



MINUTES

Ordinary Council Meeting

Thursday 26 September 2019
@ 12.30pm

To be held in the Council Chambers, Hack St Sandstone

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ORDINARY COUNCIL MEETING NOTICE PAPER

Thursday 26 September 2019 – 12:30 pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 26 September 2019, in the Council Chambers, Hack Street, Sandstone, commencing at 12.30pm.

Councillors please note:

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

Harry Hawkins

Chief Executive Officer

12 September 2019

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.*

Harry Hawkins

Chief Executive Officer

12 September 2019

Hack Street, SANDSTONE WA 6639
Tel (08) 9963 5802 Fax (08) 9963 5852
E-mail: ceo@sandstone.wa.gov.au

WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

I, (1) _____ hereby declare an interest in the following item to be considered by Council at its Meeting to be held on (2) _____ and regarding

Agenda item (3) _____

The type of interest I wish to declare is (4)

- Financial pursuant to Sections 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the Minutes of the Meeting and recorded by the Chief Executive Officer in an appropriate Register.

(Signature)

(Date)

RECEIVED BY: _____
(Chief Executive Officer)

(Date)

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box(es) to indicate the type of interest (for explanation, see the extracts overleaf from the Act.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act)

Financial pursuant to Section 5.60A of the Local Government Act 1995

s5.60A Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local Government Act 1995

s5.60B Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.

- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.

- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

s5.61 Indirect Financial Interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

reg 11 Disclosure of Interest

- (1). In this regulation –
Interest means an interest that could or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship, friendship or membership of an association.

- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
or
 - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under s.5.68 of the Act)

s5.68 Councils and Committees may allow Members disclosing interests to participate etc. in Meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision-making procedure relating to the matter; and
 - (b). may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision-making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This section does not prevent the disclosing member from discussing, or participating in the decision-making process on, the question on whether an application should be made to the Minister under section 5.69.

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**SHIRE OF SANDSTONE
ELECTED MEMBER'S REQUEST FORM**

Councillor's Name: _____

Date: ____/____/2019

Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description:

OFFICE USE ONLY:

Action Taken:

Comment:

Completed: ____/____/2019

Signature: _____

Inspected and/or authorised by: _____
(Chief Executive Officer)

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Councilor's Claim for Sitting Fees and Travel

Councilor _____

Creditor No _____

<i>Date</i>	<i>Meeting</i>	<i>Sitting Fees</i>	<i>Travel Km's</i>	<i>Amount</i> <small>.7087 cents per km</small>
Date of Meeting	Type of Meeting	\$170/ \$340	No of km's	Office Use
26/09/2019	Full Council			

Fees payable are in accordance with the Local Government Act (5.98) – Administration Regulations (30)

Total	Total
<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
04109	04100
Line Item 370	
<input style="width: 100px; height: 30px;" type="text"/>	

TOTAL:

OTHER MEETINGS ATTENDED IN THE MONTH

Date	Meeting	Km's	Vehicle supplied?

If this form is not filled out correctly with all information the claim for payment will be rejected.

 (Signature) (Date)

Calculations Checked _____ **Date** _____

Goods Received / Payment Approved _____

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**ORDINARY COUNCIL MEETING TO BE HELD ON
THURSDAY 26 SEPTEMBER 2019
AGENDA SUMMARY and TABLE OF CONTENTS**

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15	4.0	Response to Previous Public Questions Taken on Notice	
15	5.0	Applications for Leave of Absence	
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16	7.0	Public Question Time	
16	8.0	Confirmation of Minutes from Previous Meeting(s)	
16	8.1	Ordinary Council Meeting – 26 July 2019	55/19
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32	15	Closure of the Meeting	
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AGENDA and STAFF REPORTS
ORDINARY COUNCIL MEETING TO BE HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 26 SEPTEMBER 2019

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 12.33pm.

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	Deputy Shire President
Cr F (Freda) May	
Cr D (David) Lefroy	
Cr K (Kerry) Key	
Cr V (Vicki) McQuie	

Staff Members

Mr David Holland	Works Supervisor
Ms Margaret Duhig	Office Administrator

3.2 Apologies

Mr Harry Hawkins	Chief Executive Officer
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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 an interest in item 10.2.2B EFT payment 7054 and 7115 to Ocean to Outback Designs which is his wife's business.

Cr McQuie declared an interest in item 10.2.2B EFT payment 7101 for commission on goods sold at the Visitors Centre.

6.2 Declarations of Proximity Interest

6.3 Declarations of Indirect Financial Interest

6.4 Declarations of Impartiality Interest

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

8.1 The ordinary meeting held on the 26 July 2019

STAFF RECOMMENDATION

MOVED: Cr McQuie

SECONDED: Cr May

That the Minutes of the Ordinary Meeting of Council held on 26 July 2019 are confirmed as a true and accurate record of proceedings.

CARRIED (6/0)

8.2 The Special budget meeting held on the 29 August 2019

STAFF RECOMMENDATION

MOVED: Cr Lefroy

SECONDED: Cr Key

That the Minutes of the Special Budget Meeting of Council held on 29 August 2019 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 Walton reported on the Geo Science Conference Perth

Cr Hodshon reported on the Workshop for MRVC in Mt Magnet

Cr Lefroy reported on the MRVC meeting in Mt Magnet

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – September 2019

Agenda Reference: CEO 07/19 - 01
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 12/09/2019
Previous References: Various
Author: 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 September 2019

Background

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

Comment

Spreadsheet has been updated to include items from July 2019 meeting. A letter was written to the Minister for energy re inability to get a ball park figure for power upgrade at caravan park without paying \$6,195 design fee.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr May

SECONDED: Cr McQuie

That Council accepts the Status Update for September 2019

CARRIED (6/0)

Status Update September 2019

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.	03/05/2017 Letter sent to family of George Dent advising them of Council's decision 19/03/2018 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	06/10/2017 letters sent to begin process and advertising as per LAA undertaken. 06/11/2017 letter received from Water Corporation with no objection. 10/07/2018 Submission received from Telstra and application for closure sent to Dept of Lands 23/11/2018 Details of new Council resolution and other information sought sent to Dept of Lands 13/06/2019 More		

			information sought by DOL sent as requested	
20/18	10.1.5	Sale of properties for outstanding rates	04/04/2018 Legal process to allow sale has commenced 05/12/2018 Current debt collectors are going out of business and new provider once appointed will be contacted for updated advice	
76/18	10.1.2	Transfer of management part of reserve 14178 – Caravan Park	Water Corporation advised. Awaiting the return of the CEO. 17/12/2018 Letter accepting part transfer of reserve sent to Water Corporation. 03/05/2019 installation date of early 2020 confirmed for Sandstone plant.	
04/19	10.1.2	Caravan Park Units	05/03/2019 Resolution 04/19 has been put on hold as the total cost of the 2 units is greater than \$150,000 so tenders have to be called. 20/03/2019 Tender sent to be advertised in the West Australian Sat 22 March 2019. 24/04/2019 Left on the table awaiting further information on power at the caravan park. 23/05/2019 Left on the table as additional information not received. 01/07/2019 Letter written to Minister for energy cc'd to Vince Catania re getting ball park cost for power upgrade. 31/07/2019 Response received from the Minister but it did not provide any answer	

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2 Tender Caravan Park Units

Agenda Reference: CEO 04/19 – 02
Location/Address: Shire of Sandstone
Name of Applicant: None
Disclosure of Interest: None

Date of Report: 15 April 2019
Author: Harry Hawkins Chief Executive Officer

Summary

Council in resolution 04/19 resolved to purchase 2 units for the Alice Atkinson caravan Park however as the total cost exceeded \$150,000 we were required to call tenders. 7 tenders have been received and the evaluation results are below.

Attachments

Tenders received

Background

Council at its February 2019 meeting discussed a proposal to construct 2 x 2 bedroom self contained units at the Alice Atkinson Caravan Park however the price of the 2 units exceeded the \$150,000 tender threshold and tenders needed to be called. Tenders closed on the 15th April and 7 tenders were received by the submission deadline.

Comment

The 7 tenders received by the tender deadline have been assessed against the selection criteria in the tender documents and a summary is shown below.

Tenderer	Complies with tender requirements	PRICE Ex GST	Previous Experience	Brand reputation in WA
McNally Commercial	Yes	\$269,638	Yes	?
Fox Transportables	Yes	\$165,476	Yes	Good
Evoke Living Homes	Yes	\$207,736	Yes	?
TR Homes	Yes	\$242,313	Yes	Good
Thermal Comfort Homes	Yes	\$216,364	Yes	?
Modular WA	Yes	\$188,252	Yes	Good
Acero Construction	Yes	\$147,157	Yes	?

All tenderers complied with the tender specifications although some included an instantaneous hot water service rather than the storage system specified. All 7 had previous experience in providing transportable buildings to country areas in Western Australia while brand reputation was difficult to assess as some I had not heard of although they may have a reputation with other people more involved in the building industry. The lowest cost option came from Acero Construction at \$147,157 while Fox Transportables had the next lowest price of \$165,476 with the highest tender being \$269,638 from McNally Commercial.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 3.57 and Local Government Functions and General Regulations Division 2.

Policy Implications

Nil

Financial Implications

Nil, Expenses was included in 6 monthly budget review

Voting Requirements

Simple majority

LEFT ON THE TABLE

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council accept the tender from Fox Transportables for the construction of 2 x 2 bedroom self contained accommodation units at the Alice Atkinson Caravan Park for \$165,476.

CARRIED/NOT CARRIED (??)

10.1.3	Review of Policy Manual
---------------	--------------------------------

Agenda Reference: CEO 09/19 - 03
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 12/09/2019
Author: Harry Hawkins, Chief Executive Officer

Summary

The full Council Policy manual had not been reviewed since September 2015 and was overdue for an update to reflect the changes made to policies in the last 4 years and going forward.

SHIRE OF SANDSTONE

Attachments

New updated policy manual

Background

Many policy changes have been made by Council in the years since September 2015 and these have been inserted into a live version of the manual as they were made but a review of the full policy manual was considered overdue. This review of the full manual by staff is presented to Council for their review and adoption with or without amendment. Amendments to the live version of the 2015 policy manual are included in the updated manual attached to this report.

Comment

The amended policy manual as attached has many changes identified by the use of the track changes tool in Microsoft Word however many are simply formatting, date and other minor changes that do not affect the intent of the policy.

Consultation

Works Supervisor

Administration Staff

Other local governments

Statutory Environment

Local Government Act 1995 Section

Policy Implications

All Policies have been reviewed

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation

MOVED: Cr McQuie

SECONDED: Cr Hodshon

That Council adopt the revised Policy Manual attached to this report after amendments put forward by elected members at the meeting have been included.

Cr Walton left meeting at 12.53pm to take advice from Walga and returned to the meeting at 1.02pm.

- 1 Councillors request more time to examine Policy Manual and discuss before next Council Meeting 10.00am 24th October 2019
- 2 Future reviews of manual to be conducted in 2 parts

Laid on Table (6/0)

10.1.4 Christmas New Year Shutdown 2019

Agenda Reference: CEO 09/19 - 04
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 16 September 2019
Previous References: Nil
Author: Harry Hawkins CEO

Summary

To ask Council to approve the shutdown of the depot and Office for the 2019 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 20th December 2019 and reopen on Monday 6th January 2020.

Comment

By closing down for this period staff will have 4 days for travel and shopping before Christmas Day and return to work the Monday after the New Years day Public Holiday Wednesday. Special arrangements for the Post Office will be made if required.

The Council meeting for December 2019 is set down for Thursday 19th 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 2019

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. It is suggested that the Council meeting is brought forward to Tuesday 17th December 2019.

Consultation

Shire staff

Consultants that prepare Financial Statements (IT Vision/Moore Stephens)

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

None

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr May

SECONDED: Cr Key

That,

1. The shire administration office and depot shutdown at the conclusion of staff shifts on Friday 20th December 2019 and reopen on Monday 6th January 2020.
2. The December Council meeting is brought forward to 11.00am Tuesday 17th December 2019.
3. Staff Christmas party to be on Friday 6th December 2019
4. Town Christmas party to be on Saturday 14th December 2019

CARRIED (6/0)

10.1.5 Administration Office Computer Upgrades

Agenda Reference: CEO 09/19 - 05

SHIRE OF SANDSTONE

Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 17 September 2019
Previous References: Nil
Author: Harry Hawkins CEO

Summary

To ask Council to approve a budget amendment to allow for the upgrade of computers in the administration office that are running the soon to be not supported Windows 7 operating system.

Attachments

Quote and advice from Market Creations

Background

After a recent visit to Sandstone to review our IT systems Market Creations have advised that some PC's in the administration office are running on the Windows 7 operating system which Microsoft has announced they will no longer be providing updates or support for after 14 January 2020 therefore to maintain the integrity of our network these computers should be updated.

Comment

IT consultants Market Creations in the email attached have advised that the Works Supervisor, Administration/Library Officer, Finance Officer and the reception desk computers should be replaced and 3 of these computers should be updated and moved into the library to replace the very old computers used as public access computers. There are also 2 other minor requirements at the workshop and visitor centre that are not included in the attached quote, but the costs are less than \$300 in total for those.

This upgrade to the shire computers has only just been advised so although the budget was only adopted a few weeks ago this expenditure was not included and as a balanced budget was adopted the \$14,680 funding for this upgrade will be required to be taken from the IT reserve.

Consultation

Nil

Statutory Environment

None

Policy Implications

Nil

Financial Implications

None Funding to be taken from IT reserve

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr May

SECONDED: Cr Key

That Council approve the upgrade of the administration office and library computers as per the attached report from Market Creations and that this upgrade is funded from the IT reserve.

CARRIED (6/0)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statements for the month of July/August 2019
--

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 12 September 2019
Author: Harry Hawkins, Chief Executive Officer

Summary

The Statement of Financial Activity reports for the months ending 31 July 2019 and 31 August 2019 are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

Financial Statements for July/August 2019

Background

Summary of Funds – Shire of Sandstone as at: 31 August 2019

Municipal Cheque Account - On-line (BWA)	\$42,900.19
Municipal Investment Account – On-line (BWA)	\$1,419,823.57
Trust Fund (Bankwest)	\$6,100.00
Reserve Term Deposits (Bankwest)	\$ 4,786.945.76

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

STAFF RECOMMENDATION

MOVED: Cr Lefory

SECONDED: Cr McQuie

That Council accepts the financial statements for the periods ending 31 July and 31 August 2019

CARRIED (6/0)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF JULY & AUGUST 2019

(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)

Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	12 September 2019
Author:	Rhonda Miles – Finance Officer
Senior Officer:	Harry Hawkins – Chief Executive Officer

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

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

MOVED: Cr Lefroy

SECONDED: Cr May

That Council endorses the July 2019 accounts paid as presented:

Municipal Fund July 2019

- Municipal Printed cheque numbers 105316 - 105324 totalling \$22,343.79
- EFT Payment Numbers 7044 – 7094 totalling \$362,017.69
- Superannuation \$7,110.52 and \$6,732.11 totalling \$13,842.63

Trust Fund July 2019

- Trust cheque numbers 205106 - 205107 totalling \$911.80

Payroll EFT July 2019:

\$29,791.00 and \$27,812.00 totalling \$57,603

Credit Cards July 2019:

DD4148.1 totalling \$628.65

That Council endorses the August 2019 accounts paid as presented:

Municipal Fund August 2019

- Municipal Printed cheque numbers 105325 - 105333 totalling \$8,089.52
- EFT Payment Numbers 7095 – 7154 totalling \$134,690.13
- Superannuation \$7,644.03 and \$7,688.88 totalling \$15,332.91

Trust Fund August 2019

- NIL

Payroll EFT August 2019:

\$30,755.00 and \$31,422.00 totalling \$62,177

Credit Cards August 2019:

EFT 7155 totalling \$793.87

CARRIED (6/0)

10.4 WORKS and SERVICES

10.4.1 WORKS SUPERVISOR'S REPORT September 2019

Agenda Reference: WS 08/19 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 12 September 2019
Previous References: Nil
Author: David Holland WS

Summary

1. Crew Movements

The crew will go onto the Yeelirrie Rd completing the floodway problem at SLK 48.70.

They will then go to Meekatharra Rd re-sheeting located at SLK8.13 to 10.53.

I will have a combination of contractors and staff doing these works while I am short of staff.

2. Maintenance Grader

The operator has completed Wiluna Rd / Meekatharra, Menzies Rd and is now on the Paynes Find Rd.

I will use the grader operator to fill in for the personnel that are on leave until I get one back then he will go back to his normal work.

3. Contract Maintenance Grader

This contract grader has started on the Youanmi Rd from the Mount Magnet boundary and will then go on to the Paynes Find Rd heading to the Yalgoo boundary

he will also complete a grade down the Station Access roads in that area before going onto the Lake Barlee Rd.

4. Employees

With being short of two employees with one being on Workers Compensation and just having shoulder surgery, and the other on other leave, I have been able to get someone to fill in for the two employees off on leave.

5. Plant

I will be putting the Grader, Water Truck Prime Mover and with Councils consent the Multi Roller in the WALGA e'Quote system, these vehicles will be ready for finalisation at the October or November Council meeting.

I have attached information for Council to look at with regards to the purchase of the Multi Tyred Roller and why it is the most important part of the compaction process.

Consultation

Harry Hawkins - CEO

Arthur Wainwright – Leading Hand grader driver

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Moved Cr Lefroy

Seconded Cr Hodshon

- 1 Works Supervisor to obtain Walga e-quotes for Multi Tyre Roller.
- 2 That Council receive the Works Supervisor's Report.

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

Nil

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 24 October 2019.

15 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 2.15 pm.

CERTIFICATION

I, _____, certify that the Minutes of the Meetings held on 26 July 2019 and 29 August 2019, as shown, were confirmed as a true and accurate record at the Meeting held on 26 September 2019.

(Presiding Member)

Date: 26 September 2019