



SHIRE OF SANDSTONE
S E R V E T H E P E O P L E

AGENDA

Ordinary Council Meeting

Thursday 23 July 2020
@ 12.30pm

To be held in the Council Chambers, Hack St Sandstone

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SHIRE OF SANDSTONE
S E R V E T H E P E O P L E

ORDINARY COUNCIL MEETING NOTICE PAPER

Thursday 23 July 2020 – 12.30pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 23 July 2020, in the Council Chambers, Hack Street, Sandstone, commencing at 12.30 pm.

Councillors please note:

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

A handwritten signature in black ink, appearing to read 'H. Hawkins'.

Harry Hawkins

Chief Executive Officer

17 July 2020

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

17 July 2020

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: ____/____/2020

Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description:

OFFICE USE ONLY:

Action Taken:

Comment:

Completed: ____/____/2020

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> <small>.7087 cents per km</small>
Date of Meeting	Type of Meeting	\$175/ \$350	No of km's	Office Use
23/07/2020	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
THURSDAY 23 JULY 2020
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 – 25 June 2020	/20
16	9.0	Presentations	
17	10.0	Officer Reports	
17	10.1	Chief Executive Officer's Reports	
17	10.1.1	Status Update Report – July 2020	/20
19	10.1.2	Geo Tourism Representative	/20
21	10.1.3	Flood Damage Tenders	/20
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24	10.1.5	Planning Application 22 Griffith Street Sandstone	/20
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29	10.2.3	Draft Budget 2020-2021	/20
32	10.4	Works and Services	
32	10.4.1	Works Supervisors Report July 2020	/20
33	11.0	Motions of Which Previous Notice Has Been Given	
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34	15	Closure of the Meeting	
34		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 23 JULY 2020

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 (Beth) 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 K (Kerry) Key	
Cr V (Vicki) McQuie	

Staff Members

Mr Harry Hawkins	Chief Executive Officer
Mr Norbert Marwick	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

- 6.1 Declarations of Financial Interest**
- 6.2 Declarations of Proximity Interest**
- 6.3 Declarations of Indirect Financial Interest**
- 6.4 Declarations of Impartiality Interest**

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

- 8.1 The ordinary meeting held on the 25 June 2020**

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That the Minutes of the Ordinary Meeting of Council held on 25 June 2020 are confirmed as a true and accurate record of proceedings.

NOT/CARRIED (??)

9 PRESENTATIONS

- 9.1 Petitions**
Nil
- 9.2 Presentations**
Nil
- 9.3 Deputations**
Nil
- 9.4 Delegates/Councillor's Reports**
Nil

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – July 2020

Agenda Reference:	CEO 07/20 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	17/6/2020
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 2020

Background

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

Comment

Spreadsheet has been updated to include excision of part of Reserve 14178 and update on sale of Police House.

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 2020

CARRIED/NOT CARRIED (?!?)

Status Update July 2020

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 23/11/2018 Details of new Council resolution and other information sought sent to Dept of Lands 13/06/2019 More information sought by DOL sent as requested		
20/18	10.1.5	Sale of properties for outstanding rates	04/04/2018 Legal process to allow sale has commenced 05/12/2018 Current debt collectors are going out of business and new provider once appointed will be contacted for updated advice 10/12/2019 Email to Development WA requesting they consider the taking back of the lots and for the cost of the outstanding rates.		

76/18	10.1.2	Transfer of management part of reserve 14178 – Caravan Park	Water Corporation advised. Awaiting the return of the CEO. 17/12/2018 Letter accepting part transfer of reserve sent to Water Corporation. 03/05/2019 installation date of early 2020 confirmed for Sandstone plant. 08/06/2020 Documentation sent to DPLH to enable transfer of part of Reserve 14178 to Water Corp	
112/19		Stronger Communities Grant Upgrade Bowling Green	10/12/2019 Advised of successful application to pave and fence bowling green Grant \$10,000. 31/03/2020 Brick paving around Bowling Green completed	
17/20	10.1.2	Sale of Police House	27/03/2020 Sale to be handled by Professionals Geraldton. Put on hold until after Corona Virus restrictions are lifted to limit visitors to town. 04/06/2020 Sale authority signed with Professionals Geraldton	

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2 Murchison Geo Tourism Representative

Agenda Reference:	CEO 07/20 – 02
Location/Address:	None
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	15 th July 2020
Author:	Harry Hawkins Chief Executive Officer

Summary

Stage 1 of the Murchison Geo Tourism project has been completed and the shires involved with the help of the Midwest Development Commission (MWDC) are now planning stage 2 and have agreed to create a working group to develop the next steps and each local government is invited to have a representative on the working group.

Attachments

Nil

Background

The shires of Mt Magnet, Cue, Meekatharra, Yalgoo, Wiluna, Murchison and Sandstone with the help of the MWDC have in recent years been working on creating a Murchison Geo Park tourism precinct. Stage 1 was completed with funding from MWDC and contributions from each shire and an official launch is tentatively planned to take place in Mt Magnet on Friday 2nd October 2020.

Stage 1 consisted of site selection, creation of a drive trail, creation of and printing of brochures, creation of a basic website and a mobile phone app. A business case has been put together to assist in applying for funding for stage 2 which includes signage and upgrading access to some sites.

Comment

A business case has been created for the purposes of a funding application for stage 2 of the project and at a meeting held in Mt Magnet on the 3 July it was resolved that a working group is formed to develop and put forward ideas to the Murchison Executive Group (MEG) who will make decisions and run the project going forward. Each shire was invited to select a representative to sit on the working group. The representative does not necessarily need to be a council or staff member but can also be a community member interested in tourism.

Council is asked to appoint the representative from Sandstone in order that they, as an official representative of the shire can be paid travel and other expenses to attend meetings.

Consultation

Shire President

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The shires initial contribution to stage 2 will be \$15,000 which is included in the draft budget for 2020-2021

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council appoint Shire President Cr Beth Walton as their representative to the Murchison Geo Tourism working group.

CARRIED/NOT CARRIED (??)

10.1.3	Flood Damage Tenders
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Agenda Reference: CEO 07/20
Location/Address: Shire of Sandstone
Name of Applicant: Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 15 July 2020
Author: Harry Hawkins Chief Executive Officer

Summary

Tenders for the Contract for a Flood Damage Supervisor and Supply of Road Construction Plant and Operators have been advertised, received and evaluated and Council is required to make an appointment.

Attachments

Tender evaluations by Council's engineering consultant, Greenfields Technical Services.

Background

Tenderers were invited to quote for the following works:

RFT 01/20: Supply of Plant and Operators for Road Flood Damage Repairs

RFT 02/20: Contract Supervision Services for Road Flood Damage Repairs

Tenders closed at 2.00pm on Tuesday 7 July 2020.

Comment

Submissions were received from the following companies for the Supply of Plant and Operators tender RFT 01/20.

Alltrack Pty Ltd
Dean Contracting
Red Dust Holdings
Roadtech Construction

Submissions were received from the following companies for the Contract Supervision Services for Road Flood Damage Repairs tender RFT 02/20

Malibu Nominees
Remote Area Mechanical Services
Remote Roads

Tender evaluations are attached

Statutory Environment

Shire of Sandstone Purchasing Policy 4.6

Local Government Act 1995 Section 3.57

Local Government (Functions and General) Regulations 1996 Parts 4 and 4A

Policy Implications

Some provisions of Purchasing Policy 4.6 are applicable to this item

Financial Implications

Nil, income and expenditure are included in the draft 2020-2021 draft budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council accept the recommendations submitted by Greenfields Technical Services in the attached tender evaluation reports and award tender RFT 01/20 to Dean Contracting and tender RFT 02/20 to Remote Area Mechanical Services.

CARRIED/NOT CARRIED (??)

10.1.4	Local Roads and Community Infrastructure Program
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Agenda Reference: CEO 07/20 – 02
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 15th July 2020
Author: Harry Hawkins Chief Executive Officer

Summary

As a part of the Federal Government's COVID-19 recovery assistance the Local Roads and Community Infrastructure Program was announced. The Shire of Sandstone was offered a grant of \$321,792. The offer has been accepted by the CEO and Council is asked to endorse that acceptance and approve nominated projects.

Attachments

Letter of Offer

Background

The Federal Government as a part of an initiative to assist a community led recovery from the effects of the shutdown of local economies due to the COVID-19 pandemic has announced the Local Roads and Community Infrastructure Program. It is expected that local governments across Australia will use this grant money to support local businesses to provide employment in local communities.

Comment

The Commonwealth Local Roads and Community Infrastructure Program provides grant funding for projects that will commence from 1 July 2020 and end on the 31 December 2021 with each local government's funding based on the Roads to Recovery model. The grant funds must be spent on community buildings or local road construction activities.

The CEO has completed, signed and lodged the grant agreement which was to be sent to the commonwealth Department of Infrastructure, Transport, Regional Development and Communications by the 31 July 2020. No projects have been formally nominated yet however the draft budget has been framed with \$83,014 allocated to painting the exterior of the Town Hall, School Buildings and the Visitor Centre/Museum and the replacement of the Recreation Centre ceiling with the remaining \$238,778 allocated to a project on the Menzies Road funded from this grant.

Project nomination forms are to be completed for each project scheduled setting out what project work category the works fit into and what the primary project goal is before any payment is received from grant funds.

Consultation

Shire President

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil, Income and expenditure is included in draft 2020-2021 budget.

Voting Requirements

Simple majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council endorse the CEO signing the Local Roads and Community Infrastructure Grant Agreement and approve the proposed project expenditure listed below and included in the 2020-2021 draft budget.

1. Replace the ceiling and repair the roof at the Recreation Centre for \$20,136
2. Repaint the exterior of the Town Hall including window frames for \$23,264

3. Repaint the exterior of the Visitor Centre/Museum including Doors and window frames \$20,726
4. Repaint exterior doors, windows and gutters at the old school building including toilet block for \$18,888
5. Re-sheet and improve drainage on Menzies Road slk 33.32-36.51 for \$238,778 plus council funds of \$7,819 a total job cost of \$246,597.

CARRIED/NOT CARRIED (??)

10.1.5	Planning Application 22 Griffith Street
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Agenda Reference: EHO/BUILDING 07/20 - 05
Location/Address: Shire of Sandstone
Name of Applicant: J Pendlebury
Disclosure of Interest: Nil
Date of Report: 14/07/2020
Author: David Hadden EHO/Building Surveyor.

Summary

An application has been received from Mr J Pendlebury to place an old transportable accommodation unit on Lot 22 Griffith Street Sandstone.

Attachments

2 x pictures.

Background

Mr Pendlebury is in the process of purchasing Lot 22 Griffith Street Sandstone however has placed the transportable accommodation unit on the property prior to taking ownership of the block. As such Mr Pendlebury has been requested to apply for development approval for the transportable unit followed by a building application for the building if Council issues development approval.

Comment

Lot 22 Griffith Street is zoned as Rural Townsite under Councils Town Planning Scheme No 2 which provides for normal residential use which would incorporate the use of a Class 10 building (shed) in this instance. Mr Pendlebury intends to use the transportable unit as a storage building only, not as a residence. The building being quite old may be best located parallel to the rear of the property which would allow the development of a residence on the front portion of the block in the future.

Consultation

CEO

Statutory Environment

Shire of Sandstone Town Planning Scheme No 2.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council:

- a) approve development of a transportable accommodation unit for use as a storage shed only on Lot 22 Griffith Street Sandstone subject to:
- b) the transportable accommodation unit being placed parallel to the rear boundary of Lot 22 Griffith Street at a minimum setback of 7.5 metres to allow for future development of a residence in the front portion of the property;

Notes: 1) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation. It is the applicants/landowners responsibility to obtain any additional approvals required before the development/use lawfully commences.

2) Should the applicant be aggrieved by the decision of the Council (in part or whole) there is a right pursuant to the Planning and Development Act 2005 to have the decision reviewed by the State Administrative tribunal. Such application must be lodged within 28 days from the date of the decision.

CARRIED/NOT CARRIED (???)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statements for the month of May 2020

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 15 July 2020
Author: Harry Hawkins Chief Executive Officer

Summary

The Statement of Financial Activity report for the month ending 31 May is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

Financial Statement for May 2020

Background

Summary of Funds – Shire of Sandstone as at: 30 June 2020

Municipal Cheque Account - On-line (BWA)	\$24,868.42
Municipal Investment Account – On-line (BWA)	\$811,841.89
Trust Fund (Bankwest)	\$6,700.00
Reserve Term Deposits (Bankwest)	\$3,941,322.37
Muni Term Deposits x 2	\$1,404,767.17

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. Due to changes in staffing at IT Vision who prepare accounts for the shire June reports were not completed in time to be included in the agenda.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council accepts the financial statement for the period ending 31 May 2020

NOT/CARRIED (?!?)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF JUNE 2020

(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:	15 July 2020
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 2020 accounts paid as presented:

Municipal Fund June 2020

- Municipal printed cheque numbers 105411 – 105421 totalling \$5,249.86
- EFT payment numbers 7610 – 7681 totalling \$232,944.50
- Trust cheque number 205124 totalling \$500.00
- Superannuation \$8,711.67 & \$9,101.90 totalling \$17,813.57

Payroll EFT June 2020:

\$34,485.00 & \$36,324.00 totalling \$70,809.00

Credit Cards June 2020

DD 4517.1 totalling \$592.63

CARRIED /NOT CARRIED (??)

10.2.3 Draft Municipal Budget 2020-2021

Agenda Reference:	FIN 07/20 – 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	15 July 2020
Author:	Harry Hawkins Chief Executive Officer

Summary

Shire of Sandstone is to adopt its Municipal Budget for the 2020/2021 financial year by the 31st August 2020. The draft budget papers are attached for Council's review, comments and suggestion of any changes before the statutory budget is compiled for adoption.

Attachments

Draft Detailed Operating and Capital Budgets 2020-2021

Draft Fees and Charges Schedule for 2020-2021

Background

The draft budget for 2020-2021 has been compiled based on the principles contained within the Strategic Community Plan and other supporting plans including the Shire's Corporate Business Plan.

As per resolution 25/20 In April 2020 rates and Fees and Charges have been frozen at last year's rates while a discount of 50% as per resolution 26/20 and 5% as per resolution 27/20 has been allowed for businesses affected by the COVID-19 shutdown of the caravan park and Visitor Centre and mining businesses respectively.

Due to rates being frozen at last year's rate in the dollar the requirement to obtain ministerial approval for differential rates did not apply this year.

Comment

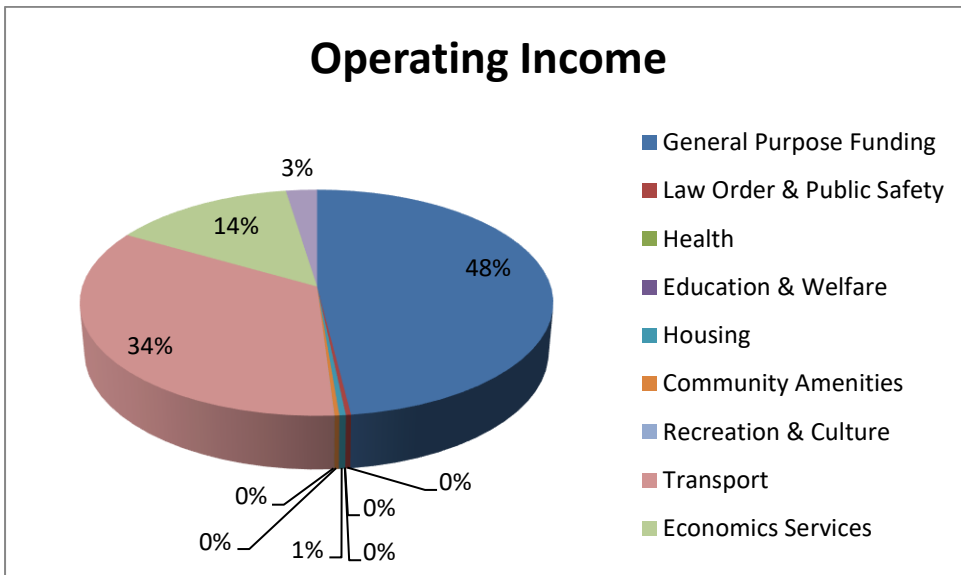
The budget has been prepared to include information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

The Shire's budget includes operating income of \$4,484,710 with capital income of \$1,021,767 which includes \$906,767 in grant funding made up of \$300,000 from the Regional Road Group road project grant, \$284,975 from Roads to Recovery and \$321,792 from the Local Roads and Community Infrastructure grant. A balanced budget is expected. The non-cash depreciation expense is expected to be \$1,451,775.

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

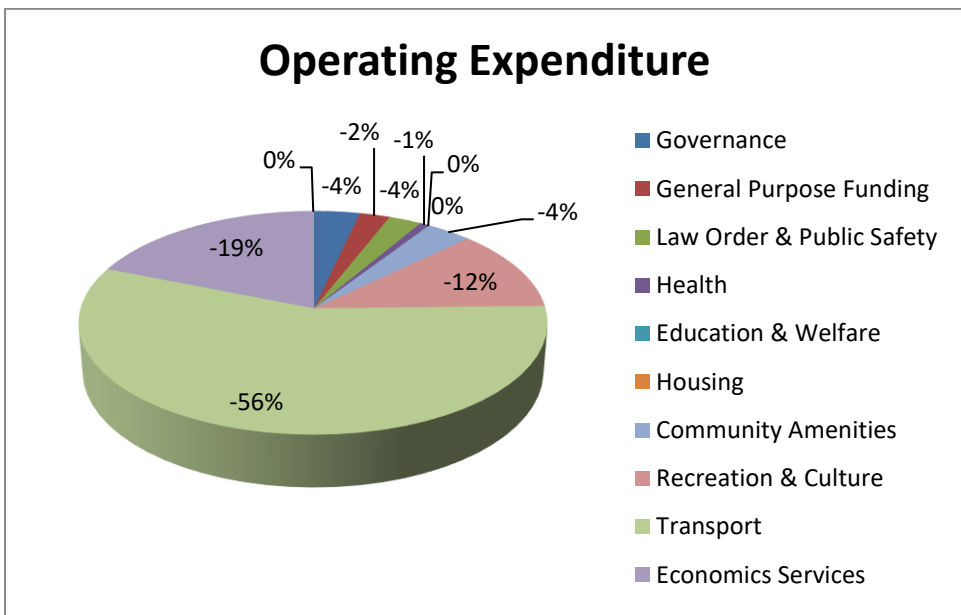
Operating Income/Expenditure

Operating income and expenditure represent the income and expenditure that is incurred on a day to day operational basis. There is \$1,370,185 for flood damage works included in both income and expenditure as all flood damage works are considered maintenance and are expected to be completed this year.



The operating income for 2020-2021 is \$4,484,710. 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 Economic Services Program (14% or \$640,216), Transport (34% or \$1,537,314) and funds received as part of the General Purpose Program (48% or \$2,153,713).

The General Purpose Program income includes \$1,069,249 from rates raised and \$1,025,481 from Financial Assistance Grants, which is Commonwealth funding. 50% of Financial Assistance Grants for 2020-2021 were received in advance and were included as income for the 2019-2020 year. This is the same figure as last year as the 2021 federal budget has not been handed down due to COVID-19 and local governments in WA were advised by the Grants Commission to use last years figures.



The Shire’s operating expenditure will be \$5,779,797. The key areas of expenditure are the Transport Program (56% or \$3,263,539), Economic Services (19% or \$1,092,133) and the Recreation and Culture Program (12% or \$682,395). The cost of the Governance Program

Council support is (4% or \$206,215). It should also be noted that housing is listed as zero this year as housing expenses are now allocated to the area where staff occupying each house are working as an overhead expense ie the truck drivers housing cost is allocated to public works overheads and then allocated out to road works jobs as a part of the cost of those jobs like any other overhead expense.

Capital Income/Expenditure

Capital Income

Capital income totals \$1,021,767 with \$300,000 from Regional Road Group project grant and \$284,975 from Roads to Recovery grant plus \$321,972 from the Local Roads and Community Infrastructure Program. The balance is profit of sale of assets and there are no transfers from reserves this year.

Capital Expenditure

Capital expenditure is expected to be \$2,099,217 including \$1,816,777 for the Transport Program (Road Works), \$222,740 for net Plant Replacement, \$50,000 for the new Heritage Park, \$23,264 for painting the outside of the hall, \$20,726 for painting the outside of the Visitor Centre \$58,188 for the Economic Services Program (Improvements at the Old School Site), and \$6,000 for Community Amenities (new plaques at the Cemetery).

Fees and Charges

Fees and Charges for 2020/2021 are attached for review and are unchanged from 2019-2020.

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 statutory budget for the financial year ending on the following 30 June.

Policy Implications

Nil

Financial Implications

As per the attached budget

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council accept the proposed budget and schedule of Fees and Charges subject to the inclusion of suggested changes and endorse the preparation of the Statutory Budget after incorporating suggested changes for adoption at a later meeting the date of which is yet to be confirmed.

CARRIED/NOT CARRIED (??)

10.4 WORKS and SERVICES

10.4.1 WORKS SUPERVISOR'S REPORT July 2020

Agenda Reference: WS 06/20 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 19th June 2020
Previous References: Nil
Author: Norbert Marwick, Works Supervisor

Summary

1. Crew Movements

The crew are nearing completion on Lake Barlee Rd, with the grader, roller and water truck, regrading slk 3.8 to 6.4. This will take approximately 1 week of extra time.

2. Maintenance Grader

The Shire grader is Currently heading east on Menzies-Sandstone.

3. Contract Maintenance Grader

The Grader is currently on Lake Barlee Rd headed east.

4. Employees

George Christie's work hours have increased to 6 hours per day 3 days per week. Mary has been offered a permanent staff position on the Shire, with the proviso that she acquires an MC license.

5. Plant

The maintenance grader caravan has been taken to Geraldton for quotes on repairs.

Road west side tipping "A" trailer PC017 (rego S774) has a major split in the bowl and is unusable. This trailer also has major rust damage to the rest of the bowl.

1. Telephone quote (unseen) to repair approximately \$30,000. Repair PC017 and keep complete road train (both trailers and truck) until 2023/24
2. Used 2005 "A" trailer side tipper \$66,000. Purchase price. Replace PC017 and keep until 2026/27 (are we going to buy more trouble?)
3. New Haul more "A" trailer side tipper \$106,000 purchase price. Buy new and keep 10 years or more.
4. Sell as-is with no replacement.

Road west side tipping 'A' trailer PC016 (rego S781) also has major rust damage and may split the bowl. Rust is in the same places.

The community bus will heading to Geraldton on 24/8/20 to have the Shire logo and "community bus" logo put on both side of the bus.

Consultation

All staff

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Moved Cr

Seconded Cr

That Council receive the Works Supervisor's Report.

CARRIED/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
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14.1 Meeting Closed to the Public

CONFIDENTIAL ITEMS

14.2 Public Reading of Resolution

TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 27 August 2020.

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 Meetings held on 25 June 2020, as shown, were confirmed as a true and accurate record at the Meeting held on 23 July 2020.

(Presiding Member)