



Minutes

Ordinary Council Meeting

Thursday 23 March 2023
Commenced at 1.00PM

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON
THURSDAY 23 MARCH 2023
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MINUTES and STAFF REPORTS

ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 23 MARCH 2023

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

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

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 (Vickie) McQuie	
Cr M C (Mark) Taylor	

Staff Members

Mr Charlie Brown	Chief Executive Officer
Ms Selina Sergeant	Deputy Chief Executive Officer
Mr Brian Haggarty	Works Supervisor

Visitors

Nil

3.2 Apologies

Cr J (James) Allison

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 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary meeting of Council held on the 23rd February 2023

11/23

Officer Recommendation

Resolution No. 11/23

MOVED: Cr. McQuie

SECONDED: Cr. Lefroy

That the Minutes of the Ordinary Meeting of Council held on 23rd February 2023 be confirmed as a true and accurate records of proceedings.

CARRIED (5/0)

Officer Recommendation

Resolution No. 12/23

MOVED: Cr. Lefroy

SECONDED: Cr. Hodshon

That the Minutes of the Audit Committee Meeting held on 23rd March 2023 be confirmed as a true and accurate records of proceedings.

CARRIED (5/0)

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 – February 2023

13/23

Agenda Reference:	CEO 02/23 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	13 th March 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 February 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 90/21
Item No 10.1.3
Action Sale of Vacant land

That Council advertise the following lots for sale;
Lot 410 Thaduna Street on Deposited Plan 188026 Volume 2734 Folio 319 **Sold**
Lot 411 Thaduna Street on Deposited Plan 188026 Volume 2734 Folio 320 **Nearing Completion**
Lot 413 Thaduna Street on Deposited Plan 188026 Volume 2734 Folio 321

And accept the offer from Sally Steiner of \$11,000 including GST on lot 257 Thaduna street Subject to the provisions of the *Local Government Act 1995* Section 3.58 (3) (a) Submissions and (b) being met and there being no submissions lodged that Council has an issue/concern with.

Responses/ Updates

29/11/2021 Advert for Sale of Vacant block & sale under section 3.58 (3) compiled
25/01/2022 Groom Settlements preparing transfer Lot 257
March 2022 Transfer Finalised on lot 257

28/04/2022 Accept the offer of \$11,000 for lot 410 Thaduna Street, including GST subject to the provisions of the *Local Government Act 1995* Section 3.58 (3) (a) Submissions and (b) being met and there being no submissions lodged that Council has an issue/concern with.

01/05/2022 Advertise for Sale of vacant lot under section 3.58 (3)
Settlement agent appointed.

12/09/2022 Property Settled

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.**

Responses/ Updates

29/11/2021 Letter to Department of Planning, Lands and Heritage advising Council resolution as above

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.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No. 13/23

MOVED: Cr. McQuie

SECONDED: Cr. Lefroy

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

CARRIED (5/0)

Agenda Reference:	CEO 02/23 – 02
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	10 th March 2023
Author:	Charlie Brown, Chief Executive Officer

Summary

To report on actions performed under delegated authority for the months of February 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 February 2023, is submitted to Council for information.

Date	Delegation Ref		Person or Classes affected
10/02/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 10.02.23
14/02/2023	FI - D11	Payment Procedure Municipal Fund	PAY 14/02/2023
16/02/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 16.02.23
24/02/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 24.02.23
28/02/2023	FI - D11	Payment Procedure Municipal Fund	PAY 28/02/2023

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. 14/23

MOVED: Cr. Taylor

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 February 2023.

CARRIED (5/0)

Agenda Reference:	CEO 02/23 – 03
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	10 th March 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.

A copy of the Policy with recommended amendments is provided under separate cover.

Attachments

10.1.3 (A) New updated policy manual, Section Council

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.

This new policy is the amalgamation of the following Policies;

- 2.03 Staff Attraction & Retention
- 2.12 Annual Leave Accruals
- 2.13 Gratuity Payments to Council Employees.
- 2.15 Camping Out

- 2.19 LG Awards, Over Awards payment percentages and Leading Hand Allowance
- 2.24 Staff Housing

Consultation

Councillors
Other local governments

Statutory Environment

As mentioned, the review of Council Policies is enacted under Section 2.7 of the *Local Government Act, 1995*

Policy Implications

Combination of 6 policies into one bringing all staff attractions into one policy.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation

Resolution No. 15/23

MOVED: Cr. Lefroy

SECONDED: Cr. McQuie

That Council pursuant to Section 2.7 and Section 6.12(b) of the *Local Government Act, 1995* adopt the revised policy 2.03 Staff Attraction & Retention, as amended and with the addition of the wording ‘per Financial Year’ in section ‘Water charges in Staff Houses (Council Owned), after the mention of ‘a maximum of \$2,500.00’, and attached to this report, and delete policies 2.12 Annual Leave Accruals, 2.13 Gratuity Payments to Council Employees, 2.15 Camping Out, 2.19 LG Awards, Over Awards payment percentages and Leading Hand Allowance, and 2.24 Staff Housing.

CARRIED (5/0)

Agenda Reference:	CEO 03/23 – 04
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	10 th March 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.

A copy of the Policy Manual with recommended amendments is provided under separate cover.

Attachments

2.33 Master Key Policy

2.34 Private Works Policy

2.35 Community Bus Hire Policy

2.36 CCTV Policy

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

Whilst reviewing policies on an ongoing basis it is also pertinent to look for policies that are beneficial to this council and bring them to your attention via the Briefing Session.

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.

New Policies

2.33 Master Key Policy

2.34 Private Works Policy

2.35 Community Bus Hire Policy

2.36 CCTV Policy

Consultation

Councillors

Other local governments

Statutory Environment

As mentioned, the review of Council Policies is enacted under Section 2.7 of the *Local Government Act, 1995*

Policy Implications

All Policies Section 1 Council, have been reviewed.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation

Resolution No. 16/23

MOVED: Cr. Taylor

SECONDED: Cr. Hodshon

That Council pursuant to Section 2.7 and Section 6.12(b) of the *Local Government Act, 1995* adopt the new policies as attached to this report. 2.33 Master Key Policy, 2.34 Private Works Policy 2.35 Community Bus Hire Policy, and 2.36 CCTV Policy

CARRIED (5/0)

Agenda Reference:	CEO 03/23 – 05
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	10 th March 2023
Author:	Charlie Brown, Chief Executive Officer

Summary

Council are to determine if the 2023 Ordinary Local Government Elections are to be conducted by the Western Australian Electoral Commission or continue to be conducted by Council.

This report constitutes part of that review.

A copy of the Policy Manual with recommended amendments is provided under separate cover.

Attachments

10.1.5 (A) Minister for Local Government

10.1.5 (B) WA Electoral Commission Cost Estimate

Background

Correspondence has been received from the Minister for Local Government regarding arrangements for the October 2023 Ordinary Local Government Elections

Comment

It will be noted in the Ministers correspondence that local governments, who not already use the WA Electoral Commission Postal Voting service to conduct their elections, are encouraged to consider this as a practical option, specifically with the new vote counting process for the Optional Preferential (OPV) to be introduced at the next election.

The WAEC has provided a cost estimate of \$11,000.00 to conduct the Shire of Sandstone's October 2023 Ordinary Election, which equates to approximately 0.008% of the Shires Annual Rate Revenue.

Consultation

Councillors

Statutory Environment

Local Government Act, 1995 and the Local Government (Election) Regulations.

4.20. CEO to be returning officer unless other arrangements made.

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —
 - (a) an election; or
 - (b) all elections held while the appointment of the person subsists.

** Absolute majority required.*

- (3) An appointment under subsection (2) —
 - (a) is to specify the term of the person's appointment; and
 - (b) has no effect if it is made after the 80th day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

** Absolute majority required.*

4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —

postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.

- (2) The local government may decide* to conduct the election as a postal election.

** Absolute majority required.*

- (3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.
- (5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.

- (6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.
- (7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

Policy Implications

No policy or procedure affected.

Financial Implications

Additional costs of approximately \$6,000.00

Strategic Implications

Nil

Voting Requirements

Absolute Majority

Officer Recommendation

Resolution No. 17/23

MOVED: Cr. McQuie

SECONDED: Cr. Taylor

That Council

- 1) Resolve, in accordance with section 4.61(2) of the *Local Government Act 1995*, the method of conducting all Local Government Elections and Polls as Postal Election (Ordinary and Extraordinary);**
- 2) Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Western Australian Electoral Commission to be responsible to conduct all Local Government Elections and Polls as Postal Elections (Ordinary and Extraordinary)**
- 3) Council reserves the right to review this position at any time, subject to budgetary constraints and subject to any decision to terminate the contract with the Western Australian Electoral Commission not being able to be made after the 80th Day being the legislative cut off period of an election process as any time after this date renders the services from the WAEC having already commenced.**

CARRIED by ABSOLUTE MAJORITY (5/0)

Agenda Reference:	CEO 03/23 – 06
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	10 th March 2023
Author:	Charlie Brown, Chief Executive Officer

Summary

Council needs to consider any submission lodged with the Chief Executive Officer in relation to the disposal of lot 411 Thaduna Street Sandstone.

Attachments

Nil

Background

Council at its November Ordinary Meeting resolved to accept the offer to purchase lot 411 Thaduna Street Sandstone from Mr Douglas Singleton

Details of the Lot are.

Lot 411 Thaduna Street on Deposited Plan 188026 Volume 2734 Folio 320

Comment

Council, in accordance with the *Local Government Act 1995 sec 3.58*, advertised the proposed disposition in the Bush Telegraph, on Council's website and on the Shire Notice Boards, calling for any submissions in relation to the proposed disposition. Receipt of submissions close on 22nd March 2023.

At the time of writing this report, no submissions had been received.

Consultation

Councillors.

Statutory Environment

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
 - and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Policy Implications

Nil

Financial Implications

Sale of these lots will generate cash flow and increase the rate base for the Shire of Sandstone.

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No. 18/23

MOVED: Cr. Hodshon

SECONDED: Cr. McQuie

That Council receive the advice of the Chief Executive Officer that no submissions were received by the closing date and that the Chief Executive Officer negotiate a settlement date with Mr Douglas William Singleton.

CARRIED (5/0)

Agenda Reference:	F 03/23 – 01
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	8 th March 2023
Author:	Selina Sergeant, Deputy Chief Executive Officer

Summary

The Statement of Financial Activity report for the month ending 28th February 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 6.56% variance on anticipated budget expectations.
Total Expenditure shows a 0.24% 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 28th February 2023

Municipal Cheque Account - On-line (BWA)	\$382,512.05
Municipal Investment Account - On-line (BWA)	\$353.59
Trust Fund (Bankwest)	\$9,030.22
Trust Bank Term Deposit	\$283,000.00
Reserve Term Deposits (Bankwest)	\$4,995,147.76
Muni Term Deposit	\$1,913,101.06

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. 19/23

MOVED: Cr. Lefroy

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 28th February 2023 be received.

CARRIED (5/0)

Agenda Reference:	F 03/23 – 02
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	8 th March 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 February 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.

Municipal Fund February 2023

- EFT payment numbers 9286 – 9328 totalling \$159,886.51
- DD Payments total of \$29,334.80 consisting of:
 - Muni DD5932 totalling \$11,873.84
 - Superannuation DD 5930 and DD5949 totalling \$17,460.96
- Cheque Numbers 105567 - 105571 totalling \$321.00
- Corporate Credit Card Payment 5954 totalling \$2,181.08
- Payroll totalling \$89,805.70

Trust Fund February 2023

- Cheque Numbers 205157 – 205159 totalling \$1,100.00

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. 20/23

MOVED: Cr. Lefroy

SECONDED: Cr. McQuie

That the schedule of accounts paid during February 2023 as listed, covering Cheques, EFT's, Bank Charges, directly debited payments and wages as numbered from Councils Municipal Fund Bank and Councils Trust Fund Bank be endorsed by Council.

CARRIED (5/0)

Agenda Reference:	WS 03/23-1
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	None
Date of Report:	14 March 2023
Previous References:	Nil
Author:	Brian Haggarty, Works Supervisor

Summary

1. Road Construction

Paynes Find Rd

- Works on the Paynes Find Road from SLK 46 to SLK 51.
- 1 km of gravel has been placed onto the road.
- 2 km to be brought back onto the road for the road.

Maintenance Grader

- Maintenance grading of Menzies Rd.
- Heritage Trail graded.

Contract Grader and Dozer

- Grader currently working on the Sandstone- Paynes Find Road. The contractor is clearing all V drains and verges from Sandstone to Paynes Find. Mel is on break until 15th March.
- Steve Dale has pushed new tip trench for gas pipeline contractors for their rubbish.
- Doug Taylor replaced one grid at the Paynes Find and Sandstone boundary.

Staff

- Currently looking at the possibility of casual employees to help get back on track.
- No new inquiries about grader vacancy.

2. Plant/ Workshop

- All plant is up to date with all services.
- 18 KVA gensets in the process of being repaired.
- Revamped Sykes pump has arrived back from Perth.

3. Roads

- All roads are in reasonably good condition with continued monitoring of the Paynes Find Road.
- The roads will deteriorate until a new grader operator is employed.
- Sharp bend on Yeelirrie Road. Steven Dale is to inspect and report on required dozer work and costing.

4. Wet Weather

No wet weather recorded for the month of February.

5. General Maintenance

- Work is progressing on the Old Post Office Building
- Replacing bore pump at caravan park and replacing pump at school to help with water supply to school oval.
- Airstrip maintenance completed, waiting on airport windsocks.
- New fencing around 2 Griffith Street.
- New fencing at the Old Post Office Building. waiting for contractor to return to finish off nursing house and there is a little more to do at the Old Post Office Building.

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. 21/23

MOVED: Cr. Hodshon

SECONDED: Cr. Taylor

That Council receive the Works Supervisor's Report for February to March 2023.

CARRIED (5/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Cr. Hodshon asked if Council has documents regarding Councils Road reserves.

Works supervisor advised that he was currently researching this.

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

Nil

15.1 Public Reading of Resolution

Nil

16 TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 27th April 2023.

17 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 1:30pm.

18 CERTIFICATION

I, _____, certify that the Minutes of the Ordinary Council Meeting held on 23rd February 2023, as shown, were confirmed as a true and accurate record at the Meeting held on 23rd March 2023.

(Presiding Member)

SHIRE OF SANDSTONE