



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

MINUTES

Ordinary Council Meeting

Thursday 25th July 2024

Commencing at 1.00PM

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON
THURSDAY 25th JULY 2024
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MINUTES and STAFF REPORTS

ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 25th JULY 2024

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declared the Meeting open at 1.00pm.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS

Without discussion unless otherwise determined.

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 C (Carol) Hodshon	
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

Nil

3.3 Approved Leave of Absence

Nil

4 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Vice President, Cr V McQuie submitted a leave of absence for the Ordinary Council Meeting to be held on 22nd August 2024

6 DECLARATIONS OF INTEREST

6.1 Declarations of Financial Interest

Nil

6.2 Declarations of Proximity Interest

Nil

6.3 Declarations of Indirect Financial Interest

Nil

6.4 Declarations of Impartiality Interest

CEO, Mr Peter Money declared an impartiality interest in the late item submitted under Point 13.

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATIONS OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on the 27th June 2024

/24

Officer Recommendation

That the Minutes of the Ordinary Meeting of Council held on 27th June 2024 be confirmed as a true and accurate record of proceedings.

Resolution No.

That the Minutes of the Ordinary Meeting of Council held on 27th June 2024 be confirmed as a true and accurate record of proceedings.

DEFERRED until Monthly Accounts figures for May, submitted in June Council meeting can be corrected.

Officer Recommendation

That the Minutes of the Special Meeting of Council held on 11 July 2024 be confirmed as a true and accurate record of proceedings.

Resolution No.

That the Minutes of the Special Meeting of Council held on 11 July 2024 be confirmed as a true and accurate record of proceedings.

DEFERRED until amended.

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Nil

9.3 Deputations

Nil

9.4 Delegates/Councillor's Reports

Nil

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – June 2024

66/24

Agenda Reference:	CEO 07/24 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	14 July 2024
Previous References:	Various
Author:	Peter Money, Chief Executive Officer

Summary

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

Attachments

Nil

Background

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

Comment

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

Status Update

Resolution No 31/17

Item No 10.1.7

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

Responses/ Updates

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

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

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

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

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

Currently looking at what other Councils may have.

- 10/01/2024 The family has been contacted and been asked to forward a proposed script for the plaques to be placed at Memorial Park and outside of Hacks Mine. The family has also been advised that the Council does not support the change in the name of Hack Street in Sandstone townsite and no further comment will be made on that matter.
- 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.
- 15/07/2024 Plaques have been designed and the size of the plaques and the locations need to be confirmed.

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.

Resolution No 91/21

Item No 10.1.5

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.

16/07/2024 The approval of the Rates by the Minister is yet to be received.

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 June 2024.

Resolution No. 66/24

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

MOVED: Cr McQuie

SECONDED: Cr Hodshon

CARRIED (6/0)

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

AGAINST:

Agenda Reference: CEO 07/24 – 02
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 14 July 2024
Author: Peter Money, Chief Executive Officer

Summary

To report on actions performed under delegated authority for the month of June 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 June 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 June 2024.

Resolution No. 67/24

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 June 2024.

MOVED: Cr Allison

SECONDED: Cr Kevill

CARRIED (6/0)

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

AGAINST:

Agenda Reference:	CEO 07/24 - 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	9 June 2024
Author:	Peter Money, Chief Executive Officer

Summary

This Item recommends Council gives sub delegation to the Chief Executive Officer to delegate authority to the Shire's contracted Ranger and Environmental Health Officer to act on Council's behalf in compliance with the Caravan and Camping Ground Regulations, Control of Vehicles Act, Dog Act, Building Act and Food Act.

Attachments

Nil

Background

Currently Council has delegated authority to the Chief Executive Officer to authorise functions under various Acts. The Ranger and Environmental Health Officer who can also approve Building Applications, need written delegation to act on behalf of the CEO who has delegated authority from the Council for those functions.

There is also increasing requirement for on-line compliances in which the qualified contractors are best placed to carry out those functions.

Comment

Under current delegations only the CEO can authorise actions under the Caravan and Camping Ground Regulations, Control of Vehicles Act, Dog Act, Building Act and Food Act. Actions carried under these Acts are generally best carried out by the persons qualified and familiar with the Act's and are also contracted by the Shire to carry out actions under these Acts.

Ultimate authority remains with the CEO and actions taken under these Acts will be in consultation with the CEO.

This item recommends that Council approves the CEO to sub delegate authority to the contracted and qualified persons to carry out these functions.

Consultation

Contracted EHO
Ranger

Statutory Environment

Various Acts

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan

Voting Requirements

Absolute Majority

Staff Recommendation

That Council delegates authority to the Chief Executive Officer to sub delegate authority to the Shire's contracted Ranger and Environmental Health Officer to act on Council's behalf in compliance with the Caravan and Camping Ground Regulations, Control of Vehicles Act, Dog Act, Building Act and Food Act.

Resolution No. 68/24

That Council delegates authority to the Chief Executive Officer to sub delegate authority to the Shire's contracted Ranger and Environmental Health Officer to act on Council's behalf in compliance with the Caravan and Camping Ground Regulations, Control of Vehicles Act, Dog Act, Building Act and Food Act.

MOVED: Cr Hodshon

SECONDED: Cr Lefroy

CARRIED (6/0)

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

AGAINST:

Agenda Reference:	CEO 07/24 - 04
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	4 July 2024
Author:	Peter Money, Chief Executive Officer

Summary

This item recommends clarification of Policy 2.2 that it applies only to permanent full time and part time employees. It also recommends the policy applies to an individual only once in a calendar year.

Attachments

Nil

Background

Travel Leave forms part of Policy 2.2 Staff Attraction and retention Benefits and was approved by Council at the Ordinary Meeting of September 2023.

Comment

This Policy is somewhat ambiguous and open to interpretations.

It does not set limits on the number of times an employee may take advantage of the Policy.

It does not specify if the Policy applies to permanent employees, temporary employees and/or part time employees on a pro rata basis.

It is recommended for clarity that the policy is amended to being applicable to permanent employees only, that is applicable to part time permanent employees pro rata and is available only once per year per employee.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

If the policy is applied, it would be a minimal cost and dependent on the pay rate of the employee.

Strategic Implications

Strategic Community Plan

Voting Requirements

Simple Majority

Staff Recommendation

That Council Amends Policy 2.2 Staff Attraction and Retention Benefits to read as follows:

In recognition of the isolation employees within the Sandstone community face, Council will provide staff with two days additional Personal Leave for the purpose of travelling for medical and dental attention for the employee or an immediate family member who is domiciled with the employee. This leave is applicable once a year and is non-cumulative.

This policy applies to permanent employees and part time permanent employees on a pro rata basis.

Resolution No. 69/24

That Council Amends Policy 2.2 Staff Attraction and Retention Benefits to read as follows:

In recognition of the isolation employees within the Sandstone community face, Council will provide staff with two days additional Personal Leave for the purpose of travelling for medical and dental attention for the employee or an immediate family member who is domiciled with the employee. This leave is applicable once a year and is non-cumulative.

This policy applies to permanent employees and part time permanent employees on a pro rata basis.

MOVED: Cr Allison

SECONDED: Cr McQuie

CARRIED (6/0)

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

AGAINST:

Agenda Reference:	CEO 07/24 - 05
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	4 July 2024
Author:	Peter Money, Chief Executive Officer

Summary

This item recommends Policy 5.7 Stock Grids be amended and the clause which reads as follows:

“Following site investigation and issue of approval by the Shire of Sandstone, installation will be required to meet the construction standard as detailed in this policy and all costs met by the applicant”

be amended to read as follows:

“Following site investigation and issue of approval by the Shire of Sandstone, installation will be required to meet the construction standard as detailed in this policy and all costs met by the Shire of Sandstone”.

Attachments

Copy of Policy 5.7

Background

Council has advised that this Policy requires amendment which was requested in 2023.

Comment

Currently a clause in Policy 5.7 reads as follows *“Following site investigation and issue of approval by the Shire of Sandstone, installation will be required to meet the construction standard as detailed in this policy and all costs met by the applicant”.*

This requires amendment which places the cost of the grid and its installation on the Shire and the policy should read as follows *“Following site investigation and issue of approval by the Shire of Sandstone, installation will be required to meet the construction standard as detailed in this policy and all costs met by the Shire of Sandstone.*

Consultation

Council

Statutory Environment

Nil

Policy Implications

Policy 5.7I

Financial Implications

Nil

Strategic Implications

Strategic Community Plan

Voting Requirements

Simple Majority

Staff Recommendation

That Council Adopts an amended Policy 5.7 Stock Grids as per the attached Policy document including the amendment that the Shire of Sandstone is to pay the cost of grids and the installation.

Resolution No. 70/24

That Council Adopts an amended Policy 5.7 Stock Grids as per the attached Policy document including the amendment that the Shire of Sandstone is to pay the cost of grids and the installation.

MOVED: Cr Lefroy

SECONDED: Cr McQuie

CARRIED (6/0)

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

AGAINST:

Agenda Reference:	CEO 07/24 - 06
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	25 July 2024
Author:	Peter Money, Chief Executive Officer

Summary

This Item recommends Council adopts the Draft 2024/2025 budget.

Attachments

- 10.1.6 (A) Statutory 2024/2025 budget documents
- 10.1.6 (B) Draft Detailed Operating and Capital Budgets 2024/2025
- 10.1.6 (C) Draft Fees and Charges Schedule for 2024/2025

Background

The draft budget for 2024/2025 has been compiled based on the principles contained within the Strategic Community Plan and other supporting plans including the Shire's Corporate Business Plan.

Comment

The budget has been prepared to include information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

An overview of the operating and capital income and expenditure follows:

Operating Income/Expenditure

Operating income and expenditure represent the income and expenditure that is incurred on a day-to-day operational basis.

Operating Income	\$4,510,780
Operating Expenditure	\$5,526,869

Consultation

- Councillors
- Accountant
- Works Manager
- Administration Staff
- Readytech
- Landgate

Statutory Environment

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year each local government is to prepare and adopt by absolute majority a statutory budget for the financial year ending on the following 30 June.

Policy Implications

Nil

Financial Implications

As per the attached budget

Strategic Implications

Strategic Community Plan 2017 - 2027

Voting Requirements

Absolute Majority

Staff Recommendation

Recommendation 1 – Valuations and Rates

That the valuations supplied by the Valuer General below, be adopted and recorded in the rate book for use in the 2024/2025 financial year

- Gross Rental Value (GRV) \$329,180
- Unimproved Value (UV) \$6,427,115

Recommendation 2 - Rate in the Dollar

That in accordance with the Local Government Act 1995 Section 6.32, Council impose the advertised general rates in GRV and UV in the 2024/2025 financial year as:

General Rates – Rates in the dollar (RID)

GRV Townsite (Residential/ Commercial)	7.0812
GRV Mining/ Transient Workforce Accommodation	40.0006
UV Pastoral	6.5600
UV Mining	28.958

Minimum Payments

GRV Residential/ Commercial	\$200.00
GRV Mining & Transient Workforce Facilities	\$200.00
UV Pastoral	\$400.00
UV Mining	\$400.00

Recommendation 3 – Payment Options

That in accordance with Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominate the following due dates for the payment of rates and charges in the 2024/2025 financial year

Issue Date Monday 5 August 2024

1. Payment in Full 12 September 2024
2. Payment in Four Instalments
 - a. First Instalment 12 September 2024
 - b. Second Instalment 14 November 2024
 - c. Third Instalment 16 January 2025
 - d. Fourth Instalment 20 March 2025

Recommendation 4 – Instalment Charges

That in accordance with section 6.45(3) of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council impose administration fees (excluding eligible pensioners and seniors) as:

1. Payment of rates and charges by instalments (not including the first instalment) \$10 per instalment and 5.5% interest to apply to instalments that remain outstanding after the due date.

Recommendation 5 – Penalties and Additional Charges for Unpaid Rates and Charges

That in accordance with section 6.51 of the Local Government Act 1995, Council impose penalty interest of 11% per annum, calculated daily, on rates and service charges remaining unpaid (excluding eligible pensioners opting to defer the payment of their rates), after the due date and that the following fees be adopted for the non-payment of rates and charges

1. A fee of \$11 will be levied on each Final Notice issued (concession holders not to receive final notices).
2. A fee of \$40 will be levied on each title search required for recovery of outstanding rates.

Recommendation 6 – Adoption of Fees and Charges

That in accordance with section 6.2 (25) 1 of the Local Government Financial Management Regulations, Act 1995, Council adopts the attached Schedule of Fees and Charges for the 2024/2025 financial year.

See attached schedule.

Recommendation 7 – Elected Members Remuneration

As determined by Western Australia Salaries and Allowances Act 1975, and in accordance with the determination by the Salaries and Allowances Tribunal for Local Government, Chief Executive Officers and Elected Members of 5th April 2024, the following annual Fees and Allowances be adopted for the financial year 2024/2025.

	\$
Elected member Cr Walton	
President's allowance	10,000
Meeting attendance fees	6,000
ICT expenses	500
	<hr/>
	16,500
Elected member Cr Hodshon	
Meeting attendance fees	3,000
ICT expenses	500
Travel and accommodation expenses	1,800
	<hr/>
	5,300
Elected member Cr Lefroy	
Meeting attendance fees	3,000
ICT expenses	500
Travel and accommodation expenses	3,100
	<hr/>
	6,600
Elected member Cr McQuie	
Deputy President Allowance	2,500
Meeting attendance fees	3,000
ICT expenses	500
Travel and accommodation expenses	2,000
	<hr/>
	8,000
Elected member Cr Allison	
Meeting attendance fees	3,000
ICT expenses	500
	<hr/>
	3,500
Elected member Cr Kevill	
Meeting attendance fees	3,000
ICT expenses	500
	<hr/>
	3,500
President's allowance	10,000
Deputy President's allowance	2,500
Meeting attendance fees	21,000
ICT expenses	3,000
Travel and accommodation expenses	6,900
	<hr/>
	43,400

Committee Meetings Attendance Fees All Members \$70

Travel for all Elected Members is calculated at the same rate contained in Section 30.6 of *the Local Government Officers (Western Australia) Award 2021* as at the date of determination.

Recommendation 8 – Adoption of Variance

That Council adopt the percentage and dollar value for identifying and reporting material variances for the Monthly Statement of Financial Activity presented to Council for review and comparison to Budget which indicates the variance value of plus (+) or minus (-) of 10% for items greater than \$25,000 variance.

Recommendation 9 – Adoption of Threshold for Capitalisation

That Council adopt a minimum value of \$5,000 for the capitalisation of purchases as Assets as per the Local Government (Financial Management) Regulations 1996 Reg 17a (amended 26th June 2018)

Recommendation 10 – Proposed Transfers from Reserves

That Council in accordance with the Local Government Act 1995 s6.11 (2)(3) gives notice of approving the following transfers from Reserves for the 2024/2025 financial year if required. These Reserves may be required to complete the Capital Works programme unless projects are deferred or cancelled by the Council, or if grants from external sources are acquired.

TRANSFERS FROM RESERVES 2024/2025			
Current Balance	Reserve Name	\$	Action
\$ 1,429,989	Building	\$ 490,000	To Housing Reserve
\$ 778,596	Community Dev	\$ 200,000	Construct new accommodation units
\$ 535,841	Housing	\$ 400,000	10 Griffith Street House
\$ 1,068,985	Plant	\$ 350,000	24/25 Plant Purchases

Recommendation 11 – Adoption of 2024/2025 Budget

That the 2024/2025 Annual Budget including the following be adopted:

- a. Statements of Comprehensive Income by Nature and Type
- b. Statement of Comprehensive Income by Program
- c. Statement of Cash Flows
- d. Rate Setting Statement by Program
- e. Notes to and forming the Annual Budget
- f. Capital Works Program

Resolution No. 71/24

Recommendation 1 – Valuations and Rates

That the valuations supplied by the Valuer General below, be adopted and recorded in the rate book for use in the 2024/2025 financial year

- Gross Rental Value (GRV) \$329,180
- Unimproved Value (UV) \$6,427,115

Recommendation 2 - Rate in the Dollar

That in accordance with the Local Government Act 1995 Section 6.32, Council impose the advertised general rates in GRV and UV in the 2024/2025 financial year as:

General Rates – Rates in the dollar (RID)

GRV Townsite (Residential/ Commercial)	7.0812
GRV Mining/ Transient Workforce Accommodation	40.0006
UV Pastoral	6.5600
UV Mining	28.958

Minimum Payments

GRV Residential/ Commercial	\$200.00
GRV Mining & Transient Workforce Facilities	\$200.00
UV Pastoral	\$400.00
UV Mining	\$400.00

Recommendation 3 – Payment Options

That in accordance with Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominate the following due dates for the payment of rates and charges in the 2024/2025 financial year

Issue Date Monday 5 August 2024

1. Payment in Full 12 September 2024
2. Payment in Four Instalments
 - a. First Instalment 12 September 2024
 - b. Second Instalment 14 November 2024
 - c. Third Instalment 16 January 2025
 - d. Fourth Instalment 20 March 2025

Recommendation 4 – Instalment Charges

That in accordance with section 6.45(3) of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council impose administration fees (excluding eligible pensioners and seniors) as:

1. Payment of rates and charges by instalments (not including the first instalment) \$10 per instalment and 5.5% interest to apply to instalments that remain outstanding after the due date.

Recommendation 5 – Penalties and Additional Charges for Unpaid Rates and Charges

That in accordance with section 6.51 of the Local Government Act 1995, Council impose penalty interest of 11% per annum, calculated daily, on rates and service charges remaining unpaid (excluding eligible pensioners opting to defer the payment of their rates), after the due date and that the following fees be adopted for the non-payment of rates and charges

1. A fee of \$11 will be levied on each Final Notice issued (concession holders not to receive final notices).
2. A fee of \$40 will be levied on each title search required for recovery of outstanding rates.

Recommendation 6 – Adoption of Fees and Charges

That in accordance with section 6.2 (25) 1 of the Local Government Financial Management Regulations, Act 1995, Council adopts the attached Schedule of Fees and Charges for the 2024/2025 financial year.

See attached schedule.

Recommendation 7 – Elected Members Remuneration

As determined by Western Australia Salaries and Allowances Act 1975, and in accordance with the determination by the Salaries and Allowances Tribunal for Local Government, Chief Executive Officers and Elected Members of 5th April 2024, the following annual Fees and Allowances be adopted for the financial year 2024/2025.

	\$
Elected member Cr Walton	
President's allowance	10,000
Meeting attendance fees	6,000
ICT expenses	500
	16,500
Elected member Cr Hodshon	
Meeting attendance fees	3,000
ICT expenses	500
Travel and accommodation expenses	1,800
	5,300
Elected member Cr Lefroy	
Meeting attendance fees	3,000
ICT expenses	500
Travel and accommodation expenses	3,100
	6,600
Elected member Cr McQuie	
Deputy President Allowance	2,500
Meeting attendance fees	3,000
ICT expenses	500
Travel and accommodation expenses	2,000
	8,000

Elected member Cr Allison	
Meeting attendance fees	3,000
ICT expenses	500
	<hr/>
	3,500
Elected member Cr Kevill	
Meeting attendance fees	3,000
ICT expenses	500
	<hr/>
	3,500
President's allowance	10,000
Deputy President's allowance	2,500
Meeting attendance fees	21,000
ICT expenses	3,000
Travel and accommodation expenses	6,900
	<hr/>
	43,400

Committee Meetings Attendance Fees All Members \$70

Travel for all Elected Members is calculated at the same rate contained in Section 30.6 of *the Local Government Officers (Western Australia) Award 2021* as at the date of determination.

Recommendation 8 – Adoption of Variance

That Council adopt the percentage and dollar value for identifying and reporting material variances for the Monthly Statement of Financial Activity presented to Council for review and comparison to Budget which indicates the variance value of plus (+) or minus (-) of 10% for items greater than \$25,000 variance.

Recommendation 9 – Adoption of Threshold for Capitalisation

That Council adopt a minimum value of \$5,000 for the capitalisation of purchases as Assets as per the Local Government (Financial Management) Regulations 1996 Reg 17a (amended 26th June 2018)

Recommendation 10 – Proposed Transfers from Reserves

That Council in accordance with the Local Government Act 1995 s6.11 (2)(3) gives notice of approving the following transfers from Reserves for the 2024/2025 financial year. The transfers will occur only if required and if Council agrees to proceed with the identified project/s.

TRANSFERS FROM RESERVES 2024/2025			
Current Balance	Reserve Name	\$	Action
\$ 1,429,989	Building	\$ 490,000	To Housing Reserve
\$ 778,596	Community Dev	\$ 200,000	Construct new accommodation units
\$ 535,841	Housing	\$ 400,000	10 Griffith Street House
\$ 1,068,985	Plant	\$ 350,000	24/25 Plant Purchases

SHIRE OF SANDSTONE

Recommendation 11 – Adoption of 2024/2025 Budget

That the 2024/2025 Annual Budget including the following be adopted:

- a. Statements of Comprehensive Income by Nature and Type
- b. Statement of Comprehensive Income by Program
- c. Statement of Cash Flows
- d. Rate Setting Statement by Program
- e. Notes to and forming the Annual Budget
- f. Capital Works Program

MOVED: Cr Allison

SECONDED: Cr McQuie

CARRIED (6/0)

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

AGAINST:

10.2 FINANCIAL REPORTS

10.2.1 Financial Statement for the month of JUNE 2024

72/24

Agenda Reference:	F 07/24 – 01
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	16 July 2024
Author:	Debby Barndon, Accountant

Summary

The Statement of Financial Activity report for the month ending 30th June 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 June

10.2.1 (2) Detailed Statements June

Comments

Total Income reports a 77.50% variance on anticipated budget expectations.
Total Expenditure shows a 10.61% 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 30th June 2024

Municipal Cheque Account - On-line (BWA)	\$3,012,719
Municipal Investment Account - On-line (BWA)	\$360
Trust Fund (Bankwest)	\$0.00
Trust Bank Term Deposit	\$268,357
Reserve Term Deposits (Bankwest)	\$5,347,375

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 30th June 2024 be received, and all other statements noted.

Resolution No. 72/24

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 30th June 2024 be received, and all other statements noted.

MOVED: Cr McQuie

SECONDED: Cr Lefroy

CARRIED (6/0)

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

AGAINSTS:

Agenda Reference:	F 07/24 – 02
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	15 July 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 June 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 June
- 10.2.2 (B) List of Accounts paid via Direct Debit June
- 10.2.2 (C) List of Accounts paid via Cheque June
- 10.2.2 (D) Corporate Credit Card Payments June
- 10.2.2 (E) Caravan Park Takings June
- 10.2.2 (F) Town Fuel Sales June
- 10.2.2 (G) Rates Reconciliation June

Background

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

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

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

Comment

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

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

Month	Cheque	EFT's	Direct Debits	Credit Card	Payroll	Total Payments
July	650.31	449,799.87	36,086.06	4,509.55	99,743.00	590,788.79
August	1,692.20	629,504.03	50,596.88	2,671.95	146,711.00	831,176.06
September	1,296.60	472,636.15	44,495.93	3,163.58	105,442.00	627,034.26
October	289.80	486,716.58	38,475.21	4,575.45	119,209.00	649,266.04
November	0.00	509,248.91	44,995.82	1,443.00	204,601.37	760,289.10
December	1,257.90	357,143.09	40,735.22	825.70	107,909.00	507,870.91
January	4,500.00	580,176.30	39,581.73	932.51	216,578.40	841,768.94
February	0.00	273,847.84	37,425.60	1,765.69	113,803.00	426,842.13
March	7,033.10	274,393.55	43,238.79	1,626.50	118,563.00	444,854.94
April	266.53	188,232.14	45,787.00	2,469.95	118,173.00	354,928.62
May	1,348.65	837,882.11	39,042.60	2,753.15	121,262.00	1,002,288.51
June	62.50	405,902.76	41,989.95	4,391.26	119,548.00	571,894.47
Totals	18,397.59	5,465,483.33	502,450.79	31,128.29	1,591,542.77	7,609,002.77

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 June 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. 73/24

That the schedule of accounts paid during June 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 Lefroy

SECONDED: Cr Allison

CARRIED (6/0)

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

AGAINST:

10.3 WORKS AND SERVICES

10.3.1 Works Manager's Report June 2024

74/24

Agenda Reference:	WM 07/24 - 01
Location/Address:	Various - Shire of Sandstone
Name of Applicant:	Shire of Sandstone
File Reference:	Nil
Disclosure of Interest:	Nil
Date of Report:	17 July 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 project have been completed. New Signage and guideposts to be installed - this is ongoing.

The construction crew has moved to the Yeelirrie Road – RN 7010010. These works are primarily spread over SLK 42.70 to 88.30 addressing drainage issues / water crossing points and installing whoa boys / Levee banks approximately SLK 79 .58 to 85.54, to rectify water running down sides of road formation.

A complete Road inventory pick up, including video and pavement types, widths / signage assessment, has recently been carried out. Amendments have been identified – road lengths / Shire Boundary signs in the wrong places etc. This Data is being updated into Ramm.

Gravel pushing has been completed in a small quantity in the Town pit. We will also push a new trench at the rubbish tip and carry out pushing of Calcrete on Yeelirrie Road. Loam has been trucked into Town Stockpile laydown and gravel has been trucked in for various town projects. Clean creek wash sand is being located /sourced.

Maintenance Grading

The Contract maintenance grader has gone back on maintenance work. Currently working down the Southern end of Paynes Find Road, fixing scours / gutters. He will then carry out maintenance grading back towards Youanmi. Paynes Find Road is open again to traffic although the road still has several soft / wet shoulders around SLK 182. The Council Maintenance Grader is progressing on Sandstone – Wiluna Road up to SLK 59.50 and will then move on to Sandstone-Paynes Find Road - RN 7010002 towards Youanmi.

The construction grader is also completing some maintenance grading works on Yeelirrie Road to achieve a safe, trafficable surface enabling this road to be opened to traffic shortly.

Town works/Gardens / Council projects

Pioneer Park shearing shed display works require additional material – possible sourcing from old Cashmere shearing shed. To be scheduled – ongoing.

Caravan Park new units: we are seeking quotes for the plumbing works / block plans (liaising with Plumbers / EHO) – ongoing. Measuring / quantifying of Verandas and Carports for the units is ongoing.

Caravan Park: Two concrete bays have been installed – we utilised the concreters whilst they were in town doing other works. There is some quantifying work still to be carried out for future concrete works including footpath from Caravan Park towards café (this will also require gravel levelling), additional Van bays, Verandas on units, shed floor in Depot, etc.

Waste oil in the town storage tank has been collected by contractor. New signs are being ordered for the rubbish tip directing oil waste disposal to the works depot.

New signage (road conditions) is being ordered for Youanmi T-junction to address uncertainty of potential road conditions from Youanmi to Paynes Find for Penny West traffic.

Median strip upgrade works are ongoing. The removal of existing material is in progress and fresh Loam / sand / compost is being incorporated.

Plant Maintenance/ workshop

Westrac have been on site working on several issues - sensor fault with a grader, oil leaks on smooth drum roller, faulty direction sensor on multi roller, transmission fault on a grader. Smooth drum roller has since developed an oil leak on drum drive – investigation is ongoing.

Vehicle quotes are being sourced / updated for dual cab ute - Toyota have a 9 month wait, therefore additionally sourcing Isuzu quotes.

Indicative quotes are being sourced for a replacement Service truck from Hino and Isuzu.

Fire extinguisher servicing has been completed for Council's asset inventory.

The kit shed (15 x 9m) has been erected in the depot yard. The final floor level for concrete pad is ongoing.

Consultation

Not applicable

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

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

Strategic Implications

Long-term objectives may be developed from time to time

Voting Requirements

Not required

Officer Recommendation

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

Resolution No. 74.24

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

MOVED: Cr Lefroy

SECONDED: Cr McQuie

CARRIED (6/0)

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

Bring Item to the Table.

MOVED: Cr Hodshon

SECONDED: Cr Kevill

13.1 APPLICATION FOR ANNUAL LEAVE - CEO**75/24**

Agenda Reference: CEO 07/24 - 03
Location/Address: Shire of Sandstone
Name of Applicant: Peter Money
Disclosure of Interest: CEO has a direct interest in the Item
Date of Report: 24 July 2024
Author: Peter Money, Chief Executive Officer

Summary

The CEO be approved 10 days (76 hours) annual leave from 2 September 2024 to 13 September 2024. Appointment of Mr Patrick O'Brien as Acting CEO for this period.

Attachments

Nil

Background

The CEO is required to seek Council approval for annual leave and Council approval to appoint an Acting CEO.

Comment

The CEO is requesting 10 days annual leave to be taken from the period 02/09/2024 to 13/09/2024. It is recommended that Works Manager Patrick O'Brien be appointed Acting CEO during this period and be paid at the CEO contract rate.
Mr O'Brien has experience in the role of Acting CEO and is considered qualified to act in the position.

Consultation

Nil

Statutory Environment

Local Government Act 5.39(c)

Policy Implications

Policy 2.11 That when the Chief Executive Officer is on Annual Leave or Extended Sick Leave the appointment of an Acting Chief Executive Officer will be at Council’s direction and/or resolution.

Financial Implications

\$1,000 additional expenditure

Strategic Implications

Strategic Community Plan

Voting Requirements

Absolute Majority

Staff Recommendation

That Council approves 10 days annual leave for the CEO Mr. Peter Money for the period 02/09/2024 to 13/09/2024.

That Council approves the appointment of Mr. Patrick O’Brien as Acting CEO for that period.

Resolution No. 75/24

That Council approves 10 days annual leave for the CEO Mr. Peter Money for the period 02/09/2024 to 13/09/2024.

That Council approves the appointment of Mr. Patrick O’Brien as Acting CEO for that period.

MOVED: Cr Allison

SECONDED: Cr McQuie

CARRIED (6/0)

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

AGAINST:

14 MEETING ITEMS CLOSED TO THE PUBLIC

Nil

15 CONFIDENTIAL ITEMS

Nil

16 TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 22nd August 2024.

17 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 02:20pm.

18 CERTIFICATIONS

Nil

(Presiding Member)