



AGENDA

Special Council Meeting

6th August 2020

10.30am

To be held in the Council Chambers, Hack St Sandstone



SPECIAL COUNCIL MEETING NOTICE PAPER

6th August 2020 at 10.30am

Dear President and Councillors,

A Special Meeting of Council has been called for 6th August 2020, in the Council Chambers, Hack Street, Sandstone, commencing at 10.30am to adopt the 2021 Municipal Budget.

Councillors please note:

Only items in this agenda may be discussed at the meeting.

A handwritten signature in black ink, appearing to read 'H. Hawkins', is positioned above the printed name of the Chief Executive Officer.

Harry Hawkins
Chief Executive Officer

Monday 3rd August 2020



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.*

A handwritten signature in black ink, appearing to read 'H. Hawkins', is positioned above a horizontal line.

Harry Hawkins
Chief Executive Officer

3rd August 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 sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



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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Councillor's Claim for Sitting Fees and Travel

Councillor _____

Creditor No _____

<i>Date</i>	<i>Meeting</i>	<i>Sitting Fees</i>	<i>Travel Km's</i>	<i>Amount</i> 74 cents per km
Date of Meeting	Type of Meeting	\$175/ \$350	No of km's	Office Use
06/08/2020	Special Council			

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

Total		Total
	Line Item 370	
04109		04100
	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 will be rejected.

_____ (Signature) _____ (Date)

Calculations Checked _____ Date _____

Goods Received / Payment Approved _____

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**SPECIAL COUNCIL MEETING HELD ON 6 August 2020
AGENDA SUMMARY and TABLE OF CONTENTS**

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14	10.1.1	Municipal Budget 2020-2021	
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17		Time and Date of Next Meeting	
17	15	Closure of the Meeting	

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AGENDA and STAFF REPORTS

SPECIAL COUNCIL MEETING HELD IN COUNCIL CHAMBERS, SANDSTONE ON 6 August 2020

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Beth Walton (Shire President) to declare the Meeting open at 10.30 am.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS (without discussion unless otherwise determined)

Nil

3 ATTENDANCE

3.1 Present

Elected Members

Cr B (Bethel) Walton	Shire President
Cr C (Carol) Hodshon	Deputy Shire President
Cr F (Freda) May	
Cr D (David) Lefroy	
Cr V (Victoria) McQuie	
Cr K (Kerry) Key	

Staff Members

Mr Harry Hawkins	Chief Executive Officer
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3.2 Apologies

3.3 Approved Leave of Absence

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

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICERS REPORTS

10.2.3 Municipal Budget 2020-2021

Agenda Reference:	07/20 – 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	3 August 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 statutory budget is attached for Council's review and comments before adoption.

Attachments

Draft Statutory Budget 2020-2021
Draft Fees and Charges Schedule for 2020-2021

Background

The draft statutory 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 statutory 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.

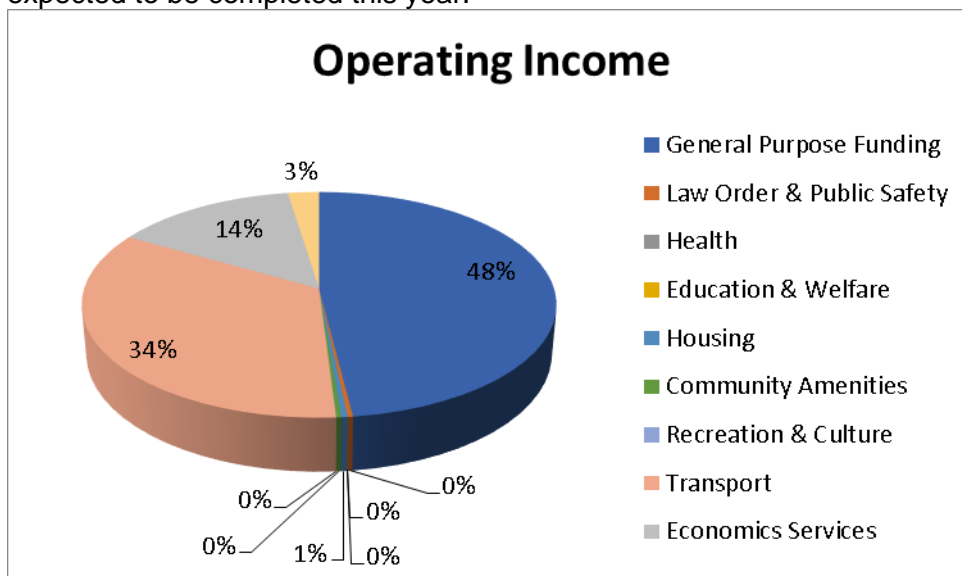
The Shire's statutory budget has been prepared from the draft detailed budget plus changes approved at the July meeting of Council and includes operating income of \$4,417,701 with capital income of \$1,021,767 which includes \$906,767 in grant funding made up of \$300,000 from the Regional Road Group 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

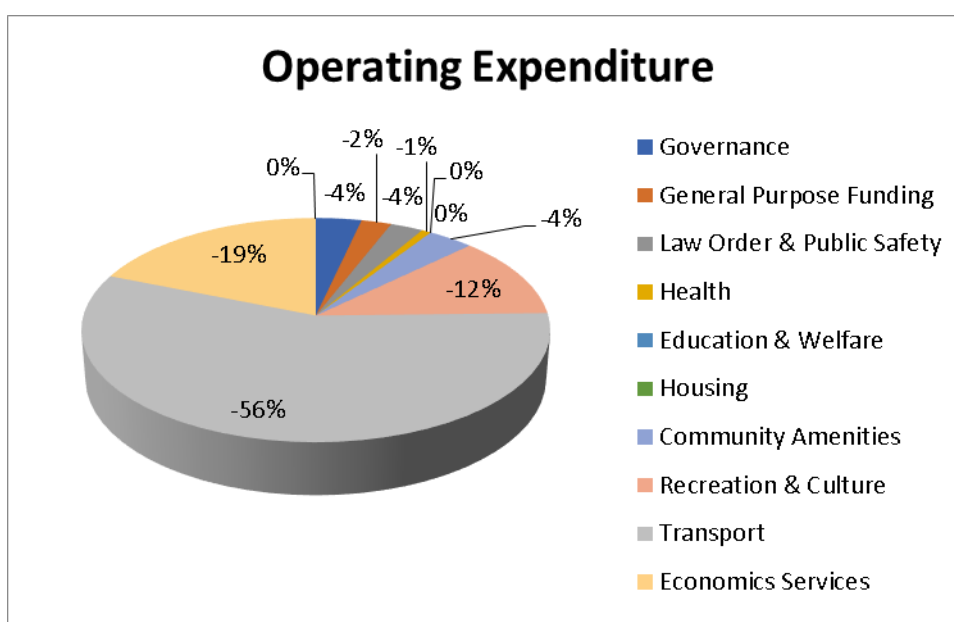
Operating income and expenditure represent the income and expenditure that is incurred on a day to day operational basis. There is \$1,370,185 for flood damage works included in both

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 \$4,417,701. 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 \$1,487,314) and funds received as part of the General Purpose Program (48% or \$2,153,711).

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 \$2,498,207 including \$1,816,777 for the Transport Program (Road Works), \$378,740 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

Absolute Majority

Officer Recommendation

MOVED: Cr

SECONDED: Cr

That Council

pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Statutory Budget for 2020-2021 financial year as attached which includes the following:

1. **Differential Rates as approved by the Minister in 2019 with the following rates in the \$;**

Townsite GRV	\$0.065760
GRV Transient Workforce Accom.	\$0.371954
UV Rural	\$0.060877
UV Mining	\$0.268911
Minimum Rates GRV	\$220
UV	\$335
2. **Fees and Charges for 2020-2021 as per the attached schedule.**
3. **In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, sets the level to be used in statements of financial activity in 2020-2021 for reporting material variances at 10% or \$10,000, whichever is the greater.**

Carried/ Not carried by Absolute Majority (???)

14 MEETING ITEMS CLOSED TO THE PUBLIC
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14.1 Meeting Closed to the Public

Nil

14.2 Public Reading of Resolutions to be made Public

Nil

TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 27 August 2020
At 11.00am

15 CLOSURE OF MEETING

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