



# **MINUTES**

Special Council Meeting

Friday, 12 August 2016  
3:00 pm

Held in the Council Chambers, Hack St Sandstone



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**Sean Fletcher**  
**A/Chief Executive Officer**

15 August 2016

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**ORDINARY COUNCIL MEETING HELD ON 12 August 2016**  
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## AGENDA and STAFF REPORTS

### SPECIAL COUNCIL MEETING HELD IN COUNCIL CHAMBERS, SANDSTONE ON FRIDAY, 12 August 2016

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

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 3.00 pm.

##### 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 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

##### 3.2 Apologies

Nil

##### 3.3 Approved Leave of Absence

Nil

#### 4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

## **5 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

## **6 DECLARATIONS OF INTEREST**

### **6.1 Declarations of Financial Interest**

Sean Fletcher - some items regarding the costs associated with consultants and relief CEOs are incorporated with the budget

### **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 Nil**

## **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**

**Nil**

## 10.2 FINANCIAL REPORTS

### 10.2.1 ADOPTION OF THE 2016/2017 BUDGET – SHIRE OF SANDSTONE

<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	11 August 2016
<b>File No:</b>	
<b>Previous References:</b>	OCM 28 July 2016 Item 10.2.3
<b>Author:</b>	<b>Sean Fletcher, A/Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	Financial Interest as some items regarding the costs associated with consultants and relief CEOs are incorporated with the budget

#### Summary

The purpose of today's report is for the adoption of the Shire of Sandstone Budget for the 2016/2017 financial year. The Budget contains supporting schedules, including the imposition of rates and minimum payments, the adoption of fees and charges along with the setting of elected members' fees, confirmation of the Shire's reserve funds, and other consequential matters arising from the budget papers.

#### Attachments

10.2.1A: Shire of Sandstone Municipal Budget 2016/2017

#### Background

The draft budget for 2016/2017 has been compiled based on the principles contained within the Strategic Community Plan and other supporting plans including the Shire's Corporate Business Plan.

The draft budget was prepared in accordance with the presentation made to councillors at the budget workshop held on 19 July 2016.

The differential rates for 2016/2017 were approved by the Council at its meeting on 28 July 2016 and subsequently approved by the Department of Local Government and Communities in accordance with the Minister's delegation on 10 August 2016.

#### Comment

The budget has been prepared to include information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

As explained at the Budget Workshop on 19 July 2016, the Strategic Community Plan and the Corporate Business Plan, the Long Term Financial Plan, Asset Management Plan and Workforce Plan was taken into consideration.



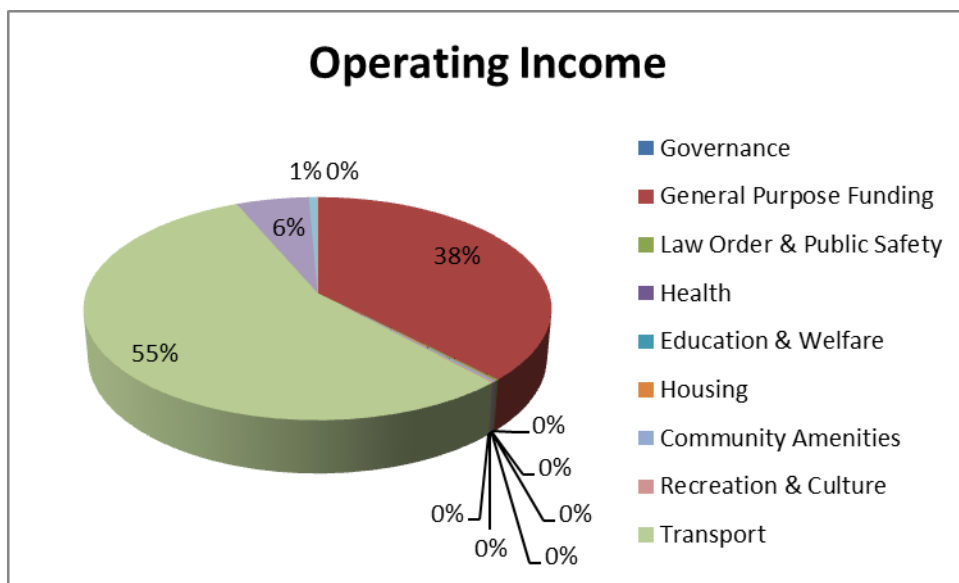
With the above in mind, it was explained to Council that the budget efficiencies identified reflect its commitment to the Shire's Strategic Community Plan that has seen rates increased by 3% for 2016/2017 instead of the 4% required under the Shire's Long Term Financial Plan.

The Shire's budget for 2016/2017 is expected to be \$10,654,470. Of this, the operating income is \$7,965,326 with capital income of \$765,000. A surplus of \$1,932,325 is also expected. Depreciation and other losses are expected to be \$1,417,312.

An overview of the operating and capital income and expenditure follows:

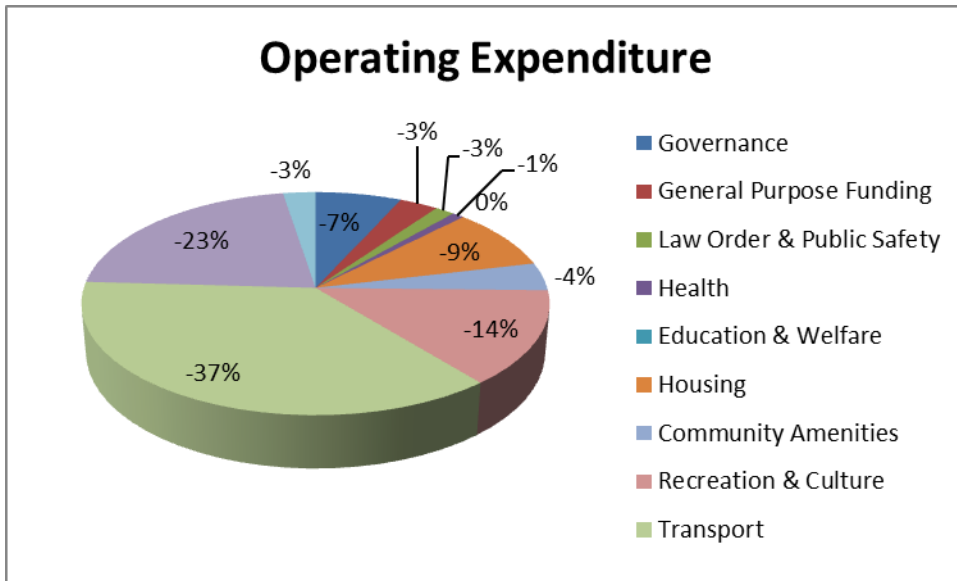
### Operating Income/Expenditure

Operating income and expenditure represents the income and expenditure that is incurred on a day to day basis.



The level of operating income for 2016/2017 is \$7,955,006. It can be seen from the above chart that the Shire's key sources of operating income include the funds received as part of the Transport Program (55% or \$4,404,332) and funds received as part of the General Purpose Program (38% or \$2,995,724).

The majority of the income received for the Transport Program consists of WANDRRA flood funding (\$3,708,000). For the General Purpose Program this consists of income made up of \$899,729 from rates raised and \$1,925,622 from Financial Assistance Grants, which is Commonwealth funding.



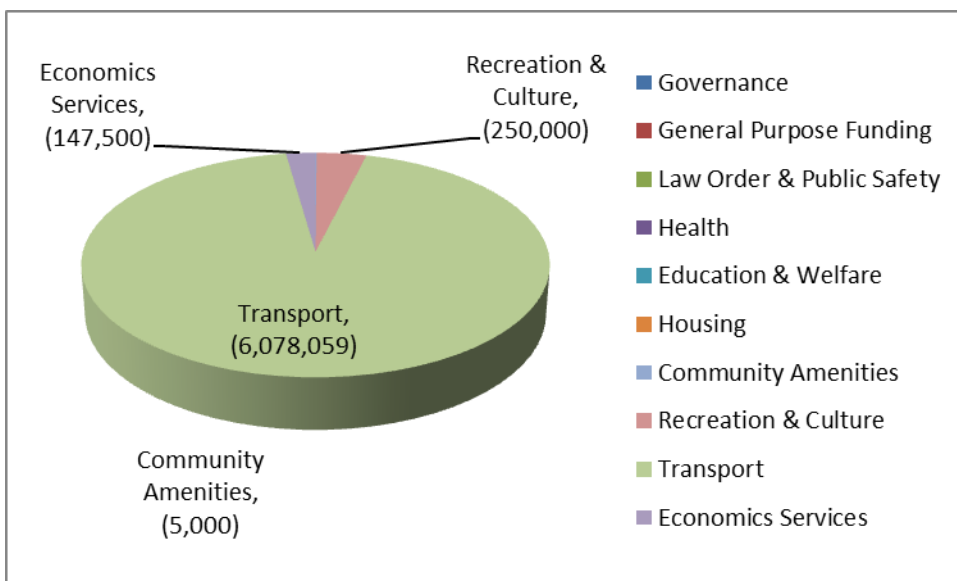
The Shire’s operating expenditure will be \$4,241,223. The key areas of expenditure are the Transport Program (37% or \$1,556,655), Economic Services (23% or \$911,132), Recreation and Culture Program (14% or \$580,000), and the Housing Program (9% or \$377,734). The cost of the Governance Program (Council support) is \$288,750.

### Capital Income/Expenditure

#### Capital Income

The sources of capital income include \$120,000 from the disposal of assets (plant) and \$645,000 from the Shire’s reserves.

#### Capital Expenditure



Capital expenditure is expected to be \$6,480,559 - including \$6,078,059 for the Transport Program (Road Works) and purchase of new plant (\$515,000), \$250,000 for Recreation and Culture (including \$150,000 for the Old State Battery Project) and \$147,500 for the Economic Services Program (Improvements to the Caravan Park \$80,000, Construction of

the Memorial Park \$25,000 and improvements to the Visitors Centre \$10,000), and \$5,000 for Community Amenities (Improving the signage at the Cemetery).

## **Fees and Charges**

The majority of fees and charges for 2016/2017 have remain unchanged except for the following:

- The travel allowance to councillors has been corrected to reflect those rates that are applicable under the *Local Government Officer's Interim Award 2011*;
- Refuse and Sanitation fees increased by \$5. However, septic tank cleaning fees have remained the same. Also new fees for the receiving of contaminated soil have been included using a sliding scale. This is in accordance with recommended fees charge throughout Western Australia;
- Caravan Park fees have been increased by 3% (except for those regarding the fees for showers, washing machines, the dog bond and satellite TV Hire);
- Town Planning Fees – Part 2 have been corrected to reflect the actual rates allowable under the Planning and Development Regulations 2009.

The description for the dog and cat registration fees have been amended to reflect the correct statutory reference.

## **Consultation**

- Shire Staff – through the budget request process;
- Works Supervisor regarding areas of responsibility;
- Councillors at the Budget Briefing on 19 July 2016

## **Statutory Environment**

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt by absolute majority, in the manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the Local Government Act 1995 refer to the setting of the budget and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 detail the form and content of the budget. The draft budget for 2016/2017 as presented is considered to meet these statutory requirements.

## **Policy Implications**

As per the strategic requirements.

## **Financial Implications**

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

## **Strategic Implications**

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

## **Voting Requirements**

Absolute Majority for most matters. Simple Majority for remaining matters

## **Officer Recommendation – Item 10.2.3 and Council Resolution 67/16**

That Council

**MOVED:** Cr C Hodshon

**SECONDED:** Cr F May

## **PART A – MUNICIPAL FUND BUDGET FOR 2016/2017**

Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Municipal Fund Budget as contained in Attachment 10.2.1A for the Shire of Sandstone for the 2016/2017 financial year which includes the following:

- Statement of Comprehensive income by Nature and Type on page 2 showing a net result for the year of \$3,724,103;
- Statement of Comprehensive income by Program on page 3 showing a net result for the year of \$3,724,103;
- Statement of Cash Flows on page 4;
- Rate Setting Statement on page 5 showing an amount to be raised from rates of \$899,729;
- Transfers to and from the Reserve accounts as detailed on page 27;
- The remaining notes to and forming part of the budget on pages 6 – 31;
- The program schedules as detailed after page 31.

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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## **Officer Recommendation – Item 10.2.3 and Council Resolution 68/16**

**MOVED:** Cr K Key

**SECONDED:** Cr C Hodshon

## **PART B – GENERAL AND MINIMUM RATES, INSTALLMENT PAYMENT ARRANGEMENTS**

1. Notes that it has already adopted through Resolution 63/16 on 28 July 2016 for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above the required differential general rates and minimum payments on Gross Rental and Unimproved Values.
2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full or by instalments:

- Full payment and 1<sup>st</sup> instalment due date 21 September 2016
- 2<sup>nd</sup> instalment due date 21 November 2016
- 3<sup>rd</sup> instalment due date 23 January 2017
- 4<sup>th</sup> instalment due date 23 March 2017

3. Notes that it has already adopted an early payment discount of 3.5% through Resolution 63/16 on 28 July 2016.
4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.
5. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
6. Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

**CARRIED BY ABSOLUTE MAJORITY 5/0**

**Officer Recommendation – Item 10.2.3 and Council Resolution 69/16**

**MOVED:** Cr C Hodshon  
**SECONDED:** Cr F May

**PART C – GENERAL FEES AND CHARGES FOR 2016/2017**

Pursuant to section 6.16 of the *Local Government Act 1995*, council adopts the Fees and Charges included in Attachment 10.2.1A.

**CARRIED BY ABSOLUTE MAJORITY 5/0**

**Officer Recommendation – Item 10.2.3 and Council Resolution 70/16**

**MOVED:** Cr C Hodshon  
**SECONDED:** Cr JP Bennett

**PART D – OTHER STATUTORY FEES FOR 2016/2017**

1. Pursuant to section 53 of the *Cemeteries Act 1986* the council adopts the

Fees and Charges for the Sandstone Cemetery included in Attachment 10.2.1A.

2. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopt the following charges for the removal and deposit of domestic and commercial waste:

2.1	Domestic Bin Collection	
	• Per weekly collection	\$175pa
2.2	Commercial Premises	
	• Per weekly collection	\$175pa
2.2	Additional Bin Domestic/Commercial Premises	
	• Per weekly collection	\$175pa
2.2	Non Rateable Collection	
	• Per weekly collection	\$295pa
	• Additional Non Rateable collection:	\$320pa

3. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and section 6.16 of the *Local Government Act 1995* council adopt the following charges for the deposit of domestic and commercial waste:

Load or volume:

• Asbestos Waste (per cubic metre):	\$55.00
• Demolition rubble/refuse:	\$55.00
• Contaminated Soil (per tonne):	
○ Up to 500t	\$150.00
○ 500t – 1 000t	\$140.00
○ 1 000t – 1 500t	\$130.00
○ Over 1 500t	\$120.00
• Septic Tank Cleaning:	
○ One Tank:	\$275.00
○ Two or One Large Tank:	\$330.00
○ Three Tanks:	\$440.00

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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**Officer Recommendation – Item 10.2.3 and Council Resolution 71/16**

**MOVED:** Cr C Hodshon

**SECONDED:** Cr K Key

#### PART E – ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2016/2017

1. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following individual meeting attendance fees:

President	\$340.00
Councillors	\$170.00

2. Pursuant to section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

Telecommunications Allowance	\$500
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3. Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the individual meeting attendance fees:

President	\$3,500
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4. Pursuant to section 5.98A of the *Local Government Act 1995* and regulations 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the individual meeting fees:

Deputy President	\$875
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5. Notes that the travel allowance is paid in accordance with the Salaries And Allowances Tribunal effective 1 July 2016 i.e. in accordance with the Local Government Officers Interim Award 2011:

- |                     |             |
|---------------------|-------------|
| • Less than 1600cc  | 58.37 cents |
| • 1 600cc – 2 600cc | 70.87 cents |
| • Over 2 600cc      | 99.01 cents |

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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**Officer Recommendation – Item 10.2.3 and Council Resolution 72/16**

**MOVED:** Cr C Hodshon

**SECONDED:** Cr K Key

**PART F – MATERIAL VARIANCE REPORTING FOR 2016/2017**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2016/2017 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

**CARRIED BY SIMPLE MAJORITY 5/0**

**10.3 HEALTH, BUILDING and TOWN PLANNING**

Nil

**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 8 September 2016.



**15 CLOSURE OF MEETING**

There being no further business, the Shire President closed the meeting at 3:50 pm.

**CERTIFICATION**

I, \_\_\_\_\_, certify that the Minutes of the Meeting held on 12 August 2016, as shown, were confirmed as a true and accurate record at the Meeting held on 8 September 2016.

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

Date: 8 September 2016