



# **MINUTES**

Ordinary Council Meeting

Thursday 22 February 2018  
@ 11:00 am

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON 22 FEBRUARY 2018**

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**MINUTES OF THE  
ORDINARY COUNCIL MEETING 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) declared 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.

**RESOLUTION: 3/2018**

**MOVED: Cr May**

**SECONDED: Cr McQuie**

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

**CARRIED (5/0)**

- 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.

**RESOLUTION: 4/2018**

**MOVED: Cr Hodshon**

**SECONDED: Cr Lefroy**

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

**CARRIED (5/0)**

### 9 PRESENTATIONS

#### 9.1 Petitions

Nil

#### 9.2 Presentations

Kim Buller from Black Hill Station gave a presentation 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

**RESOLUTION: 5/2018**

**MOVED: Cr McQuie**

**SECONDED: Cr Lefroy**

That Council accepts the Status Update for February 2018

**CARRIED (5/0)**

### 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><b>28/9/2016</b> Keys received and houses inspected. Department Contacted for price and further details.</p> <p><b>10/03/2017</b> Email sent to officer at the Department of Housing for an update on this proposal.</p> <p><b>20/03/2017</b> email received from department of housing providing update on progress of proposal</p> <p><b>29/05/2017</b> update received from MRAC transfer back to Dept. of Housing to be finalised early June</p> <p><b>19/07/2017</b> Email rec'd asking the shire to take on Head Lease of 18 Green Street</p> <p><b>28/07/2017</b> Housing Authority advised of Council's decision not to take on Head Lease for 18 Green Street.</p> <p><b>22/01/2018</b> 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><b>15/03/2017</b> Email sent to Bill Atyeo advising him of Council's decision</p> <p><b>13/07/2017</b> Email quotes received and agreed to for work to commence in September 2017</p> <p><b>15/12/2017</b> 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><b>03/05/2017</b> Letter sent to family of George Dent advising them of Council's decision</p>		



		plaque to be placed in the new Heritage Park.	
<b>80/17</b>	<b>10.1.2</b>	That heritage listing of Camel Station is accepted subject to condition on access	<b>02/10/2017</b> Dept of Heritage advised of condition on Heritage Listing. <b>09/10/2017</b> email seeking clarification of condition received from Dept clarification sent back immediately <b>20/12/2017</b> email received from Dept re any orders or permits on property nil response sent immediately
<b>85/17</b>	<b>10.1.4</b>	That the right of way behind the power station between Rowe and Black Streets is closed	<b>06/10/2017</b> letters sent to begin process and advertising as per LAA undertaken.
<b>86/17</b>	<b>10.1.5</b>	Vehicle inspection centre utilising shire pit and workshop	<b>06/10/2017</b> Applicant advised of Council's decision <b>24/11/2017</b> 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

### **Staff Recommendation**

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.

**RESOLUTION: 6/2018**

**MOVED: Cr McQuie**

**SECONDED: Cr Hodshon**

That Council do not renew the contract for Ranger Services as offered by Canine Control and that duties associated with animal control in the shire are delegated to the Works Supervisor.

**CARRIED (5/0)**

Reason for change to the staff recommendation is that there is no longer an animal problem in the Shire of Sandstone.

<b>10.1.3</b>	<b>IT Services Provision</b>
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**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 need 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 21<sup>st</sup> century.

The shire's 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 shire's 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

#### **RESOLUTION: 7/2018**

**MOVED: Cr Hodshon**

**SECONDED: Cr May**

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 (5/0)**

<b>10.1.4</b>	<b>Fencing 19 Hack Street Sandstone</b>
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**Agenda Reference:** CEO 02/18 - 04  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Paul Roach  
**Disclosure of Interest:** Nil  
**Date of Report:** 27<sup>th</sup> 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

### **RESOLUTION: 8/2018**

**MOVED: Cr May**

**SECONDED: Cr Hodshon**

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 (5/0)**

<b>10.1.5 Adoption of Integrated Planning and Reporting Plans</b>
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<b>Agenda Reference:</b>	CEO 02/18 – 05
<b>Location/Address:</b>	Shire of Sandstone
<b>Name of Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	None
<b>Date of Report:</b>	05/02/2018
<b>Previous References:</b>	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 11<sup>th</sup> July and the follow up meeting with senior staff and elected members was held on the 13<sup>th</sup> 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

**RESOLUTION: 9/2018**

**MOVED: Cr Lefroy**

**SECONDED: Cr Mcquie**

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 (5/0)**

**Cr Hodshon and Cr Mcquie left the meeting at 12.08pm  
returned at 12.11pm**

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

## **Staff Recommendation**

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.

**RESOLUTION: 10/2018**

**MOVED: Cr Mcquie**

**SECONDED: Cr May**

That Council make a contribution of 25% of the cost of Fencing Proposal 2 plus install the required grid so as to protect the town from wandering cattle.

**CARRIED (4/1)**

**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 31<sup>st</sup> December 2017 and 31<sup>st</sup> 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

### **RESOLUTION: 11/2018**

**MOVED: Cr May**

**SECONDED: Cr Hodshon**

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

**CARRIED (5/0)**

<p><b>10.2.2 ACCOUNTS UPDATE FOR THE MONTHS of DECEMBER 2017 and JANUARY 2018</b> <b>(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)</b></p>
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<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	8 February 2018
<b>Author:</b>	<b>Rhonda Miles – Finance Officer</b>
<b>Senior Officer:</b>	<b>Harry Hawkins – Chief Executive Officer</b>

### **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

### **RESOLUTION: 12/2018**

**MOVED: Cr Hodshon**

**SECONDED: Cr McQuie**

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

**CARRIED (5/0)**

<b>10.2.3          Six Monthly Budget Review 2017 - 2018</b>
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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<sup>th</sup> 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 31<sup>st</sup> December 2017 was undertaken during January and February 2018 and the amended budget statements as per that review are attached for Councils 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

### **RESOLUTION: 13/2018**

**MOVED: Cr May**

**SECONDED: Cr Lefroy**

That Council adopts the budget review as at 31<sup>st</sup> December 2017 as presented

**CARRIED BY ABSOLUTE MAJORITY (5/0)**

### **10.3 HEALTH, BUILDING and TOWN PLANNING**

Nil

### **10.4 WORKS and SERVICES**

#### **10.4.1 Works Supervisors Report**

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

#### **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 13<sup>th</sup> 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

**RESOLUTION: 14/2018**



**MOVED:** Cr Hodshon

**SECONDED:** Cr Mcquie

That the Works Supervisors report is received

**CARRIED (5/0)**

**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 1.40pm.

**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