



MINUTES

Ordinary Council Meeting

Thursday 13 December 2018

held in the Council Chambers, Hack St Sandstone

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ORDINARY COUNCIL MEETING TO BE HELD ON 13 DECEMBER 2018

AGENDA SUMMARY and TABLE OF CONTENTS

PAGE	AGENDA	ITEM	MINUTE No.
5	1.0	Declaration of Opening and Announcement of any Visitors	
5	2.0	Announcements from the Presiding Member and/or Councillors (without discussion unless otherwise determined)	
5	3.0	Attendance	
5	4.0	Response to Previous Public Questions Taken on Notice	
5	5.0	Applications for Leave of Absence	
6	6.0	Declarations of Interest	
6	7.0	Public Question Time	
6	8.0	Confirmation of Minutes from Previous Meeting(s)	
6	8.1	Ordinary Council Meeting – 22 November 2018	102/18
6	9.0	Presentations	
7	10.0	Officer's Reports	
7	10.1	Chief Executive Officer's Reports	
7	10.1.1	Status Update Report – December 2018	103/18
9	10.1.2	Annual Report and Electors Meeting	104/18
10	10.1.3	Increase in Authorised Limit for Purchasing Fuel and Oil	105/18
12	10.1.4	Joint LEMC with Mount Magnet	106/18
13	10.2	Finance	
14	10.2.1	Financial Statement for the Month of November 2018	107/18
15	10.2.2	Accounts Update for the Month of November 2018 (includes for Credit Cards, Caravan Park & Fuel Sales)	108/18
17	10.4	Works and Services	
17	10.4.1	Works Supervisors Report	109/18
19	11	Motions of which Previous Notice Has Been Given	
19	12	Questions from Members Without Notice	
19	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	
19	14	Meeting Items Closed to the Public	
19		Time and Date of Next Meeting	
19	15	Closure of the Meeting	
19		Certification of the Minutes of the Previous Meeting(s)	

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**ORDINARY COUNCIL MEETING HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 13 DECEMBER 2018**

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 12.35pm.

**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	
CR K (Kerry) Key	

Staff Members

Mr Harry Hawkins	Chief Executive Officer
Mr Terry Clarke	Works Supervisor

3.2 Apologies

Nil

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

Cr Freda May declared an impartiality interest for item 10.2.2 as EFT 6633 is to her son in law Marc Halsall and also for EFT 6618 as her husband is a director of the company being paid.

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

RESOLUTION: 102/18

MOVED: Cr Lefroy

SECONDED: Cr May

That the Minutes of the Ordinary Meeting of Council held on 22 November 2018 are confirmed as a true and accurate record of proceedings.

CARRIED (6/0)

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Nil

9.3 Deputations

Nil

9.4 Delegates/Councillor's Reports

Crs Hodshon and Lefroy attended a MRVC Meeting in Mount Magnet on the 11th December 2018 and Cr Lefroy gave a verbal report on that meeting.

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – December 2018

Agenda Reference: CEO 12/18 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 5/12/2018
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

Status Update December 2018

Background

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

Comment

Spreadsheet has been updated on closure of right of way, fence 19 Hack Street and sale of properties for outstanding rates.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

RESOLUTION: 103/18

MOVED: Cr McQuie

SECONDED: Cr Key

That Council accepts the Status Update for December 2018

CARRIED (6/0)

Status Update December 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
31/17	10.1.7	That the plaque recognising George Dent at Hack's mine is reinstated and his family is offered the opportunity for a plaque to be placed in the new Heritage Park.	03/05/2017 Letter sent to family of George Dent advising them of Council's decision 19/03/2018 Ceramic photo of George Dent received from his family for inclusion on plaque at Heritage Park		
85/17	10.1.4	That the right of way behind the power station between Rowe and Black Streets is closed	06/10/2017 letters sent to begin process and advertising as per LAA undertaken. 06/11/2017 letter received from Water Corporation with no objection. 10/07/2018 Submission received from Telstra and application for closure sent to Dept of Lands 23/11/2018 Details of new Council resolution and other information sought sent to Dept of Lands		
08/18	10.1.4	Fencing 19 Hack Street	04/04/2018 Fencing materials are on site Planning under way for taking down and disposal of current asbestos fence 04/09/2018 Property owner has advised that the new fence will		

			be erected at the end of September 2018. 05/10/2018 removal of old fence commenced 26/11/2018 Removal of old fence completed proponent is ill and may require shire assistance with erection of new fence.	
20/18	10.1.5	Sale of properties for outstanding rates	04/04/2018 Legal process to allow sale has commenced 05/12/2018 Current debt collectors are going out of business and new provider once appointed will be contacted for updated advice	
76/18	10.1.2	Transfer of management part of reserve 14178 – Caravan Park	Water Corporation advised. Awaiting the return of the CEO.	

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2. 2017-2018 Annual Report

Agenda Reference: CEO 12/18 – 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 5 December 2018
Author: Harry Hawkins Chief Executive Officer

Summary

The 2017-2018 Annual Report for the Shire of Sandstone is presented to Council for acceptance and a date and time for the annual meeting of electors is required to be set.

Attachments

2017-2018 Annual Report

Background

Local governments are required to produce an Annual Report each year and along with a report from the Shire President and CEO there are legislated requirements for details on

SHIRE OF SANDSTONE

Disability Access plans, salaries and other areas of interest to the Minister and the Community that must be included in the report.

Comment

The 2018-2019 Annual Report has been completed and is presented to Council for acceptance.

Each year local governments are required to hold an Annual General Meeting of electors with 56 days of accepting the Annual Report.

Consultation

Shire President

Admin Staff

Statutory Environment

Local Government Act 1995 Section 5.54

Local Government Act 1995 Section 5.27

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Absolute majority

RESOLUTION: 104/18

MOVED: Cr McQuie

SECONDED: Cr May

That Council,

1. Accept the 2017-2018 Annual Report as presented;
2. Set the date for the Annual General Meeting of Electors as Thursday 31st January 2019.

CARRIED by ABSOLUTE MAJORITY (6/0)

10.1.3 Purchasing Policy – Limits for Ordering Fuel and Oil

Agenda Reference: CEO 12/18 – 03
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None

SHIRE OF SANDSTONE

Date of Report: 5 December 2018
Author: Harry Hawkins Chief Executive Officer

Summary

Council is required to have a Purchasing Policy which among other things details which staff can order certain things and a limit on the amount they can purchase. The Mechanic and Administration Officer can order fuel but with recent high prices the limit of \$20,000 was inadequate on some orders so a limit increase to \$40,000 is requested.

Attachments

Extract from Purchasing Policy

Background

Council in resolution 31/18 in April 2018 adopted a revised Purchase and Tendering Policy which, on advice from auditors RSM, defined who can issue Purchase Orders and to what financial limit their authority extends. In recent times with high oil prices and a low Australian dollar the limit for purchase of fuel and oils proved inadequate for the mechanic and administration officer to order the amount of fuel required.

It was proposed in the revised policy that certain officers have authority to issue purchase orders for the listed products within the financial limitations shown in the policy any purchases outside these limitations must be authorised by the Works Supervisor or the Chief Executive Officer.

Comment

Council in resolution 31/18 in April 2018 adopted a revised Purchase and Tendering Policy (Policy 4.7) in recent times with high oil prices and a low Australian dollar the limit for purchase of fuel and oils has proved inadequate for the mechanic and administration officer to order the amount of fuel required. It should be noted that the one purchase order is used for both the town tank (diesel and unleaded) and depot diesel tank.

Consultation

Administration Staff

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple majority

RESOLUTION: 105/18

MOVED: Cr Key

SECONDED: Cr Lefroy

That Council increase the limit of financial authority for the mechanic and administration officer to purchase fuel and oils defined in Council's Purchasing and Tendering Policy 4.7 from \$20,000 to \$40,000.

CARRIED (6/0)

10.1.4	Joint LEMC With the Shire of Mount Magnet
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Agenda Reference: CEO 12/18 – 04
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 12 December 2018
Author: Harry Hawkins Chief Executive Officer

Summary

At the last LEMC Meeting held in Sandstone It was agreed that Sandstone would form a joint LEMC with the Shire of Mount Magnet however due to changes in CEO at Mount Magnet nothing happened. At the meeting held in Mount Magnet on the 11 December 2018 attended by the Sandstone CEO Mount Magnet LEMC agreed to form a joint LEMC with Sandstone.

Attachments

Nil

Background

At the last LEMC Meeting held in Sandstone in August 2017 discussion was held around the formation of a large Murchison LEMC however due to the tyranny of distance this was considered impractical and it was agreed to pursue a joint LEMC with Mount Magnet shire. Discussions were held with Mount Magnet however due to the turnover of CEO's nothing was progressed. The proposal was listed on the agenda for the Mount Magnet September 2018 LEMC meeting however due to the Sandstone CEO being on leave and a communication breakdown the acting CEO did not attend that meeting at it again lapsed.

While there are some efficiencies for the local governments the Police, DFES and other state government agencies who all provide services to both Mount Magnet and Sandstone will also benefit by having 4 less meetings to attend each year.

Comment

The proposal for a joint LEMC with Mount Magnet has been discussed since 2016 and for various reasons has not progressed. The item was again listed on the agenda of the Mount Magnet LEMC meeting held on the 11th December 2018 attended by the Sandstone CEO and it was agreed that formation of a joint LEMC between the Shires of Sandstone and Mount Magnet proceed subject to endorsement by both local government Councils.

The proposal would see 4 meetings held each year with 2 held in Sandstone and 2 in Mount Magnet with the host shires President chairing the meeting and host CEO taking the minutes.

The first scheduled meeting of the joint LEMC is to be held in Sandstone on Tuesday 12th March 2019 at 12.00pm.

Consultation

LEMC Members

Statutory Environment

Part 3, Emergency Management Act 2015

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple majority

RESOLUTION: 109/18

MOVED: Cr McQuie

SECONDED: Cr May

That Council endorse the decision of the Mount Magnet and Sandstone Local Emergency Management Committees to form one joint LEMC commencing at the next meeting to be held on the 12th March 2019 in Sandstone.

CARRIED (6/0)

10.2 FINANCIAL REPORTS

SHIRE OF SANDSTONE

10.2.1 Financial Statements for the month of November 2018

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 4 December 2018
Author: Harry Hawkins, Chief Executive Officer

Summary

The Statement of Financial Activity reports for the month ending 30 November 2018 are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

Financial Statements for November 2018

Background

Summary of Funds – Shire of Sandstone as at: 30 November 2018

Municipal Cheque Account - On-line (BWA)	\$9,929.23
Municipal Investment Account – On-line (BWA)	\$277,818.77
Trust Fund (Bankwest)	\$8,291.50
Reserve Term Deposits (Bankwest)	\$4,918,947.08

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: 106/18

MOVED: Cr May

SECONDED: Cr Lefroy

That Council accepts the financial statements for the periods ending 30 November 2018.

CARRIED (6/0)

<p>10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF NOVEMBER 2018 (Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)</p>

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 4 December 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

RESOLUTION: 107/18

MOVED: Cr May

SECONDED: Cr McQuie

That Council endorses the November 2018 accounts paid as presented:

Municipal Fund November 2018

- Municipal Printed cheque numbers 105261 - 105267 totalling \$16,294.85
- EFT Payment Numbers 6611 – 6688 totalling \$853,155.57
- Superannuation \$6,854.17 & \$6,793.68 totalling \$13,647.85

Trust Fund November 2018

- Trust cheque numbers 205080 - 205084 totalling \$2,034.75

Payroll EFT November 2018:

\$32,083.00 and \$32,231.00 totalling \$64,314.00

Credit Cards November 2018:

DD3889.1 totalling \$1,038.50

CARRIED (6/0)

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 November 2018
Previous References:	Nil
Author:	Terry Clarke Works Supervisor

Summary

1. Sandstone-Payne’s Find Road

The actual construction work on this road has been completed, and progress has been somewhat slowed down by the lack of properly pushed up gravel, which should have been available in the designated pits and pushed up in a more uniform manner to enable easy loading and a much quicker placement of the gravel to its designated location on the road-way. This exercise was marred by the way the material was pushed up, with the dozer operator ‘nose- diving’ in the pit to obtain a larger amount of material, to the detriment of leaving a clean workable floor to facilitate easier and safer loading of the line-haul trucks. I have since contacted the contractor to get an assurance that this practice be minimised in the future, to eliminate this scenario. All

that remains now to finish this project is to erect the road furniture: Guide posts and relevant signage to complete this project.

1. Sandstone- Payne's Find: Jump-Up

The preparation of this project has commenced with the clearing and establishment of a 'side-track', which will include some gravel sheeting to provide a good and safe running surface for all traffic to traverse on whilst re-construction of the 'jump-up' is in progress. It will be necessary to erect guide posts and chevron boards to guide all traffic through the area safely. The actual 'road-work' on this project will commence after the Christmas break.

2. Shire Maintenance Grader

The Shire's maintenance grading programmed has progressed well, of late, with the grading continuing up the Meekatharra- Wiluna Road to the extremity of the Shire at the Northern boundary at Youno Downs Homestead. This activity will continue on the Menzies Road, and also take in the Dandaraga Homestead Access. Although this access road is the recipient of a low frequency of traffic, the Shire has a commitment to affect a statutory maintenance grade at least once annually.

3. Contract Maintenance Grader

This grader has just completed grading on the Youanmi-Mt. Magnet Road, with good results. I have instructed the operator not to chase the activity right out to the top of the back-slope, and to just concentrate on the roadway itself, and only when 'necessary,' to go the 'full construction width'. This will lead to a more economical exercise and definitely cut down on the time taken for all maintenance grading in the future.' The same instruction has been passed onto the Shire's operator, this will in turn increase the ground coverage factor and enable them to move around the Shire much quicker than was the previous practise.

4. Alltrack Flood Damage Contractors

The funded flood damage repair work on the Cogla Downs/ Barrambie section of the Sandstone-Meekatharra Road has now been completed. This work included the re-laying of an old drainage structure, as the 'old structure' width was far too short to leave without modifications to suit the new full road width. Council supplied the two new full length Spiralock pipes and four new pre-cast headwalls that were required to carry out this work, with great success. This crew then shifted down to the Lake Barlee section to carry out the last of the funded flood damage repairs, and to-date I have not been able to inspect this section of work but will do so asap.

5. Grid Maintenance

I have received reports of grids being back-filled by the actions of the grader operators working in those reported areas. The contract grader's contract clearly states where applicable, 'that if the grader fills the grid with sand/gravel or otherwise, that the grid has to be cleaned out accordingly by the contractor'. It is planned to increase the approach and exit apron areas to combat this common occurrence, and to also give operators a fair-go too.

6. Grid Installation

It is planned to prepare the 'side-track areas' for the installation of the new grid at the South, Black Hill Boundary soon after the Christmas break.

Attachments

Nil

Background

Mainly routine

Comment

With regards to all work to be carried out on Council's grids, it must be remembered that the Shire has only limited 'human resources and this work could take some time.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Within Council's FTE restrictions.

Strategic Implications

Nil

Voting Requirements

Simple majority

RESOLUTION: 108/18

MOVED: Cr May

SECONDED: Cr Lefroy

That Council receive and accept the December Works Supervisor's Report.

CARRIED (6/0)

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

MOVED: Cr Hodshon

SECONDED: Cr McQuie

CARRIED (6/0)

14 MEETING ITEMS CLOSED TO THE PUBLIC

14.1 Meeting Closed to the Public

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 28 February 2019.

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 Meeting held on 22 November 2018, as shown, were confirmed as a true and accurate record at the Meeting held on 13 December 2018.

(Presiding Member)

Date: 13 December 2018