



AGENDA

Ordinary Council Meeting

Thursday 22 July 2021

@ 1.00PM

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 22 July 2021 – 1.00pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 22 July 2021, in the Council Chambers, Hack Street, Sandstone, commencing at 1.00 pm.

Councillors please note:

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

Charlie Brown

Chief Executive Officer

15 July 2021

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.*

Charlie Brown

Chief Executive Officer

15 July 2021

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.

SHIRE OF SANDSTONE
ELECTED MEMBER'S REQUEST FORM

Councillor's Name: _____

Date: ____/____/2021

Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description: _____

OFFICE USE ONLY:

Action Taken: _____

Comment: _____

Completed: ____/____/2021

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> <small>.7087 cents per km</small>
Date of Meeting	Type of Meeting	\$175/ \$350	No of km's	Office Use
24/6/2021	Full Council			

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

Total	Total
04109	Line Item 370 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 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 22 July 2021
AGENDA SUMMARY and TABLE OF CONTENTS**

PAGE	AGENDA	ITEM	MINUTE NO.
15	1.0	Declaration of Opening and Announcement of any Visitors	
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	
16	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 – 24 June 2021	/21
16	8.2	Special Council Minutes 9 July 2021	/21
16	9.0	Presentations	
17	10.0	Officer Reports	
17	10.1	Chief Executive Officer’s Reports	
17	10.1.1	Status Report Update – June 2021	/21
21	10.1.2	Policy Manual Review Section Engineering	/21
23	10.1.3	Differential Rates	/21
27	10.1.4	Annual Report 2019/2020	/21
29	10.2	Financial Reports	
29	10.2.1	Financial Statements for the Months of June 2021	/21
32	10.2.2	Accounts Update for the Month of June 2021	/21
33	10.2.3	Draft Municipal Budget 2021/2022	/21
38	10.4	Works and Services	
38	10.4.1	Works Supervisors Report June 2021	/21
40	11.0	Motions of Which Previous Notice Has Been Given	
40	12	Questions from Members Without Notice	
40	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	
40	14	Meeting Items Closed to the Public	
40		Time and Date of Next Meeting	
40	15	Closure of the Meeting	

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AGENDA and STAFF REPORTS

ORDINARY COUNCIL MEETING TO BE HELD IN

COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 22 JULY 2021

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 1.00pm.

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

Cr F (Freda) May

Cr K (Kerry) Key

Cr D (David) Lefroy

Staff Members

Mr Charlie Brown Chief Executive Officer

Visitors

3.2 Apologies

Mr Norbert Marwick Works Supervisor

3.3 Approved Leave of Absence

Cr V (Vicki) McQuie

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Hodshon has applied for a leave of absence from the August 2021 Meeting.

STAFF RECOMMENDATION

Resolution No

MOVED: Cr

SECONDED: Cr

That Cr Hodshon be granted a leave of absence from the August 2021 Ordinary Meeting of Council to be held on 26 August 2021.

NOT CARRIED/CARRIED (??)

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 Ordinary meeting of Council held on the 24 June 2021

8.2 Special Council Meeting held on 9 July 2021

STAFF RECOMMENDATION

Resolution No

MOVED: Cr

SECONDED: Cr

That the Minutes of the Ordinary Meeting of Council held on 24 June 2021 and Special Council Meeting held on 9 July 202 be confirmed as a true and accurate record of proceedings.

NOT CARRIED/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 2021

Agenda Reference:	CEO 07/21 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	15/07/2021
Previous References:	Various
Author:	Charlie Brown 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 2021

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 the decision regarding industrial land on the airport reserve and the reduced price for sale of the police house.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation**Resolution No****MOVED: Cr****SECONDED: Cr**

That Council accepts the Status Update for June 2021

Status Update July 2021

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 07/10/2020 Article in Midwest Times re lack of recognition of George Dent.		
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		

			<p>received from Water Corporation with no objection.10/07/2018</p> <p>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 Lands13/06/2019 More information sought by DOL sent as requested</p>	
76/18	10.1.2	Transfer of management part of reserve 14178 – Caravan Park	<p>Water Corporation advised. Awaiting the return of the CEO. 17/12/2018 Letter accepting part transfer of reserve sent to Water Corporation.</p> <p>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 17/08/2020 Amended Stat Dec sent to DPLH to enable completion of transfer</p>	
86/20	10.1.2	Request a change to Management Order on Aerodrome Reserve 10898 to allow industrial land to be developed and leased	<p>23/10/2020 Robert Fenn Development WA advised of Council’s decision and asked to send draft letter to DPLH</p> <p>26/10/2020 Letter sent to DPLH by Development WA</p> <p>05/11/2020</p> <p>Email rec’d from DPLH advising that land is generally excised from reserve and leased from the state govt. 06/11/2020 email from Development WA to DPLH arguing for land to remain in reserve and be leased from shire. 11/11/2020 DPLH advised that the shire will be able to lease the airport land but only for a maximum 5 year term.</p> <p>14/05/2021</p>	

			Awaiting information and update from Department of DPLH	
38/21	10.1.4	Ramelius Resources Use of Roads to Cart Ore From Penny West Mine to Mount Magnet	Water Corporation advised. Awaiting the return of the CEO. Origen Legal Requested to draw up road user agreement. Origen Legal have been used to have consistency in agreement. (Origen Legal used by Mount Magnet Shire) Requested to accompany Main Roads Department on the inspection of Haul Route.	

Legend

Category	Status
Not Started	
In Progress	
Completed	

CARRIED/NOT CARRIED (??)

10.1.2	Review of Policy Manual
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Agenda Reference: CEO 06/21 - 06
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 14/06/2021
Author: Charlie Brown, Chief Executive Officer

Summary

The Shire of Sandstone is required under the *Local Government Act 1995* to perform a holistic review of the Shire's policy manual on a regular basis, being generally every two years.

This report constitutes part of that review.

A copy of the Policy Manual with recommended amendments is provided under separate cover.

Attachments

New updated policy manual, Section Engineering 10.1.2 (A)

Background

The *Local Government Act 1995* allows for Council to delegate to the Chief Executive Officer to exercise its powers or the discharge of any of its duties under the Act. Generally, the delegations are performed in accordance with established policy as developed and adopted by Council under Section 2.7 of the Act. In context, the policies are compiled into a manual routinely reviewed every two years to ensure the individual they remain contemporary and relevant.

Comment

While this review is being conducted to ensure the Council is meeting its statutory obligations, it is also beneficial for councillors to receive a relevant set of policies that will assist with their decision making.

Importantly, Councillors should feel comfortable about seeking further explanation on the recommended changes and/or requesting further amendments to each policy should this be considered necessary.

Consultation

Councillors

Other local governments

Statutory Environment

As mentioned, the review of Council Policies is enacted under Section 2.7 of the *Local Government Act, 1995*

Policy Implications

All Policies Section 1 Council, have been reviewed

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation

Resolution No

MOVED: Cr

SECONDED: Cr

That Council pursuant to Section 2.7 and Section 6.12(b) of the Local Government Act, 1995 adopt the revised Policy Manual Section Engineering, as amended, and attached to this report.

CARRIED/NOT CARRIED (?/?)

10.1.3 Differential Rates

Agenda Reference: CEO 07/21-03
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 14 July 2021
Previous References: Nil
Author: Charlie Brown, Chief Executive Officer

Summary

To endorse the

Attachments

Background

Council resolved at the Ordinary council meeting held on the 27th May 2021 to adopt the differential rates for advertising for the 2021/2022 financial year.

That Council

1. **Endorse the Differential Rating – Objects and Reasons for the 2021/2022 rating year as presented.**
2. **Endorse the following proposed Differential Rates Categories, Rates in the Dollar and Minimum amounts for the Shire of Sandstone for the 2021/2022 financial year;**

<i>Land Category</i>	<i>Rate in the \$</i>	<i>Minimum Payment</i>	<i>Total Properties</i>	<i>Total Properties on Minimum</i>
GRV - SANDSTONE	6.7404	200.00	68	35
GRV - MINING / TWF	38.1253	200.00	4	
UV - PASTORAL	6.2399	345.00	25	6
UV - MINING	27.5634	345.00	214	57

3. **Endorse a public consultation process on the proposed Differential General Rates and General Minimum Rates as follows:**
 - **Statewide and Local public notice as per the requirements of Section 6.36 of the Local Government Act 1995.**

Comments

A notice seeking submissions to the proposed differential rates for 2021/22 was advertised on 9th June 2021. The closing date for submissions was the 12th July 2021. One submission was received.

During finalisation of the budget and subsequent rates modelling, it was calculated that rate in the dollars could remain at the same rate as 2020/2021, that being no increase was required.

As ministerial approval is required application and approval will be sought prior to the issue of the 2021/2022 rates notice.

Consultation

Council

Statutory Environment

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the *Local Government Amendment Act 2009* section 39(1)(a) came into operation is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

6.35. Minimum payment

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
 - (a) to land rated on gross rental value; and
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed.

Policy Implications

Nil

Financial Implications

Nil, a balanced budget has been achieved.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

Officer Recommendation

Resolution No

Moved Cr

Seconded Cr

That Council:

- 1** Notes that a submission was received regarding the proposed 2021/2022 Differential Rates and Minimum Payments; and
- 2** After giving consideration to the public submission, endorse the 2021/22 Differential General Rate and Minimum Payments as follows, with a view of striking the rates as part of the 2021/2022 Budget adoption.

<i>Land Category</i>	<i>Rate in the \$</i>	<i>Minimum Payment</i>
<i>GRV - SANDSTONE</i>	<i>6.5760</i>	<i>200.00</i>
<i>GRV - MINING / TWF</i>	<i>37.1954</i>	<i>200.00</i>
<i>UV - PASTORAL</i>	<i>6.0877</i>	<i>345.00</i>
<i>UV - MINING</i>	<i>26.8911</i>	<i>345.00</i>

- 3** Pursuant to Section 6.32, 6.33, 6.34, and 6.35 of the *Local Government Act 1995*, impose the following differential general and minimum rates on Gross Rental and Unimproved Values adopted for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget in the Rate Setting Statement, on approval of the Minister for Local Government, Sport and Cultural Industries

**CARRIED / NOT CARRIED By Absolute
Majority (X/X)**

10.1.4	Annual Report 2019/2020
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Agenda Reference: CEO 07/21 - 04
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 14/06/2021
Author: Charlie Brown, Chief Executive Officer

Summary

The 2019/2020 Annual Report for the Shire of Sandstone is presented to Council for acceptance and to set a date and time for the Annual Meeting of Electors

Attachments

2019/2020 Annual Report 10.1.4 (A)

Background

Local governments are required to produce an Annual Report each year along with a report from the Shire President and the Chief Executive Officer. There are legislative requirements for details on Disability Access Plans, Salaries and other areas of interest to the minister and the Community that must be included in the report.

Comment

The 2019/2020 annual report has been completed and is presented to council for acceptance.

Each year a local government is required to hold an Annual General Meeting of electors within 56 days of accepting the Annual Report.

Consultation

Shire President

Statutory Environment

Local Government Act Section 5.54 and 5.27

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute Majority

Officer Recommendation

Resolution No

MOVED: Cr

SECONDED: Cr

That Council;

- 1 Accept the 019/2020 Annual Report as presented.**
- 2 Set the Date for the Annual General Meeting of Electors as xx XXXXXX 2021 commencing at xx:xx**

CARRIED/NOT CARRIED (?/?)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statement for the month of May 2021

Agenda Reference:	F 07/21 – 01
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	14 July 2021
Author:	Charlie Brown Chief Executive Officer

Summary

The Statement of Financial Activity report for the month ending June 2021 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

Financial Statements for June 2021

Comments

Income reports a 12% variance on anticipated budget expectations, largely due to 50% of the General Purpose Grants Income for 2021/2022 being received in advance, whilst Operating Expenditure shows a 10% decrease on anticipated expenditure.

Capital Expenditure

A detailed look at capital expenditure can be found in note 8, as well as attachment 10.2.1 (1) showing levels of expenditure.

Others

Attachment 10.2.1 (2) reports variances by Sub Program, making it easier to drill down on variances to a greater degree.

Summary of Cash on Hand – Shire of Sandstone as at: 30 June 2021

Municipal Cheque Account - On-line (BWA)	\$430,262.32
Municipal Investment Account – On-line (BWA)	\$520,135.47
Trust Fund (Bankwest)	\$6,785.00
Reserve Term Deposits (Bankwest)	\$5,021,632.40
Muni Term Deposit	\$804,883.98

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

Risk Implications

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies and procedures, which fall under the responsibility of the CEO as laid out in the Local Government (Financial Management Regulations) 1996 regulation 5, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly, and monthly checks to ensure that the integrity of the data provided is reasonably assured.

Voting Requirements

Simple Majority

STAFF RECOMMENDATION

Resolution No

MOVED: Cr

SECONDED: Cr

That in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, the Statement of Financial Activity and the Investment Report for the period ending 30 June 2021 be received.

CARRIED / NOTCARRIED 0/0

10.2.2 ACCOUNTS UPDATE FOR THE MONTHS OF MAY 2021

(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)

Agenda Reference:	F 07/21 – 02
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	14 July 2021
Author:	Margaret Duhig-Administration Officer
Senior Officer:	Charlie Brown – 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

10.2.2 A to D: The list of accounts (EFT, DD and cheque payments) is attached which will enable Council to see the payments made to the Shire's creditors.

10.2.2 E to G: 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

Resolution No

MOVED: Cr

SECONDED: Cr

That the schedule of accounts paid during June 2021 as listed be endorsed by council

Municipal Fund June 2021

- Cheque Numbers 105489 – 105492 totalling \$1,337.05
- EFT payment numbers 8258 – 8317 totalling \$375,659.64
- DD Payment numbers 5052.1 – 5098.2 totalling \$30,478.12
- Superannuation \$8,457.9 \$9,031.09 \$12.20 totalling \$17,501.22

Payroll EFT June 2021:

- \$34,743.00 , \$37,059.49, & \$2,061.30 totalling \$73,863.78

Trust Fund June 2021

- Cheque Numbers 205133-totalling \$500.00

CARRIED /NOT CARRIED (??)

10.2.3 Draft Municipal Budget 2021-2022

Agenda Reference: FIN 07/21 – 03
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 15 July 2020
Author: Charlie Brown Chief Executive Officer

Summary

Shire of Sandstone is to adopt its Municipal Budget for the 2021/2022 financial year by the 31st August 2020.

Attachments

Statutory 2021/2022 Budget
Draft Detailed Operating and Capital Budgets 2020-2021
Draft Fees and Charges Schedule for 2020-2021

Background

The draft budget for 2021-2022 has been compiled based on the principles contained within the Strategic Community Plan and other supporting plans including the Shire's Corporate Business Plan.

Comment

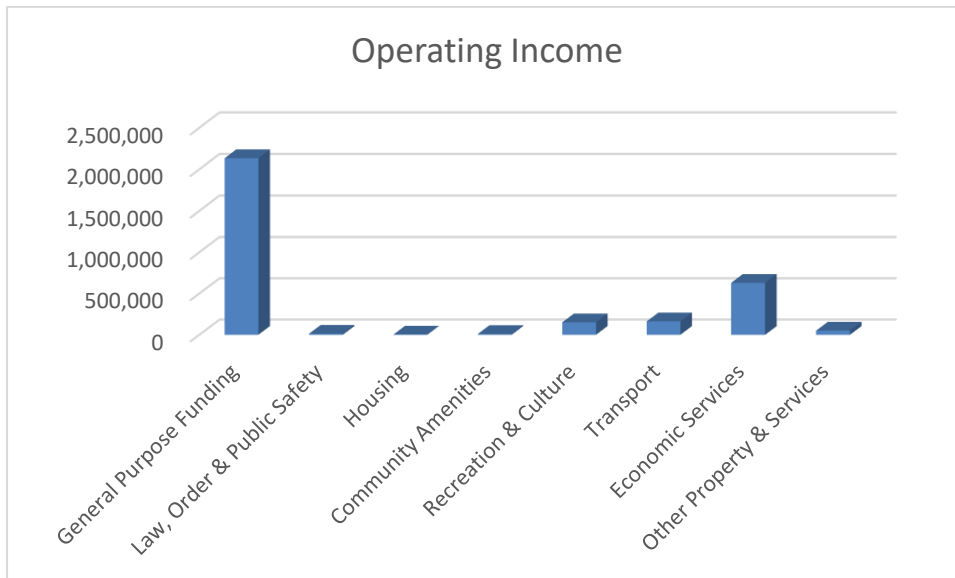
The budget has been prepared to include information required by the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards.

The Shire's budget includes operating income of \$3,152,487 with capital income of \$1,331,837 which includes \$831,837 in grant funding made up of \$300,000 from the Regional Road Group road project grant, \$285,000 from Roads to Recovery and \$246,837 from the Local Roads and Community Infrastructure grant. A balanced budget is expected. The non-cash depreciation expense is expected to be \$2,306,368.

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

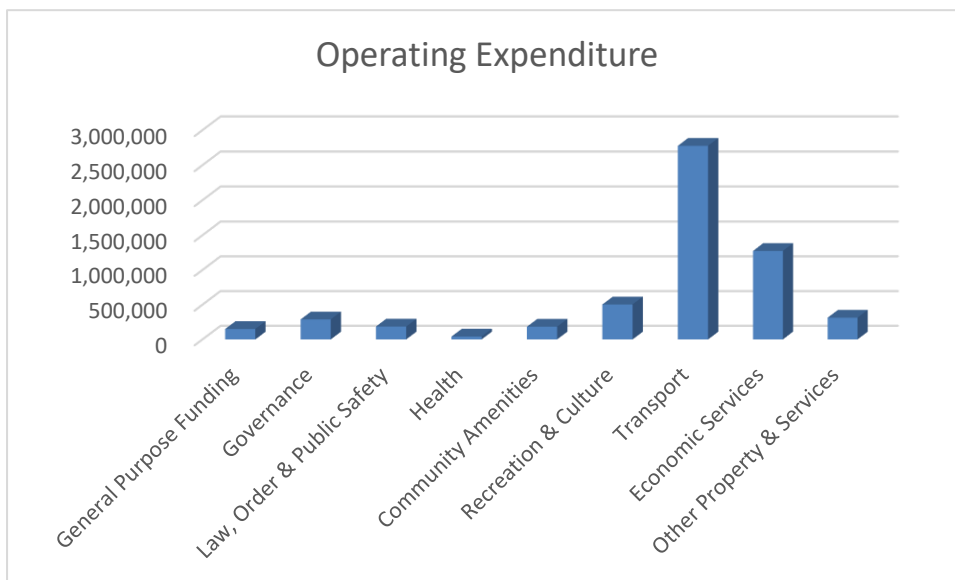
Operating Income/Expenditure

Operating income and expenditure represent the income and expenditure that is incurred on a day to day operational basis.



The operating income for 2021-2022 is \$3,152,487. 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 (20% or \$629,500), and funds received as part of the General Purpose Program (68% or \$2,134,352).

The General Purpose Program income includes \$1,156,547 from rates raised and \$950,305 from Financial Assistance Grants, which is Commonwealth funding. 50% of Financial Assistance Grants for 2021-2022 were received in advance and were included as income for the 2020-2021 year. This is the same figure as last year as the 2021 federal budget has not yet been handed down and local governments in WA were advised by the Grants Commission to use last years figures.



The Shire’s operating expenditure will be \$5,713,797. The key areas of expenditure are the Transport Program (49% or \$2,776,470), Economic Services (22% or \$1,273,292) and the Recreation and Culture Program (8% or \$502,922). The cost of the Governance Program Council support is (5% or \$287,806).

Capital Income/Expenditure

Capital Income

Capital income totals \$1,331,837 with \$300,000 from Regional Road Group project grant and \$285,000 from Roads to Recovery grant plus \$246,837 from the Local Roads and Community Infrastructure Program. The balance is transfers from reserves.

Capital Expenditure

Capital expenditure is expected to be \$2,241,857 including \$1,238,252 for the Transport Program (Road Works), \$726,443 for Plant Replacement, Reroofing of the Community Centre and the Town Hall, Increased capacity of Town Fuel supply, and plaques at the Youanmi Cemetery make up some of the other capital expenditure.

Fees and Charges

Fees and Charges for 2021/2022 are attached for review and are largely unchanged from 2020-2021. Plant rates have been updated to accommodate increased wages and operating costs.

Consultation

- Works Supervisor
- Other Staff
- Councillors

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

Recommendation No

MOVED: Cr

SECONDED: Cr

That Council:

- 3 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*, Council Adopt the 2020/2021 Budget as contained in attachment 10.3.2 for the Shire of Sandstone.**

- 4 Pursuant to Section 6.32, 6.33, 6.34, and 6.35 of the *Local Government Act 1995*, impose the following differential general and minimum rates on Gross Rental and Unimproved Values adopted for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget in the Rate Setting Statement, on approval of the Minister for Local Government, Sport and Cultural Industries

General Rates

Gross Rental Values	Minimum	Rate in the \$
Townsite	\$200	6.5760
Transient Workers Accommodation	\$200	37.1954

Unimproved Rates

Pastoral	\$335	6.0877
Mining	\$335	26.8911

- 5 Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996* Council Adopt an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.
- 6 Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996* Council adopt an interest rate of 3.0% where the owner has elected to pay rates (and service charges) through an instalment option.
- 7 Pursuant to Section 6.51 (1) and Section 6.51 (4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996* Council adopt an interest rate of 8.0% and costs of proceeding to recover such charges that remain unpaid after becoming due and payable.
- 8 Pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007* Council adopts the Schedule of Fees and Charges for the Shire of Sandstone removal and/or deposit of domestic and commercial waste included in attachment 10.3.2
- 9 Pursuant to Section 6.48 of the *Local Government Act 1995* and Regulation 26 of the *Local Government (Financial Management) Regulations 1996* Council Adopt a discount for the early payment of rates of 3.5% upon full payments received 14 days after the issue date.
- 10 Pursuant to Section 5.99 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*, Council adopt the Following Individual Meeting attendance Fees for payment of Elected Members in lieu of an annual fee.

Ordinary Meeting

Committee Meetings

SHIRE OF SANDSTONE

<i>Shire President</i>	<i>\$400.00</i>	<i>\$75.00</i>
<i>Councillors</i>	<i>\$200.00</i>	<i>\$75.00</i>

CARRIED/NOT CARRIED by Absolute Majority. (?/?)

10.4 WORKS and SERVICES

10.4.1 WORKS SUPERVISOR'S REPORT JUNE 2021

Agenda Reference:	WS 06/21 – 01
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	None
Date of Report:	12 May 2021
Previous References:	Nil
Author:	Norbert Marwick, Works Supervisor

Summary

1. Crew Movements

The crew have finished the road program 20/21, the construction grader is now teamed up with the maintenance grader on Menzies Road, awaiting adoption of the 2021/2022 budget

2. Maintenance Grader

2 graders are now on Menzies Rd and making good progress.

3. Contract Grader

Is grading the MT Magnet / Youanmi rd. At SLK 40.2-45.6 there are sever bog and road deformity caused by trucks driving over closed roads.

Grading has commenced from the Mt Magnet boundary and is working back to Paynes Find-Sandstone Rd

4. Employees

Currently advertising two vacancies due to resignation, whilst we have another employee on workers compensation. Advertising closes on the 23rd so hope to have near full crew back by mid-August.

Consultation

All Staff

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No

Moved Cr

Seconded Cr

That Council receive the Works Supervisor's Report for June 2021.

CARRIED/NOT CARRIED (/?/?)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14 MEETING ITEMS CLOSED TO THE PUBLIC

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 22 July 2021.

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 Ordinary Council Meeting held on 24 June 2021, and the Special Council Meeting held on the 9th July 2021 as shown, were confirmed as a true and accurate record at the Meeting held on 22nd July 2021.

(Presiding Member)