



MINUTES

Ordinary Council Meeting

Thursday, 29 September 2016
@ 11:00 am

held in the Council Chambers, Hack St Sandstone



ORDINARY COUNCIL MEETING HELD ON 29 September 2016

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MINUTES

ORDINARY COUNCIL MEETING TO BE HELD IN COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 29 September 2016

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 11.00 am.

1.1 Visitors

Dermot Ryan Alto Metals
Michael Kammermann Alto Metals

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 (and Presiding member of this Meeting)
Cr C (Carol) Hodshon	Deputy Shire President
Cr F (Freda) May	
Cr K (Kerry) Key	
Cr J P Bennett	

Staff Members

Mr Harry Hawkins	Chief Executive Officer
Mr Rob Moss	Works Supervisor
(Ms Margaret Duhig – observer)	

Visitors

Dermot Ryan	Executive Director Alto Metals	11.00am to 11.28am ?
Michael Kammermann	Principal Geologist Alto Metals	11.00am to 11.28am ?

3.2 Apologies

Nil

3.3 Approved Leave of Absence

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

Cr F May Item 10.2.2A EFT Payment 4805 Halsall & Associates. An employee of this Firm is Cr May's son-in-law.

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

8.1 That the Minutes of the Ordinary Meeting of Council held on 8 September 2016 be confirmed as a true and accurate record of proceedings subject to the correction of the spelling of Cr Hodshon's name on pages 6, 11,18 and 20.

COUNCIL RESOLUTION 82/16

MOVED: Cr Hodshon

SECONDED: Cr May

That the Minutes of the Ordinary Meeting of Council held on 8 September 2016 are confirmed as a true and accurate record of proceedings.

CARRIED (5/0)

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Mr Dermot Ryan from Alto Metals made a presentation to Council on Alto metals plans for the tenements that they have recently acquired.

9.3 Deputations

Nil

9.4 Delegates/Councillor's Reports

Nil

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Integrated Planning and Reporting

Agenda Reference: CEO 9/16 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 13 September 2016
File No:
Previous References: OCM 28 July 2016: 10.1.1
Author: Harry Hawkins, Chief Executive Officer



Signature of Author:

Summary

The purpose of this report is to advise Council on the status of the Shire's Integrated Planning and Reporting.

Attachments

Nil

Background

As advised in last month's report to Council, the Workforce Plan has yet to have its interim review. Neither has the Department of Local Government and Communities provided feedback on this plan, and it would appear that this will not be forthcoming in the near future.

The major review of the Shire's Integrated Planning and Reporting documents is due in 2017. An allocation has been made in the 2016/2017 Budget so that the review can occur.

Comment

Sean Fletcher was able to complete the interim review of the Work Force Plan before finishing his most recent term with the Shire of Sandstone on Friday 9 September 2016. It was his view that the current Work Force Plan is totally inadequate and needs to be redone completely from scratch. It maybe necessary to employ a consultant to prepare this but if possible it will be done in house as it is not due until June 2017.

Time To Implement Required Changes to IPR Documents

The updated timeline to implement the required changes is as follows:

Plan	Who	Cost	Feb	Mar	Apr	May	Comments
SCP	CEO						• Changes adopted 2 June 2016
CBP	CEO						• Changes adopted 2 June 2016
LTFP	CEO	\$5,000					Queries by the Department on a number of ratios addressed
AMP	CEO						• Changes adopted 2 June 2016
WFP	CEO						The Workforce Plan requires a rewrite

Legend

	Indicator
Time required	
In progress	
Completed	
Revised due date	

Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 5.56 - Planning for the Future. A local government is to ensure that its plans are made in accordance with any regulations made.

Local Government (Administration) Regulations 1996 – Division 3 Planning for the Future. This division sets out the finer detail regarding Integrated Planning and Reporting including the SCP, CBP, LTFP, AMP and WFP.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

As discussed in the body of this report.

Voting Requirements

Simple majority

Officer Recommendation

That Council accepts the August 2016 report on the status of the Shire of Sandstone's Integrated Planning and Reporting documents.

COUNCIL RESOLUTION

83/16

MOVED: Cr Hodshon

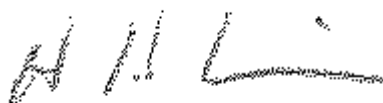
SECONDED: Cr May

That Council accepts the September 2016 report on the status of the Shire of Sandstone's Integrated Planning and Reporting documents.

CARRIED (5/0)

10.1.2 Status Report Update – September 2016

Agenda Reference: CEO 9/16 - 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 14 September 2016
File No:
Previous References: OCM 28 July 2016
OCM 8 September 2016
Author: **Harry Hawkins, CEO**



Signature of Author:

Summary

The purpose of this report is to advise Council on the status of its decisions from previous Council meetings.

Attachments

10.1.2A Status Update August 2016

Background

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

Comment

As per the comments in the body of this report.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item 10.1.2

That Council accepts the Status Update for September 2016

COUNCIL RESOLUTION	84/16
<u>MOVED:</u>	Cr Hodshon
<u>SECONDED:</u>	Cr May
That Council accepts the Status Update for September 2016	
<u>CARRIED (5/0)</u>	

Status Update

September 2016

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
June 2016					
49/16	10.1.2	That Council endorses: 1. Shire of Sandstone Local Emergency Management Arrangements June 2016 (Attachment 10.1.2A). 2. Shire of Sandstone Local Recovery Sub - Plan June 2016 (Attachment 10.1.2B).	24/06/16 Plans submitted to Jonelle Tyson 13/07/16 Plans submitted to SEMC	CEO	
August 2016					
66/16	10.1.3	That Council – 1. notes the submissions from the Department of Local Government and Communities in	15/08/16 Final adopted versions of Dogs LL received from Niel Mitchell	CEO/Finance Officer	

	<p>relation to the following proposed Dog Local Law.</p> <ol style="list-style-type: none"> 2. resolves to make the Dog Local Law noted above as per the attached drafts, incorporating amendments outlined by the Department of Local Government and Communities; 3. authorise the affixing of the Common Seal to the Dog Local Law; 4. publish the Dog Local Law noted above, in the Government Gazette; 5. provide copy of the local law to the Minister for Local Government; 6. forward a copy of the Gazetted Local Laws, explanatory memoranda and associated documentation to the Parliamentary Joint Standing Committee on Delegated Legislation for review. 	<p>19/08/16</p> <ul style="list-style-type: none"> • Dogs local Laws signed and sealed by the Shire President and Acting CEO; • Copies sent to Niel Mitchell for submission to the Joint Standard Committee on Delegated Legislation <p>26/08/16 Draft advert for local public notice received regarding notification of the adoption and <i>Gazettal</i> today of the Dogs Local Laws</p> <p>09/09/2016 Signed copies Dogs Local Laws and Explanatory memoranda and associated documentation signed by the President and CEO sent to Parliamentary Joint Standing Committee on Delegated Legislation for review.</p>	
September 2016			
<p>79/16 10.1.3</p>	<p>That Council –</p> <ol style="list-style-type: none"> 1. Chooses that the extraordinary election will be conducted as an in person election which means that the CEO will be the returning officer. 2. Acknowledges that the date for the election will be 	<p>17/09/2016 State wide notice of dates for enrolment to vote advertised</p>	

Saturday 12
November 2016 as
fixed by the Electoral
Commissioner.

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.3 Department of Housing – 18 Green Street Sandstone

Agenda Reference: CEO 9/16 - 03
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 14 September 2016
File No:
Previous References: Nil
Author: **Harry Hawkins CEO**



Signature of Author:

Summary

This report is to advise Council of the letter received from the Department of Housing to enable the proposal to be discussed

Attachments

Letter from DoH

Background

18 Green Street Sandstone is one of 4 houses managed by the Murchison Regional Aboriginal Corporation who are moving away from the management of the houses. The Department of Housing is selling 3 of the houses while the fourth 18 Green Street is occupied by Mr James Laylan. Mr Laylan will be given the opportunity to purchase the house however if that doesn't happen then the Department is asking the shire to take on the management of the house under the conditions of the attached lease agreement.

Comment

The Department of housing is asking the shire to take on the management of the house occupied by Mr James Laylan at 18 Green Street Sandstone. Under the terms of the lease agreement Mr Laylan will stay in the house subject to the current tenancy agreement already

granted by the Housing Authority. If Mr Laylan leaves the property in the future it may only be relet to an eligible person. An eligible person is someone who meets the Housing Authority's eligibility criteria for social housing.

All rent received from the tenant over and above the cost of maintaining the house in the current year may be retained by the shire in a reserve and used to provide for the future maintenance.

The Department of Housing will be responsible for ensuring that their legal responsibility to have smoke alarms and residual current devices fitted prior to leasing it to the shire.

Consultation

Nil

Statutory Environment

Housing Act 1980 and the Residential tenancies Act 1987 (WA)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation Item 10.1.3

That Council request an inspection of the four houses not required by the Department of Housing with a view to purchasing the three unoccupied houses and leasing the fourth until the current tenant vacates for future staff housing/private rental if the buildings are structurally sound and the price of purchase is reasonable.

COUNCIL RESOLUTION

85/16

MOVED: Cr May

SECONDED: Cr Hodshon

That Council request an inspection of the four houses not required by the Department of Housing with a view to purchasing the three unoccupied houses and leasing the fourth until the current tenant vacates for future staff housing/private rental if the buildings are structurally sound and the price of purchase is reasonable.

CARRIED (5/0)



Government of Western Australia
Department of Housing

13 SEP 2016

OPENING DOORS
To Affordable Housing



Ms Mia Dohnt
Chief Executive Officer
Hack Street
Sandstone WA 6639

Dear Ms Dohnt

2015/2016 Annual Contract Review - Shire of Sandstone

Thank you for taking the time to assist us in completing our annual review of the Shire of Sandstone. We appreciate your assistance in providing information, meeting with our team, answering our questions and showing us through your properties.

We are pleased to advise that our review has assured the Housing Authority that the Shire of Sandstone is meeting its contractual obligations with the Housing Authority.

Following our discussion we formally request the Shire to consider assuming management responsibilities for 18 Green St Sandstone under the conditions of the attached head lease agreement. The agreement gives the Shire full responsibilities for this property, the Shire would be expected to collect rent for the property and utilise the funds to care and maintain the property.

During your discussions with Warren Camarri it was outlined that the Murchison Regional Aboriginal Corporation is moving away from the management of four properties jointly owned with the Authority. Three of these are vacant and will be placed on the market for sale in the near future. 18 Green is currently occupied by Mr James Laylan who will be given the opportunity to purchase the property, should this fail then the Authority ask the Shire to consider assuming management of this property.

In your discussions with Warren you outlined that when the time comes this decision would need to be made by council, I ask that you please consider our offer and present this to council for consideration and approval.

If you have any questions please contact Warren Camarri, Contract Administrator on 94402343 or email community housing at CommunityHousing@housing.wa.gov.au.

Yours sincerely

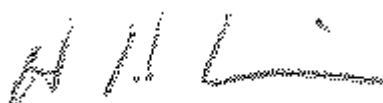
Helen Taylor
Senior Contract Administrator
12 August 2016

99 Plain Street East Perth Western Australia 6004
Private Bag 22 East Perth Western Australia 6892
Telephone (08) 9222 4666 TTY (08) 9476 2446 Facsimile (08) 9221 1386
www.housing.wa.gov.au

10.1.4 Rates Write Off Delegation

Agenda Reference: CEO 9/16 - 04
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 14 September 2016

Previous References: OCM 8 September 10.2.3
Author: Harry Hawkins CEO
Senior Officer:



Signature of Author:

Summary

This item seeks to have a delegation put in place to write off small amounts on rates.

Attachments

Nil

Background

Each year when the end of year rates process is run there are always numerous small amounts outstanding on assessments usually from incorrectly calculated interest that need to be written off. These small amounts are then required to be taken to Council which slows down the process as until after the Council meeting these write offs cannot be actioned.

Comment

To speed up the process and to ensure that Council meetings are not bogged down dealing with these minor amounts Council is being asked to approve a new delegation to the CEO to allow these small amounts up to a maximum of \$10 per assessment and \$100 in total to be written off without prior referral to Council.

A list of amounts written off could then be provided to Council with briefing notes.

Consultation

Nil

Statutory Environment

Policy Implications

Financial Implications

Strategic Implications

Nil

Voting Requirements

Absolute Majority

Officer Recommendation Item 10.1.4

That the CEO is given delegated authority to write off small rates debtors up to \$10 per assessment and \$100 in total without referral to Council. The CEO is to then report the write offs to the Council briefing session.

COUNCIL RESOLUTION 86/16

MOVED: Cr Hodshon

SECONDED: Cr May

That the CEO is given delegated authority to write off small rates debtors up to \$10 per assessment and \$100 in total without referral to Council.


The amounts written off are to be reported to Council at the Council briefing session.

CARRIED by ABSOLUTE MAJORITY (5/0)

10.1.5 Christmas 2016 Shutdown

Agenda Reference: CEO 9/16 - 05
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 14 September 2016

Previous References: Nil
Author: Harry Hawkins CEO
Senior Officer:



Signature of Author:

Summary

To ask Council to approve the shutdown of the depot and Office for the 2016 Christmas New Year break.

Attachments

Nil

Background

Each year the shire depot and office shut down for the Christmas and New Year period and this year with Christmas Day and New Years Day falling on a Sunday it is proposed that they be shut down on the 21st December 2016 and reopen on Tuesday 3rd January 2017.

Comment

By closing down for this period staff will have 3 days for travel and shopping before Christmas Day and return to work immediately after the New Years day alternative Public Holiday Monday.

Staff have advised that having only 1 day to travel and shop for Christmas was insufficient and that they are happy to use the additional days of annual leave for the convenience of the extra days to prepare for the festive season.

Consultation

Shire staff

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

None

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation Item 10.1.5

That the shire administration office and depot shutdown at the conclusion of staff shifts on Wednesday 21st December 2016 and reopen on Tuesday 3rd January 2017.

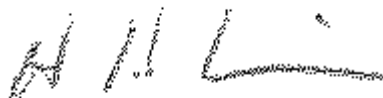
COUNCIL RESOLUTION**87/16****MOVED:** Cr May**SECONDED:** Cr Bennett

That the shire administration office and depot shutdown at the conclusion of staff shifts on Wednesday 21st December 2016 and reopen on Tuesday 3rd January 2017.

CARRIED (5/0)**10.1.6 Review of Audit Regulation 17**

Agenda Reference: CEO 9/16 - 06
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 20 September 2016

Previous References: None
Author: Harry Hawkins CEO
Senior Officer:

**Signature of Author:****Summary**

This item seeks approval to employ a consultant to undertake the review of Local Government Audit Regulation 17 due by the 31st December 2016.

Attachments

Letter of offer and review scope.

Background

Local Government Audit Regulation 17 reads as follows;

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
- (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.

- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that.

The review of this is due December 2016 and a proposal has been received from Civic Legal to conduct the review and provide a report to the Audit Committee that meets the compliance requirements from both a legal and financial risk management perspective for a fee of \$15,000 plus travel and accommodation. They are offering a discount if other shires in the region are interested in doing this as a region and contact has been made to see if others are interested in joining in.

Moore Stephens has also been contacted to provide a quote for providing this service.

Comment

Audit Regulation 17 is to be reviewed at least every 2 calendar years with the next review due by December 2016. The results of the review will then be presented to the Audit Committee. At the date of writing this report no responses had been received from other shires in the region in relation to the discount offered.

Consultation

Other CEO's in the region

Statutory Environment

Local Government Act 1995

Policy Implications

None

Financial Implications

It is unknown if the cost of employing a consultant for the review of Audit Regulation 17 is included in the budget for consultancy services.

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation Item 10.1.6

That the CEO is authorised to employ a consultant to conduct a review of Audit Regulation 17 by December 2016 as required by legislation and report the results of that review to the Audit Committee.

COUNCIL RESOLUTION

88/16

MOVED: Cr May

SECONDED: Cr Hodshon

That the CEO is authorised to employ a consultant to conduct a review of Audit Regulation 17 by December 2016 as required by legislation and report the results of that review to the Audit Committee.

CARRIED (5/0)

Our ref: ACQ:EXI:150252
Contact: Anthony Quahe
Direct line: 9200 4908
Direct email: aquahe@civiclegal.com.au
Principal: Anthony Quahe

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12 September 2016

Mr Harry Hawkins
Chief Executive Officer
Shire of Sandstone
Hack Street
SANDSTONE WA 6639

By Email: ceo@sandstone.wa.gov.au

Dear Harry

PROPOSAL - REGULATION 17 REVIEW

Further to our previous discussions, please find below the proposal from Civic Legal to undertake work for your Shire with respect to the CEO's obligations under Regulation 17 of the Local Government (Audit) Regulations 1996.

Introduction

The Regulatory Obligation

Regulation 17 states as follows:

17. *CEO to review certain systems and procedures*
 - (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
 - (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
 - (3) *The CEO is to report to the audit committee the results of that review.*

The Regulation is quite recent, having been introduced in 2014 and all Local Governments should have seen their CEOs deliver their inaugural reviews to their audit committees about December 2014.

As it is obligatory to undertake the review every two years, the next deadline for compliance is December 2016.

Our Research

Civic Legal undertook research throughout 2015/16 by way of a series of interviews with a number of CEOs of local governments throughout WA and also conferring with the Department of Local Government and Communities, and arrived at the following findings:



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Civic Legal Pty Ltd ABN 93 603 564 809

1. A number of CEOs did not know what Regulation 17 was.
2. Many of the CEOs who knew what Regulation 17 was did not appreciate its significance from an operational perspective (as opposed to a compliance perspective).

3. Amongst those CEOs who did know what Regulation 17 was, there was some confusion as to the true purpose of the Regulation. As a result, some CEOs have undertaken reviews in potentially inadequate ways, and therefore failed to comply with the Regulation.

4. Some reviews address only the risk profile of the Local Government. However, such an approach does NOT comply with Regulation 17 where the approach is restricted only to checking if the system is working. Further, such an approach may fail to go further and question whether all of the components of the system are even needed. Further still, such an approach might fail to pay any or any sufficient attention to considering that it is legislative provisions that are the most important driver of a Local Government's entire range of activities, consequently that that is the primary consideration in any such review, not a subsidiary one;

5. Some consultants address the review from an internal control perspective. Again, such an approach does NOT comply with Regulation 17 where the approach fails to address the purpose of the Regulation, which is to address high-level questions about the true nature of the Local Government. Mere focus on operational adequacy, without any or any sufficient attention to the high-level perspective of the senior management of the Local Government could potentially amount to a lack of compliance with the Regulation. Compliance audit reviews already exist for the pro forma exercise of checking compliance. Regulation 17 has much more strategic implications for Local Governments;

6. Where consultants have sought to address the legislative compliance aspect of the Regulation, they have tended to do so in a superficial manner, for example by simply asking the question, namely whether the Local Government maintains a statutory compliance register and then going no further when the answer is no (other than to make the recommendation that one be created). Such an approach is superficial and in the nature of an "audit", rather than a strategic review of the need to build an organisation based on compliance with the Local Government Act and other applicable legislation.

7. Some CEOs have assumed that a review of the accounts at the end of each month somehow constitutes compliance with the Regulations. Such periodic reviews do NOT constitute the kind of review that is contemplated by Regulation 17.5.

8. Some CEOs were under the impression that a review of their risk management or internal control systems (namely that they had such systems and that they were being applied) was sufficient to comply with Regulation 17. Again, such a review does NOT comply with the Regulation, which goes further than that kind of review, which is more in the nature of a compliance audit.

The Problem

Our research therefore convinces us that there are a number of Local Governments which either do not know that Regulation 17 exists or if they do, are not complying with it correctly or in a way that is valuable to the Local Government, where the review can act as a strategic catalyst for genuine improvements in capacity.

It is crucial to note that contrary to what most auditing firms do when undertaking an audit, Regulation 17 is not about ensuring that day to day systems and procedures are in place

and are functioning as desired to achieve risk management, internal control and legislative compliance. On Civic Legal the contrary, it is about a high-level review of the organisation as a body that is regulated by the Local Government Act.

The correct approach to interpreting and complying with Regulation 17 requires broadly that the following two broad questions first be asked:

1. What systems and procedures does the local government have in place in relation to risk management, internal controls and legislative compliance?
2. Are these systems and procedures appropriate and effective?

Civic Legal is of the view that engaging with Regulation 17 in the right spirit can result in activating CEOs to look at ways to improve the quality of the administration of their Local Government. This is a reflection of parliament's desire for improved management of Local Governments, whilst taking account of the circumstances and resources of the particular Local Government.

It is also the Civic Legal view that Regulation 17 should not be viewed as just another compliance exercise. Opportunities for genuine improvement will only present themselves if the reviewer adopts the attitude that enables their identification, rather than restrict the review to pointing out systemic or procedural failures, with prescriptive recommendations that serve only to add further compliance burdens on the Administration.

The Civic Legal Approach

Civic Legal believes that risk management consultants and financial auditors may have a value in relation to creating or reviewing systems for risk management and internal controls to ensure that they actually are functioning as desired. However, that is not the purpose of a Regulation 17 review by Civic Legal.

Instead, Civic Legal starts from the legislation and then works downwards, focusing on the true role of a Local Government with respect to the applicable legislation.

The Civic Legal approach is to focus on using the Regulation 17 review as a method for triggering action for high level or strategic changes to the Local Government to assist it to become more effective and efficient, and always with a view to the limits on the Local Government's resources. It is not the intention to prescribe solutions that result in more administration or bureaucracy.

From a theoretical basis, Civic Legal applies the model that the starting point in a Regulation 17 review must be the legislative scheme that creates and prescribes what Local Governments are and must deliver. Our model is therefore that the primary element of Regulation 17 is its legislative compliance element. That is the highest element in the hierarchy of Regulation 17.

This model is based on our view that it is legislative compliance that triggers the activities of a Local Government. Once those activities are triggered, risks associated with those activities arise. It follows that a Local Government must then adopt risk management systems and procedures. Once the risks have been identified, the Local Government then proceeds to build or maintain internal controls for managing those risks.

Civic Legal believes that lawyers are the most appropriate group to undertake Regulation 17 reviews to support a CEO. This is not only because legislative compliance is at the top of the hierarchy in Regulation 17 work but because it is lawyers who are the most experienced group when it comes to statutory interpretation.

However, Civic Legal are fully aware that mere legal expertise is not sufficient in a Regulation 17 review. Hence our team has skills and experience in law, systems analysis and management. Certainly, we believe that a Civic Legal team has more appropriate capability in this model than teams that are comprised solely of risk consultants or financial auditors.

The Proposal

Civic Legal proposes to undertake a review of the systems and procedures within your Local Government in order to assist you, as CEO, in completing the review required to be done by you pursuant to Regulation 17. Our report would form the basis of your overall review that has to be presented to your audit committee.

The scope of work to be done by Civic Legal would include the following:

1. Civic Legal to clarify and record the scope of areas for review through discussion with the CEO and the executive management team. The Regulation allows the CEO to set the scope;
2. From the areas identified by the CEO, Civic Legal will identify the applicable parts of the Local Government Act ("LGA") and other statutes that govern those areas. Civic Legal has confirmed by discussion with the Department of Local Government and Communities that the scope of area to be reviewed may be selective and the review does not need to include every possible activity the Local Government is involved in;
3. Civic Legal to drill downwards from identified legislative provisions within scope to the Local Government's systems and procedures;
4. Civic Legal to review the systems and procedures designed to carry out the Local Government's functions pursuant to the identified legislative provisions; this includes, but is not limited to, the interpretation of the provisions of the statute with respect to the creation of the Local Government's systems and procedures.
5. Civic Legal to interview staff identified as being central to the particular system or procedure;
6. Civic Legal to then review the system or procedure in action and in the process, identify risks to be managed and internal controls systems that may be required because of the relevant legislative provisions; and
7. Following such review, Civic Legal to then prepare a report for issue to the CEO, which identifies areas where the CEO might wish to consider in relation to improvements to the administration of the Local Government.

The key benefits arising from the Civic Legal approach would include, but not be limited to the following:

1. delivering comfort to CEOs that the Civic Legal review will deliver the right type of compliance with Regulation 17, being consistent with a solid theoretical model and which is in keeping with the Local Government Operational Guidelines and as informed by the Department of Local Government and Communities;
2. delivering a review that is intended to not be restricted by a "compliance mentality" but is instead attended by an intention to producing an outcome that is strategic and helpful in developing the organisation;

3. in particular, identification of areas where the Local Government can streamline its systems or procedures and thereby improve the administration of the organisation with a view to achieving some of the benefits of continuous improvement. This is done by identifying systems or procedures that have the potential to be inappropriate or ineffective, thus seeking the elimination of redundancies or duplication;
4. identification of work habits or knowledge gaps of personnel that militate against achieving compliance and effective delivery of services;
5. identification of situations where there are no clear lines of authority or accountability, thereby paving the way to improvements to this area, which are important to ensuring that legislative compliance occurs appropriately (by appropriately, we mean in a manner that suits and not in a prescriptive manner that adds burdens);
6. the deployment of a Civic Legal team that has both systems analyst, legal expertise and management experience. This unique combination of skills will result in a review most suited to addressing high level management perspectives as well as the strategic issues that could be resolved on a legal interpretation of the legislative provisions and the effects that they have (or need not have) on the operations of the Local Government; and
7. the compilation of general findings from the work done in the reviews and publishing them to your Local Government at no charge, as a sort of benchmarking exercise, to see how your Local Government compares with others reviewed by us (NB: confidentiality to be maintained).

The aim of the review would be to give the CEO a basis for strategically considering how they can seek out efficiencies and/or reduce compliance and thereby make their administration more effective. The CEO can then base his or her final report to the audit committee on the basis of the review done by Civic Legal.

The Team

Richard Nicholls-Maltman

Richard was admitted to the Supreme Court of Western Australia as a lawyer some 23 years ago. He has a wealth of legal experience in the commercial/corporate area, both as legal adviser as well as having served on senior management teams in ASX listed companies in the roles of General Counsel, Company Secretary and non-executive director. He has also owned and managed his own legal practice. In addition to his legal qualifications, Richard holds a Bachelor of Commerce degree and a Masters degree in Disaster Management. He has training in project management and systems thinking. Richard's role in Civic Legal encompasses advising Local Governments on wide range of matters, covering governance, contracts and property. Richard will lead the Civic Legal Regulation 17 Review Team.

Brian Liao

Brian graduated in Information Technology from Queensland University of Technology, majoring in Information Systems, in 2004. He will be admitted to the Supreme Court as a lawyer by December 2016. In addition to his systems analyst background, Brian has owned and managed a business in the health industry for over a decade. Consequently, Brian brings a valuable mix of systems analyst, business management and legal skills to the Civic Legal Regulation 17 Review Team.

Costs

Civic Legal's fees would normally be greater than those of consultants undertaking similar work, because of the legal staff and the professional knowledge and managerial experience underpinning our review.

However, in order to introduce the sector to our offering, we have benchmarked our proposed fees against the fees being charged by other consultants for undertaking Regulation 17 work, and kept it to that lower level.

We envisage that the engagement will consist of the following, which is in line with the kind of timelines associated with audits and reviews:

Day 1: telephone interview, data gathering and examination;

Day 2-3: attendance at your offices to undertake interviews and assessments and reviews;

Day 4-5: desktop work at Civic Legal offices to produce the report, possibly with further telephone interviews and review of documentation.

The above work for such a project should warrant fees in the range \$20,000 - \$30,000 + GST.

However, as an introduction to this new service, we would charge a fixed fee of: \$15,000 + GST plus travel and accommodation costs.

Savings can be made where two or more Local Governments engage Civic Legal for a Regulation 17 review in the same week, in which event a "group discount" can be negotiated.

Conclusion

We are proud to bring this new service offering to the Local Government sector. The offering is an innovation that we hope will help change the landscape of Local Governments to becoming more empowered to delivering its services in appropriate and effective ways, with an eye to continual improvement even when undertaking a compliance task such as a Regulation 17 review.

If you wish to engage Civic Legal to prepare a report to assist with your Regulation 17 review, please contact our Anthony Quahe or Richard Nicholls-Maltman and make arrangements to proceed with the engagement.

We look forward to working with you.

Yours faithfully

ANTHONY QUAHE

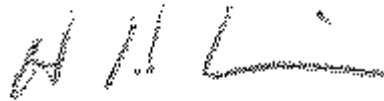
10.1.7 Proposed Sandstone Festival

Agenda Reference:	CEO 9/16 - 06
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	None
Date of Report:	14 September 2016

Previous References:	None
Author:	Harry Hawkins CEO

SHIRE OF SANDSTONE

Senior Officer:



Signature of Author:

Summary

This item asks Council to agree in principle to the concept put forward by David Apse for a “Sandstone Festival”.

Attachments

Email suggestion from David Apse.

Background

Artist David Apse visited Sandstone for late August and early September 2016 when he used the old Shire Hall for a base to exhibit and sell his art work. While he was here a shire sponsored wine and cheese night/art exhibition was held which was well attended and both Mr Apse and local artists sold their works to an appreciative audience.

Before leaving the Sandstone Mr Apse met with the Shire President, new CEO and the acting CEO to put forward his suggestion of making the wine and cheese evening an annual event and expanding it to include an art competition, a Disneyland prospecting school and also art workshops for those budding artists.

Comment

On Monday after returning home and giving more thought to the concept Mr Apse sent through an email detailing his suggestion for what he now called the “Sandstone Festival”.

The Festival is proposed to commence on and tie in with the annual golf weekend at the beginning of September to take advantage of the extra visitors to town. While the golfers are out playing their partners could be participating in the other festival activities.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Policy Implications

None

Financial Implications

Majority of the expenditure would be in next year’s budget

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation Item 10.1.7

That Council provide in principle agreement to the concept of a “Sandstone Festival” as proposed by David Apse and authorise staff to commence discussions with Barb Thompson and Nan Rickards re funding and other support that may be available.

COUNCIL RESOLUTION

89/16

MOVED: Cr Bennett

SECONDED: Cr Hodshon

That Council provide in principle agreement to the concept of a “Sandstone Festival” as proposed by artist David Apse and authorise staff to commence discussions with Barb Thompson and Nan Rickards re funding and other support that may be available.

CARRIED (5/0)

David Apse

To Harry Hawkins

Beth walton

General considerations regarding the SANDSTONE FESTIVAL 2017

Sandstone has a number of limitations –very resource and people poor, extremely limited accommodation and supplies. The logistics here are tricky but there are ways and means of not only handling increased numbers but also designing events that show load trends by prior registrations and then hold people in the town for a manageable period

It is possible that the format and timing of a SANDSTONE FESTIVAL is already partly in place being.

The 2017 Festival is comprised of :

The annual golf tournament -the second week in September –this event is publicized more widely and maybe becomes something like the - **the biggest outback golf tournament in Australia. The sandstone desert cup –(regional development may well be in this too.)** spread over 7 days –I don’t know anything about golf –but the course looks fantastic, the resources are all there –free camping to boost numbers is possible and the community has an experienced cadre to run it.

This event commences on the first day of the SANDSTONE FESTIVAL 2017 –sept 8th. The intention is to get golfers and partners and family into the town for the week –the golfers play golf and the others attend the art displays, art workshops, wildflower lectures, gold trail tours and panning and the short courses in gold AND relic hunting The town declares RV friendly and permits totally self-contained camping during the festival such as provided by the Irwin shire along their stretch of coast. I have experienced small towns in South Australia

that do this for events. There is of course the inevitable problem of rogue visitors who don't take any responsibility and have to be cleaned up after.

The biggest outback annual art competition opens on the same day sept 8th with judging and prize award at a function on sat 9th. The town provides gold trails tours and panning on sept 8&9 together with sausage sizzles.

The art display is comprised of the competition entries, the David Apse and Gina and Roz and Helen and others art display which will run for two weeks.

Art workshops will commence on Monday 11th sept at 1pm and be available for 2 weeks. Short course gold and relic detecting courses will commence on Monday 11th sept at 9am and will be available for 2 weeks.

It is worth noting the reality of teaching people to use a detector and the findability of gold in the sandstone area. Both are hard going and take some many days before an even basic proficiency in machine use is attained – then find the gold!

So in Disneyland what we do is use the minelab go find series of machines and instruct on the use of them - to find surface gold AND RELICS – anyone from 8 years up (so minelab claims) can use these –lightweight –and the one thing that sandstone has close to town is RELICS – and if we swing the emphasis from the disappointment of not finding gold to the positive achievement of finding old bullets etc to the non prospecting public these are relics! The course will still include finding 1 nugget and the collected items from the prospectors in the caravan park.

The art competition is in the main hall –fitted out with hanging rails as is the adjacent council chamber where the local art display will be presented. The art workshops will be conducted in the old council chambers on the lino area.

The desk session of the gold and relic detecting course will be in one of the smaller rooms of the old shire building with another of the rooms being available for lockup provision for storing detectors etc. the hands-on segment will be conducted on the area adjacent to the school.

Wildflower lectures should be in the library of the new shire building utilizing the audio-visual installation. Lecturers will be found from the various societies – or maybe someone in town

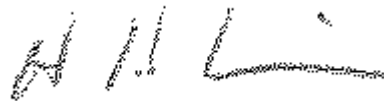
10.2 FINANCIAL REPORTS

10.2.1 FINANCIAL STATEMENTS FOR MONTHS OF JULY 2016

The monthly financial statements for August were not available at the time the agenda was issued due to the lateness of uploading the 2016 – 2017 Budget into the Shire's financial reporting system.

Moore Stephens have advised that both the August and September statements will be ready in time for the October meeting to be held on 27 October 2016.

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 21 September 2016
Author: Harry Hawkins, Chief Executive Officer



Signature of Author:

Summary

The Statement of Financial Activity reports for the month ending 31 July 2016 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

10.2.1A: Monthly Financial Report for the period ended 31 JULY 2016

Background

The Financial Management Regulations require a monthly statement of financial activity to be presented to Council.

Summary of Funds – Shire of Sandstone as at: 31 August 2016

Municipal Cheque Account - On-line (BWA)	\$388,686
Municipal Investment Account – On-line (BWA)	\$705,946
Trust Fund (Bank West)	\$5,819
Term Deposits (Bank West)	\$5,064,016

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. The July 2016 reports are reported to Council and appear in the separate attachments.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation – Item 10.2.1

That Council accepts the Statement of Financial Activity for the month of July 2016 as presented, including the attachments 10.2.1A Monthly Financial Report for July 2016.

COUNCIL RESOLUTION

90/16

MOVED: Cr Hodshon

SECONDED: Cr May

That Council accepts the Statement of Financial Activity for the month of July 2016 as presented, including the attachments 10.2.1A Monthly Financial Report for July 2016.

CARRIED (5/0)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF AUGUST 2016 (Includes Credit Cards, the Caravan Park and Fuel Sales)

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 12 September 2016
Author: **Rhonda Miles – Finance Officer**
Senior Officer: **Harry Hawkins – Chief Executive Officer**

Signature of Author: _____

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 who handle 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

Financial Management (Local Government) Regulations 1996 – Regulation 13

Please, also refer to the comments in the Background Section.

Policy Implications

Payments have been made under Council delegation.

Financial Implications

Funds were available to meet the expenditure.

Strategic Implications

Nil

Voting Requirements

Simple majority

Staff Recommendation – Item No. 10.2.2

That Council receives the August 2016 accounts paid as presented:

Municipal Fund

- Municipal printed cheque numbers 105067-105076 totalling \$14,997.64
- EFT Payment Numbers 4744-4814 totalling \$1,324,776.58
- Superannuation \$13,463.66

Trust Fund:

- Trust printed cheques numbers 205013-205014 totalling \$1,052.95

Payroll EFT:

August 2016 - \$30,838.00 and \$30,118.00 totalling \$60,956.00

Credit Cards:

DD 2909.1 totalling \$3,911.96

COUNCIL RESOLUTION

91/16

MOVED: Cr May

SECONDED: Cr Hodshon

That Council receives the August 2016 accounts paid as presented:

Municipal Fund

- Municipal printed cheque numbers 105067-105076 totalling \$14,997.64.
- EFT Payment Numbers 4744-4814 totalling \$1,324,776.58
- Superannuation \$13,463.66

Trust Fund:

- Trust printed cheques numbers 205013-205014 totalling \$1,052.95

Payroll EFT:

August 2016 - \$30,838.00 and \$30,118.00 totalling \$60,956.00

Credit Cards:

DD 2909.1 totalling \$3,911.96

CARRIED (5/0)

10.2.3 RATES WRITE OFF

Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 12 September 2016
Author: Rhonda Miles, Finance Officer
Senior Officer: Harry Hawkins – Chief Executive Officer

Signature of Author: _____

Summary

Council is requested to approve the write off the rate and/or penalty interest by absolute majority.

Attachments

10.2.3A Write Off Report is attached to be presented to Council.

Background

Section 6.12 of the Local Government Act 1995 (as below) requires any write off of money to be resolved by Council by absolute majority;

6.12. Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *wave or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money,*
 - (d) *which is owed to the local government.*

Comment

Rates Small Balances Write off's

Assessment Number	Amount \$	Property Address
A1260	\$1.79	Lot G57/00002
A1409	\$1.89	Lot P57/01149
A1411	\$1.92	Lot P57/01151
A1412	\$1.53	Lot P57/01152

A1413	\$3.46	Lot P57/01155
A1414	\$2.68	Lot P57/01179
A1415	\$2.68	Lot P57/01180
A1416	\$2.74	Lot P57/01181
A1417	\$2.64	Lot P57/01182
A1458	\$1.25	Lot P57/01232
A1459	\$1.68	Lot P57/01233
A1546	\$4.73	Lot P57/01260
TOTAL	\$28.99	

Consultation

Nil

Statutory Environment

Section 6.12 of the Local Government Act 1995

Policy Implications

Nil

Financial Implications

Small balance write-off's: \$28.99

Strategic Implications

Nil

Voting Requirements

Absolute majority

Staff Recommendation – Item 10.2.3

That Council approves the write-off of rates and/or penalty interest as per Section 6.12 of the *Local Government Act 1995*, as follows: A1260 for the amount of \$1.79, A1409 for the amount of \$1.89, A1400 for the amount of \$1.92, A1412 for the amount of \$1.53, A1413 for the amount of \$3.46, A1414 for the amount of \$2.68, A1415 for the amount of \$2.68, A1416 for the amount of \$2.74, A1417 for the amount of \$2.64, A1458 for the amount of \$1.25, A1459 for the amount of \$1.68, A1546 for the amount of \$4.73 totalling \$28.99

COUNCIL RESOLUTION

92/16

ABSOLUTE MAJORITY REQUIRED

MOVED: Cr Hodshon

SECONDED: Cr Key

That Council approves the write-off of rates and/or penalty interest as per Section 6.12 of the *Local Government Act 1995*, as follows:

Small balance write-off's on A1260 for the amount of \$1.79, A1409 for the amount of \$1.89, A1400 for the amount of \$1.92, A1412 for the amount of \$1.53, A1413 for the amount of \$3.46, A1414 for the amount of \$2.68, A1415 for the amount of \$2.68, A1416 for the amount of \$2.74, A1417 for the amount of \$2.64, A1458 for the amount of \$1.25, A1459 for the amount of \$1.68, A1546 for the amount of \$4.73.

CARRIED BY ABSOLUTE MAJORITY (5/0)

10.3 HEALTH, BUILDING and TOWN PLANNING

Nil

10.4 WORKS and SERVICES

10.4.1 PURCHASE PLANT/EQUIPMENT

Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 14th September 2016
Author: Rob Moss, Works Supervisor

Signature of Author:



Summary

For Council to consider the quotations for the replacement of the existing Volvo BL71 Backhoe

Attachments

Quotations from Westrac, Komatsu, JCB and Hitachi

Background

Council has an adopted 10 Year Plant Replacement Program that includes the changeover of the current Volvo Backhoe in 2016/17. The 2016/17 Adopted Budget includes provision for a new Backhoe to be purchased.

Comment

Requests for quotations were sent to WALGA Preferred Supplier eQuotes. Each organisation was given the following specifications and information.

SPECIFICATIONS

1. Engine – diesel powered (60-75kw)
2. 2016 compliance
3. Alarm systems – low oil, high temperature
4. Audible reverse alarm
5. Battery isolator switch
6. Quick hitch for jib or forks
7. Transmission – autoshift
8. Automatic/Manual lock/ unlock
9. Quick release ‘rear’ mounted side shift backhoe facility, extendable boom
10. Fully enclosed ROPS cab
11. Air conditioning
12. AM/FM radio and CD player
13. 2 x Amber LED flashing lights mounted on cab with easy access

SHIRE OF SANDSTONE

14. Full road lighting and work lights front and rear (fitted mesh guard for all)
15. Internal and external rear view mirrors
16. Suspension seat with armrests and canvas seat cover
17. Workshop/parts manual
18. Vandal proof locks on all compartments
19. External mounted lockable toolbox
20. Tinted windows – all glass including windscreen (not plastic film)
21. Fire extinguisher
22. UHF 40 channel radio fitted
23. Road registered with plates

TRADE MACHINE

* 2008 Volvo BL71 Backhoe

Engine No: D5DCDE310693394 Vin/Chassis No: VCEOBL71T00017289

* Estimated hours – 1823

* Bodywork ok, Windscreen good, interior ok

* Tyres 30% rear 20% front

* 4 in 1 loader bucket, 300mm and 450mm backhoe buckets

* Regular service

Quotations were received from four companies, Westrac, Komatsu, JCB and Hitachi. The following is a summary of the quotes received (all prices exl GST)

BACKHOE LOADER	HORSEPOWER	WARRANTY	PRICE	TRADE	NETT
Cat 432FTC	99hp	48mths/2000hrs	160,680	35,000	125,680
Cat 432FTC (Q/H)	99hp		168,624		133,624
Cat 432F2TC	101hp		175,418		140,418
Komatsu WB97R_5EO	99.2hp	36mths/6000hrs	156,827	26,000	130,827
JCB 3CX (Classic)	100hp	12mths/2000hrs	162,900	32,000	130,900
JCB 3CX (Elite)	100hp		172,500		140,500
Hitachi 315SL	98hp	60mths/5000hrs	185,000	35,000	150,000

* Komatsu are offering a reduced price on a 2014 model, although it's still brand new it is 20mths old and that's only if it's still available by time this goes to council. Both Caterpillar (432FTC) and Komatsu have priced with roll over forks no quick hitch.

Rob Moss left the chambers 12.11pm
Returned 12.14pm

Consultation

Rob Moss, Works Supervisor
Keith May, Mechanic

Statutory Environment

Local Government Act 1995 – section 5.8 – 5.11

Policy Implications

Nil

Financial Implications

An allowance has been made in the 2016/2017 budget.

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation – Item No. 10.4.1

That Council approves the purchase of a
Komatsu WB97R_5EO Backhoe Loader for \$156,827 ex GST and trade in the existing Volvo
Backhoe for \$26,000 ex GST.

COUNCIL RESOLUTION

93/16

MOVED: Cr Key

SECONDED: Cr May

That Council approves;

- 1.the purchase of a Komatsu WB97R_5EO Backhoe Loader for \$156,827.
- 2.the sale of trade in Volvo Backhoe by private tender

CARRIED (5/0)

The staff recommendation was changed to obtain a higher amount for the trade in.

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

13.1 Meeting Closed to the Public

Nil

13.2 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 October 2016 at 11.00am.

15 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 12.23pm.

CERTIFICATION

I, _____, certify that the Minutes of the Meeting held on 8 September 2016, as shown, were confirmed as a true and accurate record at the Meeting held on 29 September 2016.

(Presiding Member)

Date: 29 September 2016