



MINUTES

Ordinary Council Meeting

Thursday 28 March 2019

held in the Council Chambers, Hack St Sandstone

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ORDINARY COUNCIL MEETING TO BE HELD ON 28 MARCH 2019

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MINUTES
ORDINARY COUNCIL MEETING HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 28 MARCH 2019

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 12.40pm.

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 K (Kerry) Key	

Staff Members

Mr Harry Hawkins	Chief Executive Officer
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3.2 Apologies

CR V (Vicki) McQuie

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

Resolution:13/19

MOVED: Cr May

SECONDED: Cr Lefroy

That the Minutes of the Ordinary Meeting of Council held on 28 February 2019 are confirmed as a true and accurate record of proceedings.

CARRIED (5/0)

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Nil

9.3 Deputations

Nil

9.4 Delegates/Councillor's Reports

The Shire President gave verbal reports on the Regional Road Group Murchison sub-group meeting held in Cue on the 12th March, the special meeting of the Murchison Zone of WALGA on the Local Government Act review also held in Cue

on the 15th March and the first meeting of the joint LEMC of Mount Magnet and Sandstone shires held in Sandstone on the 19th March.

Councillor Hodshon gave a verbal report on the MRVC meeting held in Mount Magnet on the 12th March.

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – March 2019

Agenda Reference: CEO 03/19 - 01
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 18/03/2019
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 March 2019

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 to include items from February 2019 meeting. Caravan Park units, pad foot roller and maintenance grader.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 14/19

MOVED: Cr Lefroy

SECONDED: Cr May

That Council accepts the Status Update for March 2019

CARRIED (5/0)

Status Update March 2019

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		
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. 17/12/2018 Letter accepting part transfer of reserve sent to Water Corporation.	
04/19	10.1.2	Caravan Park Units	05/03/2019 Resolution 04/19 has been put on hold as the total cost of the 2 units is greater than \$150,000 so tenders have to be called. 20/03/2019 Tender sent to be advertised in the West Australian Sat 22 March 2019.	
11/19	10.4.2	Sale of Pad Foot Roller	05/03/2019 Smith Broughton Advised that permission to sell subject to reserve price of \$140,000	
12/19	10.4.3	Replacement of maintenance Grader	28/02/2019 Westrac advised they were successful tenderers for replacement grader.	

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2. Compliance Audit Return

Agenda Reference: CEO 03/19 – 02
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 18 March 2019
Author: Harry Hawkins Chief Executive Officer

Summary

The Compliance Audit Return was reviewed by the Audit Committee this morning and is referred to Council for final approval and lodgement.

Attachments

Nil, return was attached to Audit Committee agenda.

Background

Every local government is required to complete a Compliance Audit Return annually for the preceding calendar year and approve and lodge it with the Department prior to the 31st March each year. The return is to be reviewed by the Audit Committee before it is approved by Council.

Comment

Each calendar year the Department of Local Government compiles a list of questions relating to specific areas of compliance to create a Compliance Audit Return, this years completed return is attached. Several questions were answered "No" these were Finance question 15 relating to the Audit Regulation 17 review which is due this year 2019, and questions 2 and 4 under Integrated Planning and Reporting where the internal review is also due this year 2019. All of these reviews are planned for later in the year.

All other areas in the return were either met or not applicable.

Consultation

Nil

Statutory Environment

Local Government Audit Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Absolute majority

Resolution: 15/19

MOVED: Cr Hodshon

SECONDED: Cr Key

That the Compliance Audit Return for 2018 as recommended by the Audit Committee is approved by Council for signing and lodgement with the Department of Local Government by the 31st March 2019.

CARRIED BY ABSOLUTE MAJORITY (5/0)

10.1.3 Appointment of Works Supervisor

Agenda Reference:	CEO 03/19 – 03
Location/Address:	Shire of Sandstone
Name of Applicant:	None
Disclosure of Interest:	None
Date of Report:	25 January 2019
Author:	Harry Hawkins Chief Executive Officer

Summary

The appointment of a new Works Supervisor is within the role of the CEO however as it is a designated senior officer position the appointment must be endorsed by Council.

Attachments

Resume of Appointee

Background

Following the resignation of former Works Supervisor the position was advertised and 4 applications were received. The 3 unsuccessful applicants had,

1. local government experience but no supervisory experience,
2. supervisory experience in the mining industry but no local government experience, and
3. some local government supervisory experience but not for the last 20 years as he was driving road trains.

Comment

As can be seen in his resume (attached) the successful appointee has 30 years experience in local government with the last 15 years being in supervisory roles at various local governments most recently at the Shire Mount Magnet. David also has the education and qualifications required to be able to undertake this position.

Having worked with him at the Shire of Victoria Plains for almost 3 years I have the utmost confidence in his ability to work harmoniously with the current crew and his ability to undertake all of the duties associated with the Works Supervisor role at the Shire of Sandstone.

David is on a higher remuneration package at the Shire of Mount Magnet therefore I have offered him a package of similar value that will fit within our current budget due to periods without a supervisor and not replacing the roller driver. The new Supervisor has requested a Toyota Prado rather than the usual Hilux dual cab as his shire vehicle.

Consultation

Shire President

Statutory Environment

Local Government Act 1995 Section 5.37(2).

Policy Implications

Nil

Financial Implications

Nil, Remuneration offered is within budget and cost of the Prado is similar to the new cost of the current Hilux dual cab.

Voting Requirements

Simple majority

Resolution: 16/19

MOVED: Cr Lefroy

SECONDED: Cr Key

That Council endorse the appointment of David Holland to the position of Works Supervisor as recommended by the CEO.

CARRIED (5/0)

Reason for variation to staff recommendation

The Staff Recommendation was changed to have the supplied vehicle remain as per policy 2.11 a dual cab Toyota Hilux.

10.1.4 Additional Budget Allocation – Visitor Centre

Agenda Reference: CEO 03/19 – 04
Location/Address: Shire of Sandstone
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 26 March 2019
Author: Harry Hawkins Chief Executive Officer

Summary

The builder working on the Visitor centre was not able to salvage the original floor boards due to the way they were installed and so is required to purchase and install a new floor.

New Jarrah floor boards or the alternative of commercial grade heavy duty vinyl planks that look like an authentic wooden floor laid on a sub floor of particle board are suggested.

Attachments

Quotes

Background

Builder Jason Lowecke in his original quote to restump the visitor centre building included in his quote that he would where possible save the original floor boards therefore he did not include any allowance for new boards. On his original quote it was stated that if he had to buy new boards that would be extra.

Comment

A second quote (attached) was received from Jason Lowecke on Tuesday 26 March for the supply and installation of new Jarrah boards for \$26,400 including GST. This quote was queried as the original quote included re-installing the original boards therefore why are we paying for the installation of the new boards. Jason explained that to lay the new boards an invisible nailing system would be used which takes a lot longer to install but a credit would be given on the re-installing of the original boards.

Due to the high cost of the jarrah boards an alternative quote was sourced for the supply and lay of a particle board sub floor and heavy duty commercial vinyl planks that look like a wooden floor. The quote for this is \$16,800 for the particle board supplied and laid plus \$7,120 for the vinyl planks also supplied and laid a total of \$23,920 including GST.

Consultation

Shire President

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The extra cost is unbudgeted and is planned to be taken from the Building Reserve.

Voting Requirements

Absolute majority

Resolution: 22/19

MOVED: Cr Hodshon

SECONDED: Cr Lefroy

That Council approve the unbudgeted spending of \$26,400 including GST for the supply and install of new Jarrah floorboards in the Visitor Centre Museum and that the purchase is funded from the Building Reserve.

CARRIED BY ABSOLUTE MAJORITY (5/0)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statements for the Month of March 2019

Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	12 March 2019
Author:	Harry Hawkins, Chief Executive Officer

Summary

The Statement of Financial Activity reports for the month ending 28 February 2019 are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

Financial Statements for February 2019

Background

Summary of Funds – Shire of Sandstone as at: 28 February 2019

Municipal Cheque Account - On-line (BWA)	\$43,735.02
Municipal Investment Account – On-line (BWA)	\$761,791.37
Trust Fund (Bankwest)	\$9,325.00
Reserve Term Deposits (Bankwest)	\$4,450,632.16

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: 17/19

MOVED: Cr Lefroy

SECONDED: Cr Key

That Council accepts the financial statements for the periods ending 28 February 2019

CARRIED (5/0)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF FEBRUARY 2019

(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:	13 March 2019
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: 18/19

MOVED: Cr Hodshon

SECONDED: Cr May

That Council endorses the February 2019 accounts paid as presented:

Municipal Fund February 2019

- Municipal Printed cheque numbers 105282 - 105290 totalling \$11,888.16
- EFT Payment Numbers 6764 – 6804 totalling \$344,133.76
- Superannuation \$6,420.25 & \$7,284.07 totalling \$13,704.32

Trust Fund February 2019

- Trust cheque numbers 205089 - 205091 totalling \$379.55

Payroll EFT February 2019:

\$30,188.00 and \$37,876.14 totalling \$68,064.14

Credit Cards February 2019:

DD3972.1 totalling \$1,424.10

CARRIED (5/0)

10.4 WORKS and SERVICES

Agenda Reference: WS 03/19 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 18 March 2019
Previous References: Nil
Author: Harry Hawkins CEO

Summary

1. Sandstone-Payne's Find Road: Phase 2 199slk to 216.8slk (17.8kms)

This project is well under way currently, with the construction crew billeting at the Paynes Find Roadhouse. This project is progressing and will continue until we run out of money as the annual budget did not allow for the full job to be completed.

2. Contract Maintenance Grader

This contract grader is continuing but consideration was given for the need for it to be stood down so the shire maintenance grader has work to do as all roads have been graded once and are in a reasonable condition. However with the recent rain the shire maintenance grader driver will be engaged on patch grading floodways and creek crossings which may mean the contractor is kept going a little longer.

Consultation

Arthur Wainwright – Leading Hand grader driver

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 19/19

Moved Cr Key

Seconded Cr Lefroy

That Council receive the Works Supervisor's Report.

CARRIED (5/0)

10.4.2 Purchase of Service Truck

LIFTED FROM THE TABLE

Agenda Reference:	WS 03/19 – 04
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	None
Date of Report:	20th February 2019
Previous References:	Nil
Author:	Harry Hawkins Chief Executive Officer

Summary

The shires dual cab service truck used for transporting staff, fuel, signs and other materials to the job site is due for sale and quotes were called using the WALGA E Quotes system which exempts the shire from having to go to tender. 2 quotes were received and Council is asked to endorse the purchase.

Attachments

Quotes from Major Motors and Hino Australia

Background

The shire s service truck which is used for transporting staff and equipment to job sites is listed on the 10 year plant replacement program as being due for replacement. The truck is also looking old and tired and appears to be almost at its use by date.

The replacement of the truck was included in the annual budget at a price of \$130,000 less a trade in of \$50,000 a net changeover of \$80,000.

Comment

The original specifications for the tray were drawn up by Danny Humphries and due to the cost they have had to be scaled back with a lot of the items such as the fuel tank, sign rack and grease pump kit will be transferred from the current vehicle to the new one. The specifications have also included a 60ltr Engel fridge fitted inside a toolbox and solar panels on the truck roof to run it at a cost of \$5,000 which although desired by staff is not necessary.

Quotations were received from Major Motors Isuzu and Hino Australia however they both quoted on slightly different specifications although the lowest quote from Hino Australia was lower and included more. Hino Australia quote was for \$141,590 and Major Motors Isuzu was \$176,860.

***Additional Information:** The air cleaner on the new Hino truck is at the back of the cab which still makes it vulnerable to dusting therefore it is recommended that a Donaldson pre cleaner (snorkel) is fitted. Cost is quoted at \$1,600. Total adjusted cost of Hino truck with pre cleaner is \$141,590 ex GST. The Isuzu truck quote from Major Motors attached to this item has the pre cleaner (snorkel) already included. The trade in offered on the current service truck is \$50,000 inc GST and is the same for both suppliers.*

Consultation

Arthur Wainwright Leading Hand Road Construction

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Budget has only allowed \$80,000 net change over so will be over budget by \$16,136 if a Hino is purchased or \$51,406 if the Isuzu is purchased.

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 20/19

Moved Cr May

Seconded Cr Lefroy

That Council approves the purchase of a Hino 500 Dual cab truck to replace the current service truck at the quoted price of \$141,590 ex GST less \$50,000 trade in of the existing Hino service truck.

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

Resolution: 21/19

Moved Cr Hodshon

Seconded Cr May

That the late item is introduced to the meeting.

CARRIED (5/0)

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 Wednesday 24 April 2019 at 8.30am.

15 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 1.58pm.

CERTIFICATION

I, _____, certify that the Minutes of the Meeting held on 28 February 2018, as shown, were confirmed as a true and accurate record at the Meeting held on 28 March 2019.

(Presiding Member)

Date: 28 March 2019