



AGENDA

Ordinary Council Meeting

Thursday 22 February 2018
@ 11:00 am

To be held in the Council Chambers, Hack St Sandstone

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ORDINARY COUNCIL MEETING NOTICE PAPER

Thursday 22 February 2018 – 11:00 am

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 22 February 2018, in the Council Chambers, Hack Street, Sandstone, commencing at 11:00 am.

Councillors please note:

A Briefing Session will be held at the conclusion of the Council Meeting.

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

Harry Hawkins
Chief Executive Officer

1 February 2018

PUBLIC QUESTION TIME

A 15 minute public question time is available to allow members of the public the opportunity of submitting questions to Council on matters concerning them. Questions should be submitted in writing prior to the meeting. The questions will be addressed by the President or their nominated person. Where an answer cannot be given at the meeting, a reply will be given in writing subsequent to the meeting.

Discussion will not be allowed.



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Sandstone Shire Council for any act, omission, statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Sandstone Shire Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, statement, intimation or otherwise occurring during Council/Committee Meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

*In particular but without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence or permit, any statement or limitation of approval made by an Elected Member or by a Staff Member of Sandstone Shire Council during the course of any Meeting is not intended to be and is not to be taken as notice of approval from the Sandstone Shire Council. The Sandstone Shire Council warns that anyone who has an application lodged with the Sandstone Shire Council must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application including any conditions attaching to the decision made by the Sandstone Shire Council in respect of the application.*

Harry Hawkins
Chief Executive Officer

1 February 2018

Hack Street, SANDSTONE WA 6639
Tel (08) 9963 5802; Fax (08) 9963 5852
E-mail: ceo@sandstone.wa.gov.au



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

I, (1) _____ hereby declare an interest in the following item to be considered by Council at its Meeting to be held on (2) _____ and regarding

Agenda item (3) _____

The type of interest I wish to declare is (4)

- Financial pursuant to Sections 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the Minutes of the Meeting and recorded by the Chief Executive Officer in an appropriate Register.

 (Signature)

 (Date)

RECEIVED BY: _____
 (Chief Executive Officer)

 (Date)

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box(es) to indicate the type of interest (for explanation, see the extracts overleaf from the Act.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act)

Financial pursuant to Section 5.60A of the Local Government Act 1995

s5.60A Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

s5.60B Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.

- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.

- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

s5.61 Indirect Financial Interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

reg 11 Disclosure of Interest

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship, friendship or membership of an association.

- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
 - or
 - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under s.5.68 of the Act)

s5.68 Councils and Committees may allow Members disclosing interests to participate etc. in Meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.

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**SHIRE OF SANDSTONE
ELECTED MEMBER'S REQUEST FORM**

Councillor's Name: _____

Date: ____/____/2017

Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description: _____

OFFICE USE ONLY:-----

Action Taken: _____

Comment: _____

Completed: ____/____/2017

Signature: _____

Inspected and/or authorised by: _____
(Chief Executive Officer)

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Councilor'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	\$170/ \$340	No of km's	Office Use
9 Feb 2018	Special Council			
	Full Council			

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

Total		Total
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
04109	Line Item 370	04100
TOTAL:		<input style="width: 100%;" type="text"/>

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 22 FEBRUARY 2018
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	
15	5.0	Applications for Leave of Absence	
15	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 – 14 December 2018	/18
16	9.0	Presentations	
17	10.0	Officer's Reports	
17	10.1	Chief Executive Officer's Reports	
17	10.1.1	Status Update Report – October 2017	/18
19	10.1.2	Ranger Services Contract renewal	/18
21	10.1.3	IT Services Provision	/18
23	10.1.4	Fencing 19 Hack Street	/18
25	10.1.5	Adoption of Integrated Planning and Reporting Plans	/18
26	10.1.6	Revised Fencing Proposal Black Hill Station	/18
28	10.2	Finance	
28	10.2.1	Financial Statement for the Months of December 2017 and January 2018	/18
29	10.2.2	Accounts Update for the Months of Dec 2017 and Jan 2018 (includes for Credit Cards, Caravan Park & Fuel Sales)	/18
	10.2.3	6 Monthly Budget Review 2017 - 2018	/18
31	10.3	Health Building and Town Planning	
31	10.4	Works and Services	
31	10.4.1	Works Supervisors Report	/18
33	11	Motions of which Previous Notice Has Been Given	
33	12	Questions from Members Without Notice	
33	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	
33	14	Meeting Items Closed to the Public	
34		Time and Date of Next Meeting	
34	15	Closure of the Meeting	
34		Certification of the Minutes of the Previous Meeting(s)	

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AGENDA and STAFF REPORTS
ORDINARY COUNCIL MEETING TO BE HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 22 FEBRUARY 2018

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.

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 D (David) Lefroy	
CR V (Vicki) McQuie	

Staff Members

Mr Harry Hawkins	Chief Executive Officer
Mr Danny Humphries	Works Supervisor

3.2 Apologies

Cr D (Dany) Murat

3.3 Approved Leave of Absence

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 DECLARATIONS OF INTEREST

6.1 Declarations of Financial Interest

6.2 Declarations of Proximity Interest

6.3 Declarations of Indirect Financial Interest

6.4 Declarations of Impartiality Interest

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

- 8.1 That the Minutes of the Ordinary Meeting of Council held on 14 December 2017 be confirmed as a true and accurate record of proceedings.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That the Minutes of the Ordinary Meeting of Council held on 14 December 2017 are confirmed as a true and accurate record of proceedings.

NOT/CARRIED (??)

- 8.2 That the Minutes of the Special Meeting of Council held on 9 February 2018 be confirmed as a true and accurate record of proceedings.

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That the Minutes of the Special Meeting of Council held on 9 February 2018 are confirmed as a true and accurate record of proceedings.

NOT/CARRIED (??)

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Kim Buller from Black Hill Station will present on his amended fencing proposal.

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 – February 2018

Agenda Reference: CEO 02/18 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 02/02/2018
File No:
Previous References: Various
Author: **Harry Hawkins, CEO**

Summary

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

Attachments

10.1.1A Status Update February 2018

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

MOVED: Cr

SECONDED: Cr

That Council accepts the Status Update for February 2018

CARRIED/NOT CARRIED (?!?)

Status Update February 2018

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
85/16	10.1.3	That Council request an inspection of the MRAC houses with a view to purchasing them if structurally sound and price is reasonable.	<p>28/9/2016 Keys received and houses inspected. Department Contacted for price and further details.</p> <p>10/03/2017 Email sent to officer at the Department of Housing for an update on this proposal.</p> <p>20/03/2017 email received from department of housing providing update on progress of proposal</p> <p>29/05/2017 update received from MRAC transfer back to Dept. of Housing to be finalised early June</p> <p>19/07/2017 Email rec'd asking the shire to take on Head Lease of 18 Green Street</p> <p>28/07/2017 Housing Authority advised of Council's decision not to take on Head Lease for 18 Green Street.</p> <p>22/01/2018 Housing Authority contacted for update on sale of MRAC homes in Sandstone</p>		
12/17	10.3.1	That Council approves having the map of Bush Fire Prone Areas reassessed and pushed out further from the boundaries of the Sandstone town site	<p>15/03/2017 Email sent to Bill Atyeo advising him of Council's decision</p> <p>13/07/2017 Email quotes received and agreed to for work to commence in September 2017</p> <p>15/12/2017 Spoke to Bill Atyeo re review of bushfire prone areas. Consultant has done site visits.</p>		
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	<p>03/05/2017 Letter sent to family of George Dent advising them of Council's decision</p>		

		plaque to be placed in the new Heritage Park.	
80/17	10.1.2	That heritage listing of Camel Station is accepted subject to condition on access	02/10/2017 Dept of Heritage advised of condition on Heritage Listing. 09/10/2017 email seeking clarification of condition received from Dept clarification sent back immediately 20/12/2017 email received from Dept re any orders or permits on property nil response sent immediately
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.
86/17	10.1.5	Vehicle inspection centre utilising shire pit and workshop	06/10/2017 Applicant advised of Council's decision 24/11/2017 Spoke to Jason Homewood all is in place subject to Dept of Transport approval

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2 Ranger Services Contract Renewal

Agenda Reference: CEO 02/18 - 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report:
Author: Harry Hawkins, Chief Executive Officer

Summary

The contract for ranger services supplied by Canine Control (Peter Smith) is due to expire on the 30 June 2018. Mr Smith is offering a new 5 year contract from 1 July 2018 until 30 June 2023 on the same terms and conditions as the current contract.

Attachments

Letters of proposal from Canine Control, and WA Contract Ranger Services Pty Ltd

Background

Canine Control has been providing ranger services for the Shire of Sandstone and most of the surrounding shires since August 2009 their current contract expires on June 30 2018 and they have requested a renewal of that contract.

A second proposal all be it for a different “locum” type service was received, unsolicited, from WA Contract Ranger Services Pty Ltd and they were contacted to gain an alternative service proposal before the existing contract was renewed.

WA Contract Ranger Services provided an estimate based on travel to Sandstone every 2 months similar to Canine Control and being a small shire allocated 2 hours per visit to talk to shire staff and residents and to have a look around the town site. Any additional duties required would be charged out at \$65 per hour.

Comment

Being a small remote shire without a large indigenous population there is no animal issues in the Sandstone shire most of the time and a permanent ranger service is not warranted. The current service provided by Peter Smith from Canine Control meets the needs of the shire and the community.

WA Contract Ranger Services are based in York and do most of their work in the wheat belt region of the state however they have recently been contracted to do some work in animal control in Wiluna. In a telephone conversation about our needs it was concluded that the level and frequency of service provided by Canine Control could not be provided at a cost that is comparable to the current service and it would not be a viable option for Shire of Sandstone as services could not be guaranteed for any length of time however if Peter Smith was not available for any reason they would be happy to provide ranger services.

Consultation

Shire Staff
Canine Control
WA Contract Ranger Services

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.2

MOVED: Cr

SECONDED: Cr

That the contract for ranger services in the Shire of Sandstone is renewed with Peter Smith of Canine Control for a further 5 years from the 1 July 2018 to the 30 June 2023 on the same conditions as the current contract and in the attached letter of proposal.

CARRIED/NOT CARRIED (?!?)

Agenda Reference:	CEO 02/18 - 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Harry Hawkins CEO
Disclosure of Interest:	None
Date of Report:	12 February 2018
Previous References:	Nil
Author:	Harry Hawkins CEO

Summary

Current IT services do not provide any protection for our systems or data from hackers or other threats and needs to be upgraded to a managed services level.

Attachments

4 Proposals received

Background

Like all local governments and indeed most businesses the Shire of Sandstone relies heavily on its Information Technology (IT) or computer systems to operate efficiently and enable it to keep up with the compliance and customer service requirements of the 21st century.

The shires current service is a reactionary service where if something goes wrong we contact the supplier and it is fixed or replaced/upgraded and we are charged for the service. The shire is also charged a fee of \$85 per month for the monitoring, management and resolution of disaster recovery options. To my knowledge since being employed as CEO at the shire there have not been any instances of work being performed on the shires computer system unless a problem was raised by shire staff. While this may keep the cost down there is concern that the integrity and security of the system is vulnerable to hackers and the like.

Comment

The 4 proposals received came from PCS (Perfect Computer Solutions) our current supplier, PPS (Professional PC Support) who currently service the shires of Cue and Mt Magnet, JH Computer Services and Market Creations. Market Creations is a WALGA preferred supplier.

1. PCS Perfect Computer Solutions – Managed Services Option is \$880 per month which involves installing monitoring software on each server and pc quote is for 2 servers and 6 devices. This does not include Synergy Soft updates or major system faults that require on site visits or take longer than 5 hours to resolve. These items will be charged at \$170 per hour. Anti Virus Trend Micro hosted version \$760 for licences for 12 months
2. PPS Professional PC Support – Full Managed Services Option is \$1,030 per month and includes 2 servers and 8 workstations. Unscheduled service is charged out at \$145 per hour in 15 minute increments. Labour outside normal business hours is charged out at minimum 3 hours plus a 50% loading. For onsite visits a call out fee of \$845 plus \$60 meal allowance and accommodation charged at cost. If a service call is scheduled at the same time as Cue and Mt Magnet the call out fee will be shared equally.
3. JH Computer Services – JH Computer Services supply hardware only and a related company Service West provides support with monitoring software being installed on servers and charged out at a rate of \$230 per month per server being \$5,520 for our 2 servers with no mention of cost for workstations.

In addition to this labour packs are available at a cost of \$160 per hour which are purchased in blocks of 10 hours with 11 hours for the price of 10 for each block purchased.

4. Market Creations – Managed Service Agreement will be charged out at \$778.36 per month with optional monthly services including a six monthly on site visit which will be charged at \$467 per month. They also offer an unlimited remote helpdesk for shire staff, proactive maintenance and guaranteed response times. Market Creations service all schools in the district so the onsite visits will be timed to coincide with school visits reducing travel costs which are only charged on the deviation from the standard route.

All suppliers who provided proposals except for PCS indicated that at least 1 server and some workstations are due for and require replacement. The scope of this replacement varies so has not been included above.

The Shire of Cue are very happy with the services provided by PPS while the CEO at Mt Magnet had not been there long enough to make comment but had not heard of any complaints. Market Creations are WALGA preferred suppliers but did not seem to have a lot of support among local governments I have spoken to in the region although no particular reasons why were given.

Consultation

CEO Shire of Cue

Former CEO Shire of Mt Magnet (Adam Majid)

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation Item 10.1.3

MOVED: Cr

SECONDED: Cr

That Council

1. Agrees to implement a new IT regime based on a Managed Services model and that Market Creations are engaged as the supplier of this service. Their fees are a one off \$30,411 to replace and upgrade the server and some workstations plus an annual fee, paid monthly of \$8,491 to provide ongoing management of the shires IT system.
2. Authorises the CEO to withdraw \$30,411 from the IT Reserve to pay for the initial upfront costs in this financial year.

CARRIED/NOT CARRIED (??)

10.1.4 Fencing 19 Hack Street Sandstone

Agenda Reference: CEO 02/18 - 04
Location/Address: Shire of Sandstone
Name of Applicant: Paul Roach
Disclosure of Interest: Nil
Date of Report: 27th November 2017
Author: Harry Hawkins, Chief Executive Officer

This Item was laid on the table at the December 2017 meeting and is lifted from the table for further discussion. Additional information/ clarification has been added to the original report and is shown in *italics* to enable it to be recognised.

Summary

Council are asked to contribute 50% of the cost of replacing the asbestos fence between the shire administration building car park and the house at 19 Hack Street.

Attachments

Nil

Background

The fence between the house at 19 Hack Street and the car park at the shire administration building was not replaced during the construction of the new building and the owners of 19 Hack Street would like the aging asbestos fence removed and replaced with a colour bond steel fence matching the fence at the rear of the administration building including the lattice screening at the top of the fence.

Comment

While Council is not liable to contribute to the cost of fencing on reserves and crown land the new shire administration building is located on freehold land owned by the shire and as such the provisions of Section 7 of the Dividing Fences Act 1961 apply and the shire is liable to contribute half of the cost of the fence. A colour bond steel fence that matches the fence at the rear of the shire building, including the lattice work at the top of the fence would be the best outcome for the shire and would finish off the administration building precinct. *Erection of the new fence will take place in March/April 2018 if approved.*

The costs in renewing the fence include the removal of the old asbestos fence including wrapping and disposing of it at the shire landfill site, the purchase and erection of the new fence and are estimated at \$13,660 *and are made up as follows*

*Cost of fencing, as previous quote - \$3,660.00.
25 bags rapid set concrete - \$200.00.
Transport Ex Perth to Sandstone - \$1,800.00.
Remove old fence, wrap and cart to dump site - \$3,000.00.
Erect new fence - \$5,000.00.
Total Cost - \$13,660.00.*

The Shire contribution would be approximately \$6,830 with cost of materials being fixed and removal of existing fence and erection estimate only to be adjusted on completion.

A price rise of 9% for the materials is expected in March 2018.

Consultation

Works Supervisor

Statutory Environment

Local Government Act 1995

Dividing Fences Act 1961

Policy Implications

Nil

Financial Implications

50% of the cost of replacing the fence of approximately \$6,830 will be allocated from savings identified during the 6 monthly budget review.

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.4

MOVED: Cr

SECONDED: Cr

That Council agree to the replacement of the fence between 19 Hack Street and the administration office carpark with a colour bond steel fence matching the fence at the rear of the office and that a contribution to a maximum of \$6,830 or 50% of the cost is approved.

CARRIED/NOT CARRIED (??)

10.1.5	Adoption of Integrated Planning and Reporting Plans
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Agenda Reference:	CEO 02/18 – 05
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	None
Date of Report:	05/02/2018
Previous References:	None
Author:	Harry Hawkins CEO

Summary

The latest versions of the Integrated Planning and Reporting Plans are required to be adopted by Council.

Attachments

Strategic Community Plan 2017 – 2027
Corporate Business Plan 2017 – 2021
Strategic Resource Plan 2017 – 2032
Workforce Plan 2017

Background

Since July 2013 all local governments in Western Australia are required to have a Strategic Community Plan, Corporate Business Plan, Workforce Plan, Long Term Financial Plan and other plans as required to inform these such as an asset management plan.

Moore Stephens were contracted to update all of these plans for the shire in 2017 and while the Strategic Community Plan and the Corporate Business plan were completed in July/August the Strategic Resources Plan which includes the Long Term Financial Plan and the Asset management Plan was completed in November 2017.

Comment

Moore Stephens were contracted to update all of these plans for the shire in 2017 and 2 consultants Russel Barnes and Jessica Spark visited the shire in July 2017. Prior to Russel and Jessica visiting the shire a community survey was conducted to get some input from the community into the content of the community strategic plan. Meetings were held with residents meeting held on the 11th July and the follow up meeting with senior staff and elected members was held on the 13th July 2017 to finalise the plan and to get further input.

The draft plans were circulated to Council members when received and no feedback was received this was taken to mean that Council was happy with the plans and no further changes were required. The Plans are therefore presented to Council for adoption.

Consultation

Community members
Council members
Jessica Spark
Russel Barnes
Shire Staff

Statutory Environment

None

Policy Implications

None

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation Item 10.1.5

MOVED: Cr

SECONDED: Cr

That Council adopts the following Integrated Planning Plans prepared for the Shire of Sandstone by Moore Stephens during 2017 and attached to this report.

- Strategic Community Plan 2017 - 2027
- Corporate Business Plan 2017 - 2021
- Workforce Plan 2017
- Strategic Resource Plan 2017 - 2032

CARRIED/NOT CARRIED (??)

10.1.6	Revised Fencing Proposal Black Hill Station
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Agenda Reference: CEO 02/18 – 06
Location/Address: Shire of Sandstone
Name of Applicant: Kim Buller
Disclosure of Interest: None
Date of Report: 13/02/2018
Previous References: Resolution 105/17 from Dec 2017
Author: Harry Hawkins CEO

Summary

Kim Buller has revised his plan for fencing of part of Black Hill Station incorporating the Sandstone Common and Council is asked to approve the proposal and commit to funding some of the cost.

Attachments

Amended proposal map

Background

Black Hill Station surrounds the Sandstone town common which comes into the boundary of the town site and aerodrome and also the Mount Magnet Leinster Road. Main Roads WA fenced the majority of the road however stopped short of the Sandstone town site. Kim Buller owner of Black Hill Station has approached Main Roads WA and has been told that they would consider assisting in fencing the remaining part of the Mount Magnet Leinster Road by paying for or contributing the materials. The proposal to fence the road was rejected by Council in December as it did not fence off the common and required the shire to install grids on both the Paynes Find Road and the heritage Trail and the cost to Council was significantly more than the cost to the station owner.

As the proposal, both the original and amended version, are to fence areas where the shires involvement is holding a management order over reserves the shire is not legally bound to contribute to the cost of fencing, however the shire has in the past set a precedent by contributing to fencing the boundary of a reserve undertaken by previous owner of Black Hill Station Alan Bloore. The definition of precedent "*an action, situation, or decision that has already happened and can be used as a reason why a similar action or decision should be performed or made*" makes it hard but not impossible for Council to refuse to contribute to this fence. The Dividing Fences Act 1961 does not apply to persons in whom land is vested as a public reserve and the Sandstone Town Common is a public reserve vested in the shire.

Comment

The 2 new proposals put forward by Mr Buller are as follows:

Fencing Proposal 1:

Fence on the original Town Common boundary approximately 17km total. This requires a grid on the Paynes Find Road and one on the Menzies Road.

Fencing Proposal 2:

Fence from the Magnet Road to the existing grid on the Menzies Road approximately 10km south and from there back to the Leinster Road. This would include fencing some station land back into the Common but this is irrelevant as it is all very low value grazing land. This route is 3km longer than proposal 1 but has the benefit of only requiring one grid to be replaced on the Paynes Find Road.

I expect to have more feedback from the Main Roads Department regarding the supply of fencing materials prior to the Council meeting. I look forward to meeting with the Council to discuss these proposals further.

The map attached is for proposal 2 which because of only having 1 grid required is considered the cheapest and best option.

Consultation

None

Statutory Environment

Dividing fences Act 1961

Policy Implications

None

Financial Implications

Unsure at this time

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.6

MOVED: Cr

SECONDED: Cr

That Council make a contribution to Fencing Proposal 2 on the basis that ratepayers do not contribute more than the owners of Black Hill Station to the proposed fence and grid.

CARRIED /NOT CARRIED (?!?)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statements for the months of December 2017 and January 2018

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 08 February 2018
Author: **Harry Hawkins, Chief Executive Officer**

Summary

The Statement of Financial Activity reports for the month ending 31st December 2017 and 31st January 2018 are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

Financial Statements for December 2017 and January 2018

Background

Summary of Funds – Shire of Sandstone as at: 31 January 2018

Municipal Cheque Account - On-line (BWA)	\$15,672.09
Municipal Investment Account – On-line (BWA)	\$437,458.00
Trust Fund (Bankwest)	\$6,518.20
Reserve Term Deposits (Bankwest)	\$5,196,666.81
New Money Market Term Deposit Accounts	\$100,000.00

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

Voting Requirements

Simple Majority

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council accepts the financial statements for the periods ending 31 December 2017 and 31 January 2018.

NOT/CARRIED (??)

10.2.2 ACCOUNTS UPDATE FOR THE MONTHS of DECEMBER 2017 and JANUARY 2018
(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 8 February 2018
Author: **Rhonda Miles – Finance Officer**
Senior Officer: **Harry Hawkins – Chief Executive Officer**

Summary

Presented for Council's information is the list of accounts paid in the month from the Municipal Fund and Trust Fund in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*. Payments made through the corporate credit cards as well as income from the Caravan Park and Fuel Sales are included as attachments.

Attachments

- 10.2.2A to C: The list of accounts (EFT and cheque payments) is attached which will enable Council to see the payments made to the Shire's creditors.
- 10.2.2D to F: Payments via Credit Cards (CEO and Works Supervisor), Caravan Park Income and Fuel Sales Income.

Background

Council has delegated to the CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund.

The *Financial Management Regulations (Regulation 13 (3))* requires a schedule of payments made through the Shire's bank accounts to be presented to Council.

The lists include details for each payment made incorporating the payee's name, amount of payment, date of payment and a brief transaction description.

Comment

Invoices supporting all payments are available for inspection. Queries regarding any payment should be made through the CEO to the staff member who handles the financial transactions prior to this meeting.

All invoices and vouchers presented to Council have been certified as to receipt of the goods or services and that the amounts shown were due for payment.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Financial Management (Local Government) Regulations 1996 – Regulation 12

Policy Implications

Payments have been made under Council delegation.

Financial Implications

None, funds were available to meet the expenditure.

Strategic Implications

Nil

Voting Requirements

Simple majority

STAFF RECOMMENDATION

MOVED: Cr

SECONDED: Cr

That Council endorses the December 2017 & January 2018 accounts paid as presented:

Municipal Fund December 2017

- Municipal Printed cheque numbers 105184 - 105187 totalling \$2,673.33
- EFT Payment Numbers 5926 – 5975 totalling \$603,649.07
- Superannuation \$5,603.80 & \$5,986.47 totalling \$11,590.27

Trust Fund December 2017

- Trust printed cheque numbers 205057 – 205058 totalling \$1,238.55

Payroll December 2017 EFT:

\$40,587.45, \$27,579.00 & \$30,324.81 totalling \$98,491.26 (includes bonus payment)

Credit Cards December 2017:

DD 3501.1 totalling \$3,662.41

Municipal Fund January 2018

- Municipal Printed cheque numbers 105188 - 105195 totalling \$12,785.29
- EFT Payment Numbers 5976 – 5991 totalling \$321,031.37
- Superannuation \$5,635.15 & \$5,437.30 totalling \$11,072.45

Trust Fund January 2018

- Trust printed cheque numbers 205059 – 205060 totalling \$844.50

Payroll EFT January 2018:

\$26,526.00 & \$29,013.50 totalling \$55,539.50

Credit Cards January 2018:

DD 3539.1 totalling \$1,301.55

NOT/CARRIED (??)

10.2.3	Six Monthly Budget Review 2017 - 2018
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Agenda Reference:	Finance 02/18 - 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	7 th February 2018
Author:	Harry Hawkins, Chief Executive Officer

Summary

Between January 1 and 31 March each financial year a local government is required to review its annual budget for that year.

Attachments

Amended budget statements for the 2017-2018 financial year

Background

Regulation 33A of the Local Government (Financial Management) Regulations 1995 requires a review of the annual budget to be undertaken and within 30 days of that review having been carried it is to be submitted to Council for consideration of the review and to determine by absolute majority whether to adopt the review, any parts of the review and any recommendations made in that review.

A review of the Shire of Sandstone budget as at the 31st December 2017 was undertaken during January and February 2018 and the amended budget statements as per that review are attached for Council's attention.

Comment

A summary of the major changes made to the 2017- 2018 annual budget are listed on the attached statements for Councils attention. The budget review shows deterioration in the bottom line from a balanced budget to a projected deficit of \$78,346. While this deficit is significant the major cause is the reduction in Grants Commission grants due to a drop in Western Australia's share of the pool because of a drop in population which the shire was notified of after the budget had been adopted. These reductions were reported to Council earlier in a briefing session and total \$115,849 made up of \$84,120 in general grants and \$31,729 in road grants. Other reductions in income that impacted on the bottom line were an increase in discounts claimed on rates from \$3,568 in 2016 to \$18,564 in 2017 which meant the \$5,000 budgeted was insufficient and rate income was lower than forecast. Another unexpected major cost was incurred when the Bore Boss Trailer was stolen where the difference between the cost of a new Bore Boss Trailer and the insurance refund on the stolen unit was \$34,506.

Consultation

Works Supervisor

Statutory Environment

None

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute majority

Officer Recommendation – Item No. 10.2.3

That Council adopts the budget review as at 31st December 2017 as presented

NOT CARRIED/CARRIED BY ABSOLUTE MAJORITY (?!?)

10.3 HEALTH, BUILDING and TOWN PLANNING

Nil

10.4 WORKS and SERVICES

10.4.1 Works Supervisors Report

Location:	Various – Shire of Sandstone
Applicant:	Works and Services Supervisor
Disclosure of Interest:	If any, see Comments Section in body of the Report
Date of Report:	13 February 2018
Previous References:	Previous Council Briefing Sessions
Author:	Danny Humphries, Works and Services Supervisor

Summary – ACIVITY REPORT UPDATE

To provide Council with an updated Activity Report on the operations of Council's Works and Service Department since the last Briefing Session.

Attachments

Attachment A: Nil

Background

It is important that Council is regularly updated as to Council's Infrastructure, Construction, Maintenance, Horticulture and other Works & Services Department activities.

Comment

Construction

Road crew are out on the Wiluna rd. widen form and water bind and drainage we have just about finished. This was a very bad flooded area when it rained. Then we will move to Payne's find road. We have RRG job to do down at SLK 69.7 - 6.8 klm to do.

Maintenance Grading

Maintenance grader is on brake for the moment as we are looking for and have found a Leading Hand construction grader operator. So I had Don filling in on the road crew Grader.. And at the moment he is on leave for a month. The roads within the shire are not bad so we should be right for a while. Had a bit of rain put up a bit of signage. If need be we can patch up anything that needs it.

Flood Damage

Alltrack are on the Payne's find road which started on the 13th of FEB 2018.

Horticulture

Ongoing maintenance.

Plant Replacement

None at this stage.

Plant Maintenance

Ongoing repairs to machines when required all going good at this stage.

Caravan Park

Ongoing Maintenance as required as work requests come in.

Building Maintenance

Minor maintenance is being done as required.

General

When required general catch up on gear. Ongoing.. We have also got a new Plant operator all-rounder Leading Hand Grader operator Arthur he will commence on Thursday 15/2/018.. and we had Andy our new plant operator all-rounder started Monday 29/2/018. He is on the water cart

Statutory Environment

NIL.

Bioremediation Cell

Nothing at this stage to report.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Staff Recommendation

MOVED: Cr

SECONDED: Cr

That the Works Supervisors report is received

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

Nil

14.2 Public Reading of Resolutions to be made Public

Nil

TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 22 March 2018.

15 CLOSURE OF MEETING

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

CERTIFICATION

I, _____, certify that the Minutes of the Meetings held on 14 December 2017 & 9 February 2018, as shown, were confirmed as a true and accurate record at the Meeting held on 22 February 2018.

(Presiding Member)

Date: 22 February 2018