



# **AGENDA**

Ordinary Council Meeting

Thursday, 23 June 2016  
11:00 am

To be held in the Council Chambers, Hack St Sandstone



## ORDINARY COUNCIL MEETING NOTICE PAPER

**Thursday, 23 June 2016 – 11:00 am**

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday, 23 June 2016, in the Council Chambers, Hack Street, Sandstone, commencing at 11:00 am.

### **Councillors please note:**

A Briefing Session will be held at the conclusion of the Council Meeting. A separate agenda has been issued for this Session.

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**Sean Fletcher**  
A/Chief Executive Officer

Friday, 17 June 2016

### **PUBLIC QUESTION TIME**

A minimum of 15 minutes for “Public Question Time” is available to allow members of the public the opportunity of submitting questions to Council on matters concerning the Agenda. It is preferred that questions be submitted in writing and at least 24 hours prior to the Meeting. The questions will be addressed by the President and may be directed by the President via the CEO to a relevant staff member for a further and better response. Where an answer cannot be given at the Meeting, a reply will be given in writing subsequent to the next 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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**Sean Fletcher**  
**A/Chief Executive Officer**

17 June 2016

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 sections 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.



## SHIRE OF SANDSTONE ELECTED MEMBER'S REQUEST FORM

Councillor's Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2016

**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: \_\_\_\_/\_\_\_\_/2016

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

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

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## Councillor's Claim for Sitting Fees and Travel

Councillor \_\_\_\_\_

Creditor No \_\_\_\_\_

<i>Date</i>	<i>Meeting</i>	<i>Sitting Fees</i>	<i>Travel Km's</i>	<i>Amount</i> 74 cents per km
Date of Meeting	Type of Meeting	\$170/ \$340	No of km's	Office Use
	<b>Full Council</b>			

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

Total		Total
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
04109	Line Item 370	04100
TOTAL:		<input style="width: 100%;" type="text"/>

### 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 will be rejected.

\_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)

Calculations Checked \_\_\_\_\_ Date \_\_\_\_\_

Goods Received / Payment Approved \_\_\_\_\_

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## ORDINARY COUNCIL MEETING HELD ON 23 June 2016

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14	2.0	Announcements from the Presiding Member and/or Councillors (without discussion unless otherwise determined)	
14	3.0	Attendance	
14	4.0	Response to Previous Public Questions Taken on Notice	
15	5.0	Applications for Leave of Absence	
15	6.0	Declarations of Interest	
15	7.0	Public Question Time	
15	8.0	Confirmation of Minutes from Previous Meeting(s)	
15	8.1	Ordinary Council Meeting – 2 June 2016	/16
15	9.0	Presentations	
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16	10.1	Chief Executive Officer's Reports	
16	10.1.1	Integrated Planning and Reporting – Corporate Business Plan	/16
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26	10.2	Financial Reports	/16
26	10.2.1	Financial Statements for the Month of May 2016	/16
28	10.2.2	Accounts Update for the Month of May 2016 (includes for Credit Cards, the Caravan Park & Fuel Sales)	/16
31	10.3	Health, Building and Town Planning	/16
31	10.3.1	Disability Access and Inclusion Plan (DAIP)	
34	10.4	Works and Services	
34	11	Motions of which Previous Notice Has Been Given	
34	12	Questions from Members Without Notice	
34	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	

<b>34</b>	14	Meeting Items Closed to the Public	
<b>34</b>		Time and Date of Next Meeting	
<b>34</b>	15	Closure of the Meeting	
<b>34</b>		Certification of the Minutes of the Previous Meeting(s)	

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## AGENDA and STAFF REPORTS

### ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 23 June 2016

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

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 11.00 am.

##### 1.1 Visitors

Nil

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

Nil

#### 3 ATTENDANCE

##### 3.1 Present

###### Elected Members

Cr B (Bethel) Walton	Shire President (and Presiding member of this Meeting)
Cr C (Carol) Hodshon	Deputy Shire President
Cr D (Donna) Bennett	
Cr F (Freda) May	
Cr K (Kerry) Key	
Cr J P Bennett	

###### Staff Members

Mr Sean Fletcher	A/Chief Executive Officer
Mr Rob Moss	Works Supervisor
(Ms Rhonda Miles or Ms Margaret Duhig – observer)	

##### 3.2 Apologies

Nil

##### 3.3 Approved Leave of Absence

##### 3.4 Visitors/Observers

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 MEETING**

**8.1** That the Minutes of the Ordinary Meeting of Council held on 2 June 2016 be confirmed as a true and accurate record of proceedings.

**COUNCIL RESOLUTION /16**

**MOVED: Cr**

**SECONDED: Cr**

**That the Minutes of the Ordinary Meeting of Council held on 2 June 2016 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 Integrated Planning and Reporting

**Agenda Reference:** CEO 6/16 - 01  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 3 June 2016  
**File No:**  
**Previous References:** OCM 2 June 2016: 10.1.1  
**Author:** Sean Fletcher, Acting Chief Executive Officer



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

#### Summary

The purpose of this report is to advise Council on the status of the Shire's Integrated Planning and Reporting. This includes the quarterly update regarding the Shire's Corporate Business Plan.

#### Attachments

10.1.1A – Corporate Business Plan – Quarterly Report

#### Background

The main issue for consideration in today's report is the quarterly update regarding the performance of the Shire's Corporate Business Plan for 2015/16.

#### Comment

##### Strategic Community Plan

The amendments to the Shire's Strategic Community Plan were adopted at the Council meeting on 2 June 2016.

##### Corporate Business Plan

The amendments to the Shire's Corporate Business Plan were adopted at the Council meeting on 2 June 2016.

##### Asset Management Plan

The amendments to the Shire's Asset Management Plan were adopted at the Council meeting on 2 June 2016.



Long Term Financial Plan

The Long Term Financial Plan will undergo a full review in 2017.

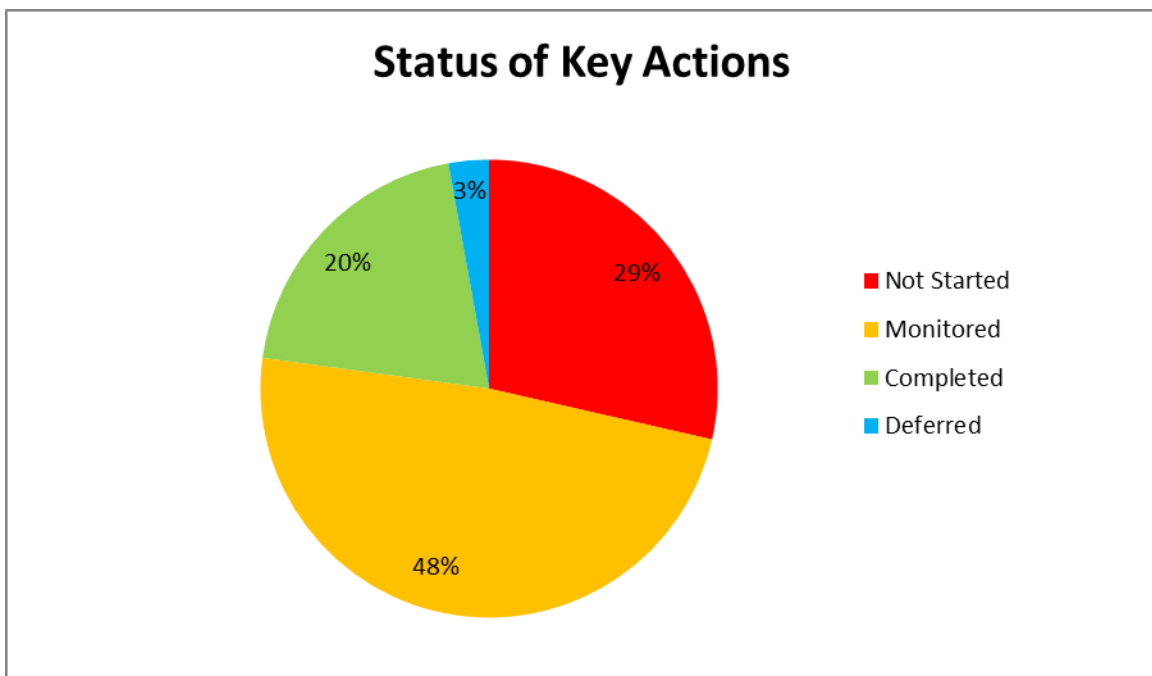
Workforce Plan

The Workforce Plan has yet to have its interim review

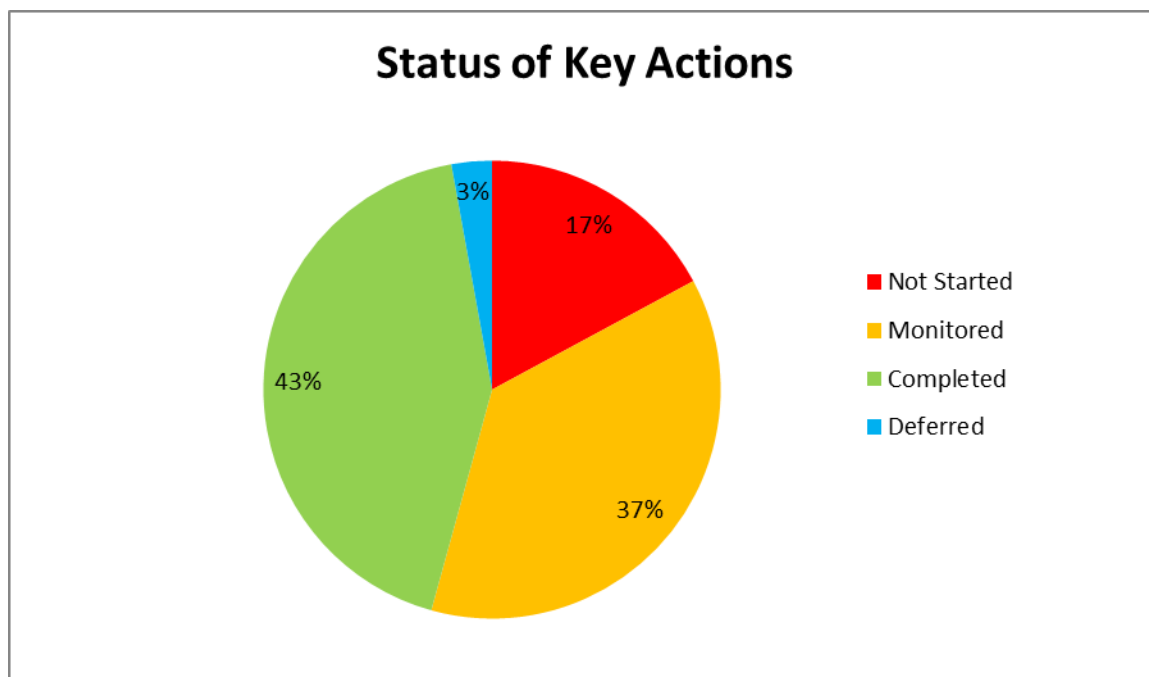
Quarterly Report – Corporate Business Plan

Provided for Council’s information is an overview on the status of the key items within the Shire’s Corporate Business Plan:

**March Quarter**



## June Quarter



The key matters to note regarding the status of the Corporate Business Plan are the changes from April to June:

Strategic Element	Comment (% Previous Month)
One - Environment	Recycling opportunities not started. Perhaps this not achievable
Two – Roads and Transport	75% of this target was achieved. Item carries forward to 2016/17
Three – Community Well Being	Item 2 will see at least two community events in 2016/17
Four – Economic Development	Remaining activities underway and will be carried forward in 2016/17
Five - Governance	62% of activities achieved in this area. Remaining items to carry forward
Six – Community Facilities and Amenities	Item 6 will need a review. Item 3 has commenced. Item 5 to carry forward
<b>Total</b>	43% (20%) complete, 37% (49%) in-hand, 17% (28%) not started, 3% (0%) not required

The key matters to note are that the percentage of matters completed (and on-track) has improved from 20% to 43% and the matters not started has reduced from 28% to 17%.

The key issue to note is that the Shire now has a clear overview of how its Corporate Business Plan has now performed for 2015/16 and in essence has completed its annual

review of the Corporate Business Plan. Perhaps the telling factor is that since the commencement of the tracking of the Corporate Business Plan in March 2016, there has been a marked improvement in targets achieved (43%), even though overall they are well below a desirable completion rate of 75%. However, 80% of the strategies were either completed or are now well underway.

This information regarding the ongoing review of the Corporate Business Plan is also easily transferable to the Annual Report for 2015/16.

A copy of the full quarterly report is provided in attachment 10.1.1A.

#### Time To Implement Required Changes to IPR Documents

The updated timeline to implement the required changes is as follows:

Plan	Who	Cost	Feb	Mar	Apr	May	Comments
SCP	CEO						• Changes adopted 2 June 2016
CBP	CEO						• Changes adopted 2 June 2016
LTFP	CEO	\$5,000					Queries by the Department on a number of ratios addressed
AMP	CEO						• Changes adopted 2 June 2016
WFP	CEO						The Workforce Plan requires an interim review

#### Legend

	Indicator
Time required	
In progress	
Completed	
Revised due date	

#### Consultation

Nil

#### Statutory Environment

*Local Government Act 1995* – Section 5.56 - Planning for the Future. A local government is to ensure that its plans are made in accordance with any regulations made.

*Local Government (Administration) Regulations 1996* – Division 3 Planning for the Future. This division sets out the finer detail regarding Integrated Planning and Reporting including the SCP, CBP, LTFP, AMP and WFP.

#### Policy Implications

Nil

**Financial Implications**

Nil

**Strategic Implications**

As discussed in the body of this report.

**Voting Requirements**

Absolute majority

**Officer Recommendation**

That Council accepts the June 2016 quarterly review of the Shire's Corporate Business Plan.

**COUNCIL RESOLUTION X/16**

**MOVED: Cr**

**SECONDED: Cr**

That Council accepts the June 2016 quarterly review of the Shire's Corporate Business Plan.

**CARRIED/NOT CARRIED (X/X)**

## 10.1.2 ENDORSEMENT OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

**Agenda Reference:** CEO 6/16 - 02  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 31 May 2016  
**File No:**  
**Previous References:**  
**Author:** Sean Fletcher, Acting Chief Executive Officer



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

### Summary

The purpose of this report is to seek Council's endorsement of the Shire of Sandstone Local Emergency Management Arrangements (LEMA) that also includes the Recovery Sub-plan.

### Attachments

- 10.1.2A Shire of Sandstone Local Emergency Management Arrangements June 2016
- 10.1.2B Shire of Sandstone Local Recovery Sub - Plan June 2016
- 10.1.2C Shire of Sandstone Local Emergency Management Plan for the Provision of Welfare Support

### Background

Each local government is responsible for the emergency management arrangements in its district through a Local Emergency Management Committee.

The Shire of Sandstone Local Emergency Management Committee (LEMC) has been working on the development of an update to the Local Emergency Management Arrangements (LEMA) since October 2015.

These arrangements are required under the *Emergency Management Act 2005*, by the State Emergency Management Committee (SEMC). Each LEMC is required to develop relevant local emergency arrangements and adopt these before forwarding them to the relevant local government council for endorsement. Once endorsed by the Council, the emergency management arrangements will then be submitted to the Midwest-Gascoyne District Emergency Management Committee (DEMC) and then forwarded by DEMC to SEMC.

Each LEMA is also underpinned by the Local Recovery Sub-Plan. This is so that in there is in the first instance a plan that can be referred to regarding the management of incidents such a bushfire, plane crash and so on. The Local Recovery Sub-Plan details what recovery measures are required once the emergency has been dealt with.

As such, the arrangements listed in this report have now replaced those that were previously drafted by the Shire of Sandstone LEMC in 2012 and 2007.

The local emergency arrangements were adopted by the Shire of Sandstone LEMC at its meeting on 9 June 2016.

### **Comment**

As per the comments in the background section to this report.

### **Consultation**

Shire of Sandstone LEMC and its members  
Jonelle Tyson, SEMC  
Helen Kent, SEMC

### **Statutory Environment**

*Emergency Management Act 2005*

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple majority

### **Officer Recommendation – Item 10.1.2**

That Council endorses:

1. Shire of Sandstone Local Emergency Management Arrangements June 2016 (Attachment 10.1.2A)
2. Shire of Sandstone Local Recovery Sub - Plan June 2016 (Attachment 10.1.2B)

**COUNCIL RESOLUTION**

**X/16**

**MOVED: Cr**

**SECONDED: Cr**

That Council endorses:

1. Shire of Sandstone Local Emergency Management Arrangements June 2016  
(Attachment 10.1.2A)
2. Shire of Sandstone Local Recovery Plan June 2016 (Attachment 10.1.2B)

**CARRIED/NOT CARRIED (X/X)**

### 10.1.3 Status Report Update – June 2016

**Agenda Reference:** CEO 6/16 - 03  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 17 June 2016  
**File No:**  
**Previous References:** OCM 2 June 2016  
**Author:** Sean Fletcher, Acting CEO

**Signature of Author:** 

#### Summary

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

#### Attachments

10.1.3A Status Update June 2016

#### Background

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

#### Comment

As per the comments in the body of this report.

#### Consultation

Nil

#### Statutory Environment

Nil

#### Policy Implications

Nil

#### Financial Implications

Nil



**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**Officer Recommendation – Item 10.1.3**

That Council accepts the Status Update for June 2016

**COUNCIL RESOLUTION**

**X/16**

**MOVED: Cr**

**SECONDED: Cr**

That Council accepts the Status Update for June 2016

**CARRIED/NOT CARRIED (X/X)**

## 10.2 FINANCIAL REPORTS

### 10.2.1 FINANCIAL STATEMENTS FOR MONTHS OF MAY 2016

**Location:** Shire of Sandstone  
**Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 14 June 2016  
**Author:** Sean Fletcher, A/Chief Executive Officer

**Signature of Author:**



#### Summary

The Statement of Financial Activity reports for the month ending 31 May 2016 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*. Councillors will note a significant increase in the levels of deposits in the two Municipal Accounts. This is because we had rolled seven large International Money Market investments back into the Municipal Accounts pending reinvestment with BankWest Geraldton, which has now occurred.

#### Attachments

10.2.1A: Monthly Financial Report for the period ended 31 MAY 2016

#### Background

The Financial Management Regulations require a monthly statement of financial activity to be presented to Council. It is good financial practice for Council to conduct regular monthly monitoring of (operating and capital) revenue and expenses.

#### Summary of Funds – Shire of Sandstone as at: 31 May 2016

Municipal Cheque Account - On-line (BWA)	\$3,794,223.52
Municipal Investment Account – On-line (BWA)	\$1,202,017.22
Trust Fund (Bank West)	\$5,672.91
Municipal Term Deposit (Bank West)	\$340,822
Bankwest Middle Markets Account	\$5,020,661

#### Consultation

Finance Office

### **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**

Please refer to the comments in the body of this report.

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple Majority

### **Officer Recommendation – Item 10.2.1**

That Council accepts the Statement of Financial Activity for the month of May 2016 as presented, including the attachments 10.2.1A Monthly Financial Report for May 2016.

**COUNCIL RESOLUTION                      ??/16**

**MOVED: Cr**

**SECONDED: Cr**

**That Council accepts the Statement of Financial Activity for the month of May 2016 as presented, including the attachments 10.2.1A Monthly Financial Report for May 2016.**

**NOT/CARRIED (??)**

<b>10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF MAY 2016 (includes Credit Cards, the Caravan Park and Fuel Sales)</b>
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**Location:** Shire of Sandstone  
**Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 9 June 2016  
**Author:** Rhonda Miles – Finance Officer  
**Senior Executive:** Sean Fletcher – A/Chief Executive Officer

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

### 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 E: The list of accounts (EFT and cheque payments) is attached which will enable Council to see the payments made to the Shire's creditors.
- 10.2.2F to H: 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 that handle 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*

*Financial Management (Local Government) Regulations 1996 – Regulation 13*

Please, also refer to the comments in the Background Section.

## **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

## **Staff Recommendation – Item No. 10.2.2**

That Council receives the May 2016 accounts paid as presented:

### Municipal Fund

- Municipal printed cheque numbers 105042-105049 totalling \$22,630.05
- EFT Payment Numbers 4535-4599 totalling \$622,610.83
- Superannuation \$5,524.60

### Trust Fund:

- Trust cheque numbers 69-70 totalling \$1,519.55
- Trust printed cheques numbers 205005-205007 totalling \$2,286.25

### Payroll EFT:

May 2016 - \$32,203, \$38,573.49 and \$1,530 totalling \$72,306.49

### Credit Cards:

DD2785.1 totalling \$2,565.82

**COUNCIL RESOLUTION**

**??/16**

**MOVED: Cr**

**SECONDED: Cr**

That Council receives the May 2016 accounts paid as presented:

**Municipal Fund**

- Municipal printed cheque numbers 105042-105049 totalling \$22,630.05
- EFT Payment Numbers 4535-4599 totalling \$622,610.83
- Superannuation \$5,524.60

**Trust Fund:**

- Trust cheque numbers 69-70 totalling \$1,519.55
- Trust printed cheques numbers 205005-205007 totalling \$2,286.25

**Payroll EFT:**

May 2016 - \$32,203, \$38,573.49 and \$1,530 totalling \$72,306.49

**Credit Cards:**

DD2785.1 totalling \$2,565.82

**NOT/CARRIED (??)**

## 10.3 HEALTH, BUILDING and TOWN PLANNING

### 10.3.1 PROGRESS REPORT DISABILITY ACCESS AND INCLUSION PLAN 2015-2016

**Agenda Reference:** EHO 6/16 - 01  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 1 June 2016  
**File No:**  
**Previous References:** **OCM 20 August 2015**  
**Author:** Sean Fletcher, Acting Chief Executive Officer



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

#### Summary

The purpose of this report is to seek Council's approval regarding the progress of the Shire's Disability Access and Inclusion Plan (DAIP) for 2015-2016.

#### Attachments

10.3.1A DAIP Progress Report 2015-2016

#### Background

Each year, local government is required to report by 30 June on the progress of its Disability Access and Inclusion Plan.

The purpose of the report is so that the Minister for Disability Services can report to Parliament each year on the progress regarding the implementation of disability access and inclusion strategies by public authorities.

The Shire's environmental health officer has completed the survey for 2015-2016 and a copy is attached for Council's information and consideration.

#### Comment

Council adopted the Shire's revised Disability Access and Inclusion Plan at its meeting on 20 August 2015.

For the 2016-2016 DAIP progress report Mr Atyeo went though and identified the following:

<b>Outcome</b>	<b>Strategies Planned</b>	<b>Strategies Implemented</b>	<b>Strategies Effective</b>	<b>Comment</b>
<b>Outcome 1 - Services &amp; Events</b>	6	3	3	Strategies are ongoing and will be adjusted accordingly
<b>Outcome 2 - Building &amp; Facilities</b>	6	5	5	The new Admin Building meets the BCA.  Although no disabled parking is allocated there is plenty of parking for all
<b>Outcome 3 - Information</b>	3	1	1	Strategies are ongoing and will be adjusted accordingly
<b>Outcome 4 - Level and Quality of Service</b>	3	2	2	Shire staff do consider the needs of individuals on a case by case basis
<b>Outcome 5 - Complaints</b>	2	2	2	Staff are very competent dealing with complaints
<b>Outcome 6 - Consultation</b>	5	0	0	Difficult to report on as the community is very small
<b>Outcome 7 - Employment</b>	4	0	0	All strategies are being developed. The Shire staff do work safely and those with disabilities will not be put in an unsafe area

Although the Shire included Outcome 7 in its DAIP in August 2015, it would appear that this outcome was not adopted using the required process under the Disability Services Act and its regulations (advertising and consultation of the community).

However, the author has spoken to Sue Henson at the Department of Disability Services Commission who has now advised after discussions that she is considering putting forward to the Disabilities Commissioner an exemption regarding the need for retrospective consultation. This is because, for all intents and purposes, small local governments do work in the spirit of the legislation when it comes to how they keep communities informed and when seeking feedback.

If the exemption is approved, then all that will be required with future reviews of the DAIP is to ensure public consultation is undertaken regarding all of the outcomes. Alternatively, the



Disability Services Commission has given the Shire until 31 October 2016 to complete the requirement regarding consultation on a retrospective basis.

**Consultation**

Bill Atyeo, Consultant Environmental Health Officer  
Sue Henson, Disability Services Commission

**Statutory Environment**

*Disability Services Act 1993 (as amended)*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**Officer Recommendation – Item 10.3.1**

That Council approves the Shire of Sandstone 2015-2016 Disability Access and Inclusion Plan Progress Report.

**COUNCIL RESOLUTION**

**X/16**

**MOVED: Cr**

**SECONDED: Cr**

That Council approves the Shire of Sandstone 2015-2016 Disability Access and Inclusion Plan Progress Report.

**CARRIED/NOT CARRIED (X/X)**

**10.4 WORKS and SERVICES**

Nil

**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**

**13.1 Meeting Closed to the Public**

Nil

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

Nil

**TIME and DATE of NEXT MEETING**

The next scheduled Ordinary Council Meeting will be held on Thursday 28 July 2016.

**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 Meeting held on 2 June 2016, as shown, were confirmed as a true and accurate record at the Meeting held on 23 June 2016.

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

Date: 23 June 2016