



# **MINUTES**

Ordinary Council Meeting

Wednesday 24 April 2019

Held in the Council Chambers, Hack St Sandstone

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## ORDINARY COUNCIL MEETING HELD ON 24 APRIL 2019

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**MINUTES ORDINARY COUNCIL MEETING HELD IN  
COUNCIL CHAMBERS, SANDSTONE ON WEDNESDAY, 24 APRIL 2019**

**1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS**

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 9.40am.

**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

Cr V (Vicki) McQuie

**Staff Members**

Mr Harry Hawkins                      Chief Executive Officer

**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 May declared an interest in item 10.2.2A EFT payment 6824

**7 PUBLIC QUESTION TIME**

Nil

**8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**RESOLUTION: 23/19**

**MOVED: Cr Lefroy**

**SECONDED: Cr Hodshon**

That the Minutes of the Ordinary Meeting of Council held on 28 March 2019 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**

Nil

**10 OFFICERS REPORTS**

**10.1 CHIEF EXECUTIVE OFFICER'S REPORTS**

## 10.1.1 Status Report Update – April 2019

**Agenda Reference:** CEO 04/19 - 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 April 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 March 2019 meeting. New service truck.

### Consultation

Nil

### Statutory Environment

Nil

### Policy Implications

Nil

### Financial Implications

Nil

### Strategic Implications

Nil

### Voting Requirements

Simple majority

**RESOLUTION: 24/19**

**MOVED: Cr McQuie**

**SECONDED: Cr May**

That Council accepts the Status Update for April 2019

**CARRIED (6/0)**

<b>Status Update April 2019</b>
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The Status Update is used to provide information to Elected Members regarding the Status of decisions made at Council Meetings:

<b>Meeting Date</b>	<b>Item No</b>	<b>Resolution (Action Required)</b>	<b>Response (Update)</b>	<b>Officer</b>	<b>Timeframe</b>
<b>31/17</b>	<b>10.1.7</b>	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.	<b>03/05/2017</b> Letter sent to family of George Dent advising them of Council's decision <b>19/03/2018</b> Ceramic photo of George Dent received from his family for inclusion on plaque at Heritage Park		
<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>06/11/2017</b> letter received from Water Corporation with no objection. <b>10/07/2018</b> Submission received from Telstra and application for closure sent to Dept of Lands <b>23/11/2018</b> Details of new Council resolution and other information sought sent to Dept of Lands		
<b>20/18</b>	<b>10.1.5</b>	Sale of properties for outstanding rates	<b>04/04/2018</b> Legal process to allow sale has commenced <b>05/12/2018</b> Current debt collectors are going out of business and new provider once appointed will be contacted for updated advice		
<b>76/18</b>	<b>10.1.2</b>	Transfer of management part of reserve 14178 – Caravan Park	Water Corporation advised. Awaiting the return of the CEO. <b>17/12/2018</b> Letter accepting part transfer of reserve sent to Water Corporation.		
<b>04/19</b>	<b>10.1.2</b>	Caravan Park Units	<b>05/03/2019</b> 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. <b>20/03/2019</b> Tender sent		



			to be advertised in the West Australian Sat 22 March 2019.	
11/19	10.4.2	Sale of Pad Foot Roller	<b>05/03/2019</b> Smith Broughton Advised that permission to sell subject to reserve price of \$140,000 <b>04/04/2019</b> Roller sold for \$140,000 advised there is 21 days for money to come in	
12/19	10.4.3	Replacement of maintenance Grader	<b>28/02/2019</b> Westrac advised they were successful tenderers for replacement grader. <b>01/03/2019</b> PO sent to Westrac	
20/19	10.4.2	Replacement of Service Truck	<b>02/04/2019</b> WA Hino advised they were successful tenderer <b>04/04/2019</b> PO sent to WA Hino	

### Legend

Category	Status
Not Started	
In Progress	
Completed	

### 10.1.2 Tender Caravan Park Units

**Agenda Reference:** CEO 04/19 – 02  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** None  
**Disclosure of Interest:** None  
**Date of Report:** 15 April 2019  
**Author:** Harry Hawkins Chief Executive Officer

### Summary

Council in resolution 04/19 resolved to purchase 2 units for the Alice Atkinson caravan Park however as the total cost exceeded \$150,000 we were required to call tenders. 7 tenders have been received and the evaluation results are below.

### Attachments

Tenders received

## Background

Council at its February 2019 meeting discussed a proposal to construct 2 x 2 bedroom self contained units at the Alice Atkinson Caravan Park however the price of the 2 units exceeded the \$150,000 tender threshold and tenders needed to be called. Tenders closed on the 15<sup>th</sup> April and 7 tenders were received by the submission deadline.

## Comment

The 7 tenders received by the tender deadline have been assessed against the selection criteria in the tender documents and a summary is shown below.

<b>Tenderer</b>	<b>Complies with tender requirements</b>	<b>PRICE Ex GST</b>	<b>Previous Experience</b>	<b>Brand reputation in WA</b>
McNally Commercial	Yes	\$269,638	Yes	?
Fox Transportables	Yes	\$165,476	Yes	Good
Evoke Living Homes	Yes	\$207,736	Yes	?
TR Homes	Yes	\$242,313	Yes	Good
Thermal Comfort Homes	Yes	\$216,364	Yes	?
Modular WA	Yes	\$188,252	Yes	Good
Acero Construction	Yes	\$147,157	Yes	?

All tenderers complied with the tender specifications although some included an instantaneous hot water service rather than the storage system specified. All 7 had previous experience in providing transportable buildings to country areas in Western Australia while brand reputation was difficult to assess as some I had not heard of although they may have a reputation with other people more involved in the building industry. The lowest cost option came from Acero Construction at \$147,157 while Fox Transportables had the next lowest price of \$165,476 with the highest tender being \$269,638 from McNally Commercial.

## Consultation

Nil

## Statutory Environment

Local Government Act 1995 Section 3.57 and Local Government Functions and General Regulations Division 2.

## Policy Implications

Nil

## Financial Implications

Nil, Expenses was included in 6 monthly budget review

## Voting Requirements

Simple majority

## Officer Recommendation

**MOVED:** Cr

**SECONDED:** Cr

That Council accept the tender from Fox Transportables for the construction of 2 x 2 bedroom self contained accommodation units at the Alice Atkinson Caravan Park for \$165,476.

**CARRIED/NOT CARRIED (??)**

**THIS ITEM WAS LEFT TO LAY ON THE TABLE**

## 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 April 2019  
**Author:** Harry Hawkins, Chief Executive Officer

#### Summary

The Statement of Financial Activity reports for the month ending 31 March 2019 are presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

#### Attachments

Financial Statements for March 2019

#### Background

#### Summary of Funds – Shire of Sandstone as at: 31 March 2019

Municipal Cheque Account - On-line (BWA)	\$10,638.25
Municipal Investment Account – On-line (BWA)	\$830,417.06
Trust Fund (Bankwest)	\$7467.30
Reserve Term Deposits (Bankwest)	\$4,450,632.16

SHIRE OF SANDSTONE

## 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: 25/19**

**MOVED: Cr May**

**SECONDED: Cr Lefroy**

That Council accepts the financial statements for the periods ending 31 March 2019

**CARRIED (6/0)**

### **10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF MARCH 2019**

**(Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)**

<b>Location:</b>	Shire of Sandstone
<b>Applicant:</b>	Shire of Sandstone
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	13 April 2019
<b>Author:</b>	Rhonda Miles – Finance Officer
<b>Senior Officer:</b>	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: 26/19**

**MOVED: Cr Key**

**SECONDED: Cr Hodshon**

That Council endorses the March 2019 accounts paid as presented:

### Municipal Fund March 2019

- Municipal Printed cheque numbers 105291 - 105296 totalling \$19,248.90
- EFT Payment Numbers 6805 – 6868 totalling \$313,535.47
- Superannuation \$6,354.79 & \$6,520.35 totalling \$12,875.14

### Trust Fund March 2019

- Trust cheque numbers 205092 - 205097 totalling \$3,009.10

### Payroll EFT March 2019:

\$27,438.59 and \$28,226.00 totalling \$55,664.59

### Credit Cards March 2019:

DD4014.1 totalling \$473.28

**CARRIED (6/0)**

## 10.4 WORKS and SERVICES

### 10.4.1 WORKS SUPERVISOR'S REPORT April 2019

**Agenda Reference:** WS 04/19 – 01  
**Location/Address:** Shire of Sandstone  
**Name of Applicant:** Shire of Sandstone  
**Disclosure of Interest:** None  
**Date of Report:** 16 April 2019  
**Previous References:** Nil  
**Author:** Harry Hawkins CEO

## Summary

### 1. Paynes Find Sandstone Road: Phase 2 199slk to 216.8slk (17.8kms)

This project is being paused as the budgeted funding has been reached and also we have to commence the Regional Road Group project to ensure that it is completed by the 30 June 2019 so we are able to claim the grant funds. The phase 2 project on the Paynes Find Road that is being paused is approximately half done with about 8kms completed.

### 2. Regional Road Group Project

The Regional Road Group project that is being commenced after Easter will also be on the Paynes Find Sandstone Road carrying on from where last years project ended. Last years project was not completed fully and Main Roads have advised that we can claim the balance of the funding for that project if we complete it before moving onto this years project. The work will commence at slk 91.62 and will continue for 2kms to 93.62 then jump a section upgraded under flood damage and recommence at slk 101.7 for a further 3kms.

### 3. Contract Maintenance Grader

This contract grader is continuing but consideration needs to be given to 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 and the shire maintenance grader driver on leave the contractor may be engaged on patch grading floodways and creek crossings which have been damaged.

## 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: 27/19

**Moved: Cr May**

**Seconded: Cr McQuie**

That Council receive the 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**

Nil

**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 23 May 2019.

**15 CLOSURE OF MEETING**

There being no further business, the Shire President closed the meeting at 10.25am.

**CERTIFICATION**

I, \_\_\_\_\_, certify that the Minutes of the Meeting held on 28 March 2019, as shown, were confirmed as a true and accurate record at the Meeting held on 24 April 2019.

\_\_\_\_\_  
**(Presiding Member)**

Date: 24 April 2019