



# **AGENDA**

Ordinary Council Meeting

Thursday 24 May 2018  
@ 11:00 am

To be held in the Council Chambers, Hack St Sandstone

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## ORDINARY COUNCIL MEETING NOTICE PAPER

**Thursday 24 May 2018 – 11:00 am**

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 24 May 2018, 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.

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**Harry Hawkins**  
Chief Executive Officer

14 May 2018

### 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.*

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**Harry Hawkins**  
Chief Executive Officer

14 May 2018

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



## WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

**NOTE: USE ONE FORM PER DECLARATION**

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

Agenda item (3) \_\_\_\_\_

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

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

The nature of my interest is (5)

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The extent of my interest is (6)

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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.

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**SHIRE OF SANDSTONE  
ELECTED MEMBER'S REQUEST FORM**

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

Date: \_\_\_\_/\_\_\_\_/2018

**Urgency:** Low / Medium / High / Strategic

Road / Public Building / Area: \_\_\_\_\_

Request: \_\_\_\_\_

Description: \_\_\_\_\_

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**OFFICE USE ONLY:-----**

Action Taken: \_\_\_\_\_

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Comment: \_\_\_\_\_

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Completed: \_\_\_\_/\_\_\_\_/2018

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> .7087 cents per km
Date of Meeting	Type of Meeting	\$170/ \$340	No of km's	Office Use
26/04/2018	Full Council			

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

Total

04109

Total

04100

Line Item 370

TOTAL:

### 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 24 MAY 2018**  
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**AGENDA and STAFF REPORTS**  
**ORDINARY COUNCIL MEETING TO BE HELD IN**  
**COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 3 MAY 2018**

**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 D (David) Lefroy	
CR V (Vicki) McQuie	

**Staff Members**

Mr Harry Hawkins	Chief Executive Officer
Mr Danny Humphries	Works Supervisor

**3.2 Apologies**

Nil

**3.3 Approved Leave of Absence**

Cr F (Freda) May  
Cr D Murat

**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**

### **STAFF RECOMMENDATION**

**MOVED:** Cr

**SECONDED:** Cr

That the Minutes of the Ordinary Meeting of Council held on 03 May 2018 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 – May 2018**

<b>Agenda Reference:</b>	CEO 05/18 - 01
<b>Location/Address:</b>	Shire of Sandstone
<b>Name of Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	14/05/2018
<b>File No:</b>	
<b>Previous References:</b>	Various
<b>Author:</b>	Harry Hawkins, CEO



## Summary

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

## Attachments

Status Update May 2018

## 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

**MOVED:** Cr

**SECONDED:** Cr

That Council accepts the Status Update for May 2018

**CARRIED/NOT CARRIED (??)**

## Status Update May 2018

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
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 19/03/2018 Ceramic photo of George Dent received from his family for inclusion on plaque at Heritage Park		

<b>80/17</b>	<b>10.1.2</b>	That heritage listing of Camel Station is accepted subject to condition on access	<b>02/10/2017</b> Dept of Heritage advised of condition on Heritage Listing. <b>09/10/2017</b> email seeking clarification of condition received from Dept clarification sent back immediately <b>20/12/2017</b> email received from Dept re any orders or permits on property nil response sent immediately <b>13/03/2018</b> Notification received that Camel Station has been placed on the interim register of heritage places	
<b>85/17</b>	<b>10.1.4</b>	That the right of way behind the power station between Rowe and Black Streets is closed	<b>06/10/2017</b> letters sent to begin process and advertising as per LAA undertaken. <b>06/11/2017</b> letter received from Water Corporation with no objection.	
<b>86/17</b>	<b>10.1.5</b>	Vehicle inspection centre utilising shire pit and workshop	<b>06/10/2017</b> Applicant advised of Council's decision <b>24/11/2017</b> Spoke to Jason Homewood all is in place subject to Dept of Transport approval	
<b>08/18</b>	<b>10.1.4</b>	Fencing 19 Hack Street	<b>04/04/2018</b> Fencing materials are on site Planning under way for taking down and disposal of current asbestos fence	
<b>18/18</b>	<b>10.1.3</b>	Astro Tourism Towns	<b>26/03/2018</b> Council decision relayed to Carol Redford who said she would also prefer 6 towns <b>11/05/2018</b> Carol Redford advised that she is prepared to look at a scaled down membership if Council is not prepared to pay the single town subscription to get us on the Astro Tourism Map	
<b>20/18</b>	<b>10.1.5</b>	Sale of properties for outstanding rates	<b>04/04/2018</b> Legal process to allow sale has commenced	
<b>24/18</b>	<b>10.4.2</b>	Purchase of Pad Foot Roller	<b>23/03/2018</b> Order placed however new roller not available until mid July 2018	

#### Legend

Category	Status
Not Started	
In Progress	
Completed	

<b>10.1.2</b>	<b>Annual Review of Delegations Register</b>
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**Agenda Reference:** CEO 05/18 – 02  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Nil  
**Disclosure of Interest:** Nil  
**Date of Report:** 14 May 2018  
**Author:** Harry Hawkins, Chief Executive Officer

### **Summary**

Council is required to review its register of delegations at least once every 12 months.

### **Attachments**

Updated Delegations Register

### **Background**

Legislation requires local governments to review their Register of Delegations at least once every 12 months. The Shire of Sandstone last reviewed their register in May 2017.

The Delegations Register is a register which records the allocation by Council of its powers and authority downwards to the CEO and any Committee to achieve effective results in a timely manner. Legislation also prescribes that not all powers of Council are able to be delegated and this is taken into account in compiling the register.

### **Comment**

There is a statutory requirement for Council to review its register and there has been one change made in this year's review. That change is as follows;

FI – D13 Staff authorised to sign Purchase Orders has been updated to reflect changes to policy 4.7 adopted at the last meeting.

All other delegations are unchanged from the 2017 review.

### **Consultation**

Nil

### **Statutory Environment**

Local Government Act 1995 Sections 5.42 and 5.43.

### **Policy Implications**

Nil

### **Financial Implications**

Nil

## Strategic Implications

Nil

## Voting Requirements

Absolute majority

## Officer Recommendation

**MOVED:** Cr

**SECONDED:** Cr

That Council adopt the reviewed Register of Delegations for 2017-2018 as attached.

**CARRIED BY ABSOLUTE MAJORITY/NOT CARRIED (??)**

<b>10.1.3</b>	<b>Budget Salary and Councillor Fee Increases</b>
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<b>Agenda Reference:</b>	CEO 05/18 - 03
<b>Location/Address:</b>	Shire of Sandstone
<b>Name of Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	14 May 2018
<b>Author:</b>	Harry Hawkins, Chief Executive Officer

### Summary

To enable the budget to be prepared with updated information Council is asked to review staff salary increases and Councillor fees and allowances for the 2017-2018 year.

### Attachments

Extract from Salaries and Allowances Tribunal April 2018 report.

### Background

Since 2013 the Salary and Allowances Tribunal has been charged with determining the level of meeting fees, allowances and reimbursements paid to Local Government elected members. The current determination (extract attached) was released at the end of April 2017 and applies to elected members for the 2017-2018 year. The Shire of Sandstone is included in Band 4.

Staff salary levels affect many different parts of the shire budget and Council is requested to approve the level of salary increases for the coming financial year prior to the completion of budget worksheets.

### Comment

The Salary and Allowances Tribunal in its April 2018 determination concluded that there would be no increase in elected member fees and CEO salaries for this financial year. The Shire of Sandstone however does have capacity within its current band to provide an increase in sitting fees and the CEO salary should Council wish to do so. The latest CPI data from the ABS shows an annual increase of 1.9% for the quarter ended 31<sup>st</sup> March 2018.

A salary increase of 1.5% is suggested for shire staff except for the CEO who did not receive an increase last year his suggested increase is 2.5% which will fit within the band 4 level.

The current fees and allowances paid to members of the Shire of Sandstone Council are;

### **COUNCILLOR MEETING FEES**

President	11 meetings @	\$340	3,740
5 Councillors	11 meetings @	\$170	11,220
President Allowance			3,500
Deputy Pres Allowance			875
Communications Allowance	6 x \$500		3,000
Mileage			8,500

SAT 2018 determination for councillor meeting fees are;

**Table 4: Council meeting fees per meeting – local governments**

<b>For a council member other than the mayor or president</b>		<b>For a council member who holds the office of mayor or president</b>	
<i>Band</i>	<i>Minimum</i>	<i>Minimum</i>	<i>Maximum</i>
4	\$90	\$90	\$485

*As stated above the Shire of Sandstone is in Band 4.*

In addition to fees for Council meetings elected members can claim the following amounts for Audit Committee and other prescribed meetings. Prescribed meetings include WALGA Zone meetings and Regional Council Meetings such as the MRVC meetings.

<b>For a council member (including the mayor or president)</b>		
<i>Band</i>	<i>Minimum</i>	<i>Maximum</i>
4	\$45	\$118

The 2017-18 budget allowed for 4 Audit Committee meetings at a cost of \$55 per member per meeting a total of \$1,320 and nothing for prescribed meetings.

An increase of 2.5% rounded up is suggested for elected members fees taking them to;

### **COUNCILLOR MEETING FEES**

President	11 meetings @	\$350	3,850
5 Councillors	11 meetings @	\$175	9,625
President Allowance			3,600
Deputy Pres Allowance			900
Communications Allowance	6 x \$500		3,000
Mileage			8,500

Audit committee, MRVC and WALGA Zone meeting fees would increase to \$60 per member per meeting. These increases all fall within the Band 4 allowance and comply with the Salary and Allowances Tribunal ruling for April 2018.

#### **Consultation**

Nil

#### **Statutory Environment**

Local Government Act 1995 Section 3.58

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil, any adjustment will be included in the 2018-2019 budget

#### **Strategic Implications**

Nil

#### **Voting Requirements**

Simple Majority

#### **Officer Recommendation**

**MOVED:** Cr

**SECONDED:** Cr

That Council approve for budget purposes salary increases of 1.5% for all staff except the CEO who will receive an increase of 2.5% and increases to elected member payments of 2.5% rounded up to the nearest \$5.

**CARRIED/NOT CARRIED (??)**

<b>10.1.4</b>	<b>Differential Rates – Review of Expenditure Budget 2018-2019</b>
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<b>Agenda Reference:</b>	CEO 04/18 - 04
<b>Location/Address:</b>	Shire of Sandstone
<b>Name of Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	16 May 2018
<b>Author:</b>	Harry Hawkins, Chief Executive Officer

#### **Summary**

As the Shire of Sandstone charges differential rates that are more than twice the lowest differential rate imposed by it approval needs to be obtained from the Minister. One of the first steps in this process is for Council to review its expenditure and budgetary efficiency measures as a part of its budget deliberations.

#### **Attachments**

Nil

### **Background**

When setting the level of rates for the assessments within the Shire of Sandstone as part of the annual budget process, the Shire takes into account the capacity of various groups in the community to pay and the amount required to fund the shires activities over the year.

The Shire in February this year adopted the updated Community Strategic Plan, the Corporate Business Plan and the Strategic Resource Plan which provide information that forms the basis of the shire's municipal budget for 2018-2019.

### **Comment**

In line with the Long Term Financial Plan contained within the Strategic Resource Plan Council has agreed to adopt a rate increase of 2.5% which based on the continued acceptance of differential rating for mining ratepayers will provide sufficient funds for the shire to cover its projected activities for the next year. The introduction of contract maintenance grading for a portion of the shires unsealed road network and additional costs for having staff camp out as they work on the bottom part of the Paynes Find Road are the only new costs included in the budget.

These new costs are required to ensure that all roads are graded at least once per year as the sole shire grader would not be able to get anywhere near achieving that aim while camping out is necessary as it is impractical for staff to drive 100kms plus each way to the worksite from the shire depot each day.

Capital expenditure apart from plant replacement which is in line with Council's recently adopted Strategic Resource Plan is all covered by grants or transfers from cash backed reserves.

### **Consultation**

Nil

### **Statutory Environment**

Local Government Act 1995

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

**MOVED:** Cr

**SECONDED:** Cr

That Council having considered the projected expenditure and budget requirements for the next financial year resolve to maintain differential rating for the 2018-2019 Budget.

<b>10.1.5</b>	<b>Fees and Charges 2018 - 2019</b>
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**Agenda Reference:** CEO 05/18 - 05  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 16 May 2018  
**Author:** Harry Hawkins, Chief Executive Officer

**Summary**

As a part of the budget process the Fees and Charges schedule for the 2018-2019 budget year are reviewed.

**Attachments**

List of proposed fees and charges for 2018-2019.

**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 2017-2018 list plus other items being increased in line with state government direction for statutory fees.

**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. There are only minor increases to the schedule including caravan park fees.

**Consultation**

Administration Staff  
Works Supervisor  
Caravan Park Caretaker

**Statutory Environment**

Local Government Act 1995

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority



## Officer Recommendation

**MOVED:** Cr

**SECONDED:** Cr

That Council adopt the Fees and Charges schedule as attached for the 2018-2019 budget.

**CARRIED/NOT CARRIED (??)**

## 10.2 FINANCIAL REPORTS

### 10.2.1 Financial Statements for the month of April 2018

**Location:** Shire of Sandstone  
**Applicant:** Shire of Sandstone  
**Disclosure of Interest:** Nil  
**Date of Report:** 15 May 2018  
**Author:** **Harry Hawkins, Chief Executive Officer**

#### Summary

The Statement of Financial Activity reports for the month ending 30 April 2018 are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

#### Attachments

Financial Statements for April 2018

#### Background

#### Summary of Funds – Shire of Sandstone as at: 30 April 2018

Municipal Cheque Account - On-line (BWA)	\$9,313.92
Municipal Investment Account – On-line (BWA)	\$130,588.38
Trust Fund (Bankwest)	\$8,029.35
Reserve Term Deposits (Bankwest)	\$5,140,989.74
New Money Market Term Deposit Accounts	\$100,000.00

#### 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

**STAFF RECOMMENDATION**

**MOVED:** Cr

**SECONDED:** Cr

That Council accepts the financial statements for the period ending 30 April 2018.

**NOT/CARRIED (??)**

**10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF APRIL 2018**  
**(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)**

<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	15 May 2018
<b>Author:</b>	<b>Rhonda Miles – Finance Officer</b>
<b>Senior Officer:</b>	<b>Harry Hawkins – Chief Executive Officer</b>

**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**

None, funds were available to meet the expenditure.

## **Strategic Implications**

Nil

## **Voting Requirements**

Simple majority

## **STAFF RECOMMENDATION**

**MOVED:** Cr

**SECONDED:** Cr

That Council endorses the April 2018 accounts paid as presented:

Municipal Fund April 2018

- Municipal Printed cheque numbers 105209 - 105214 totalling \$13,880.73
- EFT Payment Numbers 6126 - 6179 totalling \$668,782.30
- Superannuation \$7,124.18 & \$7,548.27 totalling \$14,672.45

Trust Fund April 2018

- Trust cheque numbers 205064 - 205066 totalling \$1,624.85

Payroll EFT April 2018:

\$36,755.03 & \$33,846.00 totalling \$70,601.03

Credit Cards April 2018:

DD3642.1 totalling \$1,457.11

**NOT/CARRIED (??)**

**10.3 HEALTH, BUILDING and TOWN PLANNING**

Nil

**10.4 WORKS and SERVICES**

**10.4.1 Works Supervisors Report**

<b>Location:</b>	Various – Shire of Sandstone
<b>Applicant:</b>	Works and Services Supervisor
<b>Disclosure of Interest:</b>	If any, see Comments Section in body of the Report
<b>Date of Report:</b>	26 April 2018
<b>Previous References:</b>	Previous Council Briefing Sessions
<b>Author:</b>	<b>Danny Humphries, Works and Services Supervisor</b>

**Summary – ACIVITY REPORT UPDATE**

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 are out on the Menzies rd. And started the next project which is a R2R work. The crew is also camping out on this job at Bulga downs station accommodation. Job is progressing well.

### Maintenance Grading

The grader is currently just finished on the Menzies rd. this was a hit and miss job and then doing couple of days on the Wiluna rd. doing the same thing then he will be down Payne's find road to carry on from where we left of last month.

### Flood Damage

Alltrac have finished on Menzies rd. And will be moving out onto the Yeelirrie rd. They have a 6-month plan for flood damage repair on this road.

### Horticulture

Ongoing maintenance.

### Plant Replacement

*Nothing at this stage.*

### Plant Maintenance

Ongoing repairs to machines when required. Very minor repairs.

### Caravan Park

*Ongoing Maintenance as required as work requests come in.*

### Building Maintenance

Minor maintenance is being done as required.

### General

*We have been busy getting road budgets sorted assessing bores and working out next year's work for Maintenance and works crew. We have also got the grant to do all our fencing of the air strip and will get this on the move. The Griffith st house is complete including shed and car port. The shed at nurse's quarters also complete. There has been a concrete slab done at 30 Hack st house to shed to arrive this week. We had sims metals come in and clean up all the tip site witch we will get paid for. We are also looking at fencing the tip area too.*

## **Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple majority

**Staff Recommendation**

**MOVED:** Cr

**SECONDED:** Cr

That the Works Supervisors report is received

**NOT/CARRIED (??)**

<b>11</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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Nil

<b>12</b>	<b>QUESTIONS FROM MEMBERS WITHOUT NOTICE</b>
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Nil

<b>13</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING</b>
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Nil

<b>14</b>	<b>MEETING ITEMS CLOSED TO THE PUBLIC</b>
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**14.1 Meeting Closed to the Public**

Nil

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

Nil

<b>TIME and DATE of NEXT MEETING</b>
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The next scheduled Ordinary Council Meeting will be held on Thursday 24 May 2018.

<b>15 CLOSURE OF MEETING</b>
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There being no further business, the Shire President closed the meeting at \_\_\_\_\_pm.

<b>CERTIFICATION</b>
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I, \_\_\_\_\_, certify that the Minutes of the Meeting held on 3 May 2018, as shown, were confirmed as a true and accurate record at the Meeting held on 24 May 2018.

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

Date: 24 May 2018