



AGENDA

Ordinary Council Meeting

Thursday 26 July 2018
@ 12:30 pm

To be held in the Council Chambers, Hack St Sandstone

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ORDINARY COUNCIL MEETING NOTICE PAPER

Thursday 26 July 2018 – 12:30 pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 26 July 2018, in the Council Chambers, Hack Street, Sandstone, commencing at 12.30pm.

Councillors please note:

A Briefing Session will be held prior to the Council Meeting.

Harry Hawkins
Chief Executive Officer

11 July 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.*

Harry Hawkins
Chief Executive Officer

11 July 2018

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



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

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

Agenda item (3) _____

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

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

The nature of my interest is (5)

The extent of my interest is (6)

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

(Signature)

(Date)

RECEIVED BY:

(Chief Executive Officer)

(Date)

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

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

s5.60A Financial Interest

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

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

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

s5.60B Proximity Interest

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

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

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

s5.61 Indirect Financial Interest

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

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

reg 11 Disclosure of Interest

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

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

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

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

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

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.

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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: _____

OFFICE USE ONLY:-----

Action Taken: _____

Comment: _____

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
26/07/2018	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 26 JULY 2018
AGENDA SUMMARY and TABLE OF CONTENTS

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15	2.0	Announcements from the Presiding Member and/or Councillors (without discussion unless otherwise determined)	
15	3.0	Attendance	
15	4.0	Response to Previous Public Questions Taken on Notice	
15	5.0	Applications for Leave of Absence	
16	6.0	Declarations of Interest	
16	7.0	Public Question Time	
16	8.0	Confirmation of Minutes from Previous Meeting(s)	
16	8.1	Ordinary Council Meeting – 29 June 2018	/18
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21	10.1.4	CSRFF Grant – Synthetic Bowling Green	/18
24	10.2	Finance	
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25	10.2.2	Accounts Update for the Month of June 2018 (includes for Credit Cards, Caravan Park & Fuel Sales)	/18
26	10.2.3	Adoption of 2018-2019 Annual Budget	/18
30	10.3	Health Building and Town Planning	
30	10.4	Works and Services	
30	10.4.1	Works Supervisors Report	/18
32	11	Motions of which Previous Notice Has Been Given	
32	12	Questions from Members Without Notice	
33	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	
33	14	Meeting Items Closed to the Public	
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33	15	Closure of the Meeting	
33		Certification of the Minutes of the Previous Meeting(s)	

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AGENDA and STAFF REPORTS
ORDINARY COUNCIL MEETING TO BE HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 26 JULY 2018

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 12.30pm.

**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 D Murat	
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

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6	DECLARATIONS OF INTEREST
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6.1	Declarations of Financial Interest
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6.2	Declarations of Proximity Interest
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6.3	Declarations of Indirect Financial Interest
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The CEO declares an interest in item 10.1.3 as he is the President of the Sandstone Golf Club.

6.4	Declarations of Impartiality Interest
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7	PUBLIC QUESTION TIME
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Nil

8	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING
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STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That the Minutes of the Ordinary Meeting of Council held on 29 June 2018 are confirmed as a true and accurate record of proceedings.

NOT/CARRIED (?/?)

9	PRESENTATIONS
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9.1	Petitions
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Nil

9.2	Presentations
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Nil

9.3	Deputations
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Nil

9.4	Delegates/Councillor's Reports
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Nil

10	OFFICERS REPORTS
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10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – July 2018

Agenda Reference: CEO 07/18 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 11/07/2018
File No:
Previous References: Various
Author: 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 July 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 July 2018

CARRIED/NOT CARRIED (??)

Status Update July 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		
80/17	10.1.2	That heritage listing of Camel Station is accepted subject to condition on access	02/10/2017 Dept of Heritage advised of condition on Heritage Listing. 09/10/2017 email seeking clarification of condition received from Dept clarification sent back immediately 20/12/2017 email received from Dept re any orders or permits on property nil response sent immediately 13/03/2018 Notification received that Camel Station has been placed on the interim register of heritage places		
85/17	10.1.4	That the right of way behind the power station between Rowe and Black Streets is closed	06/10/2017 letters sent to begin process and advertising as per LAA undertaken. 06/11/2017 letter received from Water Corporation with no objection. 10/07/2018 Submission received from Telstra and application for closure sent to Dept of Lands		
08/18	10.1.4	Fencing 19 Hack Street	04/04/2018 Fencing materials are on site Planning under way for taking down and disposal of current asbestos fence		
18/18	10.1.3	Astro Tourism Towns	26/03/2018 Council decision relayed to Carol Redford who said she would also prefer 6 towns 11/05/2018 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		
20/18	10.1.5	Sale of properties for outstanding rates	04/04/2018 Legal process to allow sale has commenced		
24/18	10.4.2	Purchase of Pad Foot Roller	23/03/2018 Order placed however new roller not available until mid July 2018		

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2	New Credit Card Policy
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Agenda Reference: CEO 07/18 – 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 11 July 2018
Author: Harry Hawkins Chief Executive Officer

Summary

The previous policy for Purchasing and Tendering replaced by a new policy in April 2018 contained a section on the use of shire credit cards however the new policy does not so a new credit card policy is required.

Attachments

Credit Card policy

Background

In recent years the shires auditors have raised the issue of a deficiency in our Purchasing and Tendering policy in that it did not list the staff members who had authority to issue purchase orders so a new policy was adopted in April 2018 to rectify that. It has been realised that the previous Purchasing and Tendering policy contained a sub policy on the use of shire credit cards. To provide guidelines for staff with use of credit cards a new policy dealing specifically with the use of shire credit cards is required.

Comment

A new Council Purchasing and Tendering Policy 4.7 was adopted by Council at the April 2018 ordinary meeting however it was discovered that while the previous policy dealt with the use of shire credit cards the new policy did not so a new credit card policy needs to be written and adopted by Council to guide staff in the use of shire credit cards.

The new policy is the same as the sub policy included in the previous policy apart from a new paragraph at the end requiring tax invoices / receipt of goods purchased to be given to the Finance Officer as soon as practicable after the credit card is used.

Consultation

Nil

Statutory Environment

Local Government Act 1995:

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council adopt the new credit card policy and it is inserted into the policy manual as Finance Policy 4.7A until the manual is renumbered at the next full review.

CARRIED/NOT CARRIED (??)

10.1.3	Sponsorship - Sandstone Golf Open
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Agenda Reference:	CEO 07/18 – 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	The CEO has an Indirect Financial Interest in this item as he is the President of the Sandstone Golf Club
Date of Report:	16 July 2018
Author:	Harry Hawkins Chief Executive Officer

Summary

The shire has historically sponsored the Sandstone Golf Club's Sandstone Open weekend and they are once again requesting funding for the event this year.

Attachments

Letter of request

Background

Historically the Shire of Sandstone has sponsored the Sandstone Golf Club to help them put on the Sandstone Golf Open event. The club is a small club with few members and while those members do a lot of work in planning and running the event they don't have the financial

resources to purchase the food, drink, prizes and everything else that is required to make the day a success.

Comment

The Sandstone Golf Club is a small club with few members and while those members do a lot of work in planning and running the Sandstone Golf Open event they don't have the financial resources to purchase the food, drink, prizes and everything else that is required to make the day the success it has been.

Similar to last year they have once again requested \$1,300 with \$100 to go towards the Sandstone Stableford Competition and the remaining \$1,200 to pay the hall hire fees and to put towards the considerable expenses to run the Sandstone Golf Open event.

This year's event will be held on the 8th and 9th September.

Consultation

Nil

Statutory Environment

Local Government Act 1995:

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council agree to sponsor the Sandstone Golf Open event for \$1,300.

CARRIED/NOT CARRIED (??)

10.1.4	CSRFF Application – Construction of 2 Rink Synthetic Bowling Green
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Agenda Reference:	CEO 07/18 - 04
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	18 July 2018
Author:	Harry Hawkins, Chief Executive Officer

Summary

Council to consider endorsing the Chief Executive Officer to submit a small grant application to the Department of Local Government, Sport and Cultural Industries (DLGSCI) under the Community Sport & Recreation Facilities Fund (CSRFF) for a contribution towards the construction of a 2-rink synthetic bowling green.

Attachments

Nil

Background

The existing tennis hardcourts located adjacent to the Community Recreation Centre are underutilised. In the past two years they have been used twice, one court each time. The Shire has an aging population, with 64% being aged 55 years and over, plus 23% aged 45-54 years (ABS, 2016). The Shire does not currently have a bowling green and the nearest similar facility is in Cue which is a 468km return trip from Sandstone. This distance creates a barrier for participation in bowls and puts the Sandstone community at a disadvantage. To gauge the community's interest in bowls, the Shire organised bowls games which were played on the existing tennis hardcourts. This was well received by the community with approximately eight people (out of a population of 89, being 10% of the community) participating in games and socialising. It was then suggested by the community to install a bowling green.

The CSRFF, administered by DLGSCI, aims to increase participation in sport and recreation with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

All CSRFF small grant applications need to be submitted to the relevant local government authority for assessment and ranking before they are lodged with the DLGSCI by the last working day in August 2018. Applications go through an assessment process that includes review by DLGSCI Regional Managers, State Sporting Associations and the CSRFF Advisory Committee. Final recommendations are provided to the Minister responsible for Sport and Recreation who announces successful applications in early 2019. Projects receiving funding must acquit the grant by 15 June 2019.

The CSRFF application process tasks the local government authority with rating projects using the following structure:

A	Well planned and needed by municipality
B	Well planned and needed by applicant
C	Needed by municipality, more planning required
D	Needed by applicant, more planning required
E	Idea has merit, more planning work needed
F	Not recommended

Comment

This Project redevelops infrastructure that is currently underutilised by the community. The bowling green will be floodlit (appropriate for social bowls) and fenced as these are already

available at the site and within close proximity to the existing Community Recreation Centre. Given the demographics of the community, a bowling green is more appealing to encourage the community to increase their participation in physical activity, leading to a greater quality of life. A dedicated bowling green will encourage new players to bowls and increase community comradery. If funding sought under the CSRFF is successful, this Project would occur in 2018/19 and be completed by May 2019.

Consultation

Consultation has occurred with:

- Richard Malacari, Department of Local Government, Sport & Cultural Industries
- Tammy King, Grants Empire
- Evergreen Synthetic Grass
- Green Planet Grass

Statutory Environment

Local Government Act 1995.

Policy Implications

Administered as per the Shire's Purchasing Policy.

Financial Implications

Cost estimates have been received from two suppliers, with the preferred quote valuing the works at \$95,819 (ex gst). The total project costs, including a contingency amount of 5%, equate to \$100,610 (ex gst). CSRFF guidelines state that the applicant can seek 1/3 of eligible project costs, with an opportunity to apply for a Development Bonus of up to 50% of eligible project costs. As the Development Bonus is not assumed, Council's cash contribution for the 2018/19 financial year would be \$67,074 (ex gst), being 2/3 of total project costs.

Strategic Implications

This Project aligns with the following objectives of the Shire's Strategic Community Plan 2017-2027:

Environment Objective: A natural and built environment, recognising our heritage for the benefit of present and future generations

Outcome 2.2 A built environment supporting the community and retaining our heritage

2.2.1 Well maintained community infrastructure

2.2.2 Provide multipurpose community facilities

Voting Requirements

Simple Majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council

1. Endorse the submission of a Community Sporting & Recreation Facilities Fund grant application for the Construction of a 2 Rink Synthetic Bowling Green Project;
2. Give the Construction of a 2 Rink Synthetic Bowling Green Project a priority ranking of 1;
3. Rate the Construction of a 2 Rink Synthetic Bowling Green Project as “A - Well planned and needed by municipality”; and
4. Endorse the financial commitment of \$67,074 (ex gst) for the Construction of a 2 Rink Synthetic Bowling Green Project.

CARRIED/NOT CARRIED (?!?)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statements for the month of JUNE 2018

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 12 July 2018
Author: Harry Hawkins, Chief Executive Officer
Summary

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

Attachments

Financial Statements for June 2018

Background

Summary of Funds – Shire of Sandstone as at: 30 June 2018

Municipal Cheque Account - On-line (BWA)	\$10,633.93
Municipal Investment Account – On-line (BWA)	\$1,299,062.84
Trust Fund (Bankwest)	\$8,800.40
Reserve Term Deposits (Bankwest)	\$4,965,772.26

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 31 May 2018.

NOT/CARRIED (??)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF JUNE 2018
(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: 12 July 2018
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

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 June 2018 accounts paid as presented:

Municipal Fund June 2018

- Municipal Printed cheque numbers 105227 - 105233 totalling \$8,279.45
- EFT Payment Numbers 6272 - 6319 totalling \$594,772.97
- Superannuation \$7,952.11 & \$7,461.23 totalling \$15,413.34

Trust Fund June 2018

- Trust cheque numbers 205068 - 205069 totalling \$1,234.50

Payroll EFT June 2018:

\$32,582.00 and \$32,389.00 totalling \$64,971.00

Credit Cards June 2018:

DD3717.1.1 totalling \$3,185.88

NOT/CARRIED (??)

10.2.3 Municipal Budget 2018-2019

Agenda Reference: FIN 07/18 – 03
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 17 July 2018
Author: Harry Hawkins Chief Executive Officer

Summary

Shire of Sandstone is to adopt its Municipal Budget for the 2018/2019 financial year by the 31st August 2018. The Budget contains supporting schedules and other consequential matters arising from the budget papers.

Attachments

Shire of Sandstone Statutory Municipal Budget 2018-2019
Detailed Operating Budget

Background

The draft budget for 2018-2019 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 2018-2019 were approved by the Council at its meeting on 26 April 2018 and then approved by the Department of Local Government, Sport and Cultural Industries with the Minister's delegation on 13 July 2018.

Comment

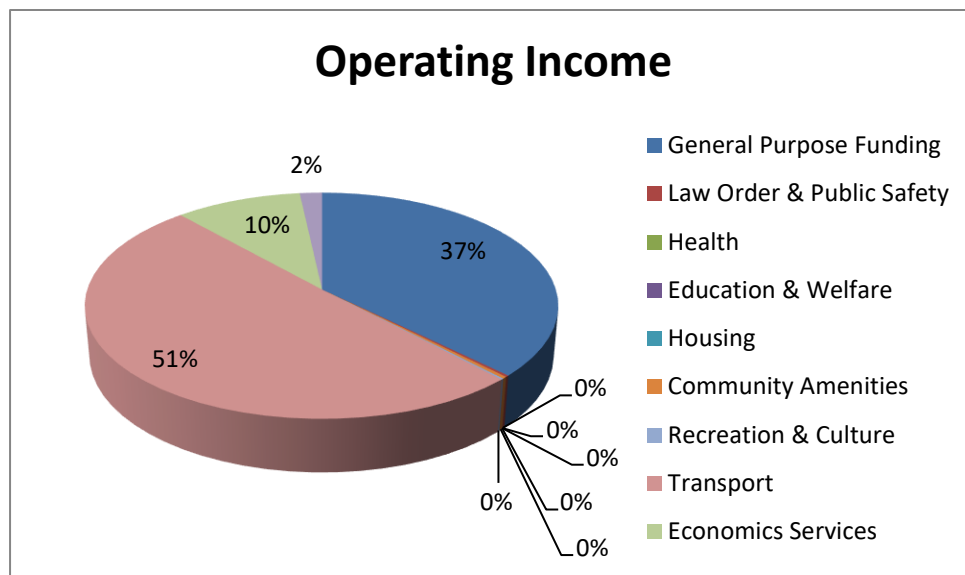
The budget has been prepared to include information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

The Shire's budget includes operating income of \$6,110,227 with capital income of \$421,333 which includes \$301,333 transferred from reserves and \$120,000 from the Regional Road Group road project grant. A balanced budget is expected. The non-cash Depreciation expense is expected to be \$1,336,794.

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

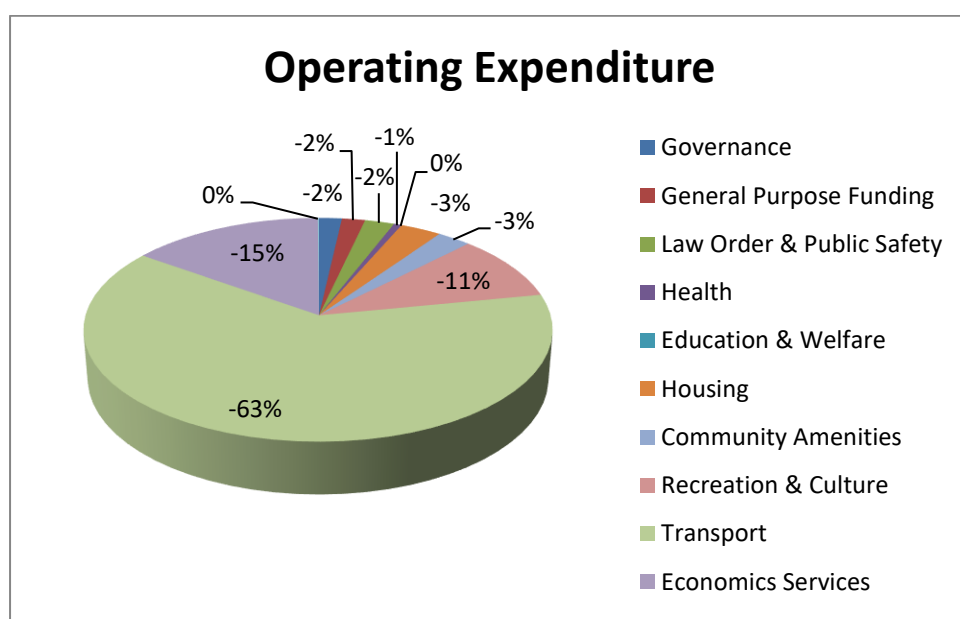
Operating Income/Expenditure

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 2018-2019 budget.



The operating income for 2018-2019 is \$6,110,227. 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 (51% or \$3,080,793) and funds received as part of the General Purpose Program (37% or \$2,279,449).

The majority of the income received for the Transport Program consists of WANDRRA flood funding (\$2,800,000). The General Purpose Program income includes \$1,106,308 from rates raised and \$1,022,435 from Financial Assistance Grants, which is Commonwealth funding. 50% of Financial Assistance Grants for 2018-2019 were received in advance and included as income for the 2017-2018 year.



The Shire's operating expenditure will be \$6,540,374. The key areas of expenditure are the Transport Program (63% or \$4,119,599), Economic Services (15% or \$980,114), Recreation and Culture Program (11% or \$623,421), and the Housing Program (3% or \$211,679). The cost of the Governance Program (Council support) is \$116,298.

Capital Income/Expenditure

Capital Income

Capital income totals \$421,333 from Grants and the Shire's reserves.

Capital Expenditure

Capital expenditure is expected to be \$2,423,232 including \$1,483,999 for the Transport Program (Road Works) and 109,333 for Recreation and Culture for the Bowling Green Project, \$30,000 for the new Heritage Park and \$10,000 for picture rails in the old Town Hall and \$60,000 for the Economic Services Program (Improvements at the Old School Site), and \$6,000 for Community Amenities (Improving the signage at the Cemetery).

Flood Damage work on roads has been included in operating expenses for 2018-2019.

Fees and Charges

Fees and Charges for 2018/2019 were adopted at the May 2018 meeting of Council with increases in some Caravan Park fees, Plant Hire charges and other fees set by the state government.

Consultation

- Works Supervisor
- Other Staff
- 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 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.

Policy Implications

Nil

Financial Implications

As per the attached budget

Strategic Implications

Nil

Voting Requirements

Absolute Majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

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 Budget for 2018-2019 financial year as attached which includes the following:

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

Townsite GRV	\$0.064471
GRV Transient Workforce Accom.	\$0.364661
UV Rural	\$0.059683
UV Mining	\$0.263638
Minimum Rates GRV	\$200
UV	\$315

Fees and Charges carried by absolute majority in Resolution 43/18 in May 2018, 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 2018-2019 for reporting material variances at 10% or \$10,000, whichever is the greater.

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

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 July 2018
Previous References:	Previous Council Briefing Sessions
Author:	Harry Hawkins Chief Executive Officer

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 Council meeting.

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 out on the Menzies Road finalising the Roads to Recovery funded works.

Until the shire budget is adopted there is no money available for new construction projects, so the entire works crew including construction staff are working on ongoing maintenance tasks such as replacing signs and delineators, cleaning and maintenance of the construction machinery and generally tidying up the depot.

Maintenance Grading

Maintenance grader is out on the Wiluna Road however before he headed out that way he graded the Heritage Trail. There has also been a request from Barrambie Station for a few tracks that were blocked by the shire during recent road works to be opened up and a boundary grid that has been filled in over the years to be cleaned out. The tracks will be opened up while the grader is in the area and the grid will be done once a new fencing is put in up to the road.

Flood Damage

Alltrack are continuing out on the Yeelirrie Road where they will be for about 4 to 5 months repairing the road damaged by heavy rainfall events in January and February 2017.

Horticulture

Ongoing maintenance, mulching and planting.

Plant Replacement

None at this stage however the new Pad Foot Roller ordered in April 2018 is due to arrive soon and the maintenance grader, semi-trailer water tank and service truck will be replaced as cash flow allows once the budget is adopted.

Plant Maintenance

Repairs and maintenance is being carried out on machinery while it is parked up in the depot waiting for the budget to be adopted.

Caravan Park

Maintenance as required and repairs as work requests come in are being completed. Pumps in the park for main water tanks to ablutions has a low-pressure fault coming on and it was having to be reset all the time. A different plumber came across to repair a hot water system at 18 Griffith Street and while he was here had a look at the system and it was discovered that one of the water pumps was set to manual and was not pumping. This has been reset to automatic and the water system will be monitored to make sure that it is working correctly.

Building Maintenance

Minor maintenance as per work requests is being carried out by casual worker Paul Dixon. Jason Lowecke from traditional building has been in town putting up sheds and doing the more technical building maintenance works recently and will be back soon to do the picture rails in the town hall.

Bioremediation Cell

Nothing at this stage.

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 (??)

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
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Nil

14	MEETING ITEMS CLOSED TO THE PUBLIC
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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 23 August 2018.

15	CLOSURE OF MEETING
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There being no further business, the Shire President closed the meeting at _____pm.

CERTIFICATION

I, _____, certify that the Minutes of the Meeting held on 29 June 2018, as shown, were confirmed as a true and accurate record at the Meeting held on 26 July 2018.

(Presiding Member)

Date: 26 July 2018