



Annual Report 2017/2018



London Bridge

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Community Statistics

**SHIRE OF SANDSTONE
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SANDSTONE WA 6639**

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Shire Statistics

Population	89 (ABS Census 2016)
Number of Electors	67
Number of Dwellings	78
Distance from Perth (km)	724
Area (sq km)	32,889
Suburbs and Localities	Sandstone
Library	Hack Street
Length of Sealed Roads (km)	11
Length of Unsealed Roads (km)	891
Rates Levied	\$1,019,760 (2017/18)
Total Operating Revenue	\$8,444,700 (2017/18)
Council Employees	19



Tourist Attractions

Heritage Trail including London Bridge, Brewery, Old State Battery and Contradiction Well, wildflowers, gold prospecting, natural landscapes, flora and fauna, Peter Denny Lookout, Astro Dome and Telescope

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Local Industries

Tourism, pastoral stations, mining

Significant Local Events

Sandstone Open Golf Weekend (2nd weekend of September), Sandstone Art Show incorporating Wine and Cheese Night, Community Christmas Party, Australia Day, Anzac Day



Minutes - 2016-2017 ANNUAL GENERAL MEETING OF ELECTORS

The Annual General Meeting of Electors was held in the Council Chambers, Hack Street, Sandstone on Friday 9 February 2018 commencing at 4.30pm

Order of Business

1.0 Opening of the Annual Electors Meeting by the Shire President.

The Shire President opened the meeting at 4:30PM.

2.0 Attendance and apologies

Attendance

Cr Beth Walton, Shire President
Cr Carol Hodshon, Deputy Shire President
Cr Freda May
Cr Vicki McQuie
Cr David Lefroy
Harry Hawkins CEO
Lana Lefroy
Kerry Key

Apologies

Cr Dan Murat

3.0 Confirmation of the minutes of the General Meeting of Electors held on Friday 17 March 2017

Moved: Cr Hodshon

Seconded: Cr Lefroy

That the minutes of the meeting held on 17 March 2017 are confirmed as a true and correct record of proceedings

UNANIMOUS

Comments Arising from the Minutes

The FM radio transmitter has finally been repaired but some stations work better than others.

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There were no questions on the Annual Report for 2016-17.

4.0 General Business

A question was raised about the telescope at the school and when this is going to be available for use. The Shire President advised that a session would be held on the 16 February 2018 however there are still some things that we were advised to do such as a rubber floor mat and infra red lights to be purchased.

A question was raised about progress on the new heritage park. The President advised that Margie Lundy is to be approached to complete the interpretive panels. It was also suggested that the Poppet Head from Youanmi or Berrigan be brought in for the park.

It was asked if there was any industrial land available for Challenge Drilling for safe parking of trucks and equipment. Nothing is available at this stage.

It was also suggested that the Sandstone Nursing Post is moved back to the old school to allow the current nursing post to be refurbished as another staff residence. This was considered to be a backward step and would not be implemented at the moment. Although the current nursing post is not perfect it is better than the old school.

5.0 Closure of Meeting

The Shire President thanked everyone for attending the Annual General Meeting of electors and closed the meeting at 5.00PM.

President's Report



I am pleased to present to the ratepayers and residents of Sandstone my report for the 2017/2018 financial year.

Tourism

Sandstone remains a popular and welcoming town for those visiting the Murchison region. We have people from all over Australia and overseas giving very positive feedback on our town and Caravan Park facilities. With tourism being so important to our region it is always very pleasing to hear that visitors are happy with what our little town has to offer. The numbers are down a little on previous years but speaking to other surrounding shires this seems to be across the board.

Heritage Buildings/Cemetery

It was great to see some long overdue projects completed in the 2017/18 financial year:

1. New roof placed over the State Battery stamps and shed housing the engine repaired with a viewing window added to side of shed to enable visitors to view the engine from outside. Fence surrounding Battery was also repaired along with a general tidy up of the area.
2. Fences reinstated at Nungarra, Youanmi cemeteries and a fence erected around Andrew Irvine's grave who was Black Range/Nungarra's first State Battery manager.

Housing

The shire purchased two houses during the year. The first one on the corner of Griffiths and Oroya Street which is being used as staff housing and the second in Green Street. The house in Green Street is being used by shire contractors when they come to town but will be made available if required in the future to house a shire employee. Approval for 3 sheds to be erected at various staff houses was also completed.

Staff

This financial year we have been lucky to have no staff changes in administration but have farewelled several outside work crew and welcomed new ones. Hopefully we will see this stabilise in the coming financial year. I would like to take this opportunity to acknowledge all shire staff for their contribution in assisting the shire to meet its commitments.

Roads

Along with the shire work force carrying out maintenance grading and completing construction programs on our road network, significant flood damage repairs continued to be carried out by All Track Contractors this year. Flood damage road works will continue into the next financial year until completed.

Community Events

Community events are still being well attended by locals and visitors. The Australia Day Breakfast was popular followed by some good fun Aussie games. ANZAC Day was again very well supported with over 50 people attending this important occasion. The Wine and Cheese /Art Exhibition in the town hall was an outstanding success with local and out of town artists exhibiting their amazing arts and crafts. Through Country Arts WA the Shire was able to bring to the community "The Barry and Barbara Sweet, Sour and Saucy Show" which was very entertaining and enjoyed by all who attended.

The movie "Decadent and Depraved" was also shown in the town hall with many locals and visitors attending. This movie involved scenes that were shot out at London Bridge.

Council

At the October 2017 elections we saw Councillors David Lefroy, Carol Hodshon and Dan Murat all returned.

With the resignation of Cr Kerry Key in September 2017, an extra ordinary election was held with Cr Vicki McQuie elected unopposed and sworn in at the November 2017 ordinary council meeting. Thank you Kerry for your contribution to council and I'm sure Vicki you will find your time on council a rewarding experience.

A big thank you to my fellow councillors for their diligence, support, time and efforts in actively being part of team to make sure the best outcomes are achieved for the community of Sandstone.

Closing Comments

We are always open to any suggestions, questions from community members or visitors. We encourage you to contact myself or any of the other councillors or the CEO if you have any issues that you would like to raise that may be of benefit to our community.

I look forward to 2018/19 where I'm sure we will be thrown a few curve balls along the way but we will endeavour to complete projects, keep our roads in good condition and make our town a safe, tidy and pleasant place to live, work and visit.

BETH WALTON
SHIRE PRESIDENT

Chief Executive Officers Report



Finance

RATES

The 2017/2018 Annual Budget was adopted by Council at the Council Meeting held on the 12 August 2017 with a rate increase of 2% which was less than the 4% shown in the shires long term financial plan. This increase was necessary to meet rising costs in most areas of Council activities. Minor changes were made to fees and charges and the minimum rates charged by Council remained the same.

RESERVE FUNDS

Council continues to maintain healthy reserve accounts to help with major projects and plant and equipment purchases. As at 30 June 2018 the balance in the Reserve Accounts was \$5,253,255 comprised as listed below:

Housing Reserve	\$ 286,858
Building Reserve	\$1,284,561
Plant Reserve	\$1,107,593
Employee Entitlements Reserve	\$ 214,394
Airport Reserve	\$ 280,478
Road & Flood Damage Reserve	\$ 754,641
Information Technology Reserve	\$ 46,075
Refuse Disposal Reserve	\$ 59,621
Community Development Projects Reserve	\$ 931,551
TOTAL	\$4,965,772

LOAN LIABILITY

As at 30 June, 2018 Council had no loan liabilities.

AUDIT

The Annual Audit was conducted during October/November 2018 and the Shire of Sandstone was one of a group of local governments audited for the first time by the Office of the Auditor General. A copy of the audit report is included within this Annual Report. The shire once again received a clean audit report which is a credit to the administration staff.

GRANT FUNDING

In the 2017-2018 year the shire received small grants from Lotterywest to install picture rails in the hall and new air conditioning in the old Council Chambers. The picture rails will assist with the hanging of exhibits at the art show and to assist in the resurrection of the historic photographic display. The air conditioning will make it more comfortable for the community when attending events or meetings in the old chambers. A grant was also received from the state Department of Transport to assist with the livestock exclusion fencing of the airport runways. This will make it safer for the Royal Flying Doctor and any others such as mining executives using the airstrip.

Council's general purpose and road grants through the WA Local Government Grants Commission are invaluable to Shire of Sandstone and smaller country local governments. This year Sandstone received a total of \$1,924,974 including an advance payment for 2018-19 of \$1,022,435 which was received in the 2017-18 year.

Regional Road Group funding for this year was \$120,000 to reform, resheet and improve drainage on a section of the Sandstone Paynes Find Road. Roads to Recovery funding of \$277,143 was allocated to repairs on floodways and gravel resheeting and drainage on the Menzies Road. This is the last of the funding from this round of Roads to Recovery and we will have to wait for the next round commencing in 2019-2020 for more Roads to Recovery money.

The Shire received a total of \$3.32m from WANDRRA in 2017-18 for flood damage works to several roads across the shire as a result of flood damage at Easter 2016. Further funding of \$1.28m has been received to repair damage as a result of a heavy rainfall event in January/February 2017.

Staff

Soon after the end of this financial year Works Supervisor Danny Humphries left the Shire of Sandstone to pursue other opportunities. Six staff members from the outside crew left during the year for various reasons however after a long search a permanent mechanic was employed in March 2018. Administration, caravan park and visitor information staff remained stable. The comments and feedback on how lovely the town looks continue to be received and is testament to the hard work and dedication of all staff.

Projects

During the year a number of projects were undertaken including:

- Finalisation of the upgrade of buildings at state battery on the Heritage Trail
- The mulga fencing was done at the new pioneer park site near the fuel station
- Upgrade of house at 18 Griffith Street which was purchased by the shire
- Minor kitchen upgrade was completed at the old police house
- The ex MRAC house at 16 Green Street was purchased and set up as a contractors house

Road Works

Formation improvements and re-sheeting has been carried out on the Sandstone–Menzies Road funded by Roads to Recovery

Re-sheeting works have been undertaken on the Sandstone–Meekatharra Road. Re-sheeting works have been undertaken on the Sandstone–Paynes Find Road partly funded by Main Roads.

Maintenance grading was undertaken on most shire roads plus signs and delineators (guide posts) were replaced as required



Town Works

Works were continued on the gardens in town and the street sweeper is brought out each fortnight to sweep the streets and paths. Visitors continue to leave positive comments about how lovely the town looks.

Plant Replacement

Major Plant

The multi tyre roller was replaced with a pad foot roller

Minor Plant

Due to theft the Bore Boss was replaced
Also stolen and replaced was the caravan park trailer

I would like to sincerely thank the outside crew for the works that they have completed this year in sometimes difficult circumstances.

HARRY HAWKINS
CHIEF EXECUTIVE OFFICER

Statutory Reports

1. STRATEGIC PLAN

Council updated the following plans during 2016-2017 and they were adopted by Council in 2017-2018:

Community Strategic Plan, Work Force Plan, Corporate Business Plan, Strategic Resources Plan incorporating Asset Management and Long Term Financial Plans as a part of the legislative requirements for local governments to enter into an integrated planning process.

2. FREEDOM OF INFORMATION

The Shire of Sandstone has a requirement to comply with the Freedom of Information Act.

During the 2017/18 financial year no applications were received for information under the terms of this legislation.

3. RECORD KEEPING PLAN

The State Records Act 2000 requires that the Shire of Sandstone maintains and disposes of all records in the prescribed manner. During 2016/17 a revised Record Keeping Plan was adopted by Council and submitted to the State Records Commission for approval. The plan was subsequently approved by the State Records Office.

Council is continuing to utilise an electronic record keeping system and formally archiving old records. A new Record Keeping Plan has been prepared and approved by the State Records Office.

In accordance with State Records Commission Standard 2 – Principle 6 compliance with the Record Keeping Plan the following is reported:

Rationale:

An organisation and its employees must comply with the organisation's Record Keeping Plan. Organisations should develop and implement strategies for ensuring that each employee is aware of the compliance responsibilities.

Minimum Compliance Requirements:

The Record Keeping Plan is to provide evidence to adduce that:

1. The efficiency and effectiveness of the organisation's Record Keeping System is evaluated not less than once every 5 years
2. The organisation conducts a Record Keeping Training Program.
3. The efficiency and effectiveness of the Record Keeping Training Program is reviewed from time to time.
4. The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's Record Keeping Plan.

The Shire has complied with items 1 to 4.

4. PUBLIC INTEREST DISCLOSURES

The Public Interest Disclosure Act 2003 facilitates the disclosure of public interest information, and provides protection for those making such disclosure and those who are the subject of disclosures. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

Council has complied with all obligations under the Act including:

- a) appointing the Chief Executive Officer as the PID Officer for the organisation and publishing an internal procedure relating to the Shire's obligations.
- b) providing protection from detrimental action or the threat of detrimental action for any employee of the Shire who makes an appropriate disclosure of public interest information.

There were no matters raised or reported during the year under review.

5. LEGISLATIVE REVIEW

All Local Governments are required to assess which of their Local Laws might impact on competition and conduct a review of each to determine how any restrictive practices might be overcome.

The Annual Report is to include a statement of which Local Laws that have been reviewed, the conclusions of those reviews, and a forward strategy for all Local Laws.

A review of all local laws concluded in 2016/2017

6. STRUCTURAL REFORM

The Shire of Sandstone did not privatise any activities during 2017/18.

A major review of the strategic plans was undertaken in 2017/2018.

7. DISABILITY ACCESS AND INCLUSION PLAN

The Disability Services Act 1993 was amended in December 2004, creating a requirement for public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). These plans had to be fully developed by July 2007, and replaced and built on the achievements of Disability Service Plans (DSPs).

Council adopted a revised DAIP in October 2016 covering the period 2016 – 2020.

1. Council is continually adapting our existing services to give people with disability the same opportunities as other people to access the services of, and any events organised by the Shire.
2. Council also continues with improvement to buildings and footpath infrastructure to assist both wheelchair and gopher access.
3. Wherever possible people with disability can receive information from the Shire in a format that will enable them to access the information as readily as other people are able to access it. This includes a comprehensive website and the ability to change documents to large front size.
4. The Staff are always encouraged to be aware of the needs of people with disability to ensure they receive the same level and quality of service as other people receive. We are also working with our contractors to ensure they are aware of their responsibilities.
5. People with disability have the same opportunities as other people to make complaints to the staff, this can be via written letters, email, SMS or verbally.

6. Council provides many ways for people to participate in public consultation and we are more than happy to discuss any grievances community members may have regarding the services available to the disabled.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Sandstone.

The Shire of Sandstone has adopted a revised **Disability Access and Inclusion Plan** that meets the requirements of the Disability Services Act. The Plan assists in the provision and allocation of resources to improve access and delivery of services for people with disability. Existing facilities in the Shire are reviewed and assessed continually to allow for improved access for all persons in the community.

8. EMPLOYEES REMUNERATION

Set out below, in bands of \$10,000, is the number of employees of the Shire of Sandstone entitled to an annual salary of \$100,000 or more:

Salary Range \$	2018	2017
140,000 – 149,999	1	1

9. There were no entries made that required recording in the complaints register under section 5.121 of the Local Government Act 1995.

Staff

Chief Executive Officer	Harry Hawkins
Environmental Health Officer	David Hadden
Finance Officer	Rhonda Miles
Administration Officer	Margaret Duhig
Caravan Park Manager	Margaret Dixon
Caravan Park Officer	Dot Whittington
Visitor Centre/Museum Officer	Vickie Thomson
Visitor Centre/Museum Officer	Kim Moon
Works Supervisor	Danny Humphries
Construction Grader Operator	Arthur Wainwright
Maintenance Grader Operator	Don Whittington
Plant Operator	George Christie
Plant Operator	Andy Mann
Plant Operator	Vic Taylor

Plant Operator

George Cross

Mechanical Fitter

John McCormack

Gardener

Jane Walker

Rubbish Collection/General Hand

Robert (Banjo) Patterson

Casual Allrounder

Paul Dixon

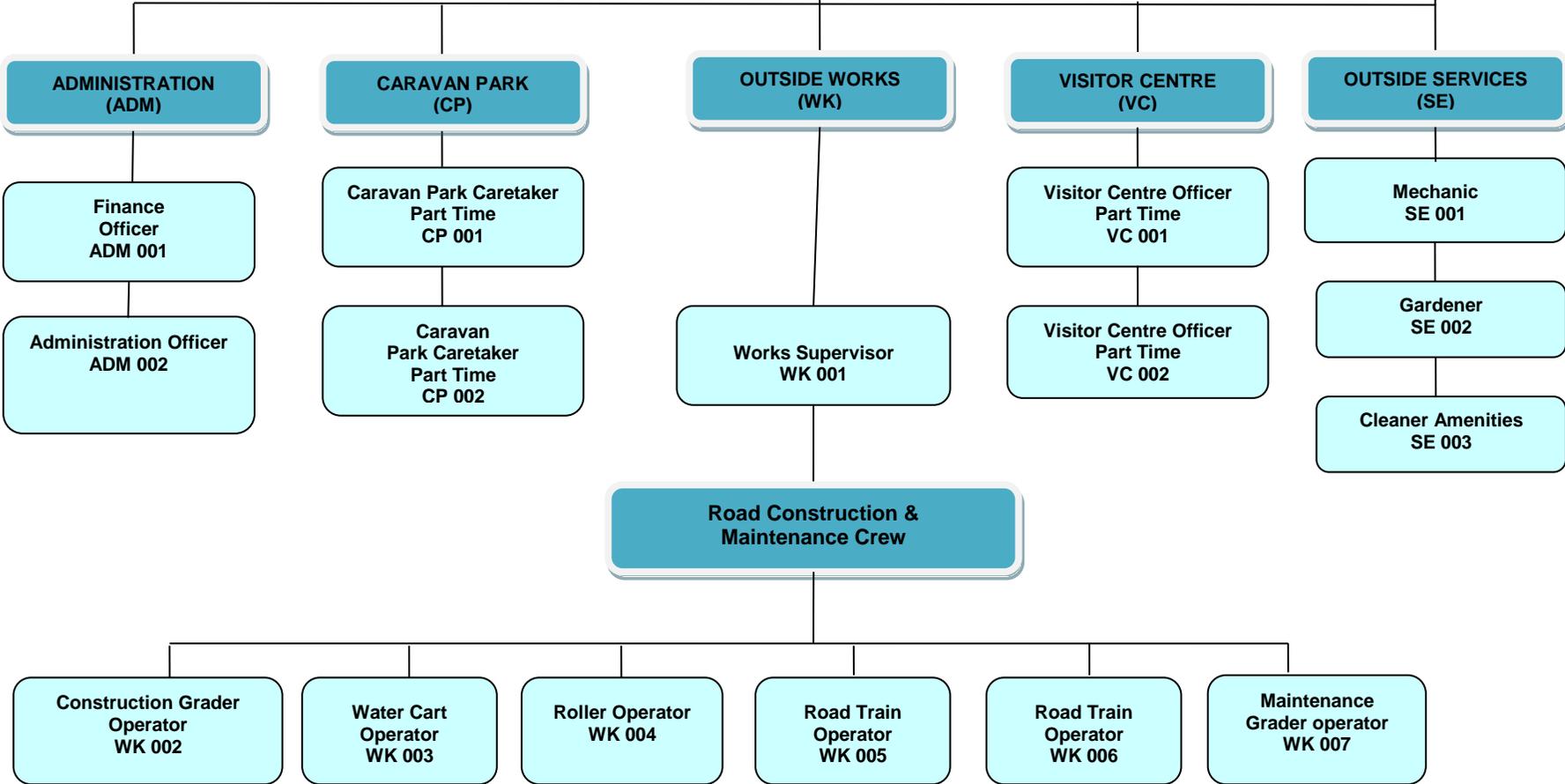
Cleaner

Gina Gloede



**COUNCIL
SHIRE PRESIDENT
DEPUTY SHIRE PRESIDENT
FOUR COUNCILLORS**

**CHIEF EXECUTIVE OFFICER
MAN 001**



ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYOR'S REPORT

This annual report provides a summary of the main activities and duties carried out by the Councils Environmental Health /Building officer (EHO/BS) Mr Dave Hadden for the 2017/18 financial year.

1. Building works in the Shire of Sandstone

Six building permits have been issued by myself to date being three garages for the Shire of Sandstone, two carports and one retrospective approval of accommodation unit and safari roof at the National Hotel.

The total Value of Building works to date is \$98,391.00 when last year it was \$3,740.00.

2. Demolition licences

There were Nil (0) demolition permit issued.

4. Reporting of Building Statistics to ABS

The new reporting system using an online portal based in the Building Commission of Western Australia has been a wonderful innovation. We now log each Permit issued on their site and these are assessable by the Australian Bureau of Statistics (ABS), so it saves us having to report to them each month.

The building permit data system is now the central record keeper for building data state wide with other government agencies accessing their data requirement directly from the new BPD system which reduces the Shires responsibility to provide this data independently.

5. Private Swimming Pool Inspections.

Local Government is required under the Building Regulations 2012 to carry out compliance inspections of swimming pool barriers within each shire every four years. Currently there are four private swimming pools that the shire is aware of that have been inspected to date. One of these pools is currently noted as non compliant due to issues with two gates that enter the pool area. A follow up inspection will be carried out in the near future to check the gates compliance.

Environmental Health

1. Food Businesses

- Food premises within the shire are being monitored in accordance with the Food Act 2002.
- All are registered under the Food Act with the Community Kitchen and Hotel making up the 5 Registered Food Premises under the Food Act.

2. Food recalls

- Food recalls are many and varied annually but rarely affect food premises in the Shire of Sandstone. If a recall notice relates to products sold locally the recall advice is forwarded to relevant premises for advice.

3. Waste management/recycling programmes

- Waste metal collection is still being collected at the landfill site.
- The tip continues to be maintained at a good level.
- The Bio-remediation Facility in Sandstone is quite unique and not found anywhere else in this region.
- The process has started to address the issue of effluent pickup and subsequent disposal at the landfill site. The Shire, the vehicle and equipment, as well as the driver are all required to be licensed under the Controlled Waste legislation. DWER legislation currently requires the liquid waste disposal pond to be licensed if receiving above 100 tonnes of waste per year. Most small local authorities operate ponds under the 100 tonne threshold by restricting disposals at the ponds to shire or townsite only. If Council breaches the 100 tonne threshold DWER will require an environmental assessment of the facility through the license application process which can will increase costs significantly.

6. New Public Health Act 2016

The new Public Health Act 2016 has come into force, but certain sections are yet to be activated. In the meantime we now work with the new Act and also specific sections of the old Public Health Act which is now referred to as the Heath (Miscellaneous Provisions) Act 1911 as amended.

The main sections we work with are contained within the Heath (Miscellaneous Provisions) Act 1911 such as Nuisance provisions and housing. The main issue that is being pushed at the moment is the need to develop a Public Health Plan under the new Act, which will be required to be completed when the Public Health Act 2016 is finally completed. Neighbouring shires are currently engaging a consultant to produce Health Plans for the Shires of Leonora, Menzies and Laverton completion of which should occur in the new year.

More about this will be dealt with in the future.