



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

MINUTES

Ordinary Council Meeting

Thursday 24 August 2023
Commenced at 1.00PM

Held in the Council Chambers, Hack St Sandstone

**ORDINARY COUNCIL MEETING HELD ON
THURSDAY 24 AUGUST 2023
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MINUTES and STAFF REPORTS

ORDINARY COUNCIL MEETING HELD IN

COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 24 AUGUST 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 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

Cr. McQuie

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 26 July 2023

60/23

Officer Recommendation

Resolution No. 60/23

MOVED: Cr. McQuie

SECONDED: Cr. Lefroy

That the Minutes of the Ordinary Meeting of Council held on 26 July 2023 be confirmed as a true and accurate records of proceedings.

CARRIED (5/0)

FOR: Cr. Walton, Cr. Allision, 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

MRVC 16th August.

Cr. Lefroy gave a presentation on the August meeting of the Murchison Regional Vermin Council.

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – July 2023

61/23

Agenda Reference:	CEO 08/23 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	15 th August 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	6581.5152000000
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.

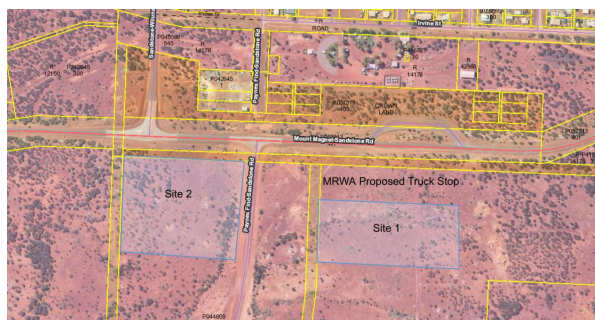
Resolution No 55/22
 Item No 10.1.5
 Action Excision of Part of reserve no 11714

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. 61/23

MOVED: Cr. Hodshon

SECONDED: Cr. McQuie

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

CARRIED (5/0)

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

AGAINST: Nil

Agenda Reference:	CEO 08/23 – 02
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	16 th August 2023
Author:	Charlie Brown, Chief Executive Officer

Summary

To report on actions performed under delegated authority for the month of July 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
03/07/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 30.06.23
04/07/2023	FI - D11	Payment Procedure Municipal Fund	PAY 04/07/2023
10/07/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 10 /07 /23
14/07/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 14 /07 /23
18/07/2023	FI - D11	Payment Procedure Municipal Fund	PAY 18/07/2023
24/07/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 24 /07 /23
28/07/2023	FI - D11	Payment Procedure Municipal Fund	CREDITORS 27 /07 /23

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. 62/23

MOVED: Cr. Hodshon

SECONDED: Cr. Allison

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 July 2023.

CARRIED (5/0)

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

AGAINST: Nil

Agenda Reference:	CEO 07/23 – 03
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	15 th August 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. 63/23

MOVED: Cr. McQuie

SECONDED: Cr. Lefroy

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

CARRIED (5/0)

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

AGAINST: Nil

10.2 FINANCIAL REPORTS

10.2.1 Financial Statement for the month of July 2023

64/23

Agenda Reference:	F 08/23 – 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 July 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 6.14% variance on anticipated budget expectations. This being due mainly to the sale of fuel from the town bowser which experienced twice that of anticipated.

Total Expenditure shows a 4.24% 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)

2023/2024 Rates were issued on the 3rd August.

A verbal report will be given on total collected as at that date.

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 July 2023

Municipal Cheque Account - On-line (BWA)	3,080,763.14
Municipal Investment Account - On-line (BWA)	\$355.44
Trust Fund (Bankwest)	\$11,012.84
Trust Bank Term Deposit	\$289,046.97
Reserve Term Deposits (Bankwest)	5,252,829.32
Muni Term Deposit	\$177,938.79

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. 64/23

MOVED: Cr. Allision

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 31 July 2023 be received, and all other statements noted.

CARRIED (5/0)

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

AGAINST: Nil

Agenda Reference:	F 08/23 – 02
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
Senior Officer:	Charlie Brown, Chief Executive Officer

Summary

Presented for Council's information is the list of accounts paid in July 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						0.00
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	650.31	449,799.87	36,086.06	4,509.55	99,743.00	590,788.79

Municipal Fund July 2023

- EFT payment numbers 9562 – 9622
- Muni DD6089, DD6101 and 6108
- Superannuation DD6075 and DD6087
- Cheque payments 105578 – 105580
- Corporate Credit Card Payment DD6111
- Payroll

Trust Fund July 2023

- Nil

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. 65/23

MOVED: Cr. Allision

SECONDED: Cr. Lefroy

That the schedule of accounts paid during July 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 (4/0)

Cr. McQuie refrained from voting due to a declaration of financial interest.

FOR: Cr. Walton, Cr. Allision, Cr. Hodshon, Cr. Lefroy

AGAINST: Nil

Agenda Reference:	CEO 08/23 - 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	16 August 2023
File No:	
Previous References:	
Author:	Charlie Brown, Chief Executive Officer

Summary

Council is requested to approve the write off a sundry debtor, Debtor Number 102 for \$1,803.00 by absolute majority.

Attachments

Nil

Background

A private works job was raised for this works on the request of the Works supervisor in April 2021. The works involved was assisting a road train that had become bogged whilst trying to turn around as the road was closed due to wet weather.

Comment

Several attempts have been made to recover this debt however there are conflicting reports regarding this debt and how it came about.

The debtor claims he was instructed by "someone in a white utility" to turn around in an area that was considered firm ground.

Unfortunately by the time this was brought to my attention the Works Supervisor was no longer employed by the Shire.

Consultation

Nil

Statutory Environment

Local Government Act 1995

6.12. *Power to defer, grant discounts, waive or write off debts*

(1) *Subject to subsection (2) and any other written law, a local government may —*

(a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*

- (b) *waive or grant concessions in relation to any amount of money; or*
- (c) *write off any amount of money,*
- (d) *which is owed to the local government.*

Policy Implications

Nil.

Financial Implications

Loss of revenue.

Strategic Implications

Nil

Voting Requirements

Absolute majority

Officer Recommendation

Resolution No. 66/23

MOVED: Cr. McQuie

SECONDED: Cr. Lefroy

That council approve the write off of the debt against debtor number 102 for \$1,803.00.

CARRIED BY ABSOLUTE MAJORITY (5/0)

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

AGAINST: Nil

10.3 WORKS AND SERVICES

10.3.1 Works Supervisor's Report July - August 2023

67/23

Agenda Reference:	WS 08/23	01
Location/Address:	Shire of Sandstone	
Name of Applicant:	Shire of Sandstone	
Disclosure of Interest:	None	
Date of Report:	18 August 2023	
Previous References:	Nil	
Author:	Charlie Brown, Acting Works Supervisor	

Summary

Maintenance Grader

The maintenance Grader is currently completing the Yeeliriee Road. Will move to the Menzies road once finalised.

Contract Grader

The Contract grader has continued the Sandstone Paynes Find Road and will complete the Pindabunna Road as well as the Shire of Yalgoo's section.

Plant Workshop.

- The workshop is currently undergoing a transformation with the commencement of Phil as Mechanic.
- An auto air conditioner specialist serviced and repaired air conditions in all plant commencing on the 16 of this month.
- Servicing of trucks and other light plant.
- Tyres for Grader, Loader and trucks have been ordered and are on hand.

Roads

- Finalising works on the Meekatharra Road.
- Works to commence on the Sandstone Paynes Find Road in the next week.
- Cleanout of Grid on the Meekatharra Road at request of Geoff Brooks MRVC

General

Repairs to the Post Office Café Drains.

Repairs to Fencing at the rear of Nurses Station.

Various of other minor works.

Town is currently clean and tidy with compliments being received at the office.

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. 67/23

MOVED: Cr. Allision

SECONDED: Cr. McQuie

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

CARRIED (5/0)

FOR: Cr. Walton, Cr. Allision, 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****15 CONFIDENTIAL ITEMS****68/23**

Moved: Cr. Hodshon

Seconded: Cr. McQuie

That this meeting be closed to members of the public and that council move behind closed doors to consider:

CARRIED (5/0)

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

AGAINST: Nil

15.1 Chief Executive Officer Recruitment**Officer Recommendation****Resolution No. 68/23**

That Council:

1. Appoints the Shire President Cr Walton, Cr Hodgson, Cr Lefroy, Cr McQuie, Cr Allison as the Chief Executive Officer Recruitment Selection Panel.
2. The makeup of this panel be reviewed after the October 2023 Council Elections.
3. Appointment of an Independent Person to the CEO Recruitment Selection Panel prior to the interview.
4. Approves the Job Description (Position Description) as detailed in Schedule 1 of the Employment Contract (attached) that includes:
 - the qualifications and selection criteria for the position; and
 - duties and responsibilities of the position
5. Approves the draft Employment Contract and Total Reward Package as detailed in the attachment.

Moved: Cr. Allison

Seconded: Cr. Lefroy

Carried (5/0)

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

Moved: Cr Hodshon

Seconded: Cr Allison

That Council come from behind closed doors and that this meeting be reopened to members of the public.

Carried (5/0)

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

15.2 Public Reading of Resolution

16 TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 28th September 2023.

17 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 1:40pm.

18 CERTIFICATIONS

I, _____, certify that the Minutes of the Ordinary Council Meeting held on 26th July 2023, as shown, were confirmed as a true and accurate record at the Meeting held on 24th August 2023.

(Presiding Member)