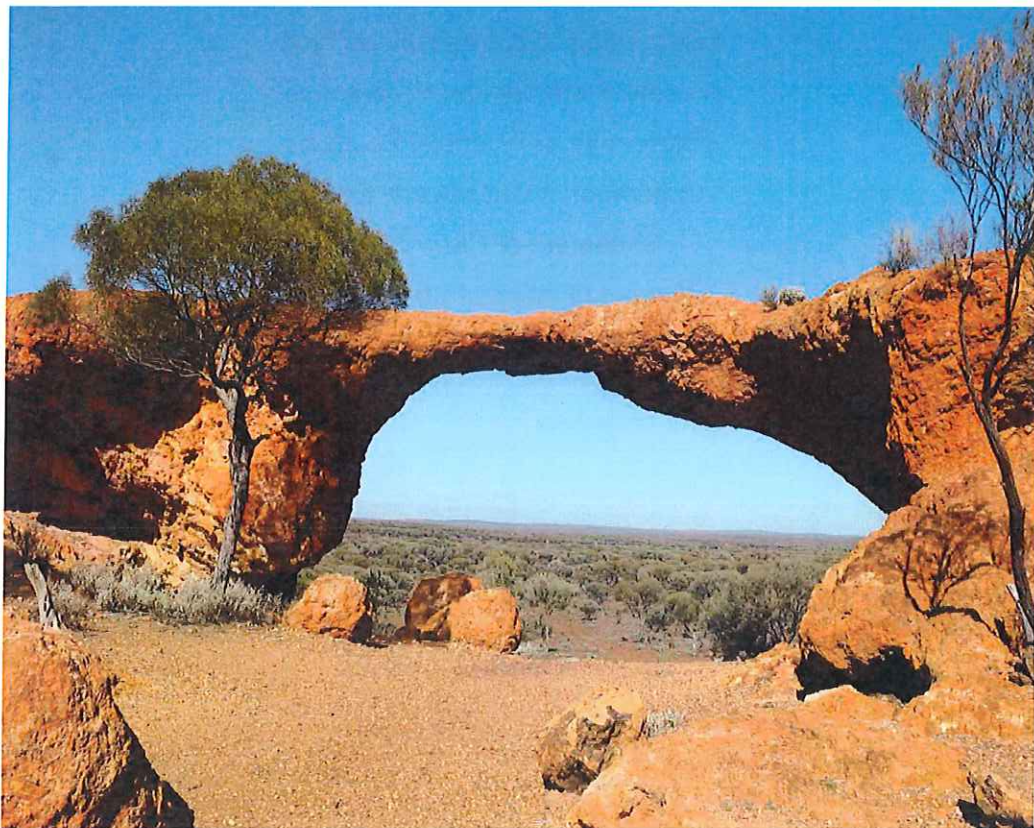




Annual Report 2016/2017



London Bridge

Contents

Introduction

Sandstone Community Statistics
Minutes of Annual Electors' Meeting 2016
President's Report
Chief Executive Officer's Report
Staff Listing
Statutory reports
Environmental Health/Building Officer's Report

Annual Financial Statements

Statement by Chief Executive Officer
Income Statement by Nature/Type
Income Statement by Programme
Statement of Financial Position
Statement of Changes in Equity
Statement of Cash Flows
Notes to Financial Statements
Independent Audit Report

Community Statistics

SHIRE OF SANDSTONE
23 HACK STREET
SANDSTONE WA 6639

EMAIL: ceo@sandstone.wa.gov.au WEBSITE: www.sandstone.wa.gov.au

TEL: (08) 9963 5802 FAX: (08) 9963 5852

Shire Statistics

Population	89 (ABS Census 2016)
Number of Electors	67
Number of Dwellings	78
Distance from Perth (km)	724
Area (sq km)	32,889
Suburbs and Localities	Sandstone
Library	Hack Street
Length of Sealed Roads (km)	11
Length of Unsealed Roads (km)	891
Rates Levied	\$977,991 (2016/17)
Total Operating Revenue	\$8,866,680 (2016/17)
Council Employees	19

Tourist Attractions

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



Local Industries

Tourism, pastoral stations, mining

Significant Local Events

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



Minutes - 2015-2016 ANNUAL GENERAL MEETING OF ELECTORS

The Annual General Meeting of Electors was held in the Council Chambers, Hack Street, Sandstone on **Friday 17 March 2017** commencing at 4.30pm

Order of Business

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

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

2.0 Attendance and apologies

Attendance

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

Apologies

Nil

3.0 Confirmation of the minutes of the General Meeting of Electors held on Saturday 8 March 2016

Moved: Cr Key
Seconded: Cr Hodshon

That the minutes of the meeting held on 8 March 2016 are confirmed as a true and correct record of proceedings

UNANIMOUS

4.0 General Business

A question was raised about the FM Radio transmitter and whether the channel could be changed. The transmitter tower was struck by lightning at the end of January and may not have been repaired properly yet. To be followed up by the CEO.

Some questions were asked about flood damage works and how the works are assessed. Some discussion took place and this will be followed up with Greenfield Technical Services.

5.0 Closure of Meeting

The Shire President thanked everyone for attending the annual meeting of electors and closed the meeting at 4:49PM.

President's Report

To the ratepayers and electors of the Sandstone community I am pleased to present my report on the following matters for the 2016-17 financial years. It is a privilege to be the Shire President and work alongside my fellow councillors and shire staff to undertake projects and implement plans that will enhance our town.



Tourism

Numbers in the Caravan Park were down a little from the previous year however Sandstone still remains a popular destination for people to visit. Tourism is one of our main strengths with people from Australia and overseas wanting to experience the outback. We have had many wonderful compliments from people visiting Sandstone on what a lovely clean, welcoming town we have. The feedback from those supporting our caravan park has also been very positive.

I have been privileged to sometimes volunteer at the Museum Visitor Centre (which I enjoy very much) and hear firsthand the enjoyment people get from visiting our little town.

Heritage Buildings

Some Maintenance and preservation works has been carried out at the Cottage, Church and State Battery. It was especially pleasing to see some maintenance being done on some of the buildings out at the State Battery. These have been in disrepair for many years and were looking very sad. The State Battery being part of our Heritage Trail it was imperative that some work be carried out to preserve this heritage. The two workers cottage were repaired, painted and made safe from vandalism. The shed that used to house the battery manager in the early days and where the gold was stored has also been repaired. Further works will be carried out in the near future to replace the roof over the battery stamps along with other maintenance to buildings and fence surrounding the battery stamps.

Staff

There have been some changes to the outside work crew and in Administration with the CEO and Works Supervisor. The new CEO Harry Hawkins was appointed in August 2016. Harry is a very experienced CEO who was at Victoria Plains Shire for over 12 years. Danny Humphries was appointed Works Supervisor and has had a lot of experience in building gravel roads.

Flood Damage

Significant flood damage road repairs have been carried out by All Track contactors. This is still ongoing but roads that the works have been completed have been restored to a very good standard.

Community Events

The Australia Day Breakfast was a great success with everyone enjoying the breakfast and the games that followed. Anzac Day was also once again well attended by local residents and visitors.

In September the Shire hosted a Wine and Cheese /Art Exhibition in the old shire building which was hugely successful with many clever people displaying their arts and crafts. With the success of the evening council is looking at making this an Annual event. We also had the Aboriginal Comedy group the "All Stars" perform in the old shire building and going by the laughter the performance was enjoyed by all who attended.

Council

With the resignation of Cr Donna Bennett in June 2016 there was an extra ordinary election held and Cr David Lefroy was elected unopposed and sworn in at the ordinary council meeting in October 2016.

I would like to thank my fellow elected members and Council staff for their support and efforts in helping move the shire forward to give the best outcomes for the community of Sandstone.

Closing Comments

I encourage community members if they have any suggestions or questions that you would like to raise that may improve our town to contact councillors or the CEO. Members of the public are also most welcome to attend our Council Meetings where there is a 15 minute public question time.

There have been some challenges but many positives during 2016/2017 and I look forward to 2017/2018 as we continue to strive to assure the shire operates to make Sandstone a thriving, viable local government.

BETH WALTON
SHIRE PRESIDENT

Chief Executive Officer Report

Finance



RATES

The 2016/2017 Annual Budget was adopted by Council at the Special Meeting held on the 12 August 2016 with a rate increase of 3% which was less than the 4% shown in the shires long term financial plan. This increase was necessary to meet rising costs in most areas of Council activities. Minor changes were made to fees and charges and the minimum rates charged by Council.

RESERVE FUNDS

Council continues to maintain healthy reserve accounts to help with major projects and plant and equipment purchases. As at 30 June 2017 the balance in the Reserve Accounts was \$5,253,255 comprised as listed below:

Housing Reserve	\$ 581,438
Building Reserve	\$1,253,103
Plant Reserve	\$1,156,376
Employee Entitlements Reserve	\$ 209,204
Airport Reserve	\$ 274,532
Road & Flood Damage Reserve	\$ 736,701
Information Technology Reserve	\$ 74,233
Refuse Disposal Reserve	\$ 58,177
Community Development Projects Reserve	\$ 909,491
TOTAL	\$5,253,255

LOAN LIABILITY

As at 30 June, 2017 Council had no loan liabilities.

AUDIT

The Annual Audit was conducted during October/November 2017 and a copy of the audit report is included within this Annual Report. The shire received a clean audit report for 2016-2017 which is a credit to the administration staff.

GRANT FUNDING

In partnership with the Shires of Cue and Mount Magnet the shire received funding in 2014/15 to build a new staff house. This project was completed at the end of 2015/2016 with a small amount of funding left over and permission was obtained to use these remaining grant funds to build a shed at the rear of the new house at the end of 2016/17.

Council's general purpose and road grants through the WA Local Government Grants Commission are invaluable to Shire of Sandstone and smaller country local governments. This year Sandstone received a total of \$2,944,773. There was no advance payment for 2016-17 however an advance payment of \$1,018,389 for the 2017-18 year inflated the income figures for the 2016-17 year.

Regional Road Group funding for this year was \$120,000 to reform, resheet and improve drainage on a section of the Sandstone Paynes Find Road. Roads to Recovery funding of \$700,859 carried forward from 2015-16 was used to complete the 3 new concrete floodways on the Sandstone Paynes Find Road in July/August 2016.

The Shire received a total of \$3.91m from WANDRRA in 2016-17 for flood damage works to several roads across the shire as a result of flood damage at Easter 2016. Further funding has been approved for damage as a result of a heavy rainfall event in January/February 2017 with work to commence in early 2018. Without this funding to assist after flooding events it would be almost impossible to restore our roads to the quality they are.

Staff

During this year as well as a couple of changes in the outside crew Works Supervisor Rob Moss left Sandstone to go back over east and Mechanic Keith May retired after almost 3 years with the shire and the longest serving staff member Margie Lundy from the visitors centre retired after 7 years. Danny Humphries who grew up in the district has been appointed as Works Supervisor while the search continues for a permanent replacement mechanic. The comments and feedback on how lovely the town looks continue to be received and is testament to the hard work put in by all staff.

Projects

During the year a number of projects were undertaken including:

- Upgrade of buildings at state battery on the Heritage Trail
- Finalisation of the review of Local Laws.
- Completion of the new house and shed funded by CLGF.
- Finalisation of Caravan Park upgrade

Road Works

Formation improvements and re- sheeting has been carried out on the Sandstone – Menzies Road.

Re-sheeting works have been undertaken on the Sandstone – Meekatharra Road.

Re-sheeting works have been undertaken on the Sandstone – Paynes Find Road.

Town Works

Works were carried out on the gardens in town and fantastic comments continue to be left by visitors about how lovely the town looks.

Plant Replacement



Major Plant

Multi Tyre Roller
New Backhoe (which was then sold and replaced with a loader for the road crew)
Front End Loader
2 new Prime Movers
2 additional second hand Side Tip Trailers
New 4x4 truck for maintenance grader driver

Minor Plant

Rubbish Truck
Town Maintenance Truck
Landcruiser Wagon
Hilux Ute

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

HARRY HAWKINS
CHIEF EXECUTIVE OFFICER

Statutory Reports

1. STRATEGIC PLAN

Council commenced updating the following plans during 2016-2017: Community Strategic Plan, Work Force Plan, Corporate Business Plan, Strategic Resources Plan incorporating Asset Management and Long Term Financial Plans as a part of the legislative requirements for local governments to enter into an integrated planning process.

2. FREEDOM OF INFORMATION

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

During the 2015/16 financial year no applications were received for information under the terms of this legislation.

3. RECORD KEEPING PLAN

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

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

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

Rationale:

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

Minimum Compliance Requirements:

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

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

The Shire has complied with items 1 to 4.

4. PUBLIC INTEREST DISCLOSURES

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

Council has complied with all obligations under the Act including:

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

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

5. LEGISLATIVE REVIEW

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

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

A review of the local laws concluded in 2016/2017

6. STRUCTURAL REFORM

The Shire of Sandstone did not privatise any activities during 2016/17.

A major review of the strategic plans was undertaken in 2016/2017.

7. DISABILITY ACCESS AND INCLUSION PLAN

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

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

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

5. People with disability have the same opportunities as other people to make complaints to the staff, this can be via written letters, email, SMS or verbally.
6. Council provides many ways for people to participate in public consultation and we are more than happy to discuss any grievances community members may have regarding the services available to the disabled.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Sandstone.

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

8. EMPLOYEES REMUNERATION

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

Salary Range \$	2017	2016
140,000 – 149,999	1	1

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

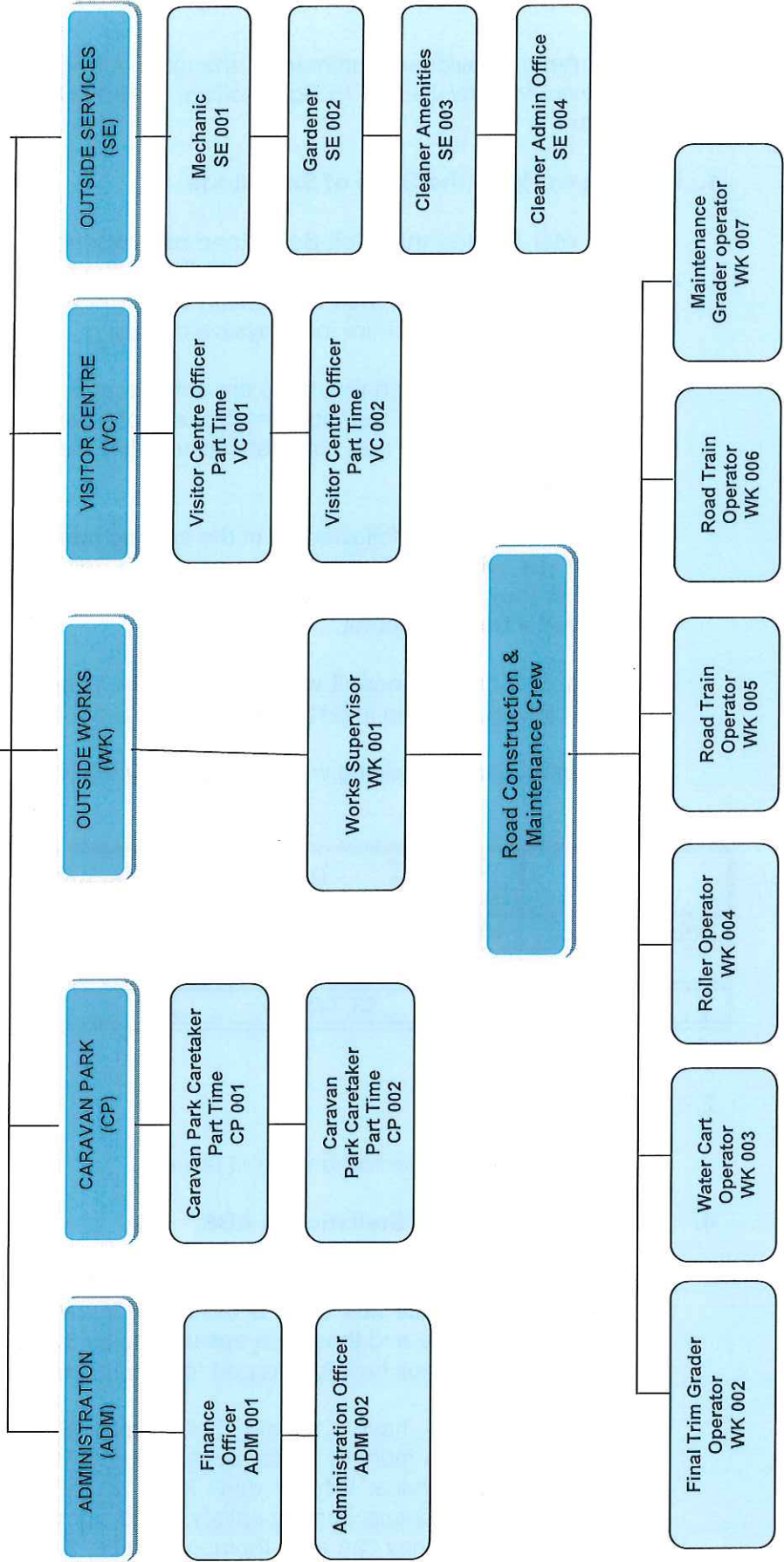
Staff

Chief Executive Officer	Harry Hawkins
Environmental Health Officer	Bill Atyeo
Finance Officer	Rhonda Miles
Administration Officer	Margaret Duhig
Caravan Park Manager	Margaret Dixon
Visitor Centre/Museum Officer	Vickie Thomson
Visitor Centre/Museum Officer	Kim Moon
Works Supervisor	Danny Humphries
Construction Grader Operator	Danny Gloede
Maintenance Grader Operator	Don Wittington
Plant Operator	Rhione Foster
Plant Operator	Vic Taylor
Plant Operator	George Cross
Mechanical Fitter	Keith May
Gardener	Jane Walker
Rubbish Collection/General Hand	Robert (Banjo) Patterson
Cleaner	Gina Gloede
Cleaner	Dawn Hawkins



COUNCIL
SHIRE PRESIDENT
DEPUTY SHIRE PRESIDENT
FOUR COUNCILLORS

CHIEF EXECUTIVE OFFICER
MAN 001



ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYOR'S REPORT

This annual report provides a summary of the main activities and duties carried out by the Councils Environmental Health /Building officer (EHO/BS) Mr Bill Atyeo for the 2016/17 financial year.

1. Building works in the Shire of Sandstone

Last year I stated that I felt Sandstone had experienced its worst financial year for Building works since 1998 when I first joined the Shire. However, this year was by far the worst and this was the reason the CEO and I decided to reduce the time actually spent at the Shire in a physical capacity.

It is to be noted though that there are still a couple of buildings that have been built without the issuing of Permits. The process of having these issued with Certificates of Building Approval has commenced and has been handed to the new Building Surveyor.

These issues will be followed up in the coming months. What people do not realise is that yes, we are able to issue retrospective Building approvals with the new Act, but that they are unable to sell their properties if all buildings on them have not received a Building permit.

A total of 1 building permit was issued for the financial year and this represents a significant reduction in investment within the Shire of Sandstone.

The total Value of Building works was \$3,740.00 when last year it was \$38,500.00.

TYPE	Class Building	Value	Council Projects	Other Developers
Double Carport	10a	\$3,740.00		\$3,740.00
		\$3,740.00	\$	\$3,740.00

2. Demolition licences

There were Nil (0) demolition permit issued.

4. Reporting of Building Statistics to ABS

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

However, we still have to send these same Stats to other WA Government Departments on a monthly basis, because they have failed to avail themselves of this invaluable service. Why? I don't know, but it is a real pain and the building Commission is working hard to satisfy these unco-operative Departments. All the data is there and they can avail themselves of it, but for one reason or another they appear to refuse to do so.

Environmental Health

1. Food Businesses

- There has been an increase in food premises and Sandstone now has 5 food premises operating within the Shire.
- The new Tea Rooms and the Outback Accommodation premises are registered with just the one food stall holder remaining.
- All are registered under the Food Act with the Community Kitchen and Hotel making up the 5 Registered Food Premises under the Food Act.

2. Food recalls

- As usual there were a number of food recalls and information items related to food safety received by Council. However there were no issues of concern that would affect local food businesses.
-

3. Waste management/recycling programmes

- Waste metal collection is still being collected at the landfill site.
- The tip continues to be maintained at a good level.
- The Bio-remediation Facility in Sandstone is quite unique and not found anywhere else in this region.
- The process has started to address the issue of effluent pickup and subsequent disposal at the landfill site. The Shire, the vehicle and equipment, as well as the driver are all required to be licensed under the Controlled Waste legislation. As well as this, the landfill site must also be licensed to receive up to 100 tonnes (100,000 litres) of effluent per year.

6. New Public Health Act 2016

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

The main sections we work with are contained within the Heath (Miscellaneous Provisions) Act 1911 such as Nuisance provisions and housing. The main issue that is being pushed at the moment is the need to develop a Public Health Plan under the new Act, but this will take some time before it is required to be submitted to the State Health Department.

More about this will be dealt with in the future.

