



MINUTES

Ordinary Council Meeting

Thursday 24 August 2017
@ 11:00 am

Held in the Council Chambers, Hack St Sandstone

ORDINARY COUNCIL MEETING TO BE HELD ON 24 August 2017
AGENDA SUMMARY and TABLE OF CONTENTS

PAGE	AGENDA	ITEM	MINUTE No.
5	1.0	Declaration of Opening and Announcement of any Visitors	
5	2.0	Announcements from the Presiding Member and/or Councillors (without discussion unless otherwise determined)	
5	3.0	Attendance	
5	4.0	Response to Previous Public Questions Taken on Notice	
5	5.0	Applications for Leave of Absence	
6	6.0	Declarations of Interest	
6	7.0	Public Question Time	
6	8.0	Confirmation of Minutes from Previous Meeting(s)	
6	8.1	Ordinary Council Meeting – 27 July 2017	70/17
6	8.2	Special Council Meeting – 3 August 2017	71/17
7	9.0	Presentations	
7	10.0	Officer's Reports	
7	10.1	Chief Executive Officer's Reports	
7	10.1.1	Status Update Report – August 2017	72/17
10	10.1.2	Adoption of Municipal Budget 2017-2018	73/17
14	10.2	Finance	
14	10.2.1	Financial Statement for the Month of July 2017	74/17
16	10.2.2	Accounts Update for the Month of July 2017 (includes for Credit Cards, the Caravan Park & Fuel Sales)	75/17
17	10.3	Health Building and Town Planning	
18	10.4	Works and Services	
18	10.4.1	Works Supervisors Report	76/17
19	10.4.2	Contract Work Main Roads	78/17
21	11	Motions of which Previous Notice Has Been Given	
21	12	Questions from Members Without Notice	
21	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	77/17
21	14	Meeting Items Closed to the Public	
21		Time and Date of Next Meeting	
21	15	Closure of the Meeting	
22		Certification of the Minutes of the Previous Meeting(s)	



AGENDA and STAFF REPORTS
ORDINARY COUNCIL MEETING TO BE HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 24 August 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 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

Cr C (Carol) Hodshon	Deputy Shire President
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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 27 July 2017 be confirmed as a true and accurate record of proceedings.

RESOLUTION: 70/17

MOVED: Cr May

SECONDED: Cr Lefroy

That the Minutes of the Ordinary Meeting of Council held on 27 July 2017 are confirmed as a true and accurate record of proceedings.

CARRIED (5/0)

- 8.2 That the Minutes of the Special Meeting of Council held on 3 August 2017 be confirmed as a true and accurate record of proceedings.

RESOLUTION: 71/17

MOVED: Cr Key

SECONDED: Cr Bennett

That the Minutes of the Ordinary Meeting of Council held on 3 August 2017 are confirmed as a true and accurate record of proceedings.

CARRIED (5/0)

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Nil

9.3 Deputations

Nil

9.4 Delegates/Councillor's Reports

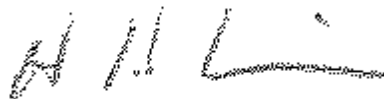
Nil

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – August 2017

Agenda Reference: CEO 08/17 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 16/08/2017
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 August 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: 72/17

MOVED: Cr May

SECONDED: Cr Key

That Council accepts the Status Update for August 2017

CARRIED (5/0)

Status Update August 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	15/08/16 Final adopted versions of Dogs	CEO/Finance Officer	

	<p>from the Department of Local Government and Communities in relation to the following proposed Dog Local Law.</p> <ol style="list-style-type: none"> 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 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. 	<p>LL received from Niel Mitchell</p> <p>19/08/16</p> <ul style="list-style-type: none"> • 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 <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>	
<p>85/16 10.1.3</p>	<p>That Council request an inspection of the houses with a view to purchasing them if structurally sound and price is reasonable.</p>	<p>28/9/2016 Keys received and houses inspected. Department Contacted for price and further details.</p> <p>10/03/2017 Email sent to officer at the Department of Housing for an update on this proposal.</p> <p>20/03/2017 email received from department of housing providing update on progress of proposal</p> <p>29/05/2017 update received from</p>	

			MRAC transfer back to Dept. of Housing to be finalised early June 19/07/2017 Email rec'd asking the shire to take on Head Lease of 18 Green Street 28/07/2017 Housing Authority advised of Council's decision not to take on Head Lease for 18 Green Street.	
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 13/07/2017 Email quotes received and agreed to for work to commence in September 2017	
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	

10.1.2 Municipal Budget 2017-2018

Agenda Reference: CEO 07/17 – 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 16 August 2017
Author: Harry Hawkins Chief Executive Officer

Summary

Shire of Sandstone is to adopt its Municipal Budget for the 2017/2018 financial year by the 31st August 2017. The Budget contains supporting schedules and other consequential matters arising from the budget papers.

Attachments

10.2.1: Shire of Sandstone Municipal Budget 2017-2018

Background

The draft budget for 2017-2018 has been compiled based on the principles contained within the Strategic Community Plan and other supporting plans including the Shire's Corporate Business Plan.

The differential rates for 2017-2018 were approved by the Council at its meeting on 22 June 2017 and approved by the Department of Local Government, Sport and Cultural Industries with the Minister's delegation on 8 August 2017.

Comment

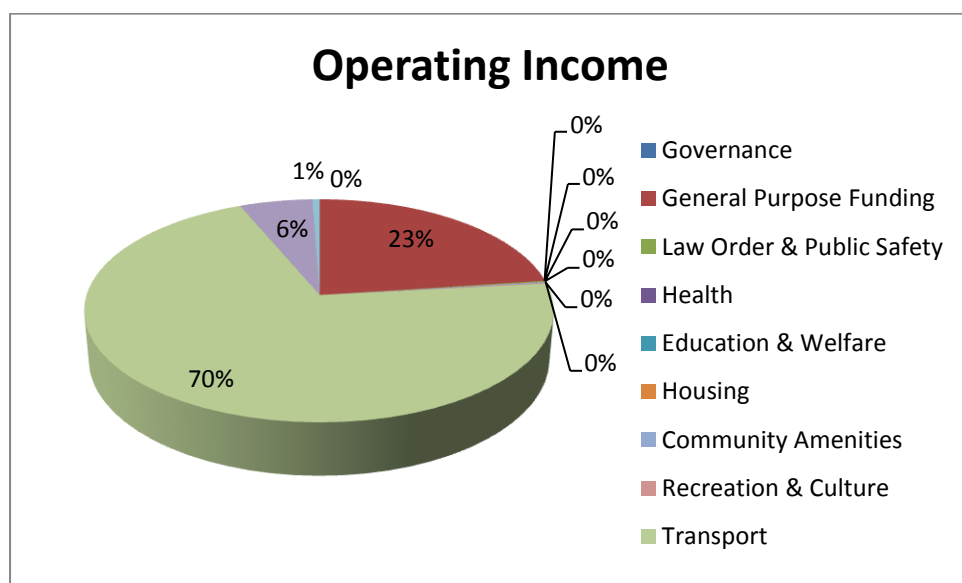
The budget has been prepared to include information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

The Shire's budget includes operating income of \$9,598,268 with capital income of \$347,870. A balanced budget is expected. Depreciation is expected to be \$1,401,333.

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

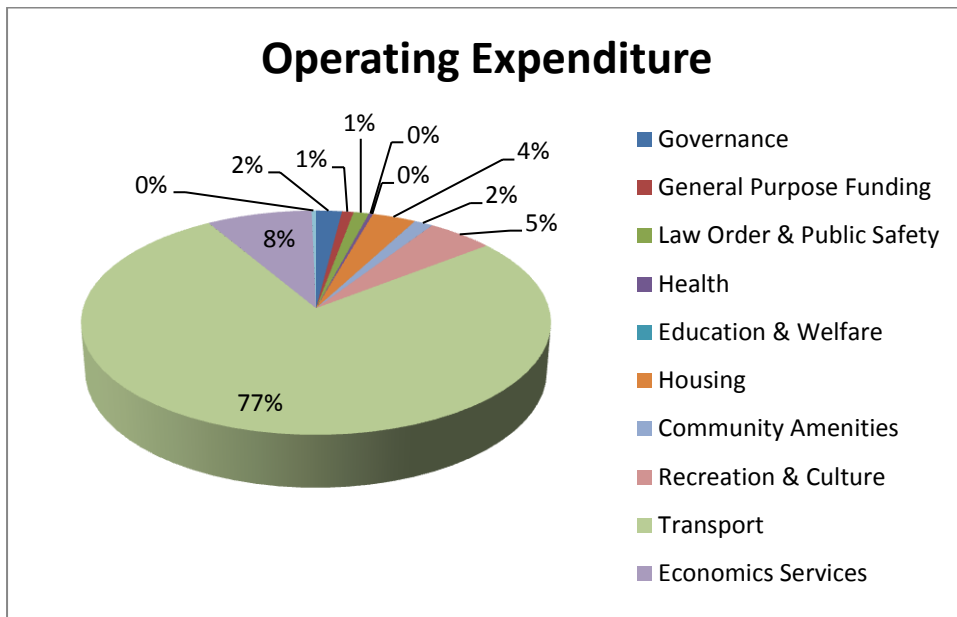
Operating Income/Expenditure

Operating income and expenditure represents the income and expenditure that is incurred on a day to day basis. WANDRRA funding for flood damage works has been included in operating income/expenditure for the 2017-2018 budget.



The operating income for 2017-2018 is \$9,598,268. It can be seen from the above chart that the Shire's key sources of operating income include the funds received as part of the Transport Program (70% or \$6,743,734) and funds received as part of the General Purpose Program (23% or \$2,199,827).

The majority of the income received for the Transport Program consists of WANDRRA flood funding (\$6,642,585). For the General Purpose Program this consists of income made up of \$1,032,634 from rates raised and \$1,018,389 from Financial Assistance Grants, which is Commonwealth funding. 50% of Financial Assistance Grants for 2017-2018 were received in advance and included as income for the 2016-2017 year.



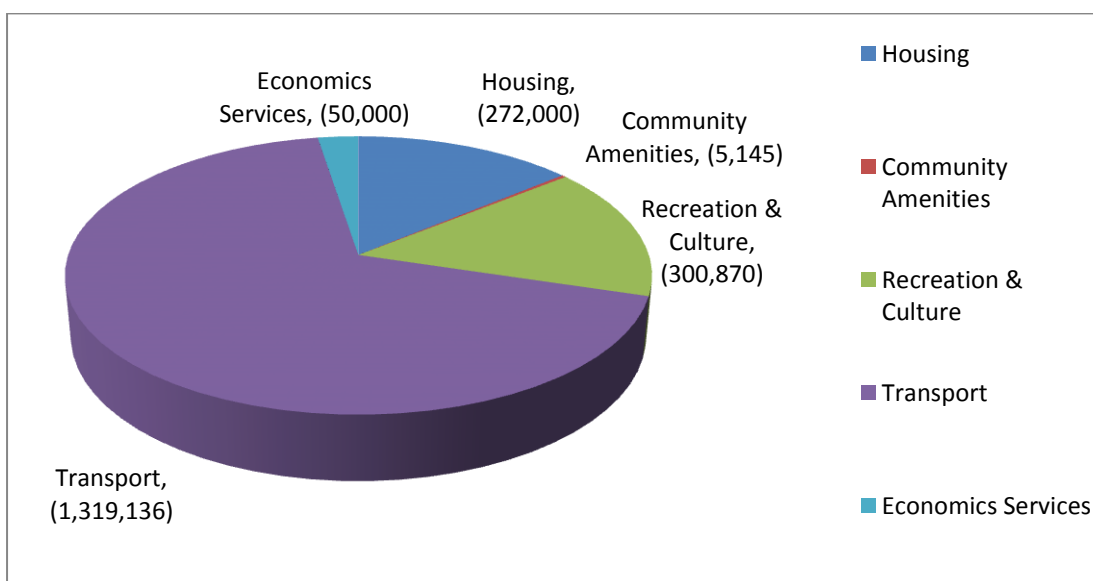
The Shire’s operating expenditure will be \$10,473,696. The key areas of expenditure are the Transport Program (77% or \$7,815,377), Economic Services (8% or \$928,541), Recreation and Culture Program (5% or \$533,534), and the Housing Program (4% or \$361,367). The cost of the Governance Program (Council support) is \$213,032.

Capital Income/Expenditure

Capital Income

Capital income totals \$340,870 from Grants and the Shire’s reserves.

Capital Expenditure



Capital expenditure is expected to be \$1,946,066 - including \$1,318,051 for the Transport Program (Road Works) and 300,870 for Recreation and Culture (including \$235,000 for the

Bowling Green Project, \$35,000 for the State Battery and \$30,870 for upgrades to old Town Hall) and \$50,000 for the Economic Services Program (Improvements to ablutions at the Old School Site), and \$5,145 for Community Amenities (Improving the signage at the Cemetery). Flood Damage work on roads has been included in operating expenses for 2017-2018.

Fees and Charges

The majority of fees and charges for 2016/2017 have remained unchanged except for Caravan Park fees which have been increased by 2% (except for those regarding the fees for washing machines, the dog bond and satellite TV Hire which has been reduced for long term rental). These were adopted at the July 2017 meeting of Council.

Consultation

- Works Supervisor
- External Consultants

Statutory Environment

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year each local government is to prepare and adopt by absolute majority a budget for its municipal fund for the financial year ending on the following 30 June.

Divisions 5 and 6 of the Local Government Act 1995 refer to the setting of the budget and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 detail the form and content of the budget. The draft budget for 2017-2018 as presented is considered to meet these statutory requirements.

Policy Implications

Nil

Financial Implications

As per the attached budget

Strategic Implications

Nil

Voting Requirements

Absolute Majority

RESOLUTION: 73/17

MOVED: Cr Key

SECONDED: Cr May

That Council

1. pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Statutory Municipal Budget for 2017-2018 financial year as attached which includes the following:

Differential Rates as approved by the Minister with the following rates in the \$;

Townsite GRV	\$0.062899
GRV Transient Workforce Accom.	\$0.355767
UV Rural	\$0.058227
UV Mining	\$0.257208
Minimum Rates GRV	\$200
UV	\$315

Fees and Charges carried by absolute majority in Resolution 60/17 in July 2017, and

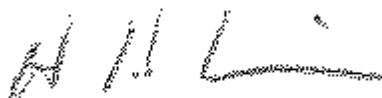
2. In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, sets the level to be used in statements of financial activity in 2017-2018 for reporting material variances at 10% or \$10,000, whichever is the greater.

CARRIED BY ABSOLUTE MAJORITY (5/0)

10.2 FINANCIAL REPORTS

10.2.1 FINANCIAL STATEMENTS FOR MONTHS OF JULY 2017

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 14 August 2017
Author: **Harry Hawkins, Chief Executive Officer**



Signature of Author:

Summary

There are no financial reports for July 2017 due to the Budget for 2017-2018 not being adopted.

Attachments

Nil

Background

As the Budget for the Financial year ended 30 June 2018 is yet to be adopted there will not be a financial statement prepared for the month of July 2017.

Summary of Funds – Shire of Sandstone as at:**31 July 2017**

Municipal Cheque Account - On-line (BWA)	\$14,861.83
Municipal Investment Account – On-line (BWA)	\$178,099.81
Municipal Term Deposit Account (Bankwest)	\$304,735.09
Trust Fund (Bankwest)	\$8,800.85
Reserve Term Deposits (Bankwest)	\$4,028,229.84
New Money Market Term Deposit 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: 74/17**MOVED: Cr Lefroy****SECONDED: Cr May**

That Council receives the summary of funds as at the 31st July 2017.

CARRIED (5/0)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH of JULY 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 August 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

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: 75/17

MOVED: Cr Key

SECONDED: Cr May

That Council endorses the July 2017 accounts paid as presented:

Municipal Fund July 2017

- Municipal Printed cheque numbers 105153 - 105159 totalling \$25,018.99
- EFT Payment Numbers 5531 – 5586 totalling \$636,124.20
- Superannuation \$7,173.01 & \$7,144.58 & \$6,660.18 totalling \$20,977.77

Trust Fund July 2017

- Trust printed cheque numbers 205038 – 205041 totalling \$2,523.15

Payroll EFT:

\$37,525.63, \$1,798.83 and \$31,700.00 totalling \$71,024.46

Credit Cards:

EFT 5562 totalling \$2,052.27

CARRIED (5/0)

10.3 HEALTH, BUILDING and TOWN PLANNING

Nil

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:	16 th August 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

Road crew have been tidying up all roads and cleaning up all areas in and around town site. Heritage trail, Battery, tip etc. road verges cleaning all vegetation and drains on edges of bitumen Paynes find Rd and Meekatharra Rd.

Maintenance Grading

Maintenance grader is in the workshop for maintenance getting ready for our grading program. Minor repairs.

Flood Damage

Alltrack still on the Lake Barlee Rd.

Horticulture

Ongoing maintenance.

Plant Replacement

All replacements have been done except for one, service truck for maintenance grader they are still preparing, ready in the next week or so.

Plant Maintenance

Ongoing repairs to all machines while we are waiting to start work again.

Caravan Park

Minor maintenance and ongoing repairs.

Building Maintenance

Minor maintenance is being done as required.

General

We have been catching up on general repairs and maintenance throughout the shire while we have the time.

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: 76/17

MOVED: Cr Key

SECONDED: Cr Bennett

That the Works Supervisors report is received

CARRIED (5/0)

Late Item

10.4.2	Contract Work Main Roads
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Agenda Reference:	CEO 08/17 – 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Nil
Disclosure of Interest:	Nil
Date of Report:	24 August 2017
Author:	Harry Hawkins, Chief Executive Officer

Summary

The Shire has been approached by Main Roads WA to undertake a project to add a heavy vehicle parking bay on the Sandstone Agnew Road.

Attachments

Nil

Background

Main Roads WA and their head contractor for this region Lend Lease have approached the Works Supervisor asking if the Shire of Sandstone would be interested in doing some work for them namely the construction of a heavy vehicle parking bay on the Sandstone Agnew Road.

Katie Hall has once again been engaged to prepare the quote and project manage the job on behalf of the shire. Katie is a qualified civil engineer and has Main Roads experience so knows what is required and her fees will be included in the costing provided to Main Roads.

Comment

The Shire after being approached by Main Roads WA is submitting a quote and works schedule for the construction of a heavy vehicle parking bay on the Sandstone Agnew Road.

The contract will be on a supply of Road Construction Plant with operator basis and is expected to deliver a small surplus to the shire on the approximately 3 week project.

The Works Supervisor is confident that our crew can do the job and has the capacity to do so without significantly impacting on our own budgeted projects.

Consultation

Works Supervisor
Consultant Engineer – Katie Hall

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

A small surplus is expected

Strategic Implications

Nil

Voting Requirements

Simple majority

RESOLUTION: 78/17

MOVED: Cr May

SECONDED: Cr Lefroy

That Council endorse the submission of a quote to Main Roads and head contractor Lend Lease for the construction of a new heavy vehicle parking bay on the Sandstone Agnew Road and agree to the hire of shire plant and personnel to undertake the work if the submission is successful subject to all costs being recovered and a surplus realised.

CARRIED (5/0)

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

RESOLUTION: 77/17

That a late item is introduced into the meeting

CARRIED (5/0)

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 28 September 2017

15 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 11.42pm.

CERTIFICATION

I, _____, certify that the Minutes of the Meetings held on 27 July 2017 and 3 August 2017 as shown, were confirmed as a true and accurate record at the Meeting held on 24 August 2017.

(Presiding Member)

Date: 24 August 2017