auditor

Statutory Environment

There is no value specified for inventory in the Regulations.

Policy Implications

New Policy

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Staff Recommendation

That Council adopts a new Policy as follows:

4.1 A Items of Inventory – Minimum Value.

Items that are valued at \$500 or less will not be included in Council’s inventory.
Inventory items should be reconciled monthly.

Resolution No. 58/24

That Council adopts a new Policy as follows:

4.1 A Items of Inventory – Minimum Value.

Items that are valued at \$500 or less will not be included in Council’s inventory.
Inventory items should be reconciled monthly.

MOVED: Cr Allison

SECONDED: Cr Kevill

CARRIED (5/0)

FOR: Cr Walton, Cr Lefroy, Cr McQuie, Cr Allison, Cr Kevill

AGAINST:

Agenda Reference: CEO 06/24 - 04
Location/Address: Shire of Sandstone
Name of Applicant: Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 19 June 2024
Author: Kathryn Jackson, Town Planner & Peter Money, Chief Executive Officer

Summary

The application seeks the development of an eight (8) bed residential development facility. This report recommends conditional approval of the application subject to conditions.

Figure 1 – Location plan for subject land



Attachments

10.1.5 – Attachment 1 - Development Application Plans and Covering Letter

Background

26 (Lot 516) & 28 (Lot 99) Payne Street, Sandstone are located to the eastern side of the townsite and the lots have a combined area of 2024m². The application seeks to establish an eight (8) bed 'residential building' facility with communal laundry, kitchen and dining facilities. The application proposes a parking area with one way access through the site to eight (8) car parking bays. The development application also features landscaping to the front of the property to enhance streetscape qualities of the proposed site.

Comment

The proposed land use of ‘Residential Building’ provides opportunity for both permanent or temporary occupation upon the site within the eight proposed single-bed rooms.

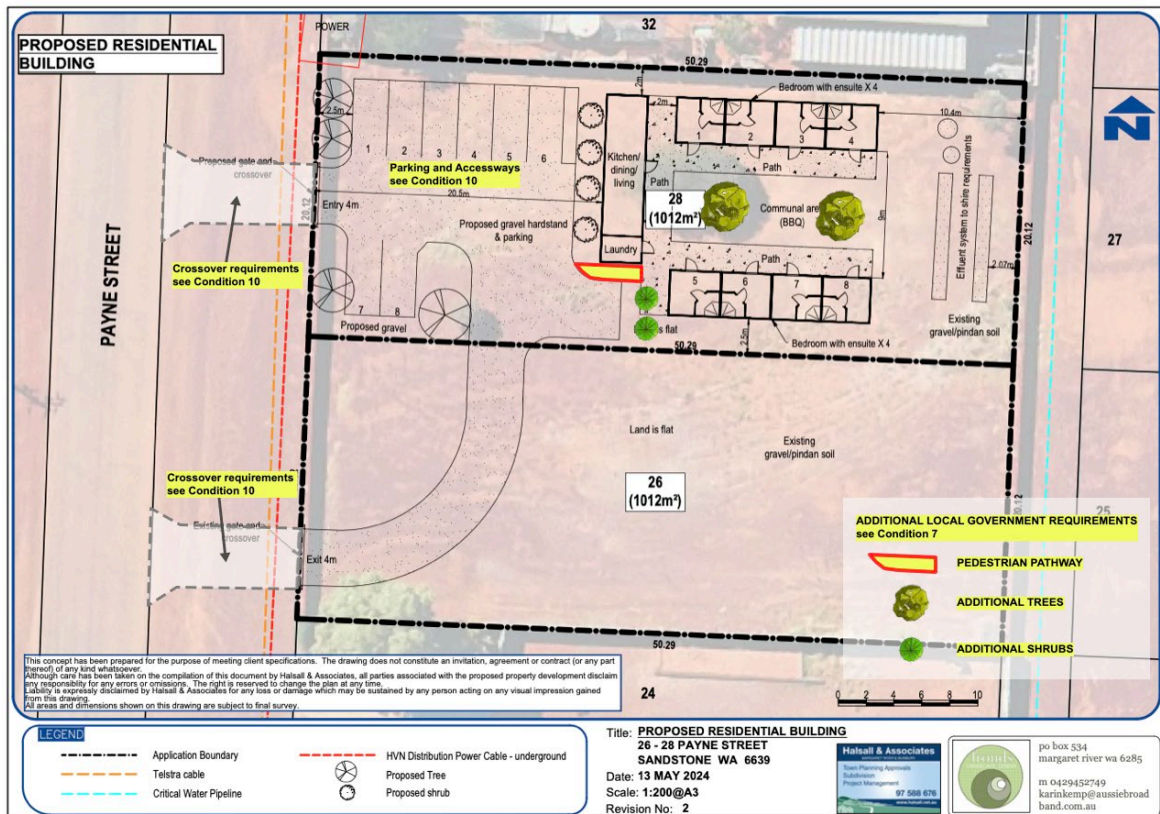
The overall design of the facility is considered acceptable given the compliance of the application with the Residential Design Codes and Local Planning Scheme No.2 and the proposed arrangement of parking and landscaping to ensure a high quality streetscape façade is provided. The facility is required to provide 1 car bay per 2 beds provided, therefore the 8 car parking bays provided is considered compliant. The buildings are proposed to be constructed with ‘paperbark’ (light tan/beige) coloured walls and ‘ironstone’ (dark grey) coloured doors, framing, and gutters/flushing. The roof is proposed to be zincalume.

The application has provided a level of proposed landscaping for the site, it is suggested that additional shrubs be planted in front of the southern accommodation units as viewed from the road and two additional trees within the area between the buildings. It is also suggested that a dedicated pedestrian pathway be provided from the carpark to the facility.

The location of the facility is considered appropriate amongst other accommodation/residential sites, and with the facility being for 8 single occupancy rooms only is not considered to be of a scale that would impact on surrounding land.

It is recommended as part of any forthcoming approval that the applicant be required to supply a Management Statement that outlines the use and management of the property in terms of access, cleaning, waste, complaints etc to ensure the site is managed appropriately and that there are mechanisms put in place to deal with any potential issues (nuisance, emissions, complaints etc) should they arise.

Figure 2 – Extract of development plan with suggested condition mark up (source: Halsall & Associates, 2024)



Consultation

Advertising was not undertaken for the development given its compliance with the requirements of the Shire of Sandstone Local Planning Scheme and all other relevant planning legislation.

However, should Council consider that consultation should be undertaken to better inform their decision in relation to this application it is recommended that an advertising period of 14 days could be undertaken and the application and any received submissions returned to a future meeting of Council for final consideration.

Statutory Environment

The property is zoned 'Rural Townsite' under Local Planning Scheme No.2 (the 'Scheme'). The objectives of the zone are listed within Clause 3.1.2 states:

- i. To provide for a range of land uses that would typically be found in a small country town.*
- ii. To provide a flexible approach to development to encourage the growth of the Sandstone townsite.*
- iii. Ensure the existing amenity and character of the Sandstone townsite is retained by ensuring the compatibility of considered land uses.*
- iv. Ensure the efficient use of services and infrastructure within the Sandstone townsite.*
- v. To ensure Sandstone is the focus for urban settlement."*

Figure 3 – Extract of Local Planning Scheme No.2 Zoning Map



The application proposes a land use of 'Residential Building' which is defined in the Scheme as:

"residential building has the same meaning as in the Residential Planning Codes;"

The Residential Design Codes lists the following definition:

“RESIDENTIAL BUILDING - a building or portion of a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used or intended, adapted or designed to be used for the purpose of human habitation:

- temporarily by two or more persons; or
- permanently by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school.”

It is considered that the application meets with the Scheme definition and objectives of the zone and that through the imposition of appropriate planning conditions that the use can be supported upon the two lots.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Staff Recommendation

The application for Development Approval for a ‘Residential Building’ accommodation facility at 26 (Lot 516) and 28 (Lot 99) Payne Street, Sandstone is granted approval subject to compliance with the following:

Conditions:

1. The development shall be in accordance with the approved plans and subject to any modifications required as a consequence of any conditions of this approval and shall not be modified or altered without the prior written approval of the Shire of Sandstone.
2. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further development approval for that use/addition.
3. The land use is to be operated at all times to adhere to the definition of ‘Residential Building’ as defined within the Shire of Sandstone Local Planning Scheme No.2.
4. Prior to commencement of the use onsite, the applicant shall prepare and submit a Management Statement to the requirements and approval of the Shire of Sandstone.
5. The applicant is to, at all times, adhere to the Management Statement to the satisfaction of the Local Government.

6. The Applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the Applicant is required to demonstrate mitigation response(s) to the approval of the Shire of Sandstone. Such response(s) will be treated as conditions of approval/required modifications to the Management Statement.
7. Prior to commencement of the development/land use, all land indicated as landscaped area on the attached approved plan(s), including the additional trees/shrubs required by the local government, are to be landscaped effectively and maintained thereafter to the approval of the Shire of Sandstone.
8. Any proposed fencing along the Payne Street road frontage must comply with the Residential Design Codes Volume 1, any variation is required to have a separate application lodged with the Shire of Sandstone for determination.
9. The land use cannot commence until all buildings, effluent disposal, landscaping, parking, accessways and crossovers have been constructed/completed upon the property to the approval and satisfaction of the Shire of Sandstone.
10. Crossing place(s) onto Payne Street, internal access ways and areas set aside for car parking and manoeuvring are required to be constructed and drained to the material finish and design to the approval and satisfaction of the Shire of Sandstone.
11. All parking of vehicles shall be provided for within the property boundary and the street verge area shall be kept free of such vehicles.
12. The installation and subsequent maintenance of any externally visible signage shall be to the approval of the local government.
13. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.
14. The maximum number of people to be accommodated within the facility shall not exceed eight (8) guests at all times.
15. An effluent disposal system is required to be installed to the approval and satisfaction of the Shire of Sandstone.
16. All stormwater is to be contained and disposed of onsite to the satisfaction and approval of the Shire of Sandstone.
17. All buildings are to be constructed with coated metal sheeting (i.e. colorbond) and be matching and/or complimentary to each other to ensure consistency in design, colours and materials for the site to the approval and satisfaction of the Shire of Sandstone.

Advice Notes:

- A. The applicant is advised that a Certified Building Application is required to be submitted for this development.
- B. In relation to Condition 15, please contact the Shires Environmental Health Officer to discuss effluent disposal requirements.
- C. With regard to Condition 4 the Management Statement shall outline how the site will be managed, to address at a minimum the following matters:
 - Configuration/use of rooms (i.e. temporary/permanent)
 - managing noise impacts of visitors, animals and vehicles;
 - outlining how the premises will be managed on a day-to-day basis (including how keys are made available, providing on-site assistance and confirming arrangements for cleaning/waste management); and
 - relevant site-specific matters including car and trailer parking, fire management/emergency response plans for visitors and managing risks for visitors.
 - complaints and nuisance management, availability to address issues as they arise

- D. If the development, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.
- E. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- F. Should the Applicant be aggrieved by the decision (in part or whole) there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such an application must be lodged within twenty-eight (28) days from the date of the decision.

Resolution No. 59/24

The application for Development Approval for a 'Residential Building' accommodation facility at 26 (Lot 516) and 28 (Lot 99) Payne Street, Sandstone is granted approval subject to compliance with the following:

Conditions:

- 18. The development shall be in accordance with the approved plans and subject to any modifications required as a consequence of any conditions of this approval and shall not be modified or altered without the prior written approval of the Shire of Sandstone.
- 19. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further development approval for that use/addition.
- 20. The land use is to be operated at all times to adhere to the definition of 'Residential Building' as defined within the Shire of Sandstone Local Planning Scheme No.2.
- 21. Prior to commencement of the use onsite, the applicant shall prepare and submit a Management Statement to the requirements and approval of the Shire of Sandstone.
- 22. The applicant is to, at all times, adhere to the Management Statement to the satisfaction of the Local Government.
- 23. The Applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the Applicant is required to demonstrate mitigation response(s) to the approval of the Shire of Sandstone. Such response(s) will be treated as conditions of approval/required modifications to the Management Statement.
- 24. Prior to commencement of the development/land use, all land indicated as landscaped area on the attached approved plan(s), including the additional trees/shrubs required by the local government, are to be landscaped effectively and maintained thereafter to the approval of the Shire of Sandstone.
- 25. Any proposed fencing along the Payne Street road frontage must comply with the Residential Design Codes Volume 1, any variation is required to have a separate application lodged with the Shire of Sandstone for determination.
- 26. The land use cannot commence until all buildings, effluent disposal, landscaping, parking, accessways and crossovers have been constructed/completed upon the property to the approval and satisfaction of the Shire of Sandstone.
- 27. Crossing place(s) onto Payne Street, internal access ways and areas set aside for car parking and manoeuvring are required to be constructed and drained to the material finish and design to the approval and satisfaction of the Shire of Sandstone.
- 28. All parking of vehicles shall be provided for within the property boundary and the street verge area shall be kept free of such vehicles.
- 29. The installation and subsequent maintenance of any externally visible signage shall be to the approval of the local government.
- 30. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the

locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product, vehicle parking and manoeuvring or otherwise.

31. The maximum number of people to be accommodated within the facility shall not exceed eight (8) guests at all times.
32. An effluent disposal system is required to be installed to the approval and satisfaction of the Shire of Sandstone.
33. All stormwater is to be contained and disposed of onsite to the satisfaction and approval of the Shire of Sandstone.
34. All buildings are to be constructed with coated metal sheeting (i.e. colorbond) and be matching and/or complimentary to each other to ensure consistency in design, colours and materials for the site to the approval and satisfaction of the Shire of Sandstone.

Advice Notes:

- G. The applicant is advised that a Certified Building Application is required to be submitted for this development.
- H. In relation to Condition 15, please contact the Shires Environmental Health Officer to discuss effluent disposal requirements.
- I. With regard to Condition 4 the Management Statement shall outline how the site will be managed, to address at a minimum the following matters:
 - Configuration/use of rooms (i.e. temporary/permanent)
 - managing noise impacts of visitors, animals and vehicles;
 - outlining how the premises will be managed on a day-to-day basis (including how keys are made available, providing on-site assistance and confirming arrangements for cleaning/waste management); and
 - relevant site-specific matters including car and trailer parking, fire management/emergency response plans for visitors and managing risks for visitors.
 - complaints and nuisance management, availability to address issues as they arise
- J. If the development, the subject of this approval, is not substantially commenced within a period of two years after the date of determination, the approval shall lapse and be of no further effect.
- K. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- L. Should the Applicant be aggrieved by the decision (in part or whole) there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such an application must be lodged within twenty-eight (28) days from the date of the decision.

MOVED: Cr Kevill

SECONDED: Cr Allison

CARRIED (5/0)

FOR: Cr Walton, Cr Lefroy, Cr McQuie, Cr Allison, Cr Kevill

AGAINST:

10.2 FINANCIAL REPORTS

10.2.1 Financial Statement for the month of May 2024

60/24

Agenda Reference:	F 06/24 – 01
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	16 June 2024
Author:	Debby Barndon, Accountant

Summary

The Statement of Financial Activity report for the month ending 29 February 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 May

10.2.1 (2) Detailed Statements May

Comments

Total Income reports a 6.64% variance on anticipated budget expectations.

Total Expenditure shows a 7.0% variance.

Capital Expenditure

A detailed look at capital expenditure can be found in note 8 in the financial statements.

Summary of Cash on Hand – Shire of Sandstone on 31st May 2024

Municipal Cheque Account - On-line (BWA)	\$317,013.00
Municipal Investment Account - On-line (BWA)	\$359.00
Trust Fund (Bankwest)	\$8,649.79
Trust Bank Term Deposit	\$268,856.00
Reserve Term Deposits (Bankwest)	\$5,347,375.00
Muni Term Deposit	\$236,211.00

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 31st May 2024 be received, and all other statements noted.

Resolution No. 60/24

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 31st May 2024 be received, and all other statements noted.

MOVED: Cr McQuie

SECONDED: Cr Kevill

CARRIED (5/0)

FOR: Cr Walton, Cr Lefroy, Cr McQuie, Cr Allison, Cr Kevill

AGAINST:

Agenda Reference:	F 06/24 – 02
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	15 June 2024
Author:	Debby Barndon, Accountant
Senior Officer:	Peter Money, Chief Executive Officer

Summary

Presented for Council's information is the list of accounts paid in May 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 April
- 10.2.2 (B) List of Accounts paid via Direct Debit April
- 10.2.2 (C) List of Accounts paid via Cheque April
- 10.2.2 (D) Corporate Credit Card Payments April
- 10.2.2 (E) Caravan Park Takings April
- 10.2.2 (F) Town Fuel Sales April
- 10.2.2 (G) Rates Reconciliation April

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	233.47	273,847.84	37,425.60	1,765.69	113,803.00	427,075.60
March	7,033.10	274,393.55	43,238.79	1,626.50	118,583.00	444,874.94
April	266.53	188,232.14	43,317.05	2,469.95	118,173.00	352,458.67
May	1,348.65	835,261.65	10,093.15	2,753.15	121,262.00	970,738.60
June						0.00
Totals	18,568.56	5,056,960.11	429,041.44	26,737.03	1,472,014.77	7,003,341.91

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 May 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. 61/24

That the schedule of accounts paid during May 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.

MOVED: Cr Allison

SECONDED: Cr Kevill

CARRIED (5/0)

FOR: Cr Walton, Cr Lefroy, Cr McQuie, Cr Allison, Cr Kevill

AGAINST:

10.3 WORKS AND SERVICES

10.3.1 Works Manager's Report May 2024

62/24

Agenda Reference:	WM 06/24 - 01
Location/Address:	Various - Shire of Sandstone
Name of Applicant:	Shire of Sandstone
File Reference:	Nil
Disclosure of Interest:	Nil
Date of Report:	16 June 2024
Previous References:	Nil
Author:	Patrick O'Brien, Works Manager

Summary

To provide Council with an Activity Report on the operations of Council's Infrastructure division since the last meeting.

Attachments

None

Background

Below comprises a summarised activity progress report relating to outside staff and road works construction and maintenance crew, within Council's operation since last meeting.

Comment

Construction

Road works on Sandstone /Wiluna Road - RN 7010005 / LRCIP projects are progressing, works are primarily between SLK 59.5 to 79.5, consisting of improvements to address water flow and crossing points, installation of numerous whoa boys/ levee banks and additional floodways. Gravel sheeting works in priority areas (approx. 5 kms) are also included, as well as pulling in and reforming of road formation.

The RTR project on Sandstone / Meekatharra Road – RN 7010004 – construction work is complete. Still awaiting new signage and guide-posts, then schedule to install.

Construction crew will then progress to Yeelirrie Road – RN 7010010. Flood Damage assistance is looking doubtful as prior of the event - road condition evidence (ie. video and/or paperwork documentation) is required and prior roadworks are to be no more than 3 years ago. This also highlights the need to conduct a complete Road inventory pick up including video and pavement assessment (quote has been sought for this).

Gravel pushing has been completed on Meekatharra Road, Wiluna Road and a small quantity in Town pit, then will also push a new trench at Rubbish tip.

Maintenance Grading

Contract maintenance grader will be freed up after end of June to go back on maintenance work – currently assisting with the LRCIP project on Wiluna Road. Sourcing an extra staff

member to go on Maintenance Grader is in progress. Priority will be Sandstone/ Paynes Find Road - RN 7010002 .

Sandstone / Paynes Find Road to Youanmi section has sustained some wet weather damage – SLK 200 to 225, initially from a truck travelling on the road whilst wet. Road has been closed since 7 June.

Town works/Gardens / Council projects

Pioneer Park shearing shed display install works have commenced and have obtained quotes for lower pool style fencing for around the displays to be retro fitted - ongoing.

Caravan Park - new 2-bedroom units have arrived and are in position. Seeking quotes for the plumbing works and installation of new separate stand-alone septic and independent leach drains to also achieve assisting the current leach drain system with increased leach/absorption capacity. Electrical installation/ investigation works are also ongoing.

Measuring / Quantifying of Verandah's and Carports for the units is on-going.

Tree lopping works are progressing around town.

Clean up and retrieval of all waste oil from Rubbish tip into town storage tank is complete - signs to be installed directing waste disposal to depot.

First of new signage has been installed on the West 2km entry into town, an additional 3 entry signs are assembled and awaiting install.

Post Office Café grease trap system has been replaced and a separate Soakwell tank installed utilising gravity plumbing – no requirement for a pump and reducing ongoing maintenance.

Plant Maintenance/ workshop

New workshop Compressor has been installed and is in service.

Sorting and labelling of filter stock and also a service whiteboard are being implemented to assist with service schedules being done in a timely manner.

Grader replacement indicative quotes have been sourced for coming year.

Sourcing of Karcher sweeper from Mt Magnet Shire is to be followed up and further details obtained.

Fire extinguisher servicing is scheduled to be completed before end of June.

Plans have been sourced for the existing Kit shed 15 x 9 + 2.5m lean-to that have been sitting in the Depot for last couple of years for erection - down beside the Fire shed inside the depot yard is the most practical location.

Consultation

Not applicable

Statutory Environment

Nil

Policy Implications

Nil

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

Not required

Officer Recommendation

That the contents of the Works Manager's Report be acknowledged by Council.

Resolution No. 62/24

That the contents of the Works Manager's Report be acknowledged by Council.

MOVED: Cr McQuie

SECONDED: Cr Lefroy

That the contents of the Works Manager's Report be acknowledged by Council.

CARRIED (5/0)

FOR: Cr Walton, Cr Lefroy, Cr McQuie, Cr Allison, Cr Kevill

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

CEO Peter Money declared an interest in this item and left the meeting.

15.1 Public Reading of Resolution**15.1.1 SELECTION PANEL FOR CEO APPLICATION INTERVIEW****63/24**

Agenda Reference: CEO 06/24 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Peter Money
Disclosure of Interest: The Applicant/Author has a financial interest in the Item
Date of Report: 20 June 2024
Author: Peter Money, Chief Executive Officer

Summary

That Council appoints a selection panel to interview the sole applicant for the position advertised of Chief Executive Officer.

Attachments

Letter from recruiting agent Mike Fitzgerald of FitzGerald Strategies.

Background

In November 2023 Council appointed Mr Peter Money as the acting CEO of the Shire of Sandstone on a one-year contract.

In May of 2024 Council made the following decision *“That Council advertises the position of Chief Executive Officer for a 3-year term in accordance with the Local Government Act.*

Comment

In accordance with Council's resolution FitzGerald Strategies was contracted to advertise the position and manage the recruitment process. The position was advertised in the West Australian newspaper on Wednesday 29 May 2024 and after the advertising period ending 4:00 PM 19 June 2024 with one application being received.

FitzGerald Strategies recommend a selection panel of President Beth Walton, Cue Shire President Les Price and Mike FitzGerald comprise a panel and carry out an interview of the applicant. the position was advertised

Consultation

Nil

Statutory Environment

Local Government Act 1995 section 5.39B(7).

Local Government (Administration) Regulations, regulation 18FB

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan

Voting Requirements

Simple Majority

Staff Recommendation

That Council:

- appoints a selection panel to interview the applicant and report back to Council on the suitability of the applicant for the position;
- that the selection panel consists of Shire President Cr. Beth Walton, President of Shire of Cue Cr. Les Price assisted by the recruitment consultant, Mike FitzGerald;
- That the selection panel reports back to Council on the suitability of the applicant to be appointed as Chief Executive Officer of the Shire of Sandstone.

Resolution No. 63/24

That Council:

- appoints a selection panel to interview the applicant via zoom and report back to Council on the suitability of the applicant for the position;
- that the selection panel consists of Shire President Cr. Beth Walton, Cr James Allison and President of Shire of Cue Cr. Les Price assisted by the recruitment consultant, Mike FitzGerald;
- That the selection panel reports back to Council on the suitability of the applicant to be appointed as Chief Executive Officer of the Shire of Sandstone.

MOVED: Cr Allison

SECONDED: Cr Kevill

CARRIED (5/0)

FOR: Cr Walton, Cr Lefroy, Cr McQuie, Cr Allison, Cr Kevill

AGAINST:

16 TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 25th July 2024.

17 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 2:15pm.

18 CERTIFICATIONS

I, _____, certify that the Minutes of the Ordinary Council Meeting held on 23rd May 2024, as shown, were confirmed as a true and accurate record at the Meeting held on 27th June 2024.

(Presiding Member)