



# **MINUTES**

## Ordinary Council Meeting

Thursday 22 November 2018

Held in the Council Chambers, Hack St Sandstone

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## ORDINARY COUNCIL MEETING HELD ON 22 November 2018

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**ORDINARY COUNCIL MEETING HELD IN  
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 22 NOVEMBER 2018**

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

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 12.37pm.

**2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS  
(without discussion unless otherwise determined)**

The Shire President gave a brief outline of a meeting held this morning with Drew Bradshaw project Manager for the Neo Metals Barambie vanadium mine and Peter Sims from Rivet Mining Services.

**3 ATTENDANCE**

**3.1 Present**

**Elected Members**

Cr B (Bethel) Walton	Shire President (and Presiding member of this Meeting)
Cr C (Carol) Hodshon	Deputy Shire President
Cr F (Freda) May	
Cr D (David) Lefroy	
CR V (Vicki) McQuie	
CR K (Kerry) Key	

**Staff Members**

Mr Harry Hawkins	Chief Executive Officer
Mr Terry Clarke	Works Supervisor

**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**

Cr Lefroy declared a financial interest in Item 10.2.2 EFT payments 6544 and 6592

Cr McQuie declared a financial interest in Item 10.2.2 EFT payment 6539

### **6.2 Declarations of Proximity Interest**

### **6.3 Declarations of Indirect Financial Interest**

### **6.4 Declarations of Impartiality Interest**

Cr May declared an impartiality interest in item 10.2.2 EFT payments 6542 and 6570

## **7 PUBLIC QUESTION TIME**

Nil

## **8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**RESOLUTION: 90/18**

**MOVED: Cr McQuie**

**SECONDED: Cr Lefroy**

That the Minutes of the Ordinary Meeting of Council held on 25 October 2018 are confirmed as a true and accurate record of proceedings.

**CARRIED (6/0)**

## **9 PRESENTATIONS**

### **9.1 Petitions**

Nil

### **9.2 Presentations**

Nil

### **9.3 Deputations**

Nil

#### 9.4 Delegates/Councillor's Reports

Cr's Walton, Hodshon and McQuie attended the LG ACT review workshop in Cue on 1<sup>st</sup> November and the Murchison WALGA Zone meeting in Cue on the 2<sup>nd</sup> November and gave a brief verbal report.

Cr's Hodshon, Lefroy and Walton attended the MRVC meeting in Mt Magnet on the 6<sup>th</sup> November and gave a verbal report.

### 10 OFFICERS REPORTS

#### 10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

##### 10.1.1 Status Report Update – November 2018

<b>Agenda Reference:</b>	CEO 11/18 - 01
<b>Location/Address:</b>	Shire of Sandstone
<b>Name of Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	12/11/2018
<b>File No:</b>	
<b>Previous References:</b>	Various
<b>Author:</b>	Harry Hawkins            CEO

#### Summary

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

#### Attachments

Status Update November 2018

#### Background

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

#### Comment

The date for the erection of the fence at 19 Hack Street sharing the boundary with the Admin Office carpark is the end of September 2018, Works have commenced but have not progressed too far. Items added after September Council meeting have been completed.

#### Consultation

Nil

#### Statutory Environment

Nil

## Policy Implications

Nil

## Financial Implications

Nil

## Strategic Implications

Nil

## Voting Requirements

Simple majority

**RESOLUTION: 91/18**

**MOVED: Cr Lefroy**

**SECONDED: Cr May**

That Council accepts the Status Update for November 2018

**CARRIED (6/0)**

### Status Update November 2018

The Status Update is used to provide information to Elected Members regarding the Status of decisions made at Council Meetings:

Meeting Date	Item No	Resolution (Action Required)	Response (Update)	Officer	Timeframe
31/17	10.1.7	That the plaque recognising George Dent at Hack's mine is reinstated and his family is offered the opportunity for a plaque to be placed in the new Heritage Park.	<b>03/05/2017</b> Letter sent to family of George Dent advising them of Council's decision <b>19/03/2018</b> Ceramic photo of George Dent received from his family for inclusion on plaque at Heritage Park		
85/17	10.1.4	That the right of way behind the power station between Rowe and Black Streets is closed	<b>06/10/2017</b> letters sent to begin process and advertising as per LAA undertaken. <b>06/11/2017</b> letter received from Water Corporation with no objection. <b>10/07/2018</b> Submission received from Telstra and application for closure sent to Dept of Lands		
08/18	10.1.4	Fencing 19 Hack Street	<b>04/04/2018</b> Fencing materials are on site Planning under way for taking down and disposal of current asbestos fence <b>04/09/2018</b> Property owner has advised that the new fence will be erected at the end of		

SHIRE OF SANDSTONE



			September 2018. <b>05/10/2018</b> removal of old fence commenced	
<b>20/18</b>	<b>10.1.5</b>	Sale of properties for outstanding rates	<b>04/04/2018</b> Legal process to allow sale has commenced	
<b>76/18</b>	<b>10.1.2</b>	Transfer of management part of reserve 14178 – Caravan Park	Water Corporation advised. Awaiting the return of the CEO.	
<b>77/18</b>	<b>10.1.3</b>	Fencing of lots 98 & 99 Payne Street	PO issued to Connor Jones Contracting. Fence in progress	
<b>78/18</b>	<b>10.1.4</b>	Sandstone Community Postal Agency	Training & undertake purchase of shelving and stock. Ready for opening on 1 November 2018	
<b>81/18</b>	<b>10.3.1</b>	Holiday Home application	Applicant advised by letter	

### Legend

Category	Status
Not Started	
In Progress	
Completed	

### To be Raised from the Table

#### 10.1.2. Employment Policy - Clearances

**Agenda Reference:** CEO 11/18 – 02  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** None  
**Date of Report:** 12 October 2018  
**Author:** Eddie Piper Acting Chief Executive Officer

### Summary

The Shire employs people from time to time, either through the Chief Executive Officer and/or Council, and there may be times when proper procedures are not followed.

### Attachments

Nil

### Background

It is normal practice for a Council to require of a prospective employee to obtain a police and medical clearance prior to being officially appointed.

Sandstone, being located in a remote area, can find this practice very difficult and there is a need to make some provision within a Policy to cover this situation.

## Comment

The Acting CEO cannot locate any other Policies to copy a format, so the basic principles are laid out below for the CEO to incorporate into a policy document.

1. All persons engaged to commence employment with the Shire of Sandstone must obtain a POLICE CLEARANCE which must be current (within 1 month of commencement date)
2. All persons engaged to commence employment with the Shire of Sandstone must obtain a MEDICAL CERTIFICATE from a qualified medical practitioner, with such clearance covering all requirements of the Shire of Sandstone as contained in the "PRE-PLACEMENT MEDICAL REPORT".
3. In the event that a Police Clearance is not obtained by the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory police clearance within 1 (one) week of the commencement.
4. In the event that a satisfactory Medical Certificate is not obtained by the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory Medical Certificate within 2 (two) weeks of the commencement.
5. Failure to comply with 1 or 2 within the boundaries outlined in 3 and 4 shall give the Shire of Sandstone the option of either a "Stand-down" or "dismissal" or reprimand of the non-complying employee.
6. On the production of a receipt for the clearances the Shire of Sandstone will make a full re-imbusement of the cost to the employee

As suggested at the October 2018 meeting when this item was laid on the table Mike FitzGerald was contacted for comment and advice on the proposed policy and he provided the following comments.

*The Council needs to be careful as to how it uses the information provided in any pre-employment medical certificate. It needs to be aware that it is prohibited to discriminate against a prospective employee on the grounds of an impairment. Accordingly, just because a pre-employment medical certificate contains evidence of a physical impairment or a mental impairment, this does not automatically preclude a prospective employee from eligibility for employment. The Council must obtain medical opinion that the impairment precludes the applicant from the job because it prevents the applicant from performing the duties even with reasonable assistance and workplace adjustments designed to assist the applicant to perform the role.*

*This policy does not make it cut and dried it merely creates the obligation on the prospective employee to produce the two clearances. How a medical certificate is handled is another complete science in itself and should be done in consultation with us if there are physical, psychological or mental health issues identified by the examining medical practitioner in the clearance documentation.*

Mike also provided some suggestions on the wording of the new policy and the proposed policy with the changes as recommended by him follows with only minor amendments to points 3 and 4 while point 5 has been completely rewritten.

1. All persons engaged to commence employment with the Shire of Sandstone must obtain a POLICE CLEARANCE which must be current (within 1 month of commencement date).
2. All persons engaged to commence employment with the Shire of Sandstone must obtain a MEDICAL CERTIFICATE from a qualified medical practitioner, with such clearance covering all requirements of the Shire of Sandstone as contained in the "PRE-PLACEMENT MEDICAL REPORT".
3. In the event that a Police Clearance is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory police clearance within 1 (one) week of the commencement.
4. In the event that a satisfactory Medical Certificate is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory Medical Certificate within 2 (two) weeks of the commencement.
5. It is a condition of employment at the Shire of Sandstone that all new employees are required to provide the Shire with a current police clearance and a current pre-employment medical certificate as prescribed in this policy. Any prospective employee who fails to provide these clearances to the Shire in accordance with this policy will not have their employment confirmed by the Shire and they will be deemed to have failed to meet the probationary conditions of employment.
6. On the production of a receipt for the clearances the Shire of Sandstone will make a full re-imbusement of the cost to the employee.

### **Consultation**

Shire President

Mike FitzGerald

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Minor repayment of clearances to employees.

### **Voting Requirements**

Simple majority

**RESOLUTION: 92/18**

**MOVED: Cr Key**

**SECONDED: Cr Hodshon**

That the Shire of Sandstone adopt an employment policy titled "POLICE AND MEDICAL CLEARANCES" incorporating the following:

1. All persons engaged to commence employment with the Shire of Sandstone must obtain a POLICE CLEARANCE which must be current (within 1 month of commencement date).
2. All persons engaged to commence employment with the Shire of Sandstone must obtain a MEDICAL CERTIFICATE from a qualified medical practitioner, with such clearance covering all requirements of the Shire of Sandstone as contained in the "PRE-PLACEMENT MEDICAL REPORT".
3. It is a condition of employment at the Shire of Sandstone that all new employees are required to provide the Shire with a current police clearance and a current pre-employment medical certificate as prescribed in this policy. Any prospective employee who fails to provide these clearances to the Shire prior to commencing employment in accordance with this policy will not have their employment confirmed by the Shire and they will be deemed to have failed to meet the probationary conditions of employment.
4. On the production of a receipt for the clearances the Shire of Sandstone will make a full re-imburement of the cost to the employee.

**CARRIED (6/0)**

Reason for change to staff recommendation: Council were concerned about the possibility of unfair dismissal claims.

### **10.1.3 Closure of Right of Way – Griffith Street (Power Station)**

**Agenda Reference:** CEO 11/18 – 03  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Contract Power Group  
**Disclosure of Interest:** None  
**Date of Report:** 12 November 2018  
**Author:** Harry Hawkins Chief Executive Officer

#### **Summary**

Council in September 2017 agreed to the closure of the right of way at the back of the current power station on Griffith Street between Rowe and Black Streets. The proposal was then advertised asking for submissions and Council is to make a final decision taking into account any submissions received.

#### **Attachments**

Nil

## **Background**

Council in resolution 85/17 in September 2017 agreed to the closure of the right of way on lots 141-145 behind the Sandstone Power Station between Rowe and Black Streets. Following on from that resolution in accordance with provisions of the Land Administration Act the proposal had to be advertised and Council was required to make a final decision on the closure taking into account any submissions received. No submissions were received however Council did not make a resolution after the advertising period and is required to make another resolution to proceed with the closure.

The Contract Power Group who operate the power station on behalf of Horizon Power have in their request asked for the right of way to be closed behind lots 145-148 while our shire submission requested the closure from lots 141-148 so a decision also needs to be made to confirm the number of lots that the right of way is closed behind.

## **Comment**

While the Contract Power Group has requested that the right of way behind lots 145- 148 is closed it is considered appropriate to close the entire right of way from lots 141-148 to save any confusion in future dealings of the land on Griffith Street between Rowe and Black Streets. Lots 141-144 are on or adjacent to the 10th fairway of the golf course so it is of no consequence if these are closed along with Contract Power Group's requested closure behind lots 145-148 for their purposes.

## **Consultation**

Contract Power Group

Department of Planning, Lands and Heritage

## **Statutory Environment**

Local Government Act 1995

Land Administration Act

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Voting Requirements**

Simple majority

**RESOLUTION: 93/18**

**MOVED: Cr Hodshon**

**SECONDED: Cr Lefroy**

That Council in the absence of any submissions authorise the CEO to proceed with the application to the Department of Planning, Lands and Heritage to close the right of way behind lots 141-148 Griffith Street between Rowe and Black Streets.

**CARRIED (6/0)**

#### **10.1.4 Christmas 2018 Shutdown**

**Agenda Reference:** CEO 11/18 - 04  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** None  
**Date of Report:** 13 November 2018  
**Previous References:** Nil  
**Author:** Harry Hawkins CEO

#### **Summary**

To ask Council to approve the shutdown of the depot and Office for the 2018 Christmas 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 they be shut down on Friday 21st December 2018 and reopen on Wednesday 2nd January 2019.

#### **Comment**

By closing down for this period staff will have 3 days for travel and shopping before Christmas Day and return to work immediately after the New Years day Public Holiday Tuesday.

The Council meeting for December 2018 is set down for Thursday 20<sup>th</sup> December so this will need to be brought forward to allow staff to implement any decisions made at that meeting prior to going off on leave. The meeting does however need to review the November 2018 financials therefore enough time needs to be allowed for them to be prepared prior to the meeting. This is necessary to ensure compliance with regulations that require financials to be reviewed by Council within 2 months of the end of the month to which they relate and as no meeting is held in January they need to be reviewed in December.

**Consultation**

Shire staff

Consultants that prepare Financial Statements

**Statutory Environment**

Local Government Act 1995

**Policy Implications**

Nil

**Financial Implications**

None

**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**RESOLUTION: 94/18**

**MOVED: Cr Key**

**SECONDED: Cr May**

That,

1. The shire administration office and depot shutdown at the conclusion of staff shifts on Friday 21st December 2018 and reopen on Wednesday 2nd January 2019.
2. The December Council meeting is brought forward to 11.00am Thursday 13<sup>th</sup> December 2018.

**CARRIED (6/0)**

<b>10.1.5</b>	<b>2019 COUNCIL MEETING DATES</b>
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**Agenda Reference:** CEO 11/18 - 05  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 13<sup>th</sup> November 2018  
**Author:** Harry Hawkins, Chief Executive Officer

## **Summary**

Council is required to adopt and advertise their Council meeting dates and the proposed 2019 dates are submitted for Council's consideration.

## **Attachments**

Nil

## **Background**

Nil

## **Comment**

Council is required under the Local Government (Administration) Regulations 1996 to adopt annual meeting dates and advertise them to the community. Council traditionally meets on the 4<sup>th</sup> Thursday of the month and therefore the dates proposed for 2019 are:

January -	No meeting
February -	Thursday 28 <sup>th</sup>
March -	Thursday 28 <sup>th</sup>
April -	Thursday 25 <sup>th</sup> ?????
May -	Thursday 23 <sup>rd</sup>
June -	Thursday 27 <sup>th</sup>
July -	Thursday 25 <sup>th</sup>
August -	Thursday 22 <sup>nd</sup>
September -	Thursday 26 <sup>th</sup>
October -	Thursday 24 <sup>th</sup>
November -	Thursday 28 <sup>th</sup>
December -	Thursday 19 <sup>th</sup> (3 <sup>rd</sup> week due to Christmas)

## **Consultation**

Nil

## **Statutory Environment**

Local Government Act 1995

Local Government (Administration) Regulations 1996

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Strategic Implications**

Nil



## **Voting Requirements**

Simple majority

**RESOLUTION: 95/18**

**MOVED:** Cr Hodshon

**SECONDED:** Cr Lefroy

**That Council adopt the following meeting dates for 2019 and advertise them in accordance with the Local Government (Administration) Regulations 1996:**

**January - No meeting**  
**February - Thursday 28<sup>th</sup>**  
**March - Thursday 28<sup>th</sup>**  
**April - Tuesday 23<sup>rd</sup>**  
**May - Thursday 23<sup>rd</sup>**  
**June - Thursday 27<sup>th</sup>**  
**July - Thursday 25<sup>th</sup>**  
**August - Thursday 22<sup>nd</sup>**  
**September - Thursday 26<sup>th</sup>**  
**October - Thursday 24<sup>th</sup>**  
**November - Thursday 28<sup>th</sup>**  
**December - Thursday 19<sup>th</sup> (3<sup>rd</sup> week due to Christmas)**

**CARRIED (6/0)**

<b>10.1.6</b>	<b>Increase to Charge for 45kg Gas Bottle Exchange</b>
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**Agenda Reference:** CEO 11/18 - 06  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 14<sup>th</sup> November 2018  
**Author:** Harry Hawkins, Chief Executive Officer

## **Summary**

Council are asked to approve the increase in the charge for 45kg gas bottles as the current price is less than what we pay for them.

## **Attachments**

Nil

## **Background**

Each year as a part of the budget process the level of fees and charges is reviewed this year the schedule of fees and charges was reviewed at the May 2018 meeting with no increase in the charge for gas bottle exchange. Since the budget was adopted the suppliers of Kleenheat gas bottles have increased the cost to a level where the cost of a 45kg bottle is higher than what is listed in the schedule and charged to customers. The 8.5kg bottles are still at a cost that allows a reasonable margin at the budgeted charge.

## **Comment**

The adopted budget for the 2018-2019 financial year included a schedule of fees and charges and included in that schedule was a price for gas bottle exchange which showed prices of \$50 for an 8.5kg bottle and \$164 for a 45kg bottle. Since the budget was adopted the cost of 45kg exchange bottles has increased to \$168.27 leaving a shortfall of \$4.27 for every bottle exchanged.

It is proposed to raise the charge for a 45kg bottle to \$174. There is quite a lot of administrative time used for gas bottle exchanges as staff are required to receipt payment and then accompany the purchaser down to the gas compound for them to exchange the bottle. There are occasions when purchasers, particularly locals, are given the key and trusted to go and get their own bottle. On top of the sale of exchange bottles there are regular stocktakes of the bottles on hand in the compound performed.

## **Consultation**

Administrative Staff

## **Statutory Environment**

Local Government Act 1995 Section 6.16 (3)

## **Policy Implications**

Nil

## **Financial Implications**

There will be minimal financial implications

## **Strategic Implications**

Nil

## **Voting Requirements**

Absolute majority

## RESOLUTION: 96/18

**MOVED:** Cr Hodshon

**SECONDED:** Cr McQuie

That Council increase the charge for a 45kg exchange gas bottle from \$164 to \$174 effective from December 10<sup>th</sup> 2018 and the increase is advertised on the shire website and in the December Bush Telegraph newsletter.

**CARRIED BY ABSOLUTE MAJORITY (6/0)**

### 10.1.7 Bowling Green

<b>Agenda Reference:</b>	CEO 11/18 - 07
<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>	20 November 2018
<b>Previous References:</b>	Nil
<b>Author:</b>	Harry Hawkins CEO

#### Summary

To ask Council to approve the construction of a bowling green at the recreation centre from reserve funds as the CSRFF grant application was unsuccessful.

#### Attachments

Quotes

#### Background

An application for CSRFF funding to construct a bowling green on one of the underutilised tennis courts was lodged in July 2018 and despite being supported by the Midwest branch of the Department of Local Government, Sport and Cultural Industries the application was unsuccessful due to the low population in Sandstone. The grant application being unsuccessful while disappointing was not unexpected as it is prudent for the department with limited funding available to want to support as many people as possible and sports facilities in bigger towns are more likely to be utilised by more people more often.

Two quotes were obtained during the application process with the highest quote being for \$105,500 from Green Planet Grass. This quote does not include earthworks in preparation for the installation which it was planned would be completed by the shire as an in-kind contribution. Green Planet Grass quoted \$57,783 to complete these works as a part of their installation. In addition to the green there would need to be some fencing done while equipment such as mats, kitty's and various sizes of loan bowls would need to be purchased.

## **Comment**

Lawn Bowls is a very social game suited to people of all ages, can be played day or night and would be a good addition to the activities available in Sandstone for both local residents and tourists alike. It is planned that regular organised social bowls events will be conducted during the day in winter and at night in summer while the green would be available for hire at any time should travellers wish to play at other times.

The project could be funded from the Community Development Reserve which when the term deposit matures on 3 January 2019 will, including interest, have a balance of \$944,334. Like us the Shire of Murchison applied for a CSRFF grant for their green and were unsuccessful and their Council also eventually funded their completed project.

It is suggested that instead of waiting another 6 months for the next funding round where there is no guarantee of success that Council fund the project utilising reserve funds.

## **Consultation**

Shire President

## **Statutory Environment**

Local Government Act 1995

## **Policy Implications**

Nil

## **Financial Implications**

To be funded from Community Development reserve

## **Strategic Implications**

Nil

## **Voting Requirements**

Simple majority

## **RESOLUTION: 102/18**

**MOVED: Cr**

**SECONDED: Cr**

That,

1. The shire proceeds with having the proposed bowling green installed on one of the underutilised tennis courts, and
2. The bowling green is funded by Council from the Community Development Reserve.

**CARRIED/NOT CARRIED (??)**

## 10.2 FINANCIAL REPORTS

### 10.2.1 Financial Statements for the month of September and October 2018

**Location:** Shire of Sandstone  
**Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 13 November 2018  
**Author:** Harry Hawkins, Chief Executive Officer

#### Summary

The Statement of Financial Activity reports for the month ending 30 September and 31 October 2018 are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

#### Attachments

Financial Statements for October 2018

#### Background

#### Summary of Funds – Shire of Sandstone as at: 31 October 2018

Municipal Cheque Account - On-line (BWA)	\$10,142.51
Municipal Investment Account – On-line (BWA)	\$297,101.89
Trust Fund (Bankwest)	\$10,199.70
Reserve Term Deposits (Bankwest)	\$4,915,013.84

#### Consultation

Finance 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

### **Voting Requirements**

Simple Majority

**RESOLUTION: 97/18**

**MOVED: Cr Lefroy**

**SECONDED: Cr May**

That Council accepts the financial statements for the periods ending 30 September and 31 October 2018.

**CARRIED (6/0)**

<p><b>10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF OCTOBER 2018</b> <b>(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)</b></p>
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<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 November 2018
<b>Author:</b>	<b>Rhonda Miles – Finance Officer</b>
<b>Senior Officer:</b>	<b>Harry Hawkins – Chief Executive Officer</b>

### **Summary**

Presented for Council's information is the list of accounts paid in the month 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**

10.2.2A to C: The list of accounts (EFT and cheque payments) is attached which will enable Council to see the payments made to the Shire's creditors.

10.2.2D to F: Payments via Credit Cards (CEO and Works Supervisor), Caravan Park Income and Fuel Sales Income.

## **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 CEO 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.

## **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

**RESOLUTION: 98/18**

**MOVED: Cr Hodshon**

**SECONDED: Cr McQuie**

That Council endorses the October 2018 accounts paid as presented:

### Municipal Fund October 2018

- Municipal Printed cheque numbers 105254 - 105260 totalling \$15,989.72
- EFT Payment Numbers 6538 – 6610 totalling \$949,308.29
- Superannuation \$7,466.06 & \$7,314.31 totalling \$14,780.37

### Trust Fund October 2018

- Trust cheque numbers 205077-205079 totalling \$2,488.05

### Payroll EFT October 2018:

\$34,734.00 and \$33,315.00 totalling \$68,049.00

### Credit Cards October 2018:

DD3853.1 totalling \$1,817.44

**CARRIED (6/0)**

## **10.2.3 ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2018**

**Location:** Shire of Sandstone  
**Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 14 November 2018  
**Author:** Harry Hawkins, Chief Executive Officer

### **Summary**

The audited Annual Financial Statements for the year ended 30 June 2018 are presented to Council as per the recommendation of the Audit Committee for receipt.

### **Attachments**

Financial Statements including audit report.



## **Background**

The audited 2018 audited Annual Financial Statements are required to be sent to the Department of Local Government within 30 days of the audited reports being received by the CEO.

## **Consultation**

None

## **Statutory Environment**

*Local Government Act 1995*

*Local Government (Financial management) Regulations 1996*

## **Policy Implications**

Nil

## **Financial Implications**

Nil

## **Strategic Implications**

Nil

## **Voting Requirements**

Simple Majority

## **RESOLUTION: 99/18**

**MOVED: Cr Lefroy**

**SECONDED: Cr Key**

That Council receives the audited Annual Financial Statements for the year ended 30 June 2018 as recommended by the Audit Committee at its meeting held on the 25<sup>th</sup> October 2018.

**CARRIED (6/0)**

## **10.4 WORKS and SERVICES**

### **10.4.1 Works Supervisors Report**

<b>Location:</b>	Various – Shire of Sandstone
<b>Applicant:</b>	Works and Services Supervisor
<b>Disclosure of Interest:</b>	If any, see Comments Section in body of the Report
<b>Date of Report:</b>	13 November 2018
<b>Previous References:</b>	Nil
<b>Author:</b>	Terry Clarke Works Supervisor

## Summary – ACIVITY REPORT UPDATE

To provide Council with an updated Activity Report on the operations of Council's Works and Service Department since the last Council meeting.

### Attachments

Nil

### Background

It is important that Council is regularly updated as to Council's Infrastructure, Construction, Maintenance, Horticulture and other Works & Services Department activities.

### Comment

- 1. Sandstone-Payne's Find Road.** The gravel sheeting project on the Youanmi section of this road is nearing completion, with the coming of some badly needed rainfall last week there were two days of a slow- down in production, and most of the work on this project was suspended to allow a 'drying out' period to allow the saturated roadway and drains to be worked efficiently and productively. The contract dozer from Stephen Dale's company needs to be re-called to push-up a quantity of material, as there appears to be a short-fall that was pushed up in the interim planning of this project.
- 2. Sandstone – Meekatharra Road.** This project of 'heavy maintenance', although progressing very well as been held up by inclement weather which has necessitated the crew to stand down for a week to allow the roadway and drains, which are full of water to dry out sufficiently to enable the work to resume safely and efficiently, to continue the project in the wet conditions that prevailed would have been a drain on the funding with no progress being the end result.
- 3. Heritage Trail.** The entire trail has been graded as there were numerous sections that were becoming corrugated and would not have been conducive to the enhancement of this delightful drive and beauty item.
- 4. Sandstone Town Trees.** The small crew from Aussie tree services have arrived in town and have been progressing through their list of urgent items required by Horizon Power, the crew have been re-enforced by two of the Shire's employees following them with a light truck and picking up and disposing of the cuttings at our tip-site. I have told the 'tree-men' to remove any of the lower branches that are blocking the vision of approaching traffic at all intersections discriminately.
- 5. Caravan Park.** There has been some minor flooding occurring at the Alice Atkinson Caravan Park, which can be remedied by installing a couple of small bunds to divert any flood-flow away and to follow the existing kerbing to allow the water to flow away from the affected areas and onto Irvine St. There are also some slippery areas within

the park that require a light sheeting utilising a small amount of the aggregate at the dump-site near the start of the Payne's Find Road.

- 6. Yeelirrie Road.** This road has been graded in its entirety, with special attention being paid to ensure all drains are functioning properly, which has been a timely exercise prior to the heavy rain experienced immediately after the grading was completed.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Nil

#### **Voting Requirements**

Simple majority

**RESOLUTION: 100/18**

**MOVED: Cr Lefroy**

**SECONDED: Cr Key**

That the Works Supervisors report is received

**CARRIED (6/0)**

#### **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**

**RESOLUTION: 101/18**

**MOVED: Cr Hodshon**

**SECONDED: Cr May**

That late item 10.1.7 is introduced to the meeting

**CARRIED (6/0)**

**14 MEETING ITEMS CLOSED TO THE PUBLIC**

**14.1 Meeting Closed to the Public**

**14.2 Public Reading of Resolutions to be made Public**

Nil

**TIME and DATE of NEXT MEETING**

The next scheduled Ordinary Council Meeting will be held on Thursday 13 December 2018 at 12.30pm.

**15 CLOSURE OF MEETING**

There being no further business, the Shire President closed the meeting at 2.45pm.

**CERTIFICATION**

I, \_\_\_\_\_, certify that the Minutes of the Meeting held on 25 October 2018, as shown, were confirmed as a true and accurate record at the Meeting held on 22 November 2018.

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

Date: 22 November 2018