



MINUTES

Ordinary Council Meeting

Thursday 27 July 2017

Held in the Council Chambers, Hack St Sandstone

ORDINARY COUNCIL MEETING HELD ON 27 July 2017
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ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 27 July 2017

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) declared 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

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

Cr Carol Hodshon applied for leave of absence for the August 2017 meeting

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 22 June 2017 be confirmed as a true and accurate record of proceedings.

Resolution Number: 55/17

MOVED: Cr Hodshon

SECONDED: Cr Lefroy

That the Minutes of the Ordinary Meeting of Council held on 22 June 2017 are confirmed as a true and accurate record of proceedings.

CARRIED (6/0)

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 – July 2017

Agenda Reference: CEO 07/17 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 6/07/2017
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 July 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

Resolution Number: 56/17

MOVED: Cr May

SECONDED: Cr Lefroy

That Council accepts the Status Update for July 2017

CARRIED (6/0)

Status Update July 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 amendments outlined by the Department of Local Government and Communities; 3. authorise the affixing of the Common Seal to the Dog Local Law; 4. publish the Dog Local Law noted above, in the Government Gazette; 5. provide copy of the local law to the	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 to Niel Mitchell for submission to the Joint Standard Committee on Delegated Legislation 26/08/16 Draft advert for local public notice received regarding notification of the	CEO/Finance Officer	

		Minister for Local Government; 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.	adoption and <i>Gazetta</i> today of the Dogs Local Laws 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.	
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. 10/03/2017 Email sent to officer at the Department of Housing for an update on this proposal. 20/03/2017 email received from department of housing providing update on progress of proposal 29/05/2017 update received from MRAC transfer back to Dept. of Housing to be finalised early June	
12/17	10.3.1	That Council approves having the map of Bush Fire Prone Areas reassessed and pushed out further from the boundaries of the Sandstone town site	15/03/2017 Email sent to Bill Atyeo advising him of Council's decision	
31/17	10.1.7	That the plaque recognising George Dent at Hack's mine is reinstated and his family is offered the opportunity for a plaque to be placed in the new Heritage Park.	03/05/2017 Letter sent to family of George Dent advising them of Council's decision	

Legend

Category	Status
Not Started	
In Progress	
Completed	

Agenda Reference:	CEO 07/17 – 02
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	6 July 2017
Author:	Harry Hawkins Chief Executive Officer

Summary

Council is requested to approve the appointment of Chief Executive Officer Harry Hawkins as returning officer for the 2017 Local Government elections to be held on the 21st October 2017.

Attachments

Election Timetable

Background

Each 4 Years half of the offices of elected members of Council must be declared vacant and elections held to fill them. Local Government has the option to appoint the WA Electoral Commission to run the election for them in the form of a postal vote or to run the election themselves as a voting in person election. Local Governments cannot run their own postal vote election.

To oversee the election process a returning officer is to be appointed. Where the Electoral Commission hold the election they will appoint their own returning officer however where the local government conduct the election the CEO is automatically the returning officer unless other arrangements are made.

Comment

The cost to appoint the Electoral Commissioner to run a postal vote election is prohibitive for most small local governments such as Sandstone so it is recommended a voting in person election run by the shire is held. This will require a returning officer to be appointed, The current CEO has acted as returning officer in many elections at his previous local government and is confident that he can perform the role effectively in the Shire of Sandstone.

Consultation

Nil

Statutory Environment

Local Government Act 1995:

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple majority

Resolution Number: 57/17

MOVED: Cr May

SECONDED: Cr Lefroy

That Council hold a voting in person election for the October 2017 ordinary local government elections with the Chief Executive Officer Harry Hawkins acting as Returning Officer.

CARRIED (6/0)

10.1.3	Murchison Geo Tourism Project
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Agenda Reference:	CEO 07/17 – 03
Location/Address:	Shire of Sandstone
Name of Applicant:	CEO Harry Hawkins
Disclosure of Interest:	Nil
Date of Report:	19 July 2017
Author:	Harry Hawkins, Chief Executive Officer

Summary

The Local Governments of the Murchison region have been working on a proposal for a Geo Tourism project with each local government expected to commit to provide \$5,000 cash contribution and in kind contributions to the consultant during site visits.

Attachments

Draft Scope of Works and Professor Ross Dowling Suggestion

Background

Western Australian Tourism received proposals for 90 tourism initiatives that were cut to 6 with the Murchison Geo Tourism project one of the 6 to make the cut.

The Mid West Development Commission (MWDC) in its Blue Print for the future development of the region published in 2016 included the Murchison Geo Tourism project the first part of which requires \$85,000 of funding, \$50,000 was allocated from MWDC grant funds and the remaining \$35,000 is required from the individual shires participating in the project at \$5,000 each.

Comment

A draft scope of works is attached and has been developed to describe the project that a consultant will be employed on to objectively assess the sites and prepare a detailed development plan. A Project Steering Group will be formed by the stakeholders who will work with the consultants to evaluate the sites in the Murchison to see which ones will appeal to tourists or could appeal with some investment.

The next phase of the project will be to determine the feasibility of the sites in relation to their suitability as geo tourism sites including what permits or approvals are required and what infrastructure is required to allow access plus any barriers to them being developed for geo tourism. Stage 2 will also look at enhancements to make sites more appealing, development of smart phone apps and access to mobile telephone networks to enable enhanced interpretation and information for visitors. Of equal importance is the availability of accommodation and roads to link feasible sites. Given the distance between the sites alternative ways of linking sites will need to be considered using technologies that may allow virtual connections and alternative offsite interpretation options.

If phases 1 and 2 determine that there are sufficient significant sites that can be developed at a reasonable cost then the project will proceed to phase 3, the Development plan.

The Development plan will outline the steps required to deliver the proposed Murchison Geotourism Project and will provide the Project Steering Group (PSG) with an agreed action plan to implement the project. The project is led by the Shire of Mount Magnet on behalf of the shires of Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Wiluna and Yalgoo no makeup of the PSG has been agreed upon as yet however it is anticipated that each shire will be represented on that group.

Professor Ross Dowling OAM Foundation Professor of Tourism at Edith Cowan University attended the recent meeting in Mount Magnet and travelled out to Sandstone to see London Bridge and by all accounts he was quite excited about the sites that exist in the Murchison region and was very supportive of the project going forward and provided the attached proposal as an alternative to the draft scope of works.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There are no known financial implications Shire costs are included in the budget

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution Number: 58/17

MOVED: Cr Hodshon

SECONDED: Cr May

That Council agrees to

1. participate in the Murchison Geo Tourism Project and confirms the commitment to provide a \$5,000 cash contribution plus up to \$5,000 in kind contributions to support the consultant while on the ground in our shire.
2. Support the alternative proposal put forward by Professor Ross Dowling after his visit to the region in early July
3. Nominate Cr Walton to the Project Steering Group

CARRIED (6/0)

10.1.4 Council Road Program 2017-2018 Budget

Agenda Reference:	CEO 07/17 – 04
Location/Address:	Shire of Sandstone
Name of Applicant:	Nil
Disclosure of Interest:	Nil
Date of Report:	17 July 2017
Author:	Harry Hawkins, Chief Executive Officer

Summary

The Works Supervisor and consultant engineer Katie Hall from K Team have put together a list of road projects on the shires road network however they can't all be done this year and need to be prioritised.

Attachments

List of identified road projects

Background

In April 2017 Katie Hall from K Team provided consultant engineering services to assist the Works Supervisor and among those services was a requirement to assess and cost up road projects that fix problems within the Shire of Sandstone road network. The total cost of projects that were assessed and costed is in excess of \$5m and well beyond the capability of the shires works crew to complete in one year.

Comment

The attached list of road projects were assessed and costed by Katie Hall from K Team in association with the Works Supervisor after a drive around the shire road network. Some of the work may be covered by flood damage funding however the majority will not be as the assessment was done after the flood damage assessment by Greenfield Technical Services and Main Roads.

The work to be funded and completed within budget and work force capabilities based on previous years is approximately \$1.8m however with new equipment and projected productivity gains it is expected that at least \$2m worth of projects should be included in the coming years budget.

Consultation

Works Supervisor

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution Number: 59/17

MOVED: Cr May

SECONDED: Cr Lefroy

That Council prioritise the Council funded road projects so that \$2m worth of projects from the attached list is included in the 2017-2018 budget.

CARRIED (6/0)

Harry Hawkins left the meeting at 11.18am

Returned at 11.20am

10.1.5	2017-2018 Fees and Charges
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Agenda Reference: CEO 07/17 – 05
Location/Address: Shire of Sandstone
Name of Applicant: Nil
Disclosure of Interest: Nil
Date of Report: 17 July 2017
Author: Harry Hawkins, Chief Executive Officer

Summary

As a part of the Annual Budget process a list of Fees and Charges is to be prepared each year. Any charges that are not included in the list adopted with the annual budget need to be advertised at the time they are introduced before they can be charged.

Attachments

List of proposed fees and charges for 2017-2018

Background

Each year a list of proposed fees and charges for shire services is to be adopted as a part of the budget process. Any charges that are not included in the list adopted with the annual budget need to be advertised at the time they are introduced before they can be charged.

The attached list of fees and charges has been completed based on the 2016-2017 list plus other items adopted during the 2015-2016 year with some items being increased in line with state government direction for statutory fees or CPI for local services.

Comment

The attached list of proposed fees and charges for the 2017-2018 year are presented to Council for acceptance and inclusion in the adopted budget.

Consultation

Administration Staff

Statutory Environment

Local Government Act 1995, Local Government (Financial Management Regulations)

Policy Implications

Fees and Charges are included in several Policies

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute majority

Resolution Number: 60/17

MOVED: Cr Key

SECONDED: Cr Hodshon

That Council endorse and adopt the attached Fees and Charges Schedule for 2017-2018 for inclusion in the municipal budget.

CARRIED by ABSOLUTE MAJORITY (6/0)

10.1.6	Differential Rates 2017-2018
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Agenda Reference: CEO 07/17 – 06
Location/Address: Shire of Sandstone
Name of Applicant: Nil
Disclosure of Interest: Nil
Date of Report: 17 July 2017
Author: Harry Hawkins, Chief Executive Officer

Summary

As in previous years the shire requires Ministerial approval as in its 2017-2018 budget wishes to impose differential rates where the rate in the dollar for UV mining rates is more than double the level of rates charged for UV rural rates and for GRV Mining and transient workforce accommodation is more than twice the rate in the dollar for town site GRV.

Attachments

Submissions received after advertising the proposed rates and Objects and Reasons for the proposed rates.

Background

At its June 2017 ordinary meeting Council resolved to raise rates by 2% across the board while not taking into account the changes in valuations for mining tenements and leases. This rating proposal was then advertised on the shires website and in the shires Bush Telegraph newsletter with notices and copies of the statement of Objects and Reasons sent to the majority of mining ratepayers asking for submissions on the proposal. There is no newspaper that circulates throughout the shire of Sandstone where the proposal could be advertised.

Comment

The advertising period closed on the 20th July 2017 and there was only one submission received by the due date from MMTS requesting a further differential rate for prospecting and exploration leases who make no money as opposed to mining ratepayers who were extracting minerals and receiving money. While it is agreed that exploration and prospecting leases are not making money the increased activity by drilling crews and heavy drilling trucks are using up the shires resources in roads, water supply and other services to almost the same level as miners producing product for financial gain.

Consultation

Mining ratepayers

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute majority

Resolution Number: 61/17

MOVED: Cr Hodshon

SECONDED: Cr Key

That Council

1. endorse the application to the Minister for permission to adopt a differential rate in the dollar for UV mining ratepayers that is more than twice the rate in the dollar for UV rural ratepayers and for GRV mining and transient workforce accommodation that is more than twice the rate in the dollar for GRV town site after considering but not acting on the submission received from MMTS.
2. Council adopts the objects and reasons as attached to the June 2017 agenda item

CARRIED by ABSOLUTE MAJORITY (6/0)

10.1.7	Considering Budget Efficiency when setting Rates for 2017-2018
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Agenda Reference:	CEO 07/17 – 07
Location/Address:	Shire of Sandstone
Name of Applicant:	Nil
Disclosure of Interest:	Nil
Date of Report:	25 July 2017
Author:	Harry Hawkins, Chief Executive Officer

Summary

As in previous years the shire requires Ministerial approval as in its 2017-2018 budget wishes to impose differential rates where the rate in the dollar for UV mining rates is more than double the level of rates charged for UV rural rates and for GRV Mining and transient workforce accommodation is more than twice the rate in the dollar for town site GRV.

Attachments

None

Background

As a part of the process of applying to the Minister for approval to charge differential rates where a differential rate imposed is more than twice the lowest differential rate imposed by the local government Council must look at its expenditure and consider budget efficiency measures as a part of its budget deliberations.

Comment

The Long Term Financial Plan (LTFP) for the shire is currently being reviewed so in setting the level of rates reference is made to the plan prepared in 2013 which allowed for rate increases of 4% each year. As the proposed rate increase for the 2017-2018 budget is only 2% half of that set in the LTFP serious consideration to budget efficiencies is necessary regardless of the level of differential rates.

The major expenditure item in the shires budget is road maintenance and construction and it is the shires roads that are most severely impacted by mining ratepayers who are impacted by the imposition of differential rates that are more than twice the level of other ratepayers. Exploration and Prospecting ratepayers also contribute to the cost of the shires services and their impact has increased substantially this year with a marked increase in drilling activities.

To reduce road construction costs in the longer term the shire has purchased additional side tip trailers to road train materials to job sites and purchased a bigger front end loader to more efficiently load the road trains however the benefit of this efficiency measure will not be noticed in the short term. Wage increases and administration costs have also been cut to allow for the reduced rate increase of 2%.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Policy Implications

Rating Strategy

Financial Implications

Nil, all changes included in budget

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution Number: 62/17

MOVED: Cr Hodshon

SECONDED: Cr Key

That Council consider and acknowledge the budget efficiencies that have been taken into account in arriving at the proposed 2% rate increase for the 2017-2018 financial year.

CARRIED (6/0)

10.1.8	18 Green Street Sandstone
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Agenda Reference: CEO 07/17 – 08
Location/Address: Shire of Sandstone
Name of Applicant: Nil
Disclosure of Interest: Nil
Date of Report: 19 July 2017
Author: Harry Hawkins, Chief Executive Officer

Summary

The Housing Authority are selling the ex MRAC houses in Sandstone however one of the houses at 18 Green Street remains tenanted by James Laylan and the shire has been requested to take over the lease from the Murchison Regional Aboriginal Corporation (MRAC) until Mr Laylan can possibly purchase or vacate the property.

Attachments

Draft Head Lease Agreement

Background

In September 2016 the then Department of Housing contacted the shire to see if we were interested in purchasing and managing the houses in Sandstone formerly owned and managed by the Murchison Regional Aboriginal Corporation. During those discussions it was pointed out that the house occupied by Mr James Laylan would not be sold but that we are encouraged to take over the Head lease on that property so that Mr Laylan would have secure tenancy as long as he needed it.

Comment

The Department of Housing now known as the Housing Authority under the Department of Communities contacted the shire to once again ask if we would take on the Head Lease for 18 Green Street Sandstone and we would then lease the property to Mr Laylan until he actually purchases the house or vacates it. Mr Laylan has indicated to the authority that he is hoping to purchase the property however his financial capacity to do so is not known.

The housing authority has set down the process for this to happen as follows;

- Shire of Sandstone, agree to take on a Head Lease for 18 Green Street Sandstone
- Conduct a property inspection in partnership with Murchison Region Aboriginal Corporation
- Negotiate any maintenance
- Prepare new tenancy agreements for Mr Laylan
- Complete Ingoing Property Condition Report (copy for Shire copy for Mr Laylan)
- Mr Laylan to commence rent

Under the Head Lease and the National Affordable Housing Agreement Mr Laylan's rent for the house can be no higher than 25% of his income.

Consultation

The Housing Authority

Statutory Environment

Housing Act 1980, National Affordable Housing Agreement.

Policy Implications

Nil

Financial Implications

Unknown as although the shire would collect rent it would be responsible for maintenance on the house over and above any issues negotiated at take over

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution Number: 63/17

MOVED: Cr Hodshon

SECONDED: Cr May

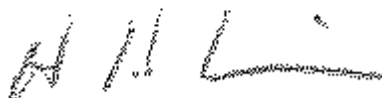
The Council do not agree to take over the Head Lease for James Laylan's home at 18 Green Street Sandstone and enter into a lease with him for the property until he either purchases or vacates the property.

CARRIED (6/0)

10.2 FINANCIAL REPORTS

10.2.1 FINANCIAL STATEMENTS FOR MONTHS OF JUNE 2017

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 12 June 2017
Author: **Harry Hawkins, Chief Executive Officer**



Signature of Author:

Summary

The Statement of Financial Activity reports for the month ending 30 June 2017 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 period ended 30 June 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: 30 June 2017

Municipal Cheque Account - On-line (BWA)	\$16,230.47
Municipal Investment Account – On-line (BWA)	\$166,508.63
Municipal Term Deposit Account (Bankwest)	\$304,735.09
Trust Fund (Bankwest)	\$7,667.30
Reserve Term Deposits (Bankwest)	\$4,028,229.84
New Money Market accounts	\$1,225,000.00

Consultation

Finance Officer

Statutory Environment

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

The Regulations require a Local Government to prepare each month a statement of financial activity, accompanied by relevant documents and that this information must be presented to Council at an ordinary meeting within 2 months after the end of the month.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Resolution Number: 64/17

MOVED: Cr Lefroy

SECONDED: Cr Bennett

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

CARRIED (6/0)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH of JUNE 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: 13 July 2017
Author: **Rhonda Miles – Finance Officer**
Senior Officer: **Harry Hawkins – Chief Executive Officer**

Summary

Presented for Council's information is the list of accounts paid in the month from the Municipal Fund and Trust Fund in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*. Payments made through the corporate credit cards as well as income from the Caravan Park and Fuel Sales are included as attachments.

Attachments

- 10.2.2A to C: The list of accounts (EFT and cheque payments) is attached which will enable Council to see the payments made to the Shire's creditors.
- 10.2.2D to F: Payments via Credit Cards (CEO and Works Supervisor), Caravan Park Income and Fuel Sales Income.

Background

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

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

Comment

Invoices supporting all payments are available for inspection. Queries regarding any payment should be made through the CEO to the staff member who handles the financial transactions prior to this meeting.

All invoices and vouchers presented to Council have been certified as to receipt of the goods or services and that the amounts shown were due for payment.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Financial Management (Local Government) Regulations 1996 – Regulation 12

Policy Implications

Payments have been made under Council delegation.

Financial Implications

Funds were available to meet the expenditure.

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution Number: 65/17

MOVED: Cr May

SECONDED: Cr Hodshon

That Council endorses the June 2017 accounts paid as presented:

Municipal Fund June 2017

- Municipal Printed cheque numbers 105143 - 105152 totalling \$16,934.52
- EFT Payment Numbers 5441 – 5530 totalling \$1,711,866.64
- Superannuation \$7,632.44 & \$6,855.07 totalling \$14,487.51
-

Trust Fund June 2017

- Trust printed cheque numbers 205035 – 205037 totalling \$1,406.80

Payroll EFT:

\$33,906.56 and \$34,338.00 totalling \$68,244.56

Credit Cards:

DD 3282.1 totalling \$3550.10

CARRIED (6/0)

Meeting was adjourned for lunch at 12.10pm

Meeting resumed at 12.28pm

10.3 HEALTH, BUILDING and TOWN PLANNING

10.3.1 Town Planning – Development Application TP17-001 – Dwelling – Lot 92 (#9) Payne Street Sandstone

Location/Address: Shire of Sandstone
Name of Applicant: Jay Pendlebury - Owner
Disclosure of Interest: Nil
Date of Report: 16th July 2017
File No:
Previous References:
Author: Bill Atyeo – Environmental Health Surveyor



Signature of Author:

Summary

Mr Pendlebury has applied for approval to develop a dwelling at the stated Lot 92 Payne Street – Sandstone. The house is already in place and this is an application for retrospective approval by Council. The original documentation submitted appeared to have been lost in the move from the old building to the new one. There has also been a delay in the production of the building permit application and documents and so that too will have to be retrospective when completed.

Attachments

Layout Plans of the concept envisaged and submitted by Mr Pendlebury.

Background

Mr Pendlebury acquired the second-hand buildings to be used and renovated to a dwelling Class 1a and transported them to Lot 92 Payne Street after gaining verbal approval by the then CEO (Mia Dohnt). The condition to the approval to place the buildings on the allotment was that Mr Pendlebury gain approval under Planning from Council.

Mr Pendlebury did submit plans at that stage, but the documents required to be submitted were inadequate in detail for Council to make a decision and Mr Pendlebury was verbally requested to upgrade the plans and submit the more detailed plans for assessment. The original plans were misplaced in the transitional move from the old Council building to the new one and so Mr Pendlebury was requested to re-submit his application and the documentation.

Council has now received the plans redrawn to an acceptable standard along with the official application form. Mr Pendlebury has also submitted an application for a Building Permit which is currently being assessed.

Comment

The Land, Lot 92 Payne Street, is zoned "Rural Townsite Zone" under the Shire of Sandstone Town Planning Scheme No2.

The objectives of this zone are:

To provide for a range of land uses that would typically be found in a small country town.

To provide a flexible approach to development to encourage the growth of the Sandstone townsite.

Ensure the existing amenity and character of the Sandstone townsite is retained by ensuring the compatibility of considered land uses.

Ensure the efficient use of services and infrastructure within the Sandstone townsite.

To ensure Sandstone is the focus for urban settlement.

The intended development is a dwelling, utilising two second-hand "donga" type buildings, sheltered and contained under a common roof structure, creating an outdoor area between the two for outdoor living, sheltered by the common roof structure.

It is noted that the two buildings show signs of wear and tear from the elements, and issues around this are highlighted in the conditions I recommend to Council as part of the approval process.

The main issue is the effect these type buildings can have on the general amenity of the area. This needs to be reasonable as the adjacent building to the South is "rural" (shed), and on the Northern side there is Council's park.

Noted also is that the development includes a workshop or garage for storage to the rear of the complex. As Mr Pendlebury is an electrician, mainly working away, the workshop will be utilised while at home in Sandstone, which is permitted as it would be classed as a "home occupation".

I will be recommending approval be given, but with conditions placed on the approval that are binding under the Town Planning Scheme No 2.

The recommendation below can be added to or altered by Council as it sees appropriate.

Consultation

Mr Jay Pendlebury
Harry Hawkins – Chief Executive Officer

Statutory Environment

Shire of Sandstone Town Planning Scheme No 2

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution Number: 66/17

MOVED: Cr May

SECONDED: Cr Hodshon

That Council determine to permit the development of a dwelling on Lot 92 Payne Street in accordance with the plans submitted by Mr Pendlebury, with the Permit subject to the following conditions which form part of this approval.

1. The Common Roof over the whole of the “donga” type buildings is to ensure that the facades are such that the roofs of the dongas are not visible to the general public. That is, the facades are wide enough so that the roofs of the dongas are not seen by a person standing on the footpath looking at the dwelling.
2. The areas between the finished ground level and the finished floor level are to be filled with suitable screening so that the underneath of the buildings are not visible.
3. The outside surfaces of the “dongas” are to be painted with new neutral coloured and aesthetically pleasing paint. The developer should advise the Chief Executive Officer of his choice of colours before purchasing the paint and applying it to the exterior surfaces of the buildings.
4. All stored vehicles, materials and goods are not to be seen from outside of the allotment and are to be screened with solid fencing as required.

The front yard and surrounds are to be maintained in a clean and tidy state with no materials stored in accordance with Condition 4 above.

There is to be no further building development on the allotment other than the dwelling and workshop, unless the proposal is placed before Council as a Planning Application and this is approved by Council.

CARRIED (6/0)

10.3.2	Activity Report – Bill Atyeo Environmental Health Surveyor
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Agenda Reference:	CEO 07/17 – 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Nil
Disclosure of Interest:	Nil
Date of Report:	18 July 2017
Author:	Bill Atyeo – Environmental Health Surveyor

Summary

To provide Council with an Activity Report on the operations of Council’s Infrastructure division.

Attachments

None

Background

As Council’s Environmental Health and Building Surveyor, I was in attendance on the 20th June and 18th July 2017.

Issues:

1. Building Permits:

There were nil building permits issued since my last report.

The monthly reports to the Australian Bureau of Statistics (ABS) and other Organisations/ Departments are submitted on a monthly basis even if there were Nil Building Permits issued. This is a legislative requirement.

2. Food Business :

I inspected the premises at Outback Accommodation in the presence of the owners.

The Caravan: Mentioned to me was that the caravan on the site was being occupied by someone. My inspection and speaking with the owners revealed that the van was their own van to be used on holidays in the near future and that no-one is permitted to use the van except for the owners. This was evident when the inspection was conducted. No issues required follow-up.

I spoke with the owners in regards to food preparation for customers hiring the lodgings. They stated that some guests joined them in for the evening meal and all meals were bar-b-ques cooked in the open. The owners asked whether or not they could apply for a Food Business registration as there could be times when they could gain extra income by charging the guests when it was appropriate.

I then inspected the kitchen where food might be prepared as it has had an upgrade carried out. With stainless steel benches and new flooring and other renewed items, I could see no reason why they could not. The owners stated that all the meat is cooked on the bar-b-que and served outside.

I informed them that I would email a Food Notification form and would start the process to register them as a food premise.

I then inspected the accommodation units which have been renovated over a little time and I am pleased with the great work that they have carried out. It was explained to me that there are two of the units yet to receive the facelift, but what they have done is really good. The kitchen also has had a facelift and there are more renovations yet to be completed before the owners are satisfied with it all.

The owners are to be commended for raising the standards of their accommodation and for offering such accommodation to the general public.

- Black Range Tea Room. I called in to see the facility when it was all set-up (unfortunately the coffee was not on at the time). I have had numerous positive and complimentary comments (unsolicited) about this little shop in Sandstone. Travellers are extremely impressed with what is offered and what is on offer in a little town like Sandstone.

To me it reinforces the value to a community and the possible flow-on to others when a town invests in itself and grows the travelling public. People lose sight of the fact that a cohesive community, working together in positive directions and being supportive of each other will grow the community and benefit all in so many ways

Fee and Macky are to be commended.

3. Bush Fire Prone Maps:

Discussions with the people that will perform the evaluation and amendments to the State Bush Fire Prone areas maps for Sandstone have progressed and I have forwarded the quote for all of this work to the CEO. There is a lot of area to cover in Sandstone as the bush fire prone area really encroaches on the townsite. However, there will be positive outcomes for this, and the data collected will be stored along with assessments on the data base of the company. This means that in the future, if we need advice then they will be able to assist us, without the need to travel to Sandstone to do it.

4. Septage Waste:

What do people say? "Up to your ears in it". Well this trip reflects that. I have contacted Controlled Waste Division of DER and started the process (made application) for the Shire to become a Licensed Controlled Waste Operator. If this is granted, then we will need to License the Truck with them, as well as a Driver (or two).

However, we need to have a licensed area for the Shire to dispose of the very small quantities of effluent pumped each year. So, I have emailed the DER (Department of Environmental Regulation) seeking advice and guidance on what we need to do in order to have our tip licensed the same as Mount Magnet and Meekatharra, which allows them to dispose of 100 tonnes (100,000 litres) per year.

I sent the following email to them and cc'd CEO and Works Supervisor:

The Shire of Sandstone is experiencing great difficulty in handling/disposal septage waste within its town. The town of sandstone has approx. 67 persons and in cases of emergency, a residential premises is required to have its septic tanks pumped out, and on infrequent occasions the tanks at the Caravan Park need pumping out.

The Shire has applied to become a licensed Controlled Waste Operator with CW division. However, our dilemma is the disposal of the waste as we have been informed that we are not permitted to dispose of the K210 waste at the tip.

Our closest Shire which is permitted to accept a limited quantity of effluent is Mount Magnet and that is 156 Kms from Sandstone. However, we are aware that this facility is overtaxed and is currently not accepting waste from outside of their Shire.

Therefore, the closest available facility is Geraldton, which is approx 500 Kms from Sandstone.

Could you please advise the Shire of Sandstone, whether or not we can license our tip, similar to Mount Magnet and Meekatharra, so that we are able to dispose of up to 100 tonnes of K210 waste per annum, given that

we would only require approx 30 tonnes per year and that would be extremely rare occurrence?

This issue is extremely urgent as the possible health risks and costs to the individual is unacceptable.

Your assistance in addressing this issue would be greatly appreciated and a timely response would be wonderful.

Please contact the CEO (Mr Harry Hawkins) or myself for further information and discussion if required.

Respectfully”

I have received the following email from Mr Steve Checker - Manager Licensing (Waste Industry) DER.

“Facilities receiving under 100 tonnes of liquid waste per year do not typically require licensing, however I understand from our Compliance and Enforcement area that direct discharge of sewage to the environment may be a breach of the Environmental Protection (Unauthorised Discharges) Regulations 2004 (UDRs) for which holding a liquid waste facility licence is a defence. Therefore such facilities would either need to be licensed or have the waste contained so that there is no discharge to the environment (e.g. lined pond) to achieve compliance with the UDRs.

It appears from this email that we do not have to license the facility we intend to use for the disposal of up to 100,000 litres providing the trench is lined, and may I suggest that the trench be fenced to exclude native fauna access t that area.

5. Development – Lot 92 Payne Street – Mr Jay Pendlebury:

I have prepared an agenda item in regards to this and forwarded it to the CEO for inclusion at the next available Council meeting.

6. Reports to the Department of Health – Food Act and Public Health Act:

I will shortly complete the two reports required to be completed and submitted online to the Department of Health WA.

This year is the first year that we have had to submit a written report on the new Public Health Act 2016. As well as this we are also required to submit a report to the Department of Health in regards to Section 121 of the Food Act 2008.

Public Health Act 2016:

For the first reporting year Local Governments are able to partake in two parts of Public Health Act 2016 reporting. The first part is a set of mandatory questions and the second is a set of optional questions. Local Governments are being asked a

number of optional questions about the 2016/2017 financial year as a way to assist the Department of Health in the **regulatory review** process that is occurring as part of the Public Health Act 2016 roll out and implementation.

We are encouraged to participate in the optional reporting as all responses will assist the Department of Health to get a greater understanding of the public health risks in your local area and how they are currently managed, provide data to the Regulatory Gatekeeping Unit and ensure that they continue to be effectively managed in future legislation.

The regulatory review process is all Environmental Health Regulations that currently sit under the **Health (Miscellaneous Provisions) Act 1911**; this includes:

- *Hairdressing Establishment Regulations 1972*
- *Health (Skin Penetration Procedure) Regulations 1998*
- *Health (Garden Soil) Regulations 1998*
- *Health (Cloth Materials) Regulations 1985*
- *Fly Eradication Regulations 1961*
- *Health (Pesticides) Regulations 2011*
- *Health (Prescribed Insect Pests) Regulations 1991*
- *Construction Camp Regulations 1970*
- *Health (Air-Handling and Water Systems) Regulations 1994*
- *Health (Aquatic Facilities) Regulations 2007*
- *Health (Asbestos) Regulations 1992*
- *Health (Construction Work) Regulations 1973*
- *Health (Offensive Trades Fees) Regulations 1976*
- *Health (Public Buildings) Regulations 1992*
- *Health (Section 112(2) Prohibition) Regulations 2006*
- *Health (Temporary Sanitary Conveniences) Regulations 1997*
- *Health Act (Carbon Monoxide) Regulations 1975*
- *Health Act (Laundries and Bathrooms) Regulations 1970*
- *Piggeries Regulations 1952*
- *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*

In addition, the sections of the **Health (Miscellaneous Provisions) Act 1911** that relate to Houses Unfit for Human Habitation, Water, Morgues and Lodging Houses are being reviewed.

I will shortly complete the reports for Sect 121 Food Act and both parts of the Public Health Act requirements, which included the review process of the identified regulations. Quite a task, but it is really great that these surveys/reports are available online, which saves a heap of time with collation of data and checking of same.

Consultation

Harry Hawkins – Chief Executive Officer

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

Nil

Strategic Implications

Long-term objectives may be developed from time to time

Voting Requirements

Simple Majority

Resolution Number: 67/17

MOVED: Cr May

SECONDED: Cr Hodshon

That the Environmental Health Officer/Building Surveyor's report is received

CARRIED (6/0)

10.4 WORKS and SERVICES

10.4.1 Works Supervisors Report

Location:	Various – Shire of Sandstone
Applicant:	Works and Services Supervisor
Disclosure of Interest:	If any, see Comments Section in body of the Report
Date of Report:	18 th July 2017
Previous References:	Nil
Author:	Danny Humphries, Works and Services Supervisor

Summary

To provide Council with an updated Activity Report on the operations of Council's Works and Service Department since the last Briefing Session.

Attachments

Nil

Background

It is important that Council is regularly updated as to Council's Infrastructure, Construction, Maintenance, Horticulture and other Works & Services Department activities.

Comment

Construction

We have finished construction at SLK 59.(7th of July) Danny G on the grader, George on the multi tyre roller started maintenance grading from SLK 59 back to town on the Paynes Find Road. No new construction jobs to start until we get our budget in, then we will start the first job at Menzies boundary.

Maintenance Grading

Maintenance grader Don has graded from Meekatharra Wiluna turn off to the Meekatharra boundary been in the Cogla access Rd and doing a couple of tidy up job back to Meeka Wiluna turn off. Then a full Preservation grade back into town. Contract grader is still working on the Paynes Find Road heading to town. He is around Youanmi mine area.

Flood Damage

Alltrack still on the Lake Barley Rd. About 3 weeks then onto the Paynes Find Road.

Horticulture

Ongoing maintenance to town parks and gardens.

Plant Replacement

We have picked up the two new Western Star prime movers. We have also had new Komatsu WA 430 Loader delivered. I have been down to Perth again to look at the new Isuzu service truck it is progressing well. They have everything to be fitted on tray. Will be about 3 to 4 weeks before it's ready for delivery. Not too sure but I may have to duck down again just to double check when they are close to finishing it.

Plant Maintenance

I have taken new Kenworth and B Double to Perth for some minor work, as Kenworth needed some switches so we can put it under the water cart, we needed new main Hyd ram on trailer. We have also done all the jobs on old Kenworth ready for the sale to Mt. Magnet shire.

Caravan Park

New pumps in Park are going well the new septic pump is working well too. So far no other problems in the park.

Building Maintenance

Minor maintenance is being done as required.

General

We have had one new truck working stock piling gravel at the tip so far so good. This is for covering the rubbish on a regular basis so it's not blowing all over the place. We have the Komatsu 320 IT Loader in town too for the rubbish tip work. Two of works crew are doing signs and guide posts, we have done Wiluna Meeka Rds so far, they are currently on Menzies Rd, then onto Paynes Find Rd.

Statutory Environment

Bioremediation Cell

Paper work and ongoing watering and checking.

Statutory Environment

None

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution Number: 68/17

MOVED: Cr Hodshon

SECONDED: Cr Lefroy

That the Works Supervisors report is received

CARRIED (6/0)

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

14.1 Meeting Closed to the Public

Nil

14.2 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 24 August 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 22 June 2017, as shown, were confirmed as a true and accurate record at the Meeting held on 27 July 2017.

(Presiding Member)

Date: 27 July 2017