



# Minutes Ordinary Council Meeting

Thursday  
29<sup>th</sup> May 2014



OLD STATE BATTERY



## SHIRE OF SANDSTONE

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**Ian Fitzgerald**  
**Chief Executive Officer**

3/6/2014

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**SHIRE OF SANDSTONE**  
**MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS,**  
**SANDSTONE, ON THURSDAY 29<sup>TH</sup> MAY 2014**

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**1.0 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS**

The Presiding Member, Cr Bethel Walton, declared the meeting open at 2:00pm.

**2.0 ATTENDANCE**

**2.1 PRESENT**

B Walton	Shire President	District Ward
C Hodshon	Councillor	District Ward
D McQuie	Councillor	District Ward
A Bloore	Councillor	District Ward
D Murat	Councillor	District Ward

**STAFF**

IB Fitzgerald	Chief Executive Officer
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**2.2 APOLOGIES**

D Bennett	Councillor	District Ward
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**2.3 LEAVE OF ABSENCE**

Nil

**3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4.0 PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

## 5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Hodshon requested Leave of Absence for the 26<sup>th</sup> June 2014 Council meeting.

### 27/14 COUNCIL RESOLUTION

MOVED: Cr D Mcquie

SECONDED: Cr A Bloore

That Councillor C Hodshon is granted Leave of Absence for the 26<sup>th</sup> June 2014 Council meeting.

CARRIED

Voting 5/0

## 6.0 DECLARATIONS OF INTEREST

Councillor Hodshon declared a financial interest in Confidential Item 12.1

## 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

Prior to the confirmation of the minutes the Shire President reminded all present that if there was an error in the minutes it need to raised prior to the minutes being confirmed. Also if a Councillor was against a particular motion or wished for their name to be recorded they should ensure they raise this at the time of voting.

### 28/14 COUNCIL RESOLUTION

MOVED: Cr D Mcquie

SECONDED: Cr C Hodshon

That the Minutes of the Ordinary Meeting of Council held on Thursday 24<sup>th</sup> April 2014, be confirmed as a true and accurate record of proceedings.

CARRIED

Voting 5/0

## 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

## 9.0 OFFICERS REPORTS

## 9.1 CHIEF EXECUTIVE OFFICER'S REPORTS

### 9.1.1 MEMBERS SITTING FEES AND ALLOWANCES

**Agenda Reference:** CEO 05/14 – 01  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 21<sup>st</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

#### Summary

Council is to determine the Sitting Fees that will be payable in 2013/14 for Committee Meetings and 2014/15 for both Council and Committee meetings. Council has not previously had any committees and therefore no meeting fees have been set.

#### Attachments

Nil.

#### Background

Council has previously set their meeting fees based on regulations and within limits established by government and more recently as set by the Salaries and Allowances Tribunal.

#### Comment

Councils have a statutory obligation to abide by the Salaries and Allowances Tribunal (SAT) determinations set for Councillor Meeting Attendance Fees.

With the Members Sitting Fees the SAT has established 4 bands into which local governments are placed depending on size and location etc. Sandstone has been listed in Band 4.

The tables copied below are extracts from the SAT Determination for fees paid per meeting or fees paid on an annual basis.

Council currently pays \$160 for a Councillor and \$320 for the President attendance at a Council meeting.

## **COUNCIL MEETING ATTENDANCE FEES – PER MEETING**

(1) The ranges of fees in Table 1 and Table 2 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

**Table 1: Council meeting fees per meeting – local governments For a council member other than the mayor or president**      **For a council member who holds the office of mayor or president**

<b>Band</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
1	\$600	\$750	\$600	\$1,125
2	\$363	\$550	\$363	\$738
3	\$188	\$388	\$188	\$600
4	\$88	\$225	\$88	\$463

Council currently pays an annual allowance of \$3,500 to the Shire President and the Deputy is to receive 25% of this amount (% set by regulation).

**Table 7: Annual allowance for a mayor or president of a local government For a mayor or president**

<b>Band</b>	<b>Minimum</b>	<b>Maximum</b>
1	\$50,000	\$85,000
2	\$15,000	\$60,000
3	\$1,000	\$35,000
4	\$500	\$19,000

**Table 3: Committee meeting and prescribed meeting fees per meeting – local governments For a council member (including the mayor or president)**

<b>Band</b>	<b>Minimum</b>	<b>Maximum</b>
1	\$300	\$375
2	\$181	\$275
3	\$94	\$194
4	\$44	\$113

The SAT Determination has also set the fee currently known as telephone subsidy at between \$500 and \$3,500 per annum taking into consideration use of mobile phone and home computers and internet connections in addition to the home phone and fax. Council currently pays \$500 per annum.

Mileage Allowance for attendance at meetings will now be tied to the Public Sector Award 1992. Based on this award the travel rates payable will be:

Vehicles greater than 2600cc      \$1.874 per km

Vehicles less than 2600cc      \$1.28.60

The Chief Executive Officer has recommended fee levels to be set by Council based on the existing fee level, the SAT Determination and knowledge of payments made at other similar local governments.

**Consultation**

Nil

**Statutory Environment**

Local Government Act 1995

**Policy Implications**

Nil

**Financial Implications**

Allowance has been made in the draft 2014/15 Budget for increased sitting fees and allowances for Councillors.

**Strategic Implications**

Nil

**Voting Requirements**

Absolute majority

DRAFT

**29/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.1**

**MOVED: Cr C Hodshon**

**SECONDED: Cr D McQuie**

**That Council set the following Member Fees for 2013/14 Committee Meetings and 2014/15**

**Council and Committee Meetings:**

<b>Councillor per meeting (2014/15)</b>	<b>\$170.00</b>
<b>President per meeting (2014/15)</b>	<b>\$340.00</b>
<b>Committee Meetings(2013/14 &amp; 2014/15)</b>	<b>\$55.00</b>
<b>Communications Allowance</b>	<b>\$500 per annum</b>
<b>Travel rates: Vehicles greater than 2600cc</b>	<b>\$1.947 per km</b>
<b>Vehicles less than 2600cc</b>	<b>\$1.331 per km</b>
<b>President’s Allowance</b>	<b>\$3,500 per annum</b>
<b>Deputy President</b>	<b>\$875 per annum</b>

**CARRIED**  
**Voting 5/0**



## 9.1.2 PROPOSED FEES AND CHARGES – 2014/15

**Agenda Reference:** CEO 05/14 – 02  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 22<sup>nd</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

### Summary

Council is requested to adopt the Draft Schedule of Fees and Charges for 2014/15 as presented for inclusion in budget preparations.

### Attachments

A copy of the Draft Schedule of Fees and Charges for 2014/15 is attached.

### Background

Council is required to adopt the Schedule of Fees and Charges for consideration and inclusion in the 2014/15 Budget.

### Comment

There is a statutory obligation for Council to prepare and adopt a Schedule of Fees and Charges each financial year. The schedule also assists staff in calculating potential revenue amounts for inclusion in the annual budget.

All the fees and charges have been reviewed and the current and proposed fees are listed on the attached schedule.

There are minimal changes to the proposed schedule of fees other than the inclusion of a discounted plant hire rate for ratepayers, inclusion of a few new cemetery charges and inclusion of the sale of gas and fuels.

### Consultation

Nil.

### Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Financial Management) Regulations 1996

### Policy Implications

Nil

### Financial Implications

The fees and charges will help in the framing of the 2014/15 annual budget.

**Strategic Implications**

Nil

**Voting Requirements**

Absolute majority

**30/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.2**

**MOVED: Cr D McQuie**

**SECONDED: Cr D Murat**

**That Council adopt the Schedule of Fees and Charges for 2014/15 financial year as presented.**

**CARRIED**  
**Voting 5/0**

### 9.1.3 PROPOSED PLANT REPLACEMENT PROGRAMME – 2014/15

**Agenda Reference:** CEO 05/14 – 03  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 22<sup>nd</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

#### **Summary**

Staff are currently preparing the draft 2014/15 Budget for Council's consideration and Council is requested to agree in-principle to the proposed plant replacement programme presented.

#### **Attachments**

A copy of the proposed Plant Replacement Programme is attached.

#### **Background**

Council reviews the Plant Replacement Programme each year prior to the budget and makes changes during the year as and if the need arises.

#### **Comment**

The plant items planned for changeover in 2014/15 are:

- a) Front end loader
- b) Fuso (or Kenworth) Prime Mover
- c) Side tipper trailer
- d) Toyota Hilux Dual Cab Utility

Staff have adjusted the programme from that previously adopted by Council in deferring the changeover of the town rubbish truck and the community bus which are both still performing well and meeting our needs. The community bus gets very little use – 2-3 times a year at present. With the employment of a Works Supervisor it is proposed to upgrade the current base model version of a Toyota Hilux Dual Cab to the next model up.

All items will be listed in the draft budget and Council will have the option to vary the plant items to be changed over before formal adoption of the budget.

#### **Consultation**

Shire Mechanic

#### **Statutory Environment**

Local Government Act 1995

#### **Policy Implications**

The Plant Replacement Programme gives Council a guide as to what items are due for change and projected costs which helps ensure quality plant and equipment is provided for and sufficient budgetary allowance is provided for.

**Financial Implications**

The vehicle changeover will be listed in the draft 2014/15 budget with funds available from the Plant Replacement Reserve as required.

**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**31/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.2.1**

**MOVED: Cr D McQuie**  
**SECONDED: Cr A Bloore**

**That Council adopt the Plant Replacement Programme as presented for consideration in the 2014/15 Draft Budget.**

**CARRIED**  
**Voting 5/0**

#### 9.1.4 DELEGATIONS REGISTER UPDATE

**Agenda Reference:** CEO 05/14 – 04  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 23<sup>rd</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

#### **Summary**

An updated Delegations Register is presented for Council's consideration and adoption.

#### **Attachments**

A copy of the revised 2013/14 Delegations Register is attached to this item.

#### **Background**

Council is required to review delegations at least once per financial year by the Local Government Act 1995 section 5.46(2)

#### **Comment**

The last review of the Delegations Register was conducted in February 2014 as a result of staff changes.

This revised Delegations Register clearly specifies the delegations and sub delegations and is presented as a result of further staff changes including the employment of a Works Supervisor and proposed employment of a Senior Finance Officer. The register is presented in a concise format which makes it easier for Council and readers of the document to understand and interpret.

The review of the Delegations Register has taken into consideration the current staffing structure but a further review will be required should any changes be determined and staff are appointed.

#### **Consultation**

Council

#### **Statutory Environment**

Local Government Act 1995 – section 5.46(2)

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Voting Requirements**

Absolute majority

#### **32/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.4**

**MOVED: Cr A Bloore**

**SECONDED: Cr D Murat**

**That Council adopts the reviewed 2013/14 Register of Delegations as presented.**

**CARRIED**  
**Voting 5/0**

## 9.1.5 POLICY MANUAL REVIEW

**Agenda Reference:** CEO 05/14 – 05  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 22<sup>nd</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

### Summary

Council is requested to consider and adopt a revised Shire of Sandstone Policy Manual.

### Attachments

A copy of the revised Policy Manual has been forwarded with this agenda.

### Background

A major review of the Policy Manual was conducted in May 2013.

### Comment

The Chief Executive Officer has reviewed the Policy Manual and other than:

- Updates to the Purchasing Policy to reflect staff changes
- Addition of 2 financial institutions approved for investing of surplus and reserve funds
- Updates to payment of creditors authorities to reflect no staff changes

no other changes are proposed. (The incoming Chief Executive Officer may review the Policy Manual and bring forward suggested updates or amendments.)

The Purchasing Policy has been amended to reflect changes or proposed changes to the staffing structure and allows for the staff approved by Council to issue Official Purchase Orders and hold Shire of Sandstone credit cards.

### Consultation

Nil

### Statutory Environment

Local Government Act 1995

### Policy Implications

Revised Council Policy Manual

### Financial Implications

Nil

### Strategic Implications

Nil

**Voting Requirements**

Simple majority

**33/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.2.1**

**MOVED: Cr D McQuie**  
**SECONDED: Cr A Bloore**

**That Council adopt the revised Policy Manual as presented.**

**CARRIED**  
**Voting 5/0**



## 9.1.6 TENDER – 1 - 13/14 NEW ADMINISTRATION CENTRE

**Agenda Reference:** CEO 05/14 – 06  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 23<sup>rd</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

### Summary

Council is requested to accept the recommendation from the Chief Executive Officer and WALGA on accepting a tender for the construction of a new administration centre.

### Attachments

The Tender Recommendation Report prepared by WALGA is provided as a separate document with this agenda.

### Background

Council has been looking to construct a new administration centre for a number of years with provision made in the 2013/14 Budget for the project to proceed.

### Comment

Staff have been working with Mark Demartini Design and Drafting on a suitable design for the new administration centre. Council has had the opportunity to have input into the agreed floorplan.

The drawings were completed including energy ratings and all the specifications detailed. WALGA was then engaged to run and administer the tender process on behalf of Council as they have staff who specialise in providing this service on behalf of their members.

Tenders were advertised in late March with a closing date of the 8<sup>th</sup> May to give prospective tenders plenty of time to prepare their submissions. It was pleasing that a total of 6 tenders were received by the closing date with tendered prices ranging from \$1.742m to \$2.866m ex GST. Council's budget for this project was \$2m.

The recommended tenderer is a company based in Geraldton who has had experience in constructing large buildings on behalf of local government.

The tendered price allows a small provisional sum for landscaping but a larger sum will be required. Also in addition to the tendered price it has been presumed Council would complete the car parking areas. The tendered price has allowed provisional sums for rock removal and headworks which may generate some project savings.

There is a definite need for a new administration centre that will provide a good work area for staff, privacy as required and allow for any future expansion of activities. The Council Chamber of the new building has been designed in such a manner as to allow for regional meetings and small seminars to be hosted in Sandstone. The new building will be a very important asset for the Shire and the entire Sandstone community.

#### **Consultation**

Nil

#### **Statutory Environment**

Local Government Act 1995

#### **Policy Implications**

Nil

#### **Financial Implications**

Council has received a Royalties for Region grant of \$426,000 towards the cost of this project with the remaining expense to be covered by the Building Reserve Fund and general revenue.

#### **Strategic Implications**

To new building will provide Council and their staff with a purpose built building that will meet the needs now and into the future.

#### **Voting Requirements**

Absolute majority

#### **34/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.6**

**MOVED: Cr D McQuie**

**SECONDED: Cr D Murat**

**That Council accepts the tender from Centrefield Holdings Pty Ltd, trading as In-Situ Construction and Maintenance for the construction of a new Shire Administration Building with a tendered price of \$1,742,419.35 (ex GST) subject to any agreed minor variations.**

**CARRIED  
Voting 5/0**

## 9.1.7 APPLICATION to CLEAR NATIVE VEGETATION – PANORAMIC GOLD

**Agenda Reference:** CEO 05/14 – 9  
**Location/Address:** Shire of Sandstone – Gidgee Gold Project  
**Name of Applicant:** Department of Mines and Petroleum  
**Disclosure of Interest:** Nil  
**Date of Report:** 23<sup>rd</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

### Summary

Council has received advice from the Department of Mines and Petroleum of an application from Panoramic Gold Pty Ltd to clear 100ha of native vegetation as a part of their planned mining activities on their Gidgee Gold Project mining leases and seeks comment, if any, from the Shire of Sandstone on the proposal.

### Attachments

Maps of the proposed areas for clearing are attached to this item.

### Background

The Gidgee Gold Project has operated previously under other owners with Panoramic Gold now looking to reactivate the project.

### Comment

Council has been asked if they would like to put forward any comment on the application for clearing permit submitted by Panoramic Gold.

The areas subject to the proposed clearing is within mining and miscellaneous licences areas held by Panoramic Gold or the purpose of mineral production and associated activities and will have no adverse impact on the Shire of Sandstone. A total area of 100ha has been applied for and the permit is for the period 1 August 2014 – 31 August 2019.

### Consultation

Nil

### Statutory Environment

Environmental Protection Act 1986

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

## Voting Requirements

Simple majority

### 35/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.7

**MOVED:** Cr C Hodshon  
**SECONDED:** Cr A Bloore

That Council advises the Department of Mines and Petroleum that it has no objections to the proposed vegetation clearing requested by Panoramic Gold Pty Ltd.

**CARRIED**  
**Voting 5/0**

### 9.1.8 SALE OF VACANT LAND

**Agenda Reference:** CEO 05/14 – 8  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 21<sup>st</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

#### Summary

Council is in receipt of an offer to purchase 2 vacant blocks of land owned by Council; Lot 247 Green Street and Lot 411 Thaduna Street. These blocks have previously been identified by Council as being available for sale (May 5<sup>th</sup> 2011 Council Meeting).

The offers are submitted for Council's consideration.

#### Attachments

Nil

#### Background

Council has previously accepted an offer from Mr Pendlebury for this block but the offer lapsed due to ill health and subsequent passing of his wife.

#### Comment

Mr Jay Pendlebury has submitted the following offer to recommence the process:

Lot 92 Payne Street - \$9,000 cash with settlement as soon as possible

Mr Pendlebury is an electrician who visits Sandstone and is looking to establish a base here in addition to his base in Two Rocks Perth.

Council is able to dispose of the land in accordance with sections 3.58 (3) and (4) of the Local Government Act 1995.

#### *Section (3)*

A local government can dispose of property if, before agreeing to dispose of the property-

(a) it gives public notice of the proposed disposition-

- (i) describing the property concerned; and
- (ii) giving details of the proposed disposition; and
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

And

- (b) It considers any submission made to it before the date specified in the notice and, if its decision is made by the Council or a committee, the decision and the reasons for it are, recorded in the minutes of the meeting at which the decision was made.

#### *Section (4)*

The details of a proposed disposition that are required by subsection (3)(a)(ii) include-

- (a) the names of all parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition-
  - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
  - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

#### **Consultation**

Shire President

#### **Statutory Environment**

Local Government Act 1995

#### **Policy Implications**

Nil

#### **Financial Implications**

The offered price of \$9,000 covers the average cost of the vacant blocks in Sandstone.

Once the lots are improved, the values will add to the Shire rate base and generate extra income.

#### **Strategic Implications**

Any development within the townsite should be encouraged especially that helps to attract residents and tradespeople to Sandstone. Council still owns sufficient other vacant land to meet potential future demand for their own use.

#### **Voting Requirements**

Simple majority

**36/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.8**

**MOVED: Cr D McQuie  
SECONDED: Cr A Bloore**

That the Council resolve to dispose of the following vacant lot in accordance with sections 3.58 (3) and (4) of the Local Government Act 1995:

**Lot 92 Payne Street - \$9,000 cash with settlement as soon as possible**

**to Mr Jay Pendlebury**

**Subject to:**

- a) the Contracts of Sale to require the blocks to be fenced within 3 months from date of settlement and a residence to be constructed to lock-up stage within 3 years, and**
- b) a current valuation of the land being obtained**

**Further, once valuations are received, that public notice to be given inviting submissions in regard to the proposed dispositions of the land to be made.**

**If no submissions are received the Chief Executive Officer is authorised to proceed with the sales. Any submission received is to be presented to Council for their consideration.**

**CARRIED  
Voting 5/0**

### 9.1.9 AUDIT SERVICES – 2014/15 – 2016/17

**Agenda Reference:** CEO 05/14 – 9  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 23<sup>rd</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

#### Summary

This report is submitted for Council to decide as to who will be awarded the contract to provide audit services to the Shire of Sandstone for the next three financial years – 2014/15 – 2016/17.

#### Attachments

Nil

#### Background

The contract with RSM Bird Cameron, which was entered into for 3 years in 2012, will end at the completion of the 2013/14 annual audit.

#### Comment

An Invitation was extended to RSM Bird Cameron (Geraldton Office), our current auditors, to provide a quotation on the provision of audit services for the next three years. RSM Bird Cameron provide audit services to other council's in this region.

The details of the quotations received are:

Year Ending	RSM Bird Cameron Quote
30 June 2015	\$18,092
30 June 2013	\$18,974
30 June 2014	\$19,936
<b>TOTAL</b>	<b>\$57,002</b>

Note: all quotes are GST Inclusive.

Travel and accommodation expenses will be charged in addition to the above fees but will be minimal as we provide one of units for the auditors to use. With RSM Bird Cameron based in Geraldton and having other clients in the region travel costs should be less than that of a Perth based company.

There will also be additional costs for certification of other returns during the year including the Roads to Recovery Annual Report which will incur costs of between \$500 and \$1,000 per certification.



The quoted fees are greater than for the previous 3 years and are explained in the information provided by RSM Bird Cameron and copied below:

*As discussed, the fees have been calculated taking into account the following factors which have arisen since our initial quote in 2012:*

- *Changes to statutory requirements impacting the Financial Report and Audit Report; and*
- *Analysis of actual hours spent on the audit over the last 3 financial years.*

*These are discussed in detail below:*

#### *Fair Value Accounting*

*Financial Management Regulation 17A requires all local governments to move to fair value accounting over a three year period which commenced in 2013 with plant and equipment. For the years ended 30 June 2014 and 2015 local governments must adopt fair value for land and buildings and infrastructure.*

*This requires further audit work than the cost basis of accounting, as auditing standards require us to gain an understanding of the process used to calculate fair value, and obtain assurance that the valuation is not materially misstated.*

#### *Reporting Asset Ratios*

*Amendments to Audit Regulation 10(3) require the audit report to include:*

*The opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions:*

- i) The asset consumption ratio; and*
- ii) The asset renewal funding ratio.*

*These amendments require us to perform further work in relation to reviewing the supporting documents (such as integrated plans) and calculations of these ratios which did not previously need to be performed.*

*Analysis of actual hours spent on the audit over the last 3 financial years.*

*The original quote submitted for 2012 – 2014 allowed for 50 hours to complete the audit. This has been increased to 73 in the current quote based on the actual hours we have spent on the audit each year, plus the anticipated time required to complete procedures in compliance with the Fair Value and Ratio issues discussed above.*

## **Consultation**

Nil.

## **Statutory Environment**

Local Government Act 1995

Financial Management Regulations 1996

## **Policy Implications**

Nil

## **Financial Implications**

Allowance is made in the annual budget for provision of audit services.

## **Strategic Implications**

Nil

## **Voting Requirements**

Absolute majority

**37/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.9**

**MOVED: Cr C Hodshon**  
**SECONDED: Cr A Bloore**

**That Simon Cubitt of RSM Bird Cameron be appointed auditor for the Shire of Sandstone for three years commencing 1 July 2014 in accordance with the terms and conditions contained within their audit quotation.**

**CARRIED**  
**Voting 5/0**

## 9.1.10 TOURISM ADVISORY COMMITTEE

**Agenda Reference:** CEO 05/14 – 10  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 23<sup>rd</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

### Summary

The Tourism Advisory Committee has held three meetings since the April Council meeting and a copy of the minutes are presented to Council.

A number of recommendations are presented for Council's consideration.

### Attachments

A copy of the minutes is provided as separate attachments to this agenda.

### Background

Nil

### Comment

The Tourism Advisory Committee has met on three occasions with Councillor Alan Bloore elected as Chairperson. The Committee has made a number of recommendations for Council's consideration:

#### TC 3/14 COMMITTEE RECOMMENDATION

**MOVED: Mrs G Gloede**  
**SECONDED: Cr D Bennett**

**That the Committee recommend to Council that a survey of the community be conducted to ask for ideas and suggestions on tourist related projects that will help to attract and retain visitors in our area.**

**CARRIED**

#### TC 6/14 COMMITTEE RECOMMENDATION

**MOVED: Ms M Lundy**  
**SECONDED: Cr A Bloore**

**That the Committee recommends to Council that it investigates what is involved in becoming CMCA accredited.**

**CARRIED**

**TC 7/14 COMMITTEE RECOMMENDATION**

**MOVED: Cr A Bloore**  
**SECONDED: Cr B Walton**

That the Committee recommends to Council that it investigates the cost associated with advertising Sandstone or having an editorial in “True North” and “Lonely Planet”.

**CARRIED**

**TC 8/14 COMMITTEE RECOMMENDATION**

**MOVED: Cr A Bloore**  
**SECONDED: Ms M Lundy**

That the Committee recommends to Council that it purchases the appropriate software program to allow an accommodation register to be maintained at the Caravan Park and to allow for bookings to be taken.

**CARRIED**

Estimated cost from one supplier was \$165 per month for a booking system.

**TC 10/14 COMMITTEE RECOMMENDATION**

**MOVED: Cr A Bloore**  
**SECONDED: Mrs G Gloede**

That the recommend to Council that the Chief Executive Officer be asked to investigate Sandstone participating in the GWN town television promotional series and if appropriate lodge an Expression of Interest.

**CARRIED**

\$10,000 for a 10 minute segment.

**TC 11/14 COMMITTEE RECOMMENDATION**

**MOVED: Cr B Walton**  
**SECONDED: Cr A Bloore**

That the Committee recommend to Council a new Sandstone brochure developed incorporating quality maps and photographs selected from a photo competition to be held with a prize of \$50 for each photograph used in the brochure.

**CARRIED**

## **Consultation**

Nil.

## **Statutory Environment**

Local Government Act 1995

## **Policy Implications**

Nil

## **Financial Implications**

Allowance is made in the annual budget for provision of audit services.

## **Strategic Implications**

Nil

## **Voting Requirements**

Simple majority

### **38/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.10**

**MOVED: Cr D McQuie**

**SECONDED: Cr C Hodshon**

**That Council:**

- a) receive the Tourism Advisory Committee minutes of 30<sup>th</sup> April, 6<sup>th</sup> May and 20<sup>th</sup> May 2014**
- b) endorse recommendation TC 3/14 to conduct a community survey**
- c) further investigate becoming accredited with CMCA**
- d) further investigate advertising in the “Lonely Planet”**
- e) trial a manual a manual accommodation register rather han a computer based system**
- f) lodge an Expression of Interest to participate in the GWN Our Town program subject to other shires participating**
- g) agree to investigate developing a new brochure in conjunction with, and in a similar format to other shires in the region and for Council to sponsor a photograph competition for photos to be used in any new brochure**

**CARRIED**  
**Voting 5/0**

### 9.1.11 ADDITIONAL ABLUTION BLOCK – CARAVAN PARK

**Agenda Reference:** CEO 05/14 – 11  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 23<sup>rd</sup> May 2014  
**Author:** Ian Fitzgerald, Chief Executive Officer

**Signature of Author:** \_\_\_\_\_

#### Summary

The 2013/14 Budget provides for the installation of an additional ablution block at the caravan park. Council has discussed this previously and resolved to investigate further options but at the March meeting Council decided to proceed with the project as soon as possible. A quote is now presented for Council's consideration.

#### Attachments

Quote details and a copy of the proposed floor plan is attached to this item.

#### Background

With the expansion of the caravan park to have another 12 powered sites it was considered appropriate to look at providing an additional ablution block.

#### Comment

The existing ablution block is handling the extra demand other than some delays in the mornings for toilet facilities.

When the additional sites were put in allowance was made for an additional ablution block with water run to the proposed site, conduit run for the electrical cable and provision made to connect into the existing leach drain.

In discussions with some of the visitors to the caravan park the concept of combined shower and toilet cubicles was considered a good option for any new ablution block. The design presented to Council has 3 shower/toilet cubicles, 3 individual toilets and a laundry room. As we already have a disabled shower and toilet, which does not get a lot of use, it was considered unnecessary to provide a disabled facility in the new ablution block.

The quote that has been provided is for a complete design, construct and install of the facility rather than taking on individual sub-contractors for the various components.

The supplier of the proposed facility is a member of the WALGA Preferred Supplier Panel and therefore Council will not be required to call tenders. The quoted price of \$177,940 ex GST is able to be funded from the allocation made in the 2013/14 Budget. There may be some minor changes to the quoted amount as the suppliers have been asked to look at alternate hot water

systems. Council will also need to consider what floor coverings, if any, it wishes to include in the new facility.

**Consultation**

Nil.

**Statutory Environment**

Local Government Act 1995

**Policy Implications**

Nil

**Financial Implications**

The project is provided for in the 2013/14 Budget and the quoted amount is within the budget allowance.

**Strategic Implications**

The construction of an additional ablution block will provide an additional facility to our already very popular caravan park and help to keep visitors to the park happy.

**Voting Requirements**

Simple majority

The Chief Executive Officer advised the meeting there may be a variation to the quoted price as he was negotiating a change in style of hot water system.

**39/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.11**

**MOVED: Cr D McQuie**

**SECONDED: Cr A Bloore**

**That Council accept the quote of \$177, 940 ex GST from Modus Australia for a new ablution facility for the Sandstone Caravan Park.**

**CARRIED**  
**Voting 5/0**

## 9.2 FINANCIAL REPORTS

### 9.2.1 FINANCIAL STATEMENTS FOR MONTH OF APRIL 2014

**Agenda Reference:** FO 5/14 – 01  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:**  
**Disclosure of Interest:** Nil  
**Date of Report:** 20<sup>TH</sup> May 2014  
**Author:** Candice Smith – Finance Officer

**Signature of Author:** \_\_\_\_\_

#### Summary

The Monthly Statement of Financial Activity reports for the month ending 30th April 2014 is presented to Council for adoption.

#### Attachments

The Monthly Financial Activity Reports for the month of April 2014 are attached to this item.

#### Background

The Financial Management Regulations require a monthly statement of financial activity to be presented to Council.

#### Comment

These financial reports are presented to council after being prepared by our contract accountant. Council continues to be in a strong financial position.

Council's current operating surplus as at 30th April 2014 was \$640,753.

#### Summary of Funds – Shire of Sandstone as at:                      30<sup>th</sup> April                      20<sup>th</sup> May

Municipal Cheque Account (CBA and Bank West)	\$57,747	\$97,140
Municipal Investment Account (CBA and Bank West)	\$2,823,310	\$2,874,913
Trust Fund (CBA and Bank West)	\$2,030	\$1,020
Reserve Bank Accounts (Bank West)	\$5,051,177	\$5,051,177
Reserve Account (CBA)	\$1,000,000	
ME Bank Investment	\$254,684	\$1,254,684

Debtor's accounts are being monitored with efforts made to ensure that monies are recovered. The outstanding balance as at 22nd May 2014 was \$137,516. Accounts outstanding for 60 days or more are being followed up.



Rate debtors as at 22nd May 2014 were \$64,801 (as compared to \$361,565 his time last year). Outstanding rates are being pursued and several have been referred to a debt collection agency for action.

**Consultation**

Nil

**Statutory Environment**

Local Government (Financial Management) Regulations 1996: Regulation 34(1) (a) and Regulation 17.

**Policy Implications**

Nil

**Financial Implications**

No significant financial trends are identified at this time.

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

**40/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.2.1**

**MOVED: Cr D McQuie**  
**SECONDED: Cr D Murat**

**That Council adopt the Financial Activity Report for the months of April 2014 as presented.**

**CARRIED**  
**Voting 5/0**

## ACCOUNTS FOR PAYMENT FOR MONTH OF APRIL 2014

**Agenda Reference:** FO 5/14 – 02  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 20<sup>th</sup> May 2014  
**Author:** Candice Smith, Finance Officer

**Signature of Author:** \_\_\_\_\_

### Summary

Council is requested to confirm payment of creditors for the month of April 2014 in accordance with the Local Government (Financial Management) Regulations 1996 section 13.1.

### Attachments

The list of accounts (EFT and cheque payments) is attached which will enable Council to confirm payment of its creditors

### Background

Financial Regulations require a schedule of payments made through the bank accounts to be presented to Council for their inspection. 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. 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 Regulations 1996

### Policy Implications

Payments have been made under Council delegation.

### Financial Implications

Funds were available to meet the expenditure.

## **Strategic Implications**

Nil

## **Voting Requirements**

Simple majority

### **41/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM NO. 9.2.2**

**MOVED: Cr C Hodshon**  
**SECONDED: Cr A Bloore**

**That Council confirm the April 2014 accounts for payment as presented:**

#### **Municipal Fund:**

**April 2014 - Cheque numbers 41 - 46 and EFT Payment Numbers 2673 – 2705 totalling \$87,312.80**

#### **Trust Fund:**

**April 2014 - Cheque number 9 - 10 totalling \$1,117.75**

#### **Payroll EFT:**

**April 2014 - \$19,265 & \$21,642 Totalling \$40,907**

#### **Credit Cards:**

**April 2014 – Bankwest \$3,714.42 as detailed on the attached statements.**

**CARRIED**  
**Voting 5/0**

### 9.3 HEALTH, BUILDING and TOWN PLANNING REPORTS

Nil

### 9.4 WORKS and SERVICES REPORTS

Nil

### 10. ELECTED MEMBERS MOTIONS OF WHICH PRIOR NOTICE HAVE BEEN GIVEN

Nil

### 11. NEW URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

11.1 ELECTED MEMBERS

11.2 STAFF

### 12. CONFIDENTIAL ITEMS (under separate cover)

3.15pm

#### 42/14 COUNCIL RESOLUTION

MOVED: Cr D McQuie

SECONDED: Cr C Hodshon

That the meeting sit behind closed doors in accordance with Section 5.23(2)(e) Local Government Act 1995 as the following items relates to the personal affairs of a person and a contract that may be entered into.

CARRIED  
Voting 5/0

3.16pm - Councillor Hodshon declared a financial interest in Item 12.1 – Write-off of Outstanding rates and withdrew from the meeting.

4.00pm

**48/14 COUNCIL RESOLUTION**

**MOVED: Cr C Hodshon**  
**SECONDED: Cr D McQuie**

**That the meeting be re-opened to the public.**

**CARRIED**  
**Voting 5/0**

**13. COUNCILLOR REPORTS**

Nil

**14. TIME AND DATE OF NEXT MEETING**

The next scheduled ordinary meeting of the Council will be held on Thursday 26<sup>th</sup> June 2014 at 2.00 pm

**15. CLOSURE OF THE MEETING**

The Shire President thanked all for attending and declared the meeting closed at 4.01pm.

These minutes were confirmed at a meeting on 29<sup>th</sup> May 2014.

Signed: \_\_\_\_\_

Presiding Officer

Date: 26<sup>th</sup> June 2014