



AGENDA

Ordinary Council Meeting

Thursday 22 November 2018
@ 12:30 pm

To be held in the Council Chambers, Hack St Sandstone

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ORDINARY COUNCIL MEETING NOTICE PAPER

Thursday 22 November 2018 – 12:30 pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 22 November 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

9 November 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

9 November 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 section 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

Councilor _____

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
25/10/2018	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 22 November 2018

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AGENDA and STAFF REPORTS
ORDINARY COUNCIL MEETING TO BE HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 22 NOVEMBER 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 V (Vicki) McQuie	
CR K (Kerry) Key	

Staff Members

Mr Harry Hawkins	Chief Executive Officer
Mr Terry Clarke	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**

6.2 **Declarations of Proximity Interest**

6.3 **Declarations of Indirect Financial Interest**

6.4 **Declarations of Impartiality Interest**

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 25 October 2018 are confirmed as a true and accurate record of proceedings.

NOT/CARRIED (??)

9	PRESENTATIONS
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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 – November 2018

Agenda Reference: CEO 11/18 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 12/11/2018
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 November 2018

Background

It is important that the Council receives an update on the outcome of its resolutions on a regular basis.

Comment

The date for the erection of the fence at 19 Hack Street sharing the boundary with the Admin Office carpark is the end of September 2018, Works have commenced but have not progressed too far. Items added after September Council meeting have been completed.

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 September 2018

CARRIED/NOT CARRIED (??)

Status Update September 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		
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 04/09/2018 Property owner has advised that the new fence will be erected at the end of September 2018. 05/10/2018 removal of old fence commenced		

20/18	10.1.5	Sale of properties for outstanding rates	04/04/2018 Legal process to allow sale has commenced	
76/18	10.1.2	Transfer of management part of reserve 14178 – Caravan Park	Water Corporation advised. Awaiting the return of the CEO.	
77/18	10.1.3	Fencing of lots 98 & 99 Payne Street	PO issued to Connor Jones Contracting. Fence in progress	
78/18	10.1.4	Sandstone Community Postal Agency	Training & undertake purchase of shelving and stock. Ready for opening on 1 November 2018	
81/18	10.3.1	Holiday Home application	Applicant advised by letter	

Legend

Category	Status
Not Started	
In Progress	
Completed	

To be Raised from the Table

10.1.2. Employment Policy - Clearances

Agenda Reference: CEO 11/18 – 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 12 October 2018
Author: Eddie Piper Acting Chief Executive Officer

Summary

The Shire employs people from time to time, either through the Chief Executive Officer and/or Council, and there may be times when proper procedures are not followed.

Attachments

Nil

Background

It is normal practice for a Council to require of a prospective employee to obtain a police and medical clearance prior to being officially appointed.

Sandstone, being located in a remote area, can find this practice very difficult and there is a need to make some provision within a Policy to cover this situation.

Comment

The Acting CEO cannot locate any other Policies to copy a format, so the basic principles are laid out below for the CEO to incorporate into a policy document.

1. All persons engaged to commence employment with the Shire of Sandstone must obtain a POLICE CLEARANCE which must be current (within 1 month of commencement date)
2. All persons engaged to commence employment with the Shire of Sandstone must obtain a MEDICAL CERTIFICATE from a qualified medical practitioner, with such clearance covering all requirements of the Shire of Sandstone as contained in the "PRE-PLACEMENT MEDICAL REPORT".
3. In the event that a Police Clearance is not obtained by the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory police clearance within 1 (one) week of the commencement.
4. In the event that a satisfactory Medical Certificate is not obtained by the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory Medical Certificate within 2 (two) weeks of the commencement.
5. Failure to comply with 1 or 2 within the boundaries outlined in 3 and 4 shall give the Shire of Sandstone the option of either a "Stand-down" or "dismissal" or reprimand of the non-complying employee.
6. On the production of a receipt for the clearances the Shire of Sandstone will make a full re-imbursement of the cost to the employee

As suggested at the October 2018 meeting when this item was laid on the table Mike FitzGerald was contacted for comment and advice on the proposed policy and he provided the following comments.

The Council needs to be careful as to how it uses the information provided in any pre-employment medical certificate. It needs to be aware that it is prohibited to discriminate against a prospective employee on the grounds of an impairment. Accordingly, just because a pre-employment medical certificate contains evidence of a physical impairment or a mental impairment, this does not automatically preclude a prospective employee from eligibility for employment. The Council must obtain medical opinion that the impairment precludes the applicant from the job because it prevents the applicant from performing the duties even with reasonable assistance and workplace adjustments designed to assist the applicant to perform the role.

This policy does not make it cut and dried it merely creates the obligation on the prospective employee to produce the two clearances. How a medical certificate is handled is another complete science in itself and should be done in consultation with us if there are physical, psychological or mental health issues identified by the examining medical practitioner in the clearance documentation.

Mike also provided some suggestions on the wording of the new policy and the proposed policy with the changes as recommended by him follows with only minor amendments to points 3 and 4 while point 5 has been completely rewritten.

1. All persons engaged to commence employment with the Shire of Sandstone must obtain a POLICE CLEARANCE which must be current (within 1 month of commencement date).
2. All persons engaged to commence employment with the Shire of Sandstone must obtain a MEDICAL CERTIFICATE from a qualified medical practitioner, with such clearance covering all requirements of the Shire of Sandstone as contained in the "PRE-PLACEMENT MEDICAL REPORT".
3. In the event that a Police Clearance is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory police clearance within 1 (one) week of the commencement.
4. In the event that a satisfactory Medical Certificate is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory Medical Certificate within 2 (two) weeks of the commencement.
5. It is a condition of employment at the Shire of Sandstone that all new employees are required to provide the Shire with a current police clearance and a current pre-employment medical certificate as prescribed in this policy. Any prospective employee who fails to provide these clearances to the Shire in accordance with this policy will not have their employment confirmed by the Shire and they will be deemed to have failed to meet the probationary conditions of employment.
6. On the production of a receipt for the clearances the Shire of Sandstone will make a full re-imbursement of the cost to the employee.

Consultation

Shire President

Mike FitzGerald

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Minor repayment of clearances to employees.

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That the Shire of Sandstone adopt an employment policy titled "POLICE AND MEDICAL CLEARANCES" incorporating the following:

1. All persons engaged to commence employment with the Shire of Sandstone must obtain a POLICE CLEARANCE which must be current (within 1 month of commencement date).
2. All persons engaged to commence employment with the Shire of Sandstone must obtain a MEDICAL CERTIFICATE from a qualified medical practitioner, with such clearance covering all requirements of the Shire of Sandstone as contained in the "PRE-PLACEMENT MEDICAL REPORT".
3. In the event that a Police Clearance is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory police clearance within 1 (one) week of the commencement.
4. In the event that a satisfactory Medical Certificate is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory Medical Certificate within 2 (two) weeks of the commencement.
5. It is a condition of employment at the Shire of Sandstone that all new employees are required to provide the Shire with a current police clearance and a current pre-employment medical certificate as prescribed in this policy. Any prospective employee who fails to provide these clearances to the Shire in accordance with this policy will not have their employment confirmed by the Shire and they will be deemed to have failed to meet the probationary conditions of employment.
6. On the production of a receipt for the clearances the Shire of Sandstone will make a full re-imbursement of the cost to the employee.

CARRIED/NOT CARRIED (??)

10.1.3 Closure of Right of Way – Griffith Street (Power Station)

Agenda Reference:	CEO 11/18 – 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Contract Power Group
Disclosure of Interest:	None
Date of Report:	12 November 2018
Author:	Harry Hawkins Chief Executive Officer

Summary

Council in September 2017 agreed to the closure of the right of way at the back of the current power station on Griffith Street between Rowe and Black Streets. The proposal was then advertised asking for submissions and Council is to make a final decision taking into account any submissions received.

Attachments

Nil

Background

Council in resolution 85/17 in September 2017 agreed to the closure of the right of way on lots 141-145 behind the Sandstone Power Station between Rowe and Black Streets. Following on from that resolution in accordance with provisions of the Land Administration Act the proposal had to be advertised and Council was required to make a final decision on the closure taking into account any submissions received. No submissions were received however Council did not make a resolution after the advertising period and is required to make another resolution to proceed with the closure.

The Contract Power Group who operate the power station on behalf of Horizon Power have in their request asked for the right of way to be closed behind lots 145-148 while our shire submission requested the closure from lots 141-148 so a decision also needs to be made to confirm the number of lots that the right of way is closed behind.

Comment

While the Contract Power Group has requested that the right of way behind lots 145- 148 is closed it is considered appropriate to close the entire right of way from lots 141-148 to save any confusion in future dealings of the land on Griffith Street between Rowe and Black Streets. Lots 141-144 are on or adjacent to the 10th fairway of the golf course so it is of no consequence if these are closed along with Contract Power Group's requested closure behind lots 145-148 for their purposes.

Consultation

Contract Power Group

Department of Planning, Lands and Heritage

Statutory Environment

Local Government Act 1995

Land Administration Act

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council in the absence of any submissions authorise the CEO to proceed with the application to the Department of Planning, Lands and Heritage to close the right of way behind lots 141-148 Griffith Street between Rowe and Black Streets.

CARRIED/NOT CARRIED (??)

10.1.4 Christmas 2018 Shutdown

Agenda Reference: CEO 11/18 - 04
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 13 November 2018
Previous References: Nil
Author: Harry Hawkins CEO

Summary

To ask Council to approve the shutdown of the depot and Office for the 2018 Christmas New Year break.

Attachments

Nil

Background

Each year the shire depot and office shut down for the Christmas and New Year period it is proposed that they be shut down on Friday 21st December 2018 and reopen on Wednesday 2nd January 2019.

Comment

By closing down for this period staff will have 3 days for travel and shopping before Christmas Day and return to work immediately after the New Years day Public Holiday Tuesday.

The Council meeting for December 2018 is set down for Thursday 20th December so this will need to be brought forward to allow staff to implement any decisions made at that meeting prior to going off on leave. The meeting does however need to review the November 2018 financials therefore enough time needs to be allowed for them to be prepared prior to the meeting. This is necessary to ensure compliance with regulations that require financials to be reviewed by Council within 2 months of the end of the month to which they relate and as no meeting is held in January they need to be reviewed in December.

Consultation

Shire staff

Consultants that prepare Financial Statements

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

None

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That,

1. The shire administration office and depot shutdown at the conclusion of staff shifts on Friday 21st December 2018 and reopen on Wednesday 2nd January 2019.
2. The December Council meeting is brought forward to 11.00am Thursday 13th December 2018.

CARRIED/NOT CARRIED (??)

10.1.5	2019 COUNCIL MEETING DATES
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Agenda Reference:	CEO 11/18 - 05
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	13 th November 2018
Author:	Harry Hawkins, Chief Executive Officer

Summary

Council is required to adopt and advertise their Council meeting dates and the proposed 2019 dates are submitted for Council's consideration.

Attachments

Nil

Background

Nil

Comment

Council is required under the Local Government (Administration) Regulations 1996 to adopt annual meeting dates and advertise them to the community. Council traditionally meets on the 4th Thursday of the month and therefore the dates proposed for 2019 are:

January -	No meeting
February -	Thursday 28 th
March -	Thursday 28 th
April -	Thursday 25 th ?????
May -	Thursday 23 rd
June -	Thursday 27 th
July -	Thursday 25 th
August -	Thursday 22 nd
September -	Thursday 26 th
October -	Thursday 24 th
November -	Thursday 28 th
December -	Thursday 19 th (3 rd week due to Christmas)

Consultation

Nil

Statutory Environment

Local Government Act 1995

Local Government (Administration) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council adopt the following meeting dates for 2019 and advertise them in accordance with the Local Government (Administration) Regulations 1996:

January - No meeting
February - Thursday 28th
March - Thursday 28th
April - Thursday 25th ?????
May - Thursday 23rd
June - Thursday 27th
July - Thursday 25th
August - Thursday 22nd
September - Thursday 26th
October - Thursday 24th
November - Thursday 28th
December - Thursday 19th (3rd week due to Christmas)

CARRIED/NOT CARRIED (??)

10.1.6	Increase to Charge for 45kg Gas Bottle Exchange
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Agenda Reference:	CEO 11/18 - 06
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	14 th November 2018
Author:	Harry Hawkins, Chief Executive Officer

Summary

Council are asked to approve the increase in the charge for 45kg gas bottles as the current price is less than what we pay for them.

Attachments

Nil

Background

Each year as a part of the budget process the level of fees and charges is reviewed this year the schedule of fees and charges was reviewed at the May 2018 meeting with no increase in the charge for gas bottle exchange. Since the budget was adopted the suppliers of Kleenheat gas bottles have increased the cost to a level where the cost of a 45kg bottle is higher than what is listed in the schedule and charged to customers. The 8.5kg bottles are still at a cost that allows a reasonable margin at the budgeted charge.

Comment

The adopted budget for the 2018-2019 financial year included a schedule of fees and charges and included in that schedule was a price for gas bottle exchange which showed prices of \$50 for an 8.5kg bottle and \$164 for a 45kg bottle. Since the budget was adopted the cost of 45kg exchange bottles has increased to \$168.27 leaving a shortfall of \$4.27 for every bottle exchanged.

It is proposed to raise the charge for a 45kg bottle to \$174. There is quite a lot of administrative time used for gas bottle exchanges as staff are required to receipt payment and then accompany the purchaser down to the gas compound for them to exchange the bottle. There are occasions when purchasers, particularly locals, are given the key and trusted to go and get their own bottle. On top of the sale of exchange bottles there are regular stocktakes of the bottles on hand in the compound performed.

Consultation

Administrative Staff

Statutory Environment

Local Government Act 1995 Section 6.16 (3)

Policy Implications

Nil

Financial Implications

There will be minimal financial implications

Strategic Implications

Nil

Voting Requirements

Absolute majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council increase the charge for a 45kg exchange gas bottle from \$164 to \$174 effective from December 10th 2018 and the increase is advertised on the shire website and in the December Bush Telegraph newsletter.

CARRIED BY ABSOLUTE MAJORITY/NOT CARRIED (??)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statements for the month of September and October 2018

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 13 November 2018
Author: Harry Hawkins, Chief Executive Officer

Summary

The Statement of Financial Activity reports for the month ending 30 September and 31 October 2018 are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

Financial Statements for October 2018

Background

Summary of Funds – Shire of Sandstone as at: 31 October 2018

Municipal Cheque Account - On-line (BWA)	\$10,142.51
Municipal Investment Account – On-line (BWA)	\$297,101.89
Trust Fund (Bankwest)	\$10,199.70
Reserve Term Deposits (Bankwest)	\$4,915,013.84

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 periods ending 30 September and 31 October 2018.

NOT/CARRIED (??)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF OCTOBER 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: 13 November 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 October 2018 accounts paid as presented:

Municipal Fund October 2018

- Municipal Printed cheque numbers 105254 - 105260 totalling \$15,989.72
- EFT Payment Numbers 6538 – 6610 totalling \$949,308.29
- Superannuation \$7,466.06 & \$7,314.31 totalling \$14,780.37

Trust Fund October 2018

- Trust cheque numbers 205077-205079 totalling \$2,488.05

Payroll EFT October 2018:

\$34,734.00 and \$33,315.00 totalling \$68,049.00

Credit Cards October 2018:

DD3853.1 totalling \$1,817.44

NOT/CARRIED (??)

10.2.3 ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2018

Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	14 November 2018
Author:	Harry Hawkins, Chief Executive Officer

Summary

The audited Annual Financial Statements for the year ended 30 June 2018 are presented to Council as per the recommendation of the Audit Committee for receipt.

Attachments

Financial Statements including audit report.

Background

The audited 2018 audited Annual Financial Statements are required to be sent to the Department of Local Government within 30 days of the audited reports being received by the CEO.

Consultation

None

Statutory Environment

Local Government Act 1995

Local Government (Financial management) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council receives the audited Annual Financial Statements for the year ended 30 June 2018 as recommended by the Audit Committee at its meeting held on the 25th October 2018.

CARRIED/NOT CARRIED (/?/?)

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:	13 November 2018
Previous References:	Nil
Author:	Terry Clarke Works Supervisor

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

- 1. Sandstone-Payne's Find Road.** The gravel sheeting project on the Youanmi section of this road is nearing completion, with the coming of some badly needed rainfall last week there were two days of a slow- down in production, and most of the work on this project was suspended to allow a 'drying out' period to allow the saturated roadway and drains to be worked efficiently and productively. The contract dozer from Stephen Dale's company needs to be re-called to push-up a quantity of material, as there appears to be a short-fall that was pushed up in the interim planning of this project.
- 2. Sandstone – Meekatharra Road.** This project of 'heavy maintenance', although progressing very well as been held up by inclement weather which has necessitated the crew to stand down for a week to allow the roadway and drains, which are full of water to dry out sufficiently to enable the work to resume safely and efficiently, to continue the project in the wet conditions that prevailed would have been a drain on the funding with no progress being the end result.
- 3. Heritage Trail.** The entire trail has been graded as there were numerous sections that were becoming corrugated and would not have been conducive to the enhancement of this delightful drive and beauty item.
- 4. Sandstone Town Trees.** The small crew from Aussie tree services have arrived in town and have been progressing through their list of urgent items required by Horizon Power, the crew have been re-enforced by two of the Shire's employees following them with a light truck and picking up and disposing of the cuttings at our tip-site. I have told the 'tree-men' to remove any of the lower branches that are blocking the vision of approaching traffic at all intersections discriminately.

SHIRE OF SANDSTONE

5. **Caravan Park.** There has been some minor flooding occurring at the Alice Atkinson Caravan Park, which can be remedied by installing a couple of small bunds to divert any flood-flow away and to follow the existing kerbing to allow the water to flow away from the affected areas and onto Irvine St. There are also some slippery areas within the park that require a light sheeting utilising a small amount of the aggregate at the dump-site near the start of the Payne's Find Road.
6. **Yeelirrie Road.** This road has been graded in its entirety, with special attention being paid to ensure all drains are functioning properly, which has been a timely exercise prior to the heavy rain experienced immediately after the grading was completed.

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
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Nil

12	QUESTIONS FROM MEMBERS WITHOUT NOTICE
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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

14.1 Meeting Closed to the Public

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 13 December 2018.

15 CLOSURE OF MEETING

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

CERTIFICATION

I, _____, certify that the Minutes of the Meeting held on 27 September 2018, as shown, were confirmed as a true and accurate record at the Meeting held on 22 November 2018.

(Presiding Member)

Date: 22 November 2018