



# **AGENDA**

Ordinary Council Meeting

Thursday 22 September 2022

Commencing at 1.00PM

To be held in the Council Chambers, Hack St Sandstone

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## ORDINARY COUNCIL MEETING NOTICE PAPER

Thursday 22 September 2022 – 1.00pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 22 September 2022, in the Council Chambers, Hack Street, Sandstone, commencing at 1.00 pm.

### Councillors please note:

A Briefing Session will be held prior to the Council Meeting.

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*Charlie Brown*

Chief Executive Officer

15 September 2022

### PUBLIC QUESTION TIME

A 15-minute public question time is available to allow members of the public the opportunity of submitting questions to Council on matters concerning them. Questions should be submitted in writing prior to the meeting. The questions will be addressed by the President or their nominated person. Where an answer cannot be given at the meeting, a reply will be given in writing subsequent to the meeting.

Discussion will not be allowed.



## **DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Sandstone Shire Council for any act, omission, statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Sandstone Shire Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, statement, intimation or otherwise occurring during Council/Committee Meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.*

*In particular but without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence or permit, any statement or limitation of approval made by an Elected Member or by a Staff Member of Sandstone Shire Council during the course of any Meeting is not intended to be and is not to be taken as notice of approval from the Sandstone Shire Council. The Sandstone Shire Council warns that anyone who has an application lodged with the Sandstone Shire Council must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application including any conditions attaching to the decision made by the Sandstone Shire Council in respect of the application.*

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**Charlie Brown**

**Chief Executive Officer**

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15 September 2022

**ORDINARY COUNCIL MEETING TO BE HELD ON  
THURSDAY 22 September 2022  
AGENDA SUMMARY and TABLE OF CONTENTS**

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## AGENDA and STAFF REPORTS

ORDINARY COUNCIL MEETING TO BE HELD IN

COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 22 SEPTEMBER 2022

### 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

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

### 2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS

Without discussion unless otherwise determined.

Nil

### 3 ATTENDANCE

#### 3.1 Present

##### Elected Members

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

##### Staff Members

Mr Charlie Brown	Chief Executive Officer
Ms Selina Sergeant	Deputy Chief Executive Officer
Mr Joe Hodges	Works Supervisor

##### Visitors

Nil

#### 3.2 Apologies

Nil

#### 3.3 Approved Leave of Absence

Nil

### 4 RESPONSE 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 28<sup>th</sup> of July 2022 /22**

**STAFF RECOMMENDATION**

**Resolution No.**

**MOVED: Cr**

**SECONDED: Cr**

**That the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> of July 2022 be confirmed as a true and accurate records of proceedings.**

**NOT CARRIED/CARRIED (0/0)**



## 8.2 Special meeting of Council held on the 14<sup>th</sup> September 2022

### STAFF RECOMMENDATION

Resolution No.

MOVED: Cr

SECONDED: Cr

That the Minutes of the Special Meeting of Council held on 14<sup>th</sup> of September 2022 be confirmed as a true and accurate records of proceedings.

NOT CARRIED/CARRIED (0/0)

## 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 – August 2022

/22

**Agenda Reference:** CEO 08/22 - 01  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 15 September 2022  
**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 August 2022
---------------------------

**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** 38/21

**Item No** 10.1.4

**Action** Ramelius Resources, Use of Roads to cart ore from Penny west Mine to Mount Magnet.

### Responses/ Updates

Origen Legal requested to draw up Road User agreement (Origen Legal have been used to maintain consistency in agreement with both Councils concerned.)

Request made to Main Roads WA to accompany them on their inspection of roads concerned.

Road User agreement draft placed before council on 13/08/2021.

Road User agreement forwarded to Ramelius for comment

Agreement received back from Ramelius and sent to Origen Legal for their comments.

Meeting arranged with Matthew O'Hara Ramelius to discuss the Agreement on 30/11/2021

6<sup>th</sup> April 2022 Meeting with Matthew O'Hara, Shire President and Works supervisor to finalise agreement.

Council agreed to formalise Road User Agreement, now waiting for agreement to be signed and sent to us.

6 September 2022 Invoice for Security Deposit sent

\*\*\*\*\*

**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

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

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

\*\*\*\*\*

**Consultation**

Nil

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**Officer Recommendation**

**Resolution No.**

**MOVED: Cr.**

**SECONDED: Cr.**

**That Council accepts the Status Update for the month of August 2022.**

**NOT CARRIED/CARRIED (0/0)**

<b>Agenda Reference:</b>	CEO 07/22 – 02
<b>Location/Address:</b>	None
<b>Name of Applicant:</b>	None
<b>Disclosure of Interest:</b>	None
<b>Date of Report:</b>	18 July 2022
<b>Author:</b>	Charlie Brown, Chief Executive Officer

### Summary

To report on actions performed under delegated authority for the months of July and August 2022.

### 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 months of July and August 2022, is submitted to Council for information.

Date	Delegation Ref		Person or Classes affected
05/07/2022	FI - D11	Payment Procedure Municipal Fund	Creditors Payments
05/07/2022	FI - D11	Payment Procedure Municipal Fund	PPE 05/07/2022
14/07/2022	FI - D11	Payment Procedure Municipal Fund	Creditors Payments
19/07/2022	FI - D11	Payment Procedure Municipal Fund	PPE 19/07/2022
03/08/2022	TP - D01	Development Applications	Horizon Power Lot 145 & 146 Griffith St
01/08/2022	FI - D11	Payment Procedure Municipal Fund	Creditors Payments
02/08/2022	FI - D11	Payment Procedure Municipal Fund	PPE 02/08/2022
12/08/2022	FI - D11	Payment Procedure Municipal Fund	Creditors Payments
16/08/2022	FI - D11	Payment Procedure Municipal Fund	PPE 16/08/2022
18/08/2022	FI - D11	Payment Procedure Municipal Fund	Creditors Payments
29/08/2022	FI - D11	Payment Procedure Municipal Fund	Creditors Payments
30/08/2022	FI - D11	Payment Procedure Municipal Fund	PPE 30/08/2022

### Consultation

Nil

### Statutory Environment

*Local Government Act 1995 Section 9.49A*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Voting Requirements**

Simple majority

**Resolution No.**

**MOVED: Cr**

**SECONDED: Cr**

**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/August 2022**

**CARRIED/NOT CARRIED (0/0)**

**Agenda Reference:** CEO 09/22 - 03  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 9 September 2022  
**File No:**  
**Previous References:**  
**Author:** Charlie Brown, Chief Executive Officer

### Summary

Council approves to the shutdown of the Depot and Office for the 2022 Christmas and New Year break.

### Attachments

Nil

### Background

Each year the Shire Depot and Office shut down for the Christmas and New Year period, it is proposed that the shutdown be from Wednesday 21<sup>st</sup> December to 2<sup>nd</sup> January inclusive.

### Comment

By closing down for this period staff will have 3 days for travel and shopping before Christmas and return to work Tuesday after New Year's Day. Special arrangements for the Post Office for deliveries will be made for the 22<sup>nd</sup>, 27<sup>th</sup> and 29<sup>th</sup> December if required.

Council meeting for December 2022 is set down for Thursday 15<sup>th</sup> December to implement any decisions made at that meeting prior to going off on leave.

### Consultation

Administration Staff

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer Recommendation**

Recommendation No

MOVED: Cr.

SECONDED: Cr.

That council approve the Christmas shutdown from the 21<sup>st</sup> December 2022 to the 2<sup>nd</sup> January 2023, inclusive.

**CARRIED/NOT CARRIED (0/0)**



<b>Agenda Reference:</b>	CEO 07/22 – 04
<b>Location/Address:</b>	None
<b>Name of Applicant:</b>	None
<b>Disclosure of Interest:</b>	None
<b>Date of Report:</b>	18 August 2022
<b>Author:</b>	Charlie Brown, Chief Executive Officer

### Summary

To adopt a revised purchasing policy.

### Attachments

10.1.4 (A) Purchasing 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 that individually they remain contemporary and relevant.

### Comment

While the review of this policy is being conducted to ensure the 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  
Staff  
Auditors

### Statutory Environment

*Local Government Act 1995, Function & General Regulations*

### Policy Implications

Change to Purchasing Policy 4.5 Purchasing – Quotes & Tenders

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**Resolution No.**

**Officer Recommendation**

**MOVED: Cr.**

**SECONDED: Cr.**

**That Council pursuant to Section 2.7 and Section 6.12(b) of the *Local Government Act, 1995* adopt the revised Policy 4.5 Purchasing – Quotes & Tenders.**

**CARRIED / NOT CARRIED (0/0)**

## 10.2 FINANCIAL REPORTS

### 10.2.1 Financial Statement for the month of July 2022

/22

<b>Agenda Reference:</b>	F 07/22 – 01
<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	16 August 2022
<b>Author:</b>	Selina Sergeant, Deputy Chief Executive Officer

#### Summary

The Statement of Financial Activity report for the month ending 31<sup>st</sup> July 2022 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

#### Attachments

- 10.2.1 (1) Financial Statements for July 2022
- 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 38.96% variance on anticipated budget expectations.

Total Expenditure shows a 6.21% variance.

Further explanations of variances at sub program level can be seen in attachment 10.2.1 (3) and a detailed look at individual COA or Job Numbers can be found on attachment 10.2.1 (2)

#### Capital Expenditure

A detailed look at capital expenditure can be found in note 8, as well as attachment 10.2.1 (4) showing levels of expenditure.

#### Summary of Cash on Hand – Shire of Sandstone as at 31<sup>st</sup> of July 2022

Municipal Cheque Account - On-line (BWA)	\$460,664.74
Municipal Investment Account - On-line (BWA)	\$520,446.95
Trust Fund (Bankwest)	\$41,032.73
Reserve Term Deposits (Bankwest)	\$4,933,489.99
Muni Term Deposit	\$1,889,486.63

## **Consultation**

Chief Executive Officer

## **Statutory Environment**

*Local Government (Financial Management) Regulations 1996 - Regulations 34 (1A) and 17.*

The Regulations require a Local Government to prepare each month a statement of financial activity, accompanied by relevant documents and that this information must be presented to Council at an Ordinary Meeting within 2 months after the end of the month.

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Strategic Implications**

Nil

## **Risk Implications**

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the Chief Executive Officer as laid out in the ***Local Government (Financial Management Regulations) 1996*** regulation 5, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly, and monthly checks to ensure that the integrity of the data provided is reasonably assured.

## **Voting Requirements**

Simple Majority

**Staff Recommendation**

**Resolution No.**

**MOVED: Cr.**

**SECONDED: Cr.**

**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<sup>st</sup> July 2022 be received.**

**CARRIED / NOT CARRIED (0/0)**

<b>Agenda Reference:</b>	F 07/22 – 01
<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 September 2022
<b>Author:</b>	Selina Sergeant, Deputy Chief Executive Officer

### Summary

The Statement of Financial Activity report for the month ending 31<sup>st</sup> July 2022 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

### Attachments

- 10.2.1 (1) Financial Statements for August 2022
- 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 58.59% variance on anticipated budget expectations due to the delay in adopting 2022/2023 Budget and Differential General and Minimum Rates on Gross Rental and Unimproved Values

Total Expenditure shows a 25.95% variance.

Further explanations of variances at sub program level can be seen in attachment 10.2.1 (3) and a detailed look at individual COA or Job Numbers can be found on attachment 10.2.1 (2)

### Capital Expenditure

A detailed look at capital expenditure can be found in note 8, as well as attachment 10.2.1 (4) showing levels of expenditure.

### Summary of Cash on Hand – Shire of Sandstone as at 31<sup>st</sup> of August 2022

Municipal Cheque Account - On-line (BWA)	\$379,430.22
Municipal Investment Account - On-line (BWA)	\$520,559.60
Trust Fund (Bankwest)	\$40,654.13
Reserve Term Deposits (Bankwest)	\$4,933,489.99
Muni Term Deposit	\$1,889,486.63

## **Consultation**

Chief Executive Officer

## **Statutory Environment**

*Local Government (Financial Management) Regulations 1996 - Regulations 34 (1A) and 17.*

The Regulations require a Local Government to prepare each month a statement of financial activity, accompanied by relevant documents and that this information must be presented to Council at an Ordinary Meeting within 2 months after the end of the month.

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Strategic Implications**

Nil

## **Risk Implications**

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the Chief Executive Officer as laid out in the ***Local Government (Financial Management Regulations) 1996*** regulation 5, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly, and monthly checks to ensure that the integrity of the data provided is reasonably assured.

## **Voting Requirements**

Simple Majority

**Staff Recommendation**

**Resolution No.**

**MOVED: Cr.**

**SECONDED: Cr.**

**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<sup>st</sup> August 2022 be received.**

**CARRIED / NOT CARRIED (0/0)**



**10.2.3 Accounts update for the month of July 2022**  
**(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates Report)**

**/22**

<b>Agenda Reference:</b>	F 07/22 – 02
<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	16 August 2022
<b>Author:</b>	Selina Sergeant, Deputy Chief Executive Officer
<b>Senior Officer:</b>	Charlie Brown, Chief Executive Officer

**Summary**

Presented for Council’s information is the list of accounts paid in July 2022 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) Payments made via Corporate Credit Card
- 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 August 2022

- Cheque Numbers 105549 - 105551 totalling \$1,290.20
- EFT payment numbers 8895 - 8969 totalling \$625,132.67
- DD Payment numbers 5655.1 – 5719.5 totalling \$39,246.79
- Superannuation incl. in DD Payments \$9,968.82 & \$10,496.60 totalling \$20,465.42
- Corporate Credit Card Payment DD5717.1 totalling \$2,215.84
- Payroll \$37,681.38 & \$39,949.97 totalling \$77,631.35

### Trust Fund August 2022

- Cheque Number 205149 totalling \$378.60

## **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

**Staff Recommendation**

**Resolution No.**

**MOVED: Cr**

**SECONDED: Cr**

**That the schedule of accounts paid during July 2022 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 /NOT CARRIED (0/0)**

<b>Agenda Reference:</b>	F 07/22 – 02
<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 September 2022
<b>Author:</b>	Selina Sergeant, Deputy Chief Executive Officer
<b>Senior Officer:</b>	Charlie Brown, Chief Executive Officer

### **Summary**

Presented for Council's information is the list of accounts paid in August 2022 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) Payments made via Corporate Credit Card
- 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 July 2022

- Cheque Numbers 105552 - 105553 totalling \$226.65
- EFT payment numbers 8970 - 9023 totalling \$239,137.36
- DD Payment numbers 5693; 5702; 5718; 5734 and 5746 totalling \$1,043.47
- Superannuation incl. in DD Payments \$10,536.15 & \$10,941.55 totalling \$21,477.7
- Corporate Credit Card Payment DD5750.1 totalling \$2,017.72
- Payroll \$39,565, \$38,697 and \$36,993 totalling \$115,255

### Trust Fund July 2022

- Cheque Number 205150 totalling \$56.65

## **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

**Staff Recommendation**

**Resolution No.**

**MOVED: Cr**

**SECONDED: Cr**

**That the schedule of accounts paid during August 2022 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 /NOT CARRIED (0/0)**

<b>Agenda Reference:</b>	F 07/22 – 02
<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	16 August 2022
<b>Author:</b>	Selina Sergeant, Deputy Chief Executive Officer
<b>Senior Officer:</b>	Charlie Brown, Chief Executive Officer

### Summary

This item deals with asset items under the threshold of \$5,000 that need to be removed from Council's asset register and transferred to our minor/attractive items register.

### Attachments

10.2.5 (A) List of Assets

### Background

Regulation 17A (5) of the *Local Government (Financial Management) Regulations*. States that items with a valuation of less than \$5,000 be removed from Council's Asset Register.

### Comment

A review of Council's Asset Register shows that there are currently several items that fall into this category.

The list of assets as identified in attachment 10.2.5 (A) have a written down value of \$26,083.07. The written down value of councils Property, Plant and Equipment and Infrastructure assets at 30<sup>th</sup> June 2022 was \$89,119,933.00

### Consultation

Nil

### Statutory Environment

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996 – Regulation 17A (5)*

- (5) *A non-financial asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5 000.*

**Policy Implications**

Nil

**Financial Implications**

Nil.

**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**Staff Recommendation**

**Resolution No.**

**MOVED: Cr**

**SECONDED: Cr**

**That Council write off the attached list of assets that contain a current valuation of \$5,000 or less and that they be transferred to Council's minor/attractive assets register.**

**CARRIED /NOT CARRIED (0/0)**



<b>Agenda Reference:</b>	WS 08/22 – 01
<b>Location/Address:</b>	Shire of Sandstone
<b>Name of Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	None
<b>Date of Report:</b>	18 August 2022
<b>Previous References:</b>	Nil
<b>Author:</b>	Joe Hodges, Works Supervisor

### Summary

#### 1. Road Crew

##### Wiluna Road Project

- Works progressed to all material spread over rock, crew now applying gravel layer. Should be completed by end of August.
- Working on further information for the proposed roster system for the road crew so no issues arise.

#### 2. Maintenance Grader

- No maintenance grading being performed due to operator working with road crew. Operator going on leave 26 Aug.

#### 3. Contract Grader

- Grader working on Yeelirrie Road, commenced 30 July. Approximately 35 km, completed.

#### 4. Staff

- Mary Bailee returned to work operating water cart with road crew. All going well no issues.
- Commenced 9-day fortnight on 3<sup>rd</sup> August.
- Paul Dixon commenced a month's leave.

#### 5. Plant/ Workshop

- AdBlue injection system required cleaning on Western Star PC020 due to system blocking.
- PC014 Watercart heater fan required replacing due to excessive dust buildup.
- PC019 will also be scheduled in to clean the AdBlue Injector system.
- New LED workshop lighting purchased awaiting installation. This will make the workshop a lot safer, as it is very dark at the moment.

#### 6. Roads

- All roads, no major issues to report.

**7. Wet Weather**

- 3mm on 1<sup>st</sup> August
- 5mm on 16<sup>th</sup> August. As a result a section of the Paynes Find Road from Paynes Find to Youanmi was closed. (Approximately 17mm of rain registered at Paynes Find)

**8. General Maintenance**

- Work progressing on the Post Office
- Ongoing lighting issues at Caravan Park. New LED lighting has been ordered and is awaiting installation at the Caravan Park.

**9. Budget Project**

- Progressing on 3-year RRG work schedule and 5 year works plan.

**10. Town**

- Obtaining quotes for tree pruning around town.
- Purchased new chainsaws and lawn mower (Battery operated). This will eliminate storage issues with petrol in drums.

**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.**

Moved Cr.

Seconded Cr.

**That Council receive the Works Supervisor's Report for July 2022.**

**CARRIED/NOT CARRIED (0/0)**

**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**

Nil

**15.1 Public Reading of Resolution**

**16 TIME and DATE of NEXT MEETING**

The next scheduled Ordinary Council Meeting will be held on Thursday 27<sup>th</sup> October 2022.

**17 CLOSURE OF MEETING**

There being no further business, the Shire President closed the meeting at \_\_\_\_\_pm.

**18 CERTIFICATION**

I, \_\_\_\_\_, certify that the Minutes of the Ordinary Council Meeting held on 28 July 2022 and the Special Council Meeting held on 14 September 2022, as shown, were confirmed as a true and accurate record at the Meeting held on 22 September 2022.

\_\_\_\_\_  
**(Presiding Member)**