



AGENDA

Ordinary Council Meeting

Monday, 27 February 2017
@ 11:00 am

To be held in the Council Chambers, Hack St Sandstone



ORDINARY COUNCIL MEETING NOTICE PAPER

Monday, 27 February 2017 – 11:00 am

Dear President and Councillors,

An Ordinary Meeting of Council is called for Monday, 27 February 2017, 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 handwritten signature in black ink, appearing to read 'H. Hawkins', is positioned above the printed name of the Chief Executive Officer.

Harry Hawkins
Chief Executive Officer

23 February 2017

PUBLIC QUESTION TIME

A 15 minute public question time is available to allow members of the public the opportunity of submitting questions to Council on matters concerning them. Questions should be submitted in writing prior to the meeting. The questions will be addressed by the President or their nominated person. Where an answer cannot be given at the meeting, a reply will be given in writing subsequent to the meeting.

Discussion will not be allowed.



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Sandstone Shire Council for any act, omission, statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Sandstone Shire Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, statement, intimation or otherwise occurring during Council/Committee Meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

*In particular but without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence or permit, any statement or limitation of approval made by an Elected Member or by a Staff Member of Sandstone Shire Council during the course of any Meeting is not intended to be and is not to be taken as notice of approval from the Sandstone Shire Council. The Sandstone Shire Council warns that anyone who has an application lodged with the Sandstone Shire Council must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application including any conditions attaching to the decision made by the Sandstone Shire Council in respect of the application.*

A handwritten signature in black ink, appearing to read 'H. Hawkins', is positioned above the printed name of the Chief Executive Officer.

Harry Hawkins
Chief Executive Officer

3 February 2017

Hack Street, SANDSTONE WA 6639
Tel (08) 9963 5802; Fax (08) 9963 5852
E-mail: ceo@sandstone.wa.gov.au



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

I, (1) _____ hereby declare an interest in the following item to be considered by Council at its Meeting to be held on (2) _____ and regarding

Agenda item (3) _____

The type of interest I wish to declare is (4)

- Financial pursuant to Sections 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the Minutes of the Meeting and recorded by the Chief Executive Officer in an appropriate Register.

 (Signature)

 (Date)

RECEIVED BY: _____
 (Chief Executive Officer)

 (Date)

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box(es) to indicate the type of interest (for explanation, see the extracts overleaf from the Act.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act)

Financial pursuant to Section 5.60A of the Local Government Act 1995

s5.60A Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

s5.60B Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

s5.61 Indirect Financial Interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

reg 11 Disclosure of Interest

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship, friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
 - or
 - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under s.5.68 of the Act)

s5.68 Councils and Committees may allow Members disclosing interests to participate etc. in Meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This 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: ____/____/2017

Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description: _____

OFFICE USE ONLY:-----

Action Taken: _____

Comment: _____

Completed: ____/____/2017

Signature: _____

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

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Councilor'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> <small>.7087 cents per km</small>
Date of Meeting	Type of Meeting	\$170/ \$340	No of km's	Office Use
	Full Council			

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 for payment will be rejected.

_____ (Signature) _____ (Date)

Calculations Checked _____ Date _____

Goods Received / Payment Approved _____

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ORDINARY COUNCIL MEETING TO BE HELD ON 27 February 2017
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AGENDA and STAFF REPORTS

ORDINARY COUNCIL MEETING TO BE HELD IN COUNCIL CHAMBERS, SANDSTONE ON MONDAY, 27 February 2017

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.

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 D (David) Lefroy	
Cr J P Bennett	
Cr K (Kerry) Key	

Staff Members

Mr Harry Hawkins	Chief Executive Officer
Mr Danny Humphries	Works Supervisor

(Ms Rhonda Miles or Ms Margaret Duhig – observer)

3.2 Apologies

3.3 Approved Leave of Absence

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 DECLARATIONS OF INTEREST

6.1 Declarations of Financial Interest

6.2 Declarations of Proximity Interest

6.3 Declarations of Indirect Financial Interest

6.4 Declarations of Impartiality Interest

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

8.1 That the Minutes of the Ordinary Meeting of Council held on 15 December 2016 be confirmed as a true and accurate record of proceedings.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That the Minutes of the Ordinary Meeting of Council held on 15 December 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

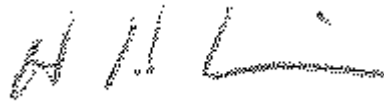
10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – February 2017

Agenda Reference: CEO 02/17 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 03/02/2017
File No:
Previous References: Various

Author: Harry Hawkins, 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

10.1.2A Status Update February 2017

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 10.1.1

That Council accepts the Status Update for February 2017

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council accepts the Status Update for February 2017

CARRIED/NOT CARRIED (X/X)

Status Update

February 2017

The Status Update is used to provide information to Elected Members regarding the Status of decisions made at Council Meetings:

Meeting Date	Item No	Resolution (Action Required)	Response (Update)	Officer	Timeframe
August 2016					
66/16	10.1.3	That Council – 1. notes the submissions from the Department of Local Government and Communities in relation to the following proposed Dog Local Law. 2. resolves to make the Dog Local Law noted above as per the attached drafts, incorporating	15/08/16 Final adopted versions of Dogs LL received from Niel Mitchell 19/08/16 • Dogs local Laws signed and sealed by the Shire President and Acting CEO; • Copies sent	CEO/Finance Officer	

		<p>amendments outlined by the Department of Local Government and Communities;</p> <p>3. authorise the affixing of the Common Seal to the Dog Local Law;</p> <p>4. publish the Dog Local Law noted above, in the Government Gazette;</p> <p>5. provide copy of the local law to the Minister for Local Government;</p> <p>6. forward a copy of the Gazetted Local Laws, explanatory memoranda and associated documentation to the Parliamentary Joint Standing Committee on Delegated Legislation for review.</p>	<p>to Niel Mitchell for submission to the Joint Standard Committee on Delegated Legislation</p> <p>26/08/16 Draft advert for local public notice received regarding notification of the adoption and <i>Gazetta</i> today of the Dogs Local Laws</p> <p>09/09/2016 Signed copies Dogs Local Laws and Explanatory memoranda and associated documentation signed by the President and CEO sent to Parliamentary Joint Standing Committee on Delegated Legislation for review.</p>	
85/16	10.1.3	That Council request an inspection of the houses with a view to purchasing them if structurally sound and price is reasonable.	28/9/2016 Keys received and houses inspected. Department Contacted for price and further details.	
89/16	10.1.7	That Council provide in principle support for the commence Talks with Barb Thompson and Nan Rickards Festival and Sandstone re funding and other support	20/10/2016 Initial conversation held with Barb Thompson 4/11/2016 Barb Thomson to visit Sandstone Late November for more info Meeting to be held with Nan Rickards early March 2017	
93/16	10.4.1	That Council approves 1. The sale of the trade in Volvo backhoe by private tender	13/10/2016 Volvo Backhoe advertised for sale in Countryman and Quocka 19/10/2016 New backhoe arrived at depot 28/10/2016 Only one expression of interest for Volvo Backhoe received	

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2 Shire of Sandstone - Annual Report 2015-2016

Agenda Reference:	CEO 02/17 - 02
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	3 February 2017
Author:	Harry Hawkins, Chief Executive Officer

Summary

The Shire of Sandstone is to prepare an Annual Report for each financial year which should contain the annual financial statements, a report from the Shire President, a report from the CEO and other information as may be prescribed in the Local Government Act 1995. The report for 2015-16 is presented for acceptance.

Attachments

Shire of Sandstone Annual Report 2015-2016

Background

Each year every Local Government must prepare an Annual Report for the preceding financial year. The Annual report for the Shire of Sandstone for the 2015-2016 year has been prepared and is presented for acceptance by Council.

Comment

Each year every Local Government must prepare an Annual Report for the preceding financial year which includes among other things a copy of the Auditors report and the Annual Financial Statement, a report from the Shire President and the shire CEO.

An Annual Meeting of electors is to be held on a day selected by the shire but not more than 56 days after the adoption of the Annual Report for the preceding financial year therefore if the annual report is to be accepted at this meeting the annual electors meeting should be held no later than the 20 April 2017.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Sections 5.53 and 5.27

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute Majority for acceptance of the Annual Report
Simple Majority for annual electors meeting

Officer Recommendation – Item No. 10.1.2

That Council accept the Annual Report for the 2015-2016 financial year, and agree to hold the annual electors meeting atpm on the2017

<p>STAFF RECOMMENDATION</p> <p><u>MOVED:</u> Cr <u>SECONDED:</u> Cr</p> <p>That Council accept the annual report for the 2015-2016 year and agree to hold the annual electors meeting at _____ pm on _____ 2017.</p> <p style="text-align: right;"><u>CARRIED/NOT CARRIED by Absolute Majority (??)</u></p>

10.1.3 Works Supervisor Appointment

Agenda Reference:	CEO 02/17 - 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	7 th February 2017
Author:	Harry Hawkins, Chief Executive Officer

Summary

With the resignation of Rob Moss the Shire advertised for a new Works Supervisor and Danny Humphries was offered the position. As with each senior staff position Council must approve the CEO’s appointment.

Attachments

Nil

Background

The former Works Supervisor Rob Moss resigned from the position in December 2016 and finished up with the shire on the 10th January 2017. The position was advertised with applications closing on the 20th January 2017. 13 applications were received and a shortlist of 3 was selected for interview. The interview panel consisted of the CEO and all councillors except Cr Freda May. Negotiations were conducted with a preferred candidate however they could not be finalised to the satisfaction of both parties therefore Danny Humphries was offered the position and a draft contract was prepared.

Comment

Section 5.37 of the Local Government Act 1995 sets out the requirements for employment of designated Senior Employees in local government with sub section(2) stating among other things that the CEO must inform the Council of each proposal to employ a senior employee and the Council may accept or reject the CEO's recommendation. If the recommendation is rejected Council must inform the CEO of its reasons for doing so.

Consultation

Nil

Statutory Environment

Local Government Act 1995 section 5.37.

Policy Implications

Administration Policy 2.3 designates the Works Supervisor as a Senior Employee.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.3

That Council accept the CEO's nomination of Danny Humphries for employment as Works Supervisor.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council accept the CEO's nomination of Danny Humphries for employment as Works Supervisor.

NOT/CARRIED (??)

10.1.4 Shearing Truck Video – Shire Funding

Agenda Reference: CEO 02/17 - 04
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 7th February 2017
Author: Harry Hawkins, Chief Executive Officer

Summary

Shire funding of \$2,000 is being sought for the production of a short video on the history of shearing teams travelling the outback on trucks.

Attachments

Nil

Background

In the early 20th century shearing teams moved around the state by truck carting the team and all their gear. A group of people led by 2 ex shearers involved in the practice are having a video that showcases this part of the states history professionally produced and are seeking funding of \$2,000 from each of the shires in the Midwest, Gascoyne and Murchison regions to fund the project.

Comment

Sheep and wool was a very important part of the states history with stations throughout the Midwest, Gascoyne, Murchison and the Pilbara regions running large flocks of sheep. To shear the sheep shearing teams travelled throughout the region on flat bed trucks. To preserve the history of this practice a professional video is being produced and local shires are being asked to contribute \$2,000 towards the costs.

The shire will receive a copy of the video and will have unlimited opportunities to use the video for promotional and other purposes free of charge.

Consultation

Nil

Statutory Environment

None

Policy Implications

Nil

Financial Implications

\$2,000 can be taken from underspends on completed projects.

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.4

That Council approve the donation of \$2,000 towards the production of a video on the shearing trucks of the early 20th century.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council approve the donation of \$2,000 towards the production of a video on the shearing trucks of the early 20 century.

NOT/CARRIED (??)

10.1.5 Sandstone Art Awards and Festival

Agenda Reference: CEO 02/17 - 05
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 7th February 2017
Author: Harry Hawkins, Chief Executive Officer

Summary

Following the success of last years art show a proposal was put together for an annual festival incorporating art awards.

Attachments

Nan Rickards Questionnaire

Background

Following the success of the artist in residence and art show held in Sandstone in September 2016 a proposal was put together for a Sandstone Festival incorporating annual Art Awards. The Federal Governments Building Better Regions Fund has a scheme which provides funds for this type of event and an application is being prepared subject to Council's approval for the event. Nan Rickards who has had a lot of experience in organising art awards throughout the state has come on board to help organise the event. A questionnaire from Nan was sent out to all Councillors by email in January 2017 and is also attached. The answers to these questions will determine if we are willing to push ahead with the organisation of the event.

Comment

After the success of the artist in residence and the art show/wine and cheese night in September 2016 it was suggested that the "Sandstone Art Awards" be created as an annual event and that it be held in conjunction with other events to create the Sandstone Festival.

The proposed art awards are being supported by Barbara Thompson from RDA Midwest, Nan Rickards who has been intimately involved in many of the larger art awards in Western Australia for many years and David Apse who was the artist in residence in Sandstone last year. The event is planned to coincide with other similar events in the region to maximise participation.

Consultation

Barbara Thompson, Nan Rickards

Statutory Environment

None

Policy Implications

Nil

Financial Implications

To be discussed but most expenditure will be in the 2017-2018 budget year

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.5

That Council answer questions 1, 2, 3, 5, 10, 12, 13, 14, 15,16, 22, 25,26.from the following list of questions from Nan Rickards to determine if the project of Sandstone Art Awards is to proceed.

QUESTIONS

1. Is Council committed to staging an Art Award in Sandstone for a 2-3 week period in July 2017?
Exhibition to be open daily from 10 - 3pm.
2. If yes, is Council prepared to commit prize money [\$8,000 - \$10,000] and seek sponsorship for further prize money/operating costs. Council to decide whether annual or bi annual award. Shire logo included on all materials and supported by Regional Development Australia and their logo.
3. Council to decide whether Award to be "Acquisitive" or "Non Acquisitive". e.g. Acquisitive means Sponsor retains the winning artwork and the artist gets the prize money. Non Acquisitive - the Artist receives the prize money and the artwork is still available for sale to public.
4. Is the old Council Office available for month of July/early August to stage the Exhibition? [Are tables/chairs/lectern/sound system available]
5. Would Council be prepared to paint the interior walls, purchase and install hang track and extra lighting in the old Council Office, prior to the Award?
6. Suggest limited categories for first award e.g. Wildflowers, Flora and Fauna, Murchison Outback, Sculpture. Prize money offered for the 'Overall best work' and 'individual' categories.
7. Council appoint a member of staff as a contact point to assist curator at a local level? E.g. General Enquiries, arrange opening function, contact winners and artists for paperwork to process payments.
8. Curator responsible for managing all aspects of the Award? E.g. Entry Forms, Conditions of Entry, arranging transport of artwork to and from venue, hanging exhibition, liaising with Artist in residence, providing materials for Workshops, providing all information to Communications/Media Co-ordinator

to be included on facebook, website and printing. [All publications/communications to be signed off by Sandstone CEO]

9. Suggest an 'Artist in Residence' is employed for the duration of the award. This person could be responsible for opening the exhibition daily, providing daily workshops, [free of charge] handle sales and enquiries at the venue and assisting with bump in and out.
10. 'Artist in Residence' to be paid a nominal fee in addition to Council providing a powered camping site 'free of charge' at the Sandstone Caravan Park.
11. Entry fee of \$30 per artwork to be paid directly to Shire of Sandstone. Maximum number of works selected - 150. Transport of artworks from Perth/Geraldton to Sandstone be arranged by Curator and paid by Shire of Sandstone/ artist. This needs to be discussed.
12. ART SALES - A commission of 27.5% [incl gst] to be charged by Shire of Sandstone to process art sales. Buyers responsible to arrange transport or collection of purchases. Shire to provide EFTPOS facility to accommodate sales.
13. Shire of Sandstone to provide fee for service to Curator and Communications/Media Co-ordinator.
14. Shire of Sandstone to provide accommodation and meals and reimbursement of travelling costs for Curator and team whilst in Sandstone.
15. Shire to contract a Communications/Media Co-ordinator to promote the Sandstone Outback Art Award. Responsible for writing and designing press releases, facebook posts, website promotion, Art Award Winners certificates, Entry Forms and Conditions, didactics and any other promotional opportunities. All Communications/Media to be approved by Council CEO. This position could be contracted by Curator.
16. Curator to nominate a Judge/Judges Council to endorse and provide fee, accommodation and fuel expenses.
17. Curator to arrange pick up point for entries in Perth and Geraldton for delivery to Sandstone and return.
18. Council to arrange and host opening of Art Award. E.g. invitations to opening, catering.
19. Council to do audit of accommodation available in Sandstone.
20. Council to seek sponsorship for Art Award, confirmation required by 15 March 2017
21. In order for Art Award to happen 2017, a Council decision would be required by end February.
22. Suggest Federal Member for Durack, Melissa Price be invited to officially open Exhibition.
23. Does Council have a Facebook page? If not would you be prepared to have one set up for the Art Award.
24. Is Council's website managed internally or outsourced.
25. To encourage more visitors/tourists [who do not have a caravan,] would Council consider providing some form of extra accommodation for during the exhibition. E.g. Tents/transportables.
26. Council to register name of award e.g. Outback Art Award [suggested title]
27. Contact to be made with 2016 Artist in Residence to see if he would be interested in returning for 2017.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council answer questions 1, 2, 3, 5, 10, 12, 13, 14, 15, 16, 22, 25,26. from the list of questions from Nan Rickards to determine if the project of Sandstone Art Awards is to proceed.

If the questions are answered in the affirmative so the Art Awards can proceed then Council authorise the allocation of funding required to prepare/upgrade the hall (question 5) from the Buildings Reserve.

CARRIED/NOT CARRIED ????

10.1.6 Review of Policy 2.7 Use of Local Government Equipment

Agenda Reference:	CEO 02/17 - 06
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	14 th February 2017
Author:	Harry Hawkins, Chief Executive Officer

Summary

Council is being asked to review Policy 2.7 Use of Local Government Equipment by employees.

Attachments

Nil

Background

Policy 2.7 Use of Local Government Equipment is worded as follows;

1. There should be no private use of Local Government equipment contained within the Depot, Administration Centre or Tourist Information Centre by employees for commercial gain.
2. Local Government equipment may be utilised by staff for personal use, with the discretion of this use subject to individual circumstances satisfying Council's Chief Executive Officer.
3. All Local Government equipment should be marked clearly to identify it as belonging to the Shire of Sandstone and returned to the facility taken from within the period of time agreed (preferably on the weekend of Rostered Days Off).
4. Any employee found utilising equipment outside of the circumstances approved by the Chief Executive Officer or utilising the equipment in such a manner to be considered negligent, that employee will forfeit future access to any Council equipment.

With no hire equipment available in the district staff are able to use/hire equipment belonging to the local government for personal use at the discretion of the CEO. A recent review of the hire of small equipment by members of the community resulted in community members hiring certain equipment from the Shire of Sandstone.

Shire staff are qualified to operate a variety of equipment and provided they are qualified to operate the equipment they are using and it is for personal use on their own or shire property and not for commercial or private gain the CEO will generally approve its use in line with the current policy.

The Sandstone Council is not the only shire to allow this benefit to staff as the following policy from another local government shows; *Use of Equipment by Employees*

Plant and Equipment can be made available for use by employees for works on their own private properties with the written consent of the Chief Executive Officer. Minor items such as

lawn mowers, edgers, cement mixers etc may be used with approval of the Works Manager subject to the use being to maintain Shire properties or private property in the case of those employees owning their own homes. Plant and equipment borrowed under this policy may not be taken outside the shire.

A document signed by the CEO and the employee is kept on file for all instances of private use of equipment under this alternate policy and could be easily implemented for Sandstone policy 2.7.

Comment

Council are being asked to review this policy to determine if it should allow shire owned equipment to be used outside of working hours by staff. The positive outcomes to come out of this use by staff is that it encourages them to work on their homes which creates value for the shire on staff housing or it keeps homes looking good for privately owned homes. The second benefit is it provides an incentive for people to want to work for the shire.

Consultation

Nil

Statutory Environment

None

Policy Implications

This item is to review Administration Policy 2.7

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.6

That Council reaffirms Administration Policy 2.7 subject to the CEO giving written consent for staff to use shire owned equipment and this written consent to be filed and kept at the administration office.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council reaffirms Administration Policy 2.7 subject to the CEO giving written consent for staff to use shire owned equipment and this written consent to be filed and kept at the administration office.

NOT/CARRIED (??)

10.1.7	Review of Administration Policy 2.1 Housing Incentive Payments
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Agenda Reference: CEO 02/17 - 07
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 14th February 2017
Author: Harry Hawkins, Chief Executive Officer

Summary

Council is being asked to review Administration Policy 2.1 Housing Incentive Payments

Attachments

Nil

Background

Administration Policy 2.1 Use of Local Government Equipment is worded as follows;

Housing Incentive Payments

Housing Incentive Payments be granted to all Shire Employees not residing in accommodation provided by Council at the rate of \$130.00 per week. Housing Incentive Payments provided to employees engaged on a permanent part-time basis will be applied on a pro-rata basis.

Where Council accommodation is provided, it is done so on a rent-free basis.

In recent years some staff residing in shire provided housing have received additional benefits on their housing including solar panels while the allowance paid to staff living in their own homes has not been adjusted for at least 7 years and they are still paid the same \$130 per week allowance that they received in 2010.

Comment

Council has 2 employees living in their own privately owned accommodation and these employees have been paid an allowance so that they are not disadvantaged when compared to staff living in rent free shire provided accommodation. To increase this allowance by \$30 per week would cost the shire \$3,120 for a full year and \$1,080 for the remainder of 2016-17 financial year.

Consultation

Nil

Statutory Environment

None

Policy Implications

This item is to review Administration Policy 2.1

Financial Implications

The \$1,080 increase this year has been factored into the budget review

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.7

That Council increases the allowance paid to staff owning their own home as per Administration Policy 2.1 from \$130 per week to \$160 commencing from the pay period ending on 7th March 2017.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

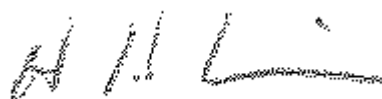
That Council increases the allowance paid to staff owning their own home as per Administration Policy 2.1 from \$130 per week to \$160 per week commencing from the pay period ending on 7th March 2017.

NOT/CARRIED (??)

10.2 FINANCIAL REPORTS

10.2.1 FINANCIAL STATEMENTS FOR MONTHS OF DECEMBER 2016 and JANUARY 2017

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 3 February 2017
Author: **Harry Hawkins, Chief Executive Officer**



Signature of Author:

Summary

The Statement of Financial Activity reports for the months ending 30 November 2016 are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

10.2.1A: Monthly Financial Report for the periods ended 31 December 2016 and 31 January 2017

Background

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

Summary of Funds – Shire of Sandstone as at: 31 January 2017

Municipal Cheque Account - On-line (BWA)	\$139,057.31
Municipal Investment Account – On-line (BWA)	\$754,447.68
Municipal Term Deposit Account (Bankwest)	\$500,000.00
Trust Fund (Bank West)	\$5,901.20
Reserve Term Deposits (Bank West)	\$4,741,561.80

Consultation

Finance Officer

Statutory Environment

Local Government (Financial Management) Regulations 1996 - Regulations 34 (1A) and 17.

The Regulations require a Local Government to prepare each month a statement of financial activity, accompanied by relevant documents and that this information must be presented to Council at an ordinary meeting within 2 months after the end of the month. The December 2016 and January 2017 reports are reported to Council and appear in the separate attachments.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation – Item 10.2.1

That Council accepts the Statements of Financial Activity for the months of December 2016 and January 2017 as presented, including the attachments 10.2.1A Monthly Financial Reports for December 2016 and January 2017.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council accepts the Statement of Financial Activity for the months of December 2016 and January 2017 as presented, including the attachments 10.2.1A Monthly Financial Reports for December 2016 and January 2017.

NOT/CARRIED (?!?)

10.2.2 ACCOUNTS UPDATE FOR THE MONTHS of December 2016 and January 2017 (Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 10 February 2017
Author: **Rhonda Miles – Finance Officer**
Senior Officer: **Harry Hawkins – 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 C: The list of accounts (EFT and cheque payments) is attached which will enable Council to see the payments made to the Shire's creditors.
- 10.2.2D to F: Payments via Credit Cards (CEO and Works Supervisor), Caravan Park Income and Fuel Sales Income.

Background

Council has delegated to the CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund.

The *Financial Management Regulations (Regulation 13 (3))* requires a schedule of payments made through the Shire's bank accounts to be presented to Council. The lists include details for each payment made incorporating the payee's name, amount of payment, date of payment and a brief transaction description.

Comment

Invoices supporting all payments are available for inspection. Queries regarding any payment should be made through the CEO to the staff who 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 December 2016 & January 2017 accounts paid as presented:

Municipal Fund December 2016

- Municipal printed cheque numbers 105106 – 105109 totalling \$1,776.26
- EFT Payment Numbers 5059 - 5125 totalling \$502,888.62
- Superannuation \$17,893.12

Municipal Fund January 2017

- Municipal printed cheque numbers 105110 – 105119 totalling \$20,000.10
- EFT Payment Numbers 5126 – 5168 totalling \$132,988.04
- Superannuation nil

Trust Fund December 2016:

- Trust printed cheques numbers 205022 - 205024 totalling \$1,988.00

Trust Fund January 2017:

- Trust printed cheques numbers 205025 - 205026 totalling \$586.25
- Hand written cheque number 72 for \$600

Payroll EFT:

December 2016 - \$37,087.76, \$32,691.00 and \$34,601.44 totalling \$104,380.20
January 2017 - \$39,999.37 and \$29,501.00 totalling \$69,500.37

Credit Cards:

December DD 3072.1 totalling \$2,281.69
January 2017 EFT 5198 totalling \$3,399.56

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council endorses the December 2016 and January 2017 accounts paid as presented:

Municipal Fund December 2016

- Municipal printed cheque numbers 105106-105109 totalling \$1776.26
- EFT Payment Numbers 5059 - 5125 totalling \$502,888.62
- Superannuation \$17,893.12

Municipal Fund January 2017

- Municipal Printed cheque numbers 105110 – 105119 totalling \$20,000.10
- EFT Payment Numbers 5126 – 5168 totalling \$132,988.04
- Superannuation nil

Trust Fund December 2016

- Trust printed cheques numbers 205022 - 20024 totalling \$1,988.00

Trust Fund January 2017

- Trust printed cheques numbers 205025 – 205026 totalling \$586.25
- Trust hand written cheque number 72 totalling \$600.00

Payroll EFT:

December 2016 – 37,087.76, \$32,691.00 and \$34,601.44 totalling \$104,380.20
January 2017 - \$39,999.37 and \$29,501.00 totalling \$69,500.37

Credit Cards:

December 2016 DD 3072.1 totalling \$2,281.69
January 2017 EFT 5198 totalling \$3,399.56

NOT/CARRIED (??)

10.2.3 2016-2017 Six Monthly Budget Review

Agenda Reference: CEO 02/17 - 07
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 15th February 2017
Author: Harry Hawkins, Chief Executive Officer

Summary

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

Attachments

Amended budget statements for the 2016-2017 financial year

Background

Regulation 33A of the Local Government (Financial Management) Regulations 1995 requires a review of the annual budget to be undertaken and within 30 days of that review having been carried it is to be submitted to Council for consideration of the review and to determine by absolute majority whether to adopt the review, any parts of the review and any recommendations made in that review. A review of the Shire of Sandstone budget was undertaken during January and February 2017 of the budget as at the 31st December 2017 and the amended budget statements as per that review is attached for Council's attention.

Comment

A summary of the major changes made to the 2016- 2017 annual budget are listed on the attached statements for Council's attention.

Consultation

All Staff

Statutory Environment

None

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute majority

Officer Recommendation – Item No. 10.2.3

That Council adopts the budget review as at 31st December 2016 as presented

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council adopts the budget review as at 31st December 2016 as presented

NOT/CARRIED BY ABSOLUTE MAJORITY (??)

10.3 HEALTH, BUILDING and TOWN PLANNING

10.3.1 Bushfire Prone Areas

Agenda Reference: Planning 02/17 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 20th February 2017
Author: Harry Hawkins, Chief Executive Officer

Summary

The Department of Emergency Services has released maps of areas proposed to be declared “Bushfire Prone Areas” these areas will be severely restricted in terms of development. Some areas of concern around Sandstone town site that have been declared bushfire prone include the Caravan Park, golf course, airport, school and cemetery.

Attachments

Proposed Bush Fire Prone area map

Background

The areas shown on the attached map as bushfire prone (shaded pink) include among other things the caravan park, golf course, community rec. centre, airport, school site, gymkhana grounds, mining camps and the cemetery. While there may not be a lot of pressure to develop or redevelop some of these sites others such as the school site, mining camps and the caravan park are subject to possible development work in the near future.

While their designation as bush fire prone areas will not render them unavailable for development it will add substantial cost and time to the development process as a qualified

person will need to complete a Bushfire Attack Level (BAL) assessment and report for the site which must be taken into account in issuing a building permit or planning approval.

Comment

With the short timeframe given for appeals against the declaration we will need to accept the map as it stands for this year and then have it altered next year. The shires of Cue, Mt Magnet, and Yalgoo are all planning to join together to bring up a qualified person to assess the areas around their towns and by joining with them we would share travel and accommodation expenses to keep costs to a minimum. The engagement of a consultant to carry out this work is being coordinated by Bill Atyeo at an estimated cost of \$5,000 for each shire.

Consultation

Bill Atyeo

Statutory Environment

State Planning Policy 3.7 and Planning and Development (Local Planning Scheme) Amendment Regulations 2015 relate to Bushfire Planning Reforms in WA.

Policy Implications

Nil

Financial Implications

The cost to assess areas around the town could be taken from the consultant's budget.

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.3.1

That Council approves having the map of bush fire prone areas re-assessed and pushed out further from the boundaries of the Sandstone town site and agrees to the allocation of \$5,000 from the administration consultant's budget to pay for this.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council approves having the map of bush fire prone areas re-assessed and pushed out further from the boundaries of the Sandstone town site and agrees to the allocation of \$5,000 from the administration consultant's budget to pay for this.

CARRIED/NOTCARRIED (??)

10.4 WORKS and SERVICES

10.4.1 SALE of VOLVO BL71 BACKHOE

Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 17th November 2016
Author: Rob Moss, Works Supervisor

Signature of Author:



Summary

This item for Council to consider the sale of the Volvo BL71 Backhoe is lifted from the table onto the agenda as per resolution 124/16 from the December 2016 meeting. Keith May has confirmed that he is still interested in purchasing the backhoe.

Attachments

Nil

Background

Council has an adopted 10 Year Plant Replacement Program that includes the changeover of the current Volvo Backhoe in 2016/17. The 2016/17 Adopted Budget includes provision for a new Backhoe to be purchased.

Comment

An Expression of interest was advertised in the Countryman, Quokka newspapers and was put on our website as well.

We received only 1 expression of interest from: Keith May for \$30,350.00 plus GST

Consultation

Nil

Statutory Environment

Local Government Act 1995 – section 3.58

Policy Implications

Nil

Financial Implications

An allowance of \$30,000 has been made in the 2016/2017 budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation – Item No. 10.4.1

That Council approves the sale of Volvo BL71 Backhoe to Keith May for \$30,350.00 plus GST

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council approves the sale of Volvo BL71 Backhoe to Keith May for \$30,350.00 plus GST

NOT/CARRIED (?!?)

10.4.2 Arborist Works Sandstone Town Streets and Caravan Park

Agenda Reference: Works 02/17 - 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 20th February 2017
Author: Harry Hawkins CEO

Summary

There has been some concern at the damage caused to town streets and the potential for injury from falling branches from trees in and around the Sandstone town site.

Attachments

Quote from Arborist for works

Background

While the trees planted in the median strip in Oroya Street Sandstone look very attractive their roots are starting to cause damage to the road surface and there has been some concern raised by community members about falling branches and the damage or injury they may cause. Similar concerns about damage or injury have been raised about trees at the caravan park with the tourist season approaching.

Rather than just getting a tree lopper in to cut branches from the trees it has been discussed that a qualified arborist be employed to examine the trees and advise on the long term viability and suitability of the trees at each location. The quote is for examination and lopping of affected trees.

Comment

A quote has been obtained from Aussie Tree Services in Geraldton for a qualified arborist to travel to Sandstone to inspect, advise and treat trees in the median strip on Oroya Street and the caravan park. The cost varies depending on the amount of work required and it is estimated that 3 - 4 days would be required at a cost of between \$7,992.82 and \$10,665.82.

Consultation

Jane Walker - Gardener

Statutory Environment

None

Policy Implications

Nil

Financial Implications

No specific allocation has been made in the budget however it could be funded from savings across other areas of the budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation – Item No. 10.4.2

That Council approves the engagement of Aussie Tree Services to inspect, advise and treat trees on town streets and the caravan park prior to the commencement of the 2017 tourist season at a budget of up to \$10,000.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council approves the engagement of Aussie Tree Services to inspect, advise and treat trees on town streets and the caravan park prior to the commencement of the 2017 tourist season at a budget of up to \$10,000.

NOT/CARRIED (??)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

14 MEETING ITEMS CLOSED TO THE PUBLIC

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 23 March 2017

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 15 December 2016, as shown, were confirmed as a true and accurate record at the Meeting held on 27 February 2017.

(Presiding Member)

Date: 27 February 2017