



SHIRE OF SANDSTONE
S E R V E T H E P E O P L E

MINUTES

Ordinary Council Meeting

Thursday 28 September 2023

Commenced at 1.05PM

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON
THURSDAY 28 SEPTEMBER 2023
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MINUTES and STAFF REPORTS

ORDINARY COUNCIL MEETING HELD IN

COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 28 SEPTEMBER 2023

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 1.05pm.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS

Without discussion unless otherwise determined.

Nil

3 ATTENDANCES

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	

Staff Members

Mr Charlie Brown	Chief Executive Officer
Ms Selina Sergeant	Deputy Chief Executive Officer

Visitors

Nil

3.2 Apologies

Nil

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

8.1 Ordinary meeting of Council held on the 24th August 2023

69/23

Officer Recommendation

Resolution No. 69/23

MOVED: Cr. McQuie

SECONDED: Cr. Lefroy

That the Minutes of the Ordinary Meeting of Council held on 24th August 2023 be confirmed as a true and accurate records of proceedings.

CARRIED (5/0)

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

AGAINST: Nil

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Nil

9.3 Deputations

Nil

9.4 Delegates/Councillor's Reports

Cr. Walton gave a presentation on the AGM Local Government Week Meeting

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – August 2023

70/23

Agenda Reference:	CEO 09/23 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	20 th September 2023
Previous References:	Various
Author:	Charlie Brown, 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 July 2023

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 council may have.

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	6581.51520000000
14645	4504	4/12/1914	C	1926.30370000000
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.

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:

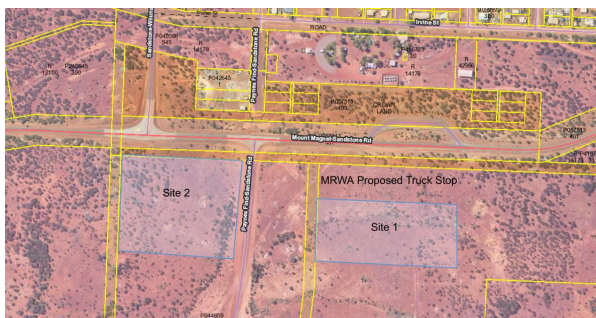
- A. Formal support for excision of the reserve will not be provided by Council until such time as a planning application has been considered as appropriate having regard for relevant issues associated with a formal proposal with detailed plans having regard for the comments of the community and relevant 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 receive 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 councils OCM Resolution May 2023

Ongoing.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No. 70/23

MOVED: Cr. Lefroy

SECONDED: Cr. Allison

That Council accepts the Status Update for the month of August 2023.

CARRIED (5/0)

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

AGAINST: Nil

Agenda Reference:	CEO 09/23 – 02
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	16 th September 2023
Author:	Charlie Brown, Chief Executive Officer

Summary

To report on actions performed under delegated authority for the month of August 2023.

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 April 2023, is submitted to Council for information.

Date	Delegation Ref		Person or Classes affected
01/08/2023	FI - D11	Payment Procedure Municipal Fund	PAY 01/08/2023
02/08/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 02/08/23
11/08/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 11/08/23
14/08/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 14/08/23
15/08/2023	FI - D11	Payment Procedure Municipal Fund	PAY 15/08/2023
21/08/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 21/08/23
25/08/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 25/08/23
29/08/2023	FI - D11	Payment Procedure Municipal Fund	PAY 29/08/2023

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 9.49A

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No. 71/23

MOVED: Cr. Lefroy

SECONDED: Cr. Hodshon

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

CARRIED (5/0)

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

AGAINST: Nil

Agenda Reference:	CEO 09/23 – 03
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	20 th September 2023
Author:	Charlie Brown, Chief Executive Officer

Summary

The Shire of Sandstone is required under the *Local Government Act 1995* to perform a holistic review of the Shire's policy manual on a regular basis, being generally every two years.

This report constitutes part of that review.

Attachments

10.1.3 (A) Policies.

Background

The *Local Government Act 1995* allows for Council to delegate to the Chief Executive Officer to exercise its powers or the discharge of any of its duties under the Act. Generally, the delegations are performed in accordance with established policy as developed and adopted by Council under Section 2.7 of the Act. In context, the policies are compiled into a manual routinely reviewed every two years to ensure the individual they remain contemporary and relevant.

Comment

While this review is being conducted to ensure Council is meeting its statutory obligations, it is also beneficial for Councillors to receive a relevant set of policies that will assist with their decision making.

Importantly, Councillors should feel comfortable about seeking further explanation on the recommended changes and/or requesting further amendments to each policy should this be considered necessary.

Consultation

Councillors.

Statutory Environment

Local Government Act 1995

2.7. Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Policy Implications

Updated Policies.

Financial Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No. 72/23

MOVED: Cr. Lefroy

SECONDED: Cr. Allison

That Council pursuant to Section 2.7 (2) (b) of the *Local Government Act 1995* adopt the revised Policy Manual Section Administration, as amended, and attached to this report.

CARRIED (5/0)

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

AGAINST: Nil

Agenda Reference:	CEO 09/23 – 03
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	20 th September 2023
Author:	Charlie Brown, Chief Executive Officer

Summary

That Council approves the shutdown of the Shire of Sandstone's Operations for the Christmas and New Year Period.

Attachments

Nil

Background

Each year Council closes down its operations for the Christmas and New Year period, it is proposed that the shutdown be from Wednesday 20th December to 1st January, for the Administration and the 3rd January for the Depot Staff.

Comment

By closing down for this period staff will have 2 days for travel and shopping before Christmas and return to work Tuesday after New Year's Day. Special arrangements for the Post Office for deliveries will be made for the 21st, 28th December if required.

Council meeting for December 2023 is set down for Thursday 14th December to implement any decisions made at that meeting prior to going off on leave.

The administration staff to return on the 2nd January as this is a Pay day, and the Depot staff on the 3rd January as this is their normal shift start.

Consultation

Administration Staff.

Statutory Environment

Nil

Policy Implications

Updated Policies.

Financial Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No. 73/23

MOVED: Cr. Allison

SECONDED: Cr. McQuie

That Council approve the Christmas shutdown of the Shire's operations from the 20th December to the 2nd January for Administration Staff and from the 20th December to the 3rd January for the remainder of Council's operations.

CARRIED (5/0)

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

AGAINST: Nil

10.2 FINANCIAL REPORTS

10.2.1 Financial Statement for the month of August 2023

74/23

Agenda Reference:	F 09/23 – 01
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	15 th August 2023
Author:	Selina Sergeant, Deputy Chief Executive Officer

Summary

The Statement of Financial Activity report for the month ending 31st August 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
- 10.2.1 (2) Detailed Statements
- 10.2.1 (3) Variance at Sub Program Level
- 10.2.1 (4) Capital Expenditure Summary
- 10.2.1 (5) Investment Register

Comments

Total Income reports a 11.16% variance on anticipated budget expectations.

Total Expenditure shows a 5.67% 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 August 2023

Municipal Cheque Account - On-line (BWA)	\$636,959.48
Municipal Investment Account - On-line (BWA)	\$355.82
Trust Fund (Bankwest)	\$9,412.84
Trust Bank Term Deposit	\$290,004.39
Reserve Term Deposits (Bankwest)	\$5,270,228.42
Muni Term Deposit	\$2,686,007.63

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

Resolution No. 74/23

MOVED: Cr. Allison

SECONDED: Cr. McQuie

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 August 2023 be received, and all other statements noted.

CARRIED (5/0)

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

AGAINST: Nil

Agenda Reference:	F 09/23 – 02
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	15 th September 2023
Author:	Selina Sergeant, Deputy Chief Executive Officer
Senior Officer:	Charlie Brown, Chief Executive Officer

Summary

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

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						0.00
October						0.00
November						0.00
December						0.00
January						0.00
February						0.00
March						0.00
April						0.00
May						0.00
June						0.00
Totals	2,342.51	1,079,303.90	86,682.94	7,181.50	246,454.00	1,421,964.85

Municipal Fund August 2023

- EFT payment numbers 9623 – 9690
- Muni DD6046, DD6122, DD6133 and DD6145
- Superannuation DD6107, DD6127 and DD6140
- Cheque payments 105583 and 105585
- Corporate Credit Card Payment DD6153
- Payroll

Trust Fund August 2023

- Cheque 205162 and 205163

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

Resolution No. 75/23

MOVED: Cr. Lefroy

SECONDED: Cr. McQuie

That the schedule of accounts paid during August 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.

CARRIED (5/0)

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

AGAINST: Nil

Agenda Reference:	WS 09/23	01
Location/Address:	Shire of Sandstone	
Name of Applicant:	Shire of Sandstone	
Disclosure of Interest:	None	
Date of Report:	13 September 2023	
Previous References:	Nil	
Author:	Charlie Brown, Acting Works Supervisor	

Summary

Maintenance Grader

The maintenance Grader is currently completing the Menzies and Cashmere Downs Roads.

Contract Grader

The Contract grader has continued on the Sandstone Paynes Find Road.

Plant Workshop.

- An auto air conditioner specialist serviced and repaired air conditions in all plant. Finalising this on the 13th September.
- Servicing of trucks and other light plant.
- Tyres for trucks were ordered and fitted. Tyres on hand for light trucks. Tyres fitted & balanced to the community bus.

Roads

- Works to commence on the Sandstone Paynes Find Road in the next week.
- Cleanout and erection of grid signs on most roads

General

New Pad Foot Roller has arrived.

With the exception of the Works Supervisor, we now have a full crew who are working well and harmoniously together.

Casual carpenter will commence on the 9th October to complete, initially, Black Range Church, Pioneer Park and Contradiction Well.

Consultation

All Staff

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No. 76/23

MOVED: Cr. Allison

SECONDED: Cr. McQuie

That Council receive the Works Supervisor's Report for August/September 2023.

CARRIED (5/0)

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

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 Meeting Closed to the Public

Nil

15 CONFIDENTIAL ITEMS

15.2 Public Reading of Resolution

Nil

16 TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 26th October 2023.

17 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 1:35pm.

18 CERTIFICATIONS

I, _____, certify that the Minutes of the Ordinary Council Meeting held on 24th August 2023, as shown, were confirmed as a true and accurate record at the Meeting held on 28th September 2023.

(Presiding Member)