



AGENDA

Ordinary Council Meeting

Thursday 26 November 2020
@ 12.30pm

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 26 November 2020 – 12.30pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 26 November 2020, in the Council Chambers, Hack Street, Sandstone, commencing at 12.30 pm.

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'.

Harry Hawkins

Chief Executive Officer

19 November 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.*

Harry Hawkins
Chief Executive Officer

19 November 2020

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: ____/____/2020

Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description: _____

OFFICE USE ONLY:

Action Taken: _____

Comment: _____

Completed: ____/____/2020

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	\$175/ \$350	No of km's	Office Use
26/11/2020	Full Council			

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

Total	Total
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
04109	Line Item 370 04100
	<input style="width: 100%; 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 NOVEMBER 2020
AGENDA SUMMARY and TABLE OF CONTENTS**

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15	2.0	Announcements from the Presiding Member and/or Councillors (without discussion unless otherwise determined)	
15	3.0	Attendance	
15	4.0	Response to Previous Public Questions Taken on Notice	
15	5.0	Applications for Leave of Absence	
16	6.0	Declarations of Interest	
16	7.0	Public Question Time	
16	8.0	Confirmation of Minutes from Previous Meeting(s)	
16	8.1	Ordinary Council Meeting – 22 October 2020	/20
16	9.0	Presentations	
17	10.0	Officer Reports	
17	10.1	Chief Executive Officer's Reports	
17	10.1.1	Status Update Report – November 2020	/20
19	10.1.2	Updated Purchasing Policy	/20
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23	10.1.4	Fast Flow Diesel Fuel Pump and Additional Storage Tank	/20
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28	10.4	Works and Services	
28	10.4.1	Works Supervisors Report October 2020	/20
29	11.0	Motions of Which Previous Notice Has Been Given	
29	12	Questions from Members Without Notice	
29	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	
29	14	Meeting Items Closed to the Public	
30		Time and Date of Next Meeting	
30	15	Closure of the Meeting	
30		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 26 NOVEMBER 2020

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 12.30pm.

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

Staff Members

Mr Harry Hawkins	Chief Executive Officer
Mr Norbert Marwick	Works Supervisor

Visitors

3.2 Apologies

Cr C (Carol) Hodshon	Deputy Shire President
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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**
- 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 22 October 2020**

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That the Minutes of the Ordinary Meeting of Council held on 22 October 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 – November 2020

Agenda Reference:	CEO 11/20 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	12/11/2020
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 November 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 the decision regarding industrial land on the airport reserve and the reduced price for sale of the 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 November 2020

CARRIED/NOT CARRIED (??)

Status Update October 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.	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 07/10/2020 Article in Midwest Times re lack of recognition of George Dent.		
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		
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. 08/06/2020 Documentation sent to DPLH to enable transfer of part of Reserve 14178 to Water Corp 17/08/2020 Amended Stat Dec		

			sent to DPLH to enable completion of transfer	
17/20	10.1.2	Sale of Police House	<p>27/03/2020 Sale to be handled by Professionals Geraldton. Put on hold until after Corona Virus restrictions are lifted to limit visitors to town.04/06/2020 Sale authority signed with Professionals Geraldton</p> <p>12/10/2020 listing extension with the Professionals signed</p> <p>26/10/2020 Professionals Geraldton advised that Council will accept lower price (\$50,000)</p> <p>27/10/2020 Professionals suggest a price drop to \$55,000 on advertising 28/10/2020 Professionals advised to drop price to \$55,000 as suggested</p>	
86/20	10.1.2	Request a change to Management Order on Aerodrome Reserve 10898 to allow industrial land to be developed and leased	<p>23/10/2020 Robert Fenn Development WA advised of Council's decision and asked to send draft letter to DPLH</p> <p>26/10/2020 Letter sent to DPLH by Development WA 05/11/2020 Email rec'd from DPLH advising that land is generally excised from reserve and leased from the state govt. 06/11/2020 email from Development WA to DPLH arguing for land to remain in reserve and be leased from shire. 11/11/2020 DPLH advised that the shire will be able to lease the airport land but only for a maximum 5 year term.</p>	

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2 Updated Purchasing Policy

Agenda Reference: CEO 11/20 – 02
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 2 November 2020
Author: Harry Hawkins Chief Executive Officer

Summary

During the COVID 19 Pandemic the tender threshold was raised from \$150,000 to \$250,000 and subsequently the increase was made permanent. At the May 2020 Council meeting the delegations register was reviewed and updated to reflect the increased tender threshold however the Purchasing Policy was not updated. Council is now asked to adopt an updated policy to reflect the amended tender threshold.

Attachments

Updated Purchasing Policy

Background

Earlier this year during the response to the COVID 19 pandemic using emergency powers the Minister for Local Government among other things raised the local government tender threshold from \$150,000 to \$250,000. This increase brought the local government tender threshold into line with the state government threshold and after lobbying from some larger local governments this temporary change was made permanent.

At the May ordinary Council Meeting resolution 39/20 was passed reviewing the delegations register and those delegations affected by the change were adjusted during that review however the effect on the Purchasing Policy was overlooked and the threshold in it was not changed to bring it into line with Local Government (Functions and General) Regulations 1996 11A and 11.

Comment

In early 2020 the tender threshold for local governments was increased to \$250,000 to bring it into line with the threshold used by state government departments in their procurement processes. At the time the effect of these changes on the Purchasing Policy were overlooked and the policy adopted in November 2019 still shows the tender threshold as it was at that time which was \$150,000.

To bring the purchasing policy into line with current regulations Council is being asked to adopt an updated policy that reflects the higher tender threshold. All other provisions in the policy remain unchanged except under the Authority to Order the purchasing level of \$10,000 for Building Maintenance Supplies attributed to the Works Supervisor is removed as it is inconsistent with other parts of the policy which give the Works Supervisor unlimited authority to order in line with other policies, delegations and legislation within budget limits.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 3.57

Local Government (Functions and General) Regulations 1996 11A and 11.

Policy Implications

Finance Policy 4.6 Purchasing – Quotes and Tenders is amended by this recommendation.

Financial Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council adopt the amended Finance Policy 4.6 Purchasing - Quotes and Tenders that reflects the increased tender threshold of \$250,000 in the Local Government (Functions and General) regulations 1996 11A and 11.

CARRIED/NOT CARRIED (???)

10.1.3 Council Meeting Dates for 2021

Agenda Reference:	CEO 11/20 - 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	None
Date of Report:	10 November 2020
Previous References:	Nil
Author:	Harry Hawkins CEO

Summary

Council is required to adopt and advertise its Council Meeting dates for the next 12 months.

Attachments

Nil

Background

The CEO is seeking Council's endorsement of a schedule of meeting dates for the 2021 year based on the meetings being held on the 4th Thursday of each month except January when no meeting is held and December when the 4th Thursday is too close to Christmas day and the meeting is proposed to be held on the 3rd Thursday.

Comment

The Local Government Administration Regulations 1996 require Council to adopt the meeting dates for the forth coming year and advertise those dates to the community and other interested parties.

Council traditionally meets on the 4th Thursday of the month and following this tradition the following meeting dates are proposed for 2021.

January 2021	No Meeting
February 2021	Thursday 25 th
March 2021	Thursday 25 th
April 2021	Thursday 22 nd
May 2021	Thursday 27 th
June 2021	Thursday 24 th

SHIRE OF SANDSTONE

July 2021	Thursday 22 nd
August 2021	Thursday 26 th
September 2021	Thursday 23 rd
October 2021	Thursday 28 th
November 2021	Thursday 25 th
December 2021	Thursday 16 th

It is to be noted that the December 2021 Council Meeting is proposed for the 3rd Thursday of December (16th) as the 4th Thursday is 23rd December and usually a Christmas New Year shutdown that allows staff 2 days travel time before Christmas day would be in place by that date.

Consultation

Nil

Statutory Environment

Local Government Act 1995 section 5.25(1)(g)
 Local Government (Administration) Regulations 1996 Reg 12(1)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council adopt the following meeting dates for 2021 and advertise them in accordance with the requirements of the Local Government (Administration) Regulations 1996:

January 2021	No Meeting
February 2021	Thursday 25 th
March 2021	Thursday 25 th
April 2021	Thursday 22 nd
May 2021	Thursday 27 th
June 2021	Thursday 24 th
July 2021	Thursday 22 nd
August 2021	Thursday 26 th
September 2021	Thursday 23 rd
October 2021	Thursday 28 th
November 2021	Thursday 25 th
December 2021	Thursday 16 th

all meetings to be held in the Council Chambers Hack Street, Sandstone commencing at 12.30pm.

CARRIED/NOT CARRIED (???)

10.1.4 Fast Flow Diesel Fuel Pump and additional Storage tank

Agenda Reference: CEO 11/20 – 04
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 19 November 2020
Author: Harry Hawkins Chief Executive Officer

Summary

Council at the August ordinary meeting of Council resolved in resolution 71/20 to install a fast flow diesel pump and to investigate the cost of installing additional diesel storage as the current tank only holds 16,000ltrs

Attachments

Tank specifications

Quote to supply and fit additional diesel tank

Background

At the August meeting Council discussed the installation of a fast flow diesel tank to reduce the time it takes local contractors and drillers etc to fill their tanks with the current diesel bowser. The meeting also as a result of the amount of fuel drawn by drillers which almost drained the town diesel tank discussed the addition of extra diesel storage to cater for the higher volume of fuel sold. The previous quote for a high flow pump with no additional storage was \$22,000 and a guesstimate for additional storage and the fast flow pump was approx. \$90-100,000. The CEO was asked to get a firm quote for the extra storage tank and fast flow pump.

Comment

Fuel Fix and Tanks2Go who currently undertake servicing and repairs of the shire fuel station have been asked to provide a quote and have done so at \$110,450 ex GST. This quote is to supply a 31,000ltr container style self bunded tank with fast flow pump attached 10mtrs behind the current fuel tank wired in to the new OPT system. This will require operators wanting to access fast flow diesel having to drive around the back of the houses on Payne Street to get to the pump and then to walk down to the OPT at the current fuel station to pay and then walk back to the additional tank to pump their fuel and then back again to get a receipt.

The shire would be responsible for creating a road (driveway) around the back of the houses on Payne Street to provide access to the pump and additional fencing to fully enclose the current and new tanks.

When asked about the supply of premium unleaded fuel the response was the same as last time that rather than supply both premium and 91 RON unleaded due to the low volume we sell the best option is that the current bowser and tank are converted to 95 RON premium.

The cost of the upgrade \$110,450 would be unbudgeted expenditure and as the unaudited annual financial statements show a carry forward surplus that is \$170,173 less than that budgeted it would be unlikely that Council could fund it this year without funding from some other source such as a loan. With interest rates currently at historically low levels this should be considered.

Consultation

Rod Stone of Fuel Fix

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Upgrade would be unbudgeted expenditure and if required this year would require external funding.

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council do not proceed with the purchase of an additional diesel storage tank and fast flow pump in the 2020-2021 financial year and give the proposed upgrade of the fuel station further consideration when compiling the 2021 budget.

CARRIED/NOT CARRIED (??)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statement for the months of October 2020

Agenda Reference: F 11/20 – 01
Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 15 November 2020
Author: Harry Hawkins Chief Executive Officer

Summary

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

Attachments

Financial Statement for October 2020

Background

Summary of Funds – Shire of Sandstone as at: 31 October 2020

Municipal Cheque Account - On-line (BWA)	\$30,485.65
Municipal Investment Account – On-line (BWA)	\$560,005.44
Trust Fund (Bankwest)	\$6,600
Reserve Term Deposits (Bankwest)	\$ 3,947,485.91
Muni Term Deposits x 2	\$ 1,405,739.46

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 statement for the period ending 31 October 2020.

NOT/CARRIED (??)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF OCTOBER 2020 (Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)
--

Agenda Reference:	F 11/20 – 02
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	15 November 2020
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

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 October 2020 accounts paid as presented:

Municipal Fund October 2020

- Municipal cheque numbers 105439 – 105443 totalling \$1,815.65
- EFT payment numbers 7859 – 7904 totalling \$695,029.08
- Superannuation \$8,036.52; \$8,041.68 & \$8,261.10 totalling \$16,302.78

Payroll EFT October 2020:

\$34,268 & \$36,879 totalling \$71,147.00

10.4 WORKS and SERVICES

10.4.1 WORKS SUPERVISOR'S REPORT NOVEMBER 2020

Agenda Reference: WS 11/20 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 16 November 2020
Previous References: Nil
Author: Norbert Marwick, Works Supervisor

Summary

1. Crew Movements

The works crew have started work on the RRG program (SLK 216.5-224.98) on the Paynes Find Road and they will be there until they break for Christmas.

2. Maintenance Grader

The Shire grader is on the Menzies Rd, this road has had an increase in mining traffic in last few months. Wiluna, Meekatharra and Yeelirrie Roads are all in good condition.

3. Contract Maintenance Grader

The grader operator is now working a new shift of 10 days on 4 days off. The grader is at approximately Slk200. Mt Magnet and Lake Barlee Roads are in good condition.

4. Employees

George Christie has recommenced his duties with the Shire after receiving a clearance from the doctor.

5. Plant

The 2nd bore (South bore) at the caravan park has been equipped with 3ph bore pump and has been commissioned.

Quotes were called for a triaxle drop deck widening semitrailer. 3 quotes were received the highest was \$167,200 and the lowest was \$130,900. Haulmore the second cheapest (\$131,800) was given the contract to supply as they had one in stock. This drop deck was delivered on the 11/11/2020.

The side tipping "A" trailer will not be delivered before Christmas as there is a shortage of trailer parts in W.A.

The Howard Porter water tanker is due to be delivered on the 17/11/2020 subject to availability of transport.

6. Flood Damage

All flood damage works have been completed.

Consultation

All staff

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 for November 2020.

CARRIED/NOT CARRIED (??)

11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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Nil

12	QUESTIONS FROM MEMBERS WITHOUT NOTICE
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Nil

13	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING
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Nil

14	MEETING ITEMS CLOSED TO THE PUBLIC
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14.1 Meeting Closed to the Public

CONFIDENTIAL ITEMS

14.2 Public Reading of Resolution

TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 17 December 2020.

15 CLOSURE OF MEETING

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

CERTIFICATION

I, _____, certify that the Minutes of the Meetings held on 22 October 2020, as shown, were confirmed as a true and accurate record at the Meeting held on 26 November 2020.

(Presiding Member)