



# **AGENDA**

Ordinary Council Meeting

Thursday 23 April 2020

@ 9.30am

To be held in the Council Chambers, Hack St Sandstone

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

## ORDINARY COUNCIL MEETING NOTICE PAPER

**Thursday 23 April 2020 – 9:30 am**

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 23 April 2020, in the Council Chambers, Hack Street, Sandstone, commencing at 9.30am.

### **Councillors please note:**

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

A handwritten signature in black ink, appearing to read 'H. Hawkins'.

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**Harry Hawkins**

**Chief Executive Officer**

19 April 2020

### **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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**Harry Hawkins**  
**Chief Executive Officer**

19 April 2020

Hack Street, SANDSTONE WA 6639  
Tel (08) 9963 5802 Fax (08) 9963 5852  
E-mail: [ceo@sandstone.wa.gov.au](mailto: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: \_\_\_\_/\_\_\_\_/2020

**Urgency:** Low / Medium / High / Strategic

Road / Public Building / Area: \_\_\_\_\_

Request: \_\_\_\_\_

Description: \_\_\_\_\_

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**OFFICE USE ONLY:**

Action Taken: \_\_\_\_\_

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Comment: \_\_\_\_\_

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Completed: \_\_\_\_/\_\_\_\_/2020

Signature: \_\_\_\_\_

Inspected and/or authorised by: \_\_\_\_\_

(Chief Executive Officer)

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**ORDINARY COUNCIL MEETING TO BE HELD ON  
THURSDAY 23 APRIL 2020  
AGENDA SUMMARY and TABLE OF CONTENTS**

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15	4.0	Response to Previous Public Questions Taken on Notice	
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30	11.0	Motions of Which Previous Notice Has Been Given	
30	12	Questions from Members Without Notice	
30	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	
30	14	Meeting Items Closed to the Public	
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33		Certification of the Minutes of the Previous Meeting(s)	

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**AGENDA and STAFF REPORTS**  
**ORDINARY COUNCIL MEETING TO BE HELD IN**  
**COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 23 APRIL 2020**

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

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 9.30am.

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

Nil

**3 ATTENDANCE**

**3.1 Present**

**Elected Members**

Cr B (Beth) 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 Harry Hawkins	Chief Executive Officer
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**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**
- 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 MEETINGS**

- 8.1 The ordinary meeting held on the 26 March 2020**

### **STAFF RECOMMENDATION**

**MOVED: Cr**

**SECONDED: Cr**

That the Minutes of the Ordinary Meeting of Council held on 26 March 2020 are confirmed as a true and accurate record of proceedings.

**NOT/CARRIED (??)**

## **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 – April 2020

<b>Agenda Reference:</b>	CEO 04/20 - 01
<b>Name of Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	17/4/2020
<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 April 2020

#### **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 paving completed at bowling green and update on sale of Police House.

#### **Consultation**

Nil

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Nil

## Voting Requirements

Simple majority

## Officer Recommendation

**MOVED:** Cr

**SECONDED:** Cr

That Council accepts the Status Update for April 2020

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

### Status Update April 2020

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 <b>23/11/2018</b> Details of new Council resolution and other information sought sent to Dept of Lands <b>13/06/2019</b> More information sought by DOL sent as requested		
20/18	10.1.5	Sale of properties for outstanding rates	<b>04/04/2018</b> Legal process to allow sale has commenced <b>05/12/2018</b> Current debt collectors are going out of business and new provider once appointed will be contacted for updated advice <b>10/12/2019</b> Email to Development WA requesting they consider the taking back of the lots and for the cost of the outstanding rates.		

<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>17/12/2018</b> Letter accepting part transfer of reserve sent to Water Corporation. <b>03/05/2019</b> installation date of early 2020 confirmed for Sandstone plant.	
<b>112/19</b>		Stronger Communities Grant Upgrade Bowling Green	<b>10/12/2019</b> Advised of successful application to pave and fence bowling green Grant \$10,000. <b>31/03/2020</b> Brick paving around Bowling Green completed	
<b>17/20</b>	<b>10.1.2</b>	Sale of Police House	<b>27/03/2020</b> Sale to be handled by Professionals Geraldton. Put on hold until after Corona Virus restrictions are lifted to limit visitors to town.	

### Legend

Category	Status
Not Started	
In Progress	
Completed	

### 10.1.2 Freeze on Rates and Fees and Charges

**Agenda Reference:** CEO 04/20 – 02  
**Location/Address:** None  
**Name of Applicant:** None  
**Disclosure of Interest:** None  
**Date of Report:** 14<sup>th</sup> April 2020  
**Author:** Harry Hawkins Chief Executive Officer

### Summary

As a part of the economic stimulus provided to households due to the downturn caused by the restrictions in movements and gatherings due to the corona virus outbreak local governments have been asked by the Minister to impose a freeze on rates and fees and charges for the 2020-2021 financial year.

### Attachments

None

## **Background**

The current corona virus pandemic has resulted in the state and commonwealth governments declaring a state of emergency and introducing a number of restrictions on the movement and gathering of people to stop the spread of infection. As many businesses in the state have been affected by the shutdown and have had to stand down and lay off staff the economy at both state and commonwealth level have suffered as stimulus packages have been introduced to support people no longer able to work. It has been suggested that all 3 levels of government should contribute to help and local governments have been asked, among other things, as their contribution to put a freeze on rates and fees and charges.

## **Comment**

Local Governments in Western Australia as the 3<sup>rd</sup> level of government have been asked to contribute to economic stimulus measures by supporting people doing it tough due to business downturn and forced closures by implementing a freeze on rates and fees and charges. In response WALGA in support of local governments has asked the state government to freeze the annual revaluation of UV rated properties and the revaluation of GRV properties for those areas due this year. Sandstone GRV properties were due to be revalued this year 2019-2020 for the new valuations to be used in 2020-2021 rating year. The state government agreed to consider a valuation freeze although no decision had been received at the date of writing this report. The revaluation would have the effect of reducing/raising rates even though the rate in the dollar had been frozen depending on whether valuations rose or fell.

A minimal 2% increase in rates would have raised an extra \$20,056 providing a freeze in valuations was granted.

## **Consultation**

Shire President

## **Statutory Environment**

Part 5 Local Government (Financial Management) Regulations 1996

## **Policy Implications**

Nil

## **Financial Implications**

Reduced Income from rates for 2020-2021 year by approximately \$20,056

## **Voting Requirements**

Simple majority

## **Officer Recommendation**

**MOVED: Cr**

**SECONDED: Cr**

That Council agree to a freeze rates and Fees and Charges for the financial year ended 30 June 2021.

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

<b>Agenda Reference:</b>	CEO 04/20 – 03
<b>Location/Address:</b>	None
<b>Name of Applicant:</b>	None
<b>Disclosure of Interest:</b>	None
<b>Date of Report:</b>	14 <sup>th</sup> April 2020
<b>Author:</b>	Harry Hawkins Chief Executive Officer

### Summary

As a part of the economic stimulus provided to households due to the downturn caused by the restrictions in movements and gatherings due to the corona virus outbreak local governments have been asked by the Minister to support local business with a waiver of rates for the 2020-2021 financial year.

### Attachments

None

### Background

The current corona virus pandemic has resulted in the state and commonwealth governments declaring a state of emergency and introducing a number of restrictions on the movement and gathering of people to stop the spread of infection. As many businesses in the state have been affected by the shutdown and have had to stand down and lay off staff the economy at both state and commonwealth level have suffered as stimulus packages have been introduced to support people no longer able to work. It has been suggested that all 3 levels of government should contribute and local governments have been asked, among other things, as their contribution to waive rates on affected local businesses.

### Comment

Local Governments in Western Australia as the 3<sup>rd</sup> level of government have been asked to contribute to economic stimulus measures by supporting people doing it tough due to business downturn and forced closures by implementing a waiver on rates for businesses reliant on tourist trade.

The Shire of Sandstone has 3 businesses that rely on tourist income being the National Hotel, Black Range Tearooms and Outback Accommodation and a waiver of rates for these businesses will cost \$7054.

### Consultation

Shire President

### Statutory Environment

Part 5 Local Government (Financial Management) Regulations 1996

### Policy Implications

Nil

## Financial Implications

Reduced Income from rates for 2020-2021 year by approximately \$7,054

## Voting Requirements

Simple majority

## Officer Recommendation

**MOVED:** Cr

**SECONDED:** Cr

That Council agree to waive rates for the National Hotel, Black Range Tearooms and Outback Accommodation for the financial year ended 30 June 2021.

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

<b>10.1.4</b>	<b>Rate Relief Mining Exploration Tenements</b>
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**Agenda Reference:** CEO 04/20 – 04  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** None  
**Disclosure of Interest:** None  
**Date of Report:** 14<sup>th</sup> April 2020  
**Author:** Harry Hawkins Chief Executive Officer

## Summary

Association of Mining and Exploration Companies (AMEC) CEO Warren Pearce has written to the shire asking for relief from local government rates for the 2020-2021 rating year.

## Attachments

Letter from AMEC CEO

## Background

Like all other areas of the economy mining exploration companies are doing it tough and because their ability to raise capital to support operations in the next 12 months will be severely restricted, they are seeking temporary relief from rates on exploration tenements.

AMEC go on to say that without relief from cost pressures redundancies and company failures will occur and some mining companies may not be around to pay rates in future years.

## Comment

The economic downturn due to COVID-19 and the restrictions on movements plus social distancing rules is having an affect on all types of businesses including mining and exploration companies who are seeking temporary relief from Local government rates for the

2020-2021 year. While exploration may still go on at this time it is the economic downturn and their inability to raise funds for the exploration work that is causing them concern.

As mining rates are the main source of income for the shire a rate waiver is out of the question however rate relief of 10% may be able to be absorbed into the budget if Council funded capital projects are wound back.

### **Consultation**

Nil

### **Statutory Environment**

None

### **Policy Implications**

None

### **Financial Implications**

There will be a cost of \$91,044 to the 2020-2021 budget if relief of 10% is given.

### **Voting Requirements**

Simple majority

### **Officer Recommendation**

**MOVED: Cr**

**SECONDED: Cr**

That Council offer a 10% rate reduction on mining rates for the 2020-2021 year only.

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

## **10.2 FINANCIAL REPORTS**

### **10.2.1 Financial Statements for the months of March 2020**

**Location:** Shire of Sandstone  
**Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 15 April 2020  
**Author:** Harry Hawkins Chief Executive Officer

## Summary

The Statement of Financial Activity report for the months ending 31 March are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

## Attachments

Financial Statements for March 2020

## Background

### Summary of Funds – Shire of Sandstone as at: 31 March 2020

Municipal Cheque Account - On-line (BWA)	\$2,126,314.84
Municipal Investment Account – On-line (BWA)	\$1,271,657.63
Trust Fund (Bankwest)	\$7,200.00
Reserve Term Deposits (Bankwest)	\$4,337,635.71

## 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

**SECONDED:** Cr

That Council accepts the financial statements for the periods ending 31 March 2020

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

<b>10.2.2 ACCOUNTS UPDATE FOR THE MONTHS OF MARCH 2020</b> <b>(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)</b>
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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>	10 MARCH 2020
<b>Author:</b>	Rhonda Miles – Finance Officer
<b>Senior Officer:</b>	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**

*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**

**MOVED: Cr**

**SECONDED: Cr**

That Council endorses the March 2020 accounts paid as presented:

### Municipal Fund March 2020

- Municipal Printed cheque numbers 105385 - 105394 totalling \$18,640.81
- EFT Payment Numbers 7465 – 7517 totalling \$223,691.83
- Superannuation \$8,230.96, \$7,379.76 & \$7,597.65 totalling \$23,208.47

### Trust Fund March 2020

- Trust cheques NIL

### Payroll EFT March 2020:

\$31,709.00, \$30,569.00 & \$30,427.00 totalling \$92,705.00

Credit Cards March 2020:

DD 4419.1 totalling \$1,469.01

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

<b>10.2.3</b>	<b>Budget Review 2019 - 2020</b>
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**Location/Address:** Shire of Sandstone  
**Name of Applicant:** None  
**Disclosure of Interest:** None  
**Date of Report:** 16<sup>th</sup> April 2020  
**Author:** Harry Hawkins Chief Executive Officer

### Summary

Between January 1 and 31 March each financial year a local government is required to review its annual budget for that year.

### Attachments

Amended budget statements for the 2019-2020 financial year

### Background

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires a review of the annual budget to be undertaken and within 30 days of that review having been carried out it is to be submitted to Council for their consideration of the review and to determine by absolute majority whether to adopt the review, any parts of the review and any recommendations made in that review.

A review of the Shire of Sandstone budget as at the 31<sup>st</sup> March 2020 was undertaken during April 2020 and the amended budget statements as per that review are attached for Councils attention.

### Comment

A summary of the changes made to the 2019 - 2020 annual budget is listed at note 5 on the attached statements for Councils attention. The budget review shows an improvement in the bottom line from a balanced budget to a projected surplus of \$897,562. The major cause is the correction to the opening surplus carried forward from last year of \$775,709 in the adopted budget. Other major changes include an increase of \$30,000 in mining rates, a \$50,000 reduction in interest earned on reserve funds, \$93,778 loss of income from the caravan park and visitor centre partly offset by reduced costs of \$30,260, maintenance at the rec centre and hall carried over from last year of \$50,568, Increase in employee costs administration of \$132,654 most of which relates to the acting CEO costs which will be partly offset by insurance reimbursement and a decrease in plant maintenance costs of \$90,982.

Other changes in the budget included non-cash items of depreciation adjustments and corrections to overheads, plant, and administration allocations.

On advice from Greenfields there may be some flood damage work completed this year and an amount of \$30,000 has been included in expenditure but no income as that is paid after the work is completed and is not expected to be received until next year.

There were also some changes to plant reserve transfers after the decision to purchase a new multi tyre roller that was not included in the original budget.

Once we get closer to the end of the financial year surplus funds will be transferred to the plant reserve which has been depleted by the purchases made this year so that there are funds available for future plant purchases.

#### **Consultation**

Works Supervisor

Admin Staff

#### **Statutory Environment**

None

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Nil

#### **Voting Requirements**

Absolute majority

#### **Officer Recommendation**

That Council adopts the 2019-2020 budget review as at 31<sup>st</sup> March 2020 as presented

**NOT CARRIED/CARRIED BY ABSOLUTE MAJORITY (?/?)**

### **10.4 WORKS and SERVICES**

#### **10.4.1 WORKS SUPERVISOR'S REPORT March 2020**

**Agenda Reference:** WS 04/20 – 01  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** None  
**Date of Report:** 16 April 2020  
**Previous References:** Nil  
**Author:** David Holland WS

## Summary

### 1. Crew Movements

The crew have completed the Atley Station Rd and two culverts on the Paynes Find Rd these will be completed with head walls and more gravel in the coming weeks.

While this is happening, they will be on the Paynes Find Rd in a different location due to the situation at the present time, the location of re-sheeting is SLK105 and they will have 4km to complete.

The programmed works that was to be completed will be completed in the next financial year.

### 2. Maintenance Grader

The operator is now on Sandstone Meekatharra Rd.

### 3. Contract Maintenance Grader

This contract grader is on the Paynes Find Rd from the bitumen at Sandstone, he will also complete a grade down the Station Access roads in that area and will complete all roads we have asked him to do as part of his tender, he is making very good progress compared to the previous years.

### 4. Employees

We have been able to get a second truck driver his name is Brett Reeves he has had experience in local government and should fit into the community well coming from Coolgardie.

### 5. Plant

The new Grader has arrived and is now out working, this completes the plant purchases for this year.

### 6. Council Discussion/ Information

I have completed costings for next years budget and works program that include;

- Paynes Find Rd SLK 216.50 to 222.39 (RRG)
- Paynes Find Rd SLK 188.70 to 207.80 Council Funding
- Meeka Rd SLK 11.50 to 17.20 Council Funding
- Lake Barley Rd two locations 3.80 to 6.40 and 7.30 to 8.10 R2R
- Various locations for grids and floodways.

The council funded locations can be moved around and shortened as required but with the other funding projects I would leave as is.

I would like to thank the shire for the opportunity to work in Sandstone and hope I have completed some of the out standing works that have been in the process of being done, I may not have been liked and will be the brunt of things that I have completed and may be in some peoples eyes wrong but I do not make any apologies for this, these were tasks I was given and I only did the best for this shire.

As I have said it was with a heavy heart that I had to leave and may be back to do some prospecting in the future, most people have been very helpful and appreciative of what I have done and I thank you all.

From Myself and my Dad thank you all and we may return in the future when this situation ends.

**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**

**Seconded Cr**

That Council receive the Works Supervisor’s Report.

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

**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**

**Officer Recommendation**

**Moved Cr**

**Seconded Cr**

As the following item relates to a staff matter the meeting should go behind closed doors

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

**14.2 CEO ANNUAL PERFORMANCE REVIEW**

**Agenda Reference:** 04/20 – 01  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** CEO Declares an interest in this item  
**Date of Report:** 15<sup>th</sup> April 2020  
**Author:** Harry Hawkins – Chief Executive Officer

**Summary**

Council are to consider the performance review of the CEO.

**Attachments**

CEO annual performance review form (Provided earlier by email)

**Background**

Council pursuant to Section 5.38 of the Local Government Act 1995 is required to undertake an annual performance review for the Chief Executive Officer.

**Comment**

The purpose of the performance review is for the Council to consider the general and key performance areas that the Council have set and to give the CEO direction for the following year.

An assessment form has been circulated to all Councillors by email and should be returned to the Shire President at the meeting on the 23<sup>rd</sup> April. This assessment should form the basis of discussions during the performance review process.

The Council need to determine whether the objectives within the performance criteria have been met.

**Consultation**

Shire President

**Statutory Environment**

Section 5.38 of the Local Government Act 1995.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**Officer Recommendation**

**Moved Cr**

**Seconded Cr**

That Council acknowledge the satisfactory performance of the CEO against key performance areas and objectives.

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

**Officer Recommendation**

**Moved Cr**

**Seconded Cr**

That the Council come from behind closed doors

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

**14.2 Public Reading of Resolution****TIME and DATE of NEXT MEETING**

The next scheduled Ordinary Council Meeting will be held on Thursday 28 May 2020.



**15 CLOSURE OF MEETING**

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

**CERTIFICATION**

I, \_\_\_\_\_, certify that the Minutes of the Meetings held on 26 March 2020, as shown, were confirmed as a true and accurate record at the Meeting held on 23 April 2020.

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