



MINUTES

Ordinary Council Meeting

Thursday 24 September 2020

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON
THURSDAY 24 SEPTEMBER 2020
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STAFF REPORTS
ORDINARY COUNCIL MEETING HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 24 SEPTEMBER 2020

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declare 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 (Beth) 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
Mr Norbert Marwick	Works Supervisor

Visitors

Vince Catania MP	Member for Northwest Central
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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

Vince Catania MLA Member for Northwest Central addressed the meeting on issues facing regional Western Australia at this time and took questions from Council members.

Vince Catania left the meeting at 1.30pm

6 DECLARATIONS OF INTEREST

6.1 Declarations of Financial Interest

None

6.2 Declarations of Proximity Interest

None

6.3 Declarations of Indirect Financial Interest

None

6.4 Declarations of Impartiality Interest

None

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS

8.1 The ordinary meeting held on the 27 August 2020

Resolution 75/20

MOVED: Cr Lefroy

SECONDED: Cr McQuie

That the Minutes of the Ordinary Meeting of Council held on 27 August 2020 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

Cr Key gave a verbal report on a MRVC telephone hook up to award tenders for 2 fencing projects.

Cr Walton gave a verbal report on the joint LEMC meeting held in Sandstone on the 15th September

Cr Walton gave a verbal report on the launch of the Murchison Geo Tourism region in Mount Magnet on the 18th September

Cr Walton gave a verbal report on the Mid West Regional Road Group, Murchison sub-group meeting held in Meekatharra on the 23rd September

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – September 2020

Agenda Reference:	CEO 09/20 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	17/8/2020
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 September 2020

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 additional work on excision of part of Reserve 14178, an update on the fence at bowling green 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 76/20

MOVED: Cr Key

SECONDED: Cr Lefroy

That Council accepts the Status Update for September 2020

CARRIED (6/0)

Status Update September 2020

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 13/06/2019 More information sought by DOL sent as requested		

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. 03/05/2019 installation date of early 2020 confirmed for Sandstone plant. 08/06/2020 Documentation sent to DPLH to enable transfer of part of Reserve 14178 to Water Corp 17/08/2020 Amended Stat Dec sent to DPLH to enable completion of transfer	
17/20	10.1.2	Sale of Police House	27/03/2020 Sale to be handled by Professionals Geraldton. Put on hold until after Corona Virus restrictions are lifted to limit visitors to town. 04/06/2020 Sale authority signed with Professionals Geraldton	

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2 Post Office Thank You Payment

Agenda Reference: CEO 09/20 – 02
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 8 September 2020
Author: Harry Hawkins Chief Executive Officer

Summary

In July 2020 briefing session a report was made on the advice received from Australia Post about a thank you payment of \$500 and the expectation that this payment is given to staff. The payment has been received however it was not a separate payment but included in the shires normal monthly post office payment.

Attachments

Australia Post Correspondence

Background

Australia Post in recognition of the additional workload faced by staff during the start of the COVID-19 pandemic when people were doing a lot more shopping online announced that they would give them a special thank you payment. Community Postal Agencies such as the shire of Sandstone will receive a payment of \$500. The payment was received in early September 2020.

Comment

Australia Post is proud of the fact that they have not closed for a single day during the pandemic and that this has only been possible due their hard working staff and because of this a thank you payment is being made.

It is expected that the thank you payment will be paid to staff therefore the 2 ladies working in the shire administration office who run the Post Office agency in Sandstone should receive the payment at \$250 each.

Consultation

Full Council at July briefing session.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil – Payment is in addition to normal Post Office income.

Voting Requirements

Simple majority

Resolution 77/20

MOVED: Cr Key

SECONDED: Cr McQuie

That Council agree to pay the one of \$500 thank you payment received from Australia Post to the two front office employees who operate the Community Postal Agency at \$250 each in accordance with the suggestion from Australia Post that this payment is distributed to staff.

CARRIED (6/0)

10.1.3	Fitness for Work Policy
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Agenda Reference: CEO 09/20 - 03
Location/Address: Shire of Sandstone
Name of Applicant: Chief Executive Officer
Disclosure of Interest: Nil

Date of Report: 15 September 2020
Author: Harry Hawkins Chief Executive Officer

Summary

A new updated fitness for work policy has been developed in conjunction with industrial relations consultant Mike FitzGerald and is presented to Council for adoption and inclusion in their policy manual.

Attachments

Copy of updated Fitness for Work policy.

Background

Council several years ago purchased drug and alcohol testing equipment to be able to randomly test staff to keep everybody safe by ensuring that staff were free of drugs and alcohol when reporting to work and operating shire owned plant and vehicles.

Shire officers that were trained in using the testing equipment had moved on and laws relating to testing have changed so the policy needed to be updated and current staff trained in using the equipment to enable testing to recommence as a part of reintroduced OSH protocols.

Comment

During August 2020 both the Works Supervisor and office Administration Officer were sent to Perth to undertake training in the use of equipment and to learn the legalities of testing staff. After attending the course it was ascertained that the current Fitness for Work Policy did not adequately deal with the testing of staff for drugs and alcohol and therefore no testing has been undertaken. Industrial relations consultant Mike FitzGerald was engaged to provide a new policy that would allow the testing to commence once it has been adopted by Council. The new policy and the consequences of a positive test are based around education rather than taking a big stick to employees who fail a test.

Statutory Environment

Occupation Safety and Health Act 1984
Poisons Act 1964

Policy Implications

This new policy replaces existing policy 2.22

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Resolution 78/20

MOVED: Cr Lefroy

SECONDED: Cr Key

That Council adopt the new Fitness for Work Policy attached and replace the existing Fitness for Work Policy 2.22 in the shire policy manual with this new policy as amended and adopted.

10.1.4	Recruitment of Replacement CEO
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Agenda Reference: CEO 09/20 – 04
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 15 September 2020
Author: Harry Hawkins Chief Executive Officer

Summary

With the retirement of the incumbent CEO Council is required to recruit a replacement and a proposal has been received from the shires IR/HR consultant FitzGerald Strategies and Council is asked to accept the proposal and commence the process of recruiting a new CEO.

Attachments

CEO recruitment proposal from FitzGerald Strategies.

Background

Mike FitzGerald of FitzGerald Strategies is paid a retainer by the Shire of Sandstone to provide IR/HR services however this retainer only covers basic award advice and minor issues any recruitment or major issues are charged separately and therefore the quote for CEO recruitment is attached.

Comment

FitzGerald Strategies is the shires contracted IR/HR consultant and has been for many years and has acted in the CEO position at times therefore knows the requirements of the position, most of the Council members and is the logical choice to undertake the recruitment process as they have undertaken previous CEO recruitments.

Consultation

Shire President

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The cost of approximately \$6,000 is unbudgeted expenditure but would be allocated from the expected surplus at the 6 monthly budget review.

Voting Requirements

Simple majority

Resolution 79/20

MOVED: Cr McQuie

SECONDED: Cr Lefroy

That Council approve the appointment of FitzGerald Strategies to undertake the recruitment of a replacement CEO at a fee of \$6,000 plus GST to be paid for from budget savings identified in the 6 monthly budget review.

CARRIED (6/0)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statement for the month of July 2020

Agenda Reference: F 09/20 – 01
Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 16 September 2020
Author: Harry Hawkins Chief Executive Officer

Summary

The Statement of Financial Activity report for the month ending 31 July is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

Financial Statement for July 2020

Background

Summary of Funds – Shire of Sandstone as at: 31 August 2020

Municipal Cheque Account - On-line (BWA)	\$59,355.91
Municipal Investment Account – On-line (BWA)	\$951,933.02
Trust Fund (Bankwest)	\$7,200
Reserve Term Deposits (Bankwest)	\$3,943,318.10
Muni Term Deposits x 2	\$1,404,986.14

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. Due to changes in staffing at IT Vision who prepare accounts for the shire July reports were not completed in time to be included in the agenda.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Resolution 80/20

MOVED: Cr Lefroy

SECONDED: Cr May

That Council accepts the financial statements for the period ending 31 July 2020

CARRIED (6/0)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF AUGUST 2020

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

Agenda Reference:	F 09/20 – 02
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	16 September 2020
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 81/20

MOVED: Cr Key

SECONDED: Cr May

That Council endorses the August 2020 accounts paid as presented:

Municipal Fund August 2020

- Municipal cheque numbers 105427 – 105433 totalling \$1,926.37
- EFT payment numbers 7710 – 7791 totalling \$512,383.44
- Superannuation \$9,290.54 & \$8,943.59 totalling \$18,234.13

Trust Account August 2020

- Trust cheque number 205125 totalling \$56.65

Payroll EFT August 2020:

\$36,915.00 & \$35,253.00 totalling \$72,168

Credit Cards August 2020

DD 4624.1 totalling \$4,705.78

CARRIED (6/0)

10.4 WORKS and SERVICES

10.4.1 WORKS SUPERVISOR'S REPORT September 2020

Agenda Reference: WS 09/20 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: None
Date of Report: 17 September 2020
Previous References: Nil
Author: Norbert Marwick, Works Supervisor

Summary

1. Crew Movements

The crew have completed their traffic control course and have erected some of the town signage, the other town signs will be completed later when staff are available to do so. They have started work Menzies-Sandstone Rd but are working with 2 staff short. George has returned to the construction crew, 4 days per week to drive the water truck.

2. Maintenance Grader

The Shire grader is currently heading North on the Sandstone – Wiluna Rd.

3. Contract Maintenance Grader

The contract grader is back on board after being stopped for some time and is still on Paynes Find Rd.

4. Employees

George Christie is now allowed to work 38 hours per week this will be 9 hours x 4 days and 2hrs on Friday, this will let George drive the water truck 4 days per week. All outside staff that work on or near roads have done a traffic control and signage course.

5. Plant

Quotes were called for 1x tri axle 30,000L water tanker and 1x tri axle side tipping 'A' trailer.

6 Quotes were received for the water tanker. Highest quote \$117,250 and lowest quote was \$99,500 (cheap China import).

Howard Porter , the third cheapest at \$109,800 have been given the contract to build the tanker, as they were the only ones to supply a 304 stainless tank and this should increase the life of the water cart, delivery will be 1st of October.

No company wanted to trade in the old tanker (PC009B), so on delivery of the new tanker the old tanker will be put up for action.

Three quotes were received for the side tipping 'A' trailer - highest quote \$106,770 and the lowest quote was \$97,390.

Haulmore the second cheapest at \$106,000 have been given the contract to build the side tipping 'A' trailer. Haulmore is the only company willing to trade in or sell on the Shires behalf the old 'A' trailer (PC017). They are also hiring to the Shire a side tipping 'A' trailer at a 50% discount until the new trailer is ready (6 weeks proximately)

Consultation

All staff

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution 82/20

Moved Cr Key

Seconded Cr Lefroy

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

CONFIDENTIAL ITEMS

14.2 Public Reading of Resolution

TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 22 October 2020.

15 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 3.15pm.

CERTIFICATION

I, _____, certify that the Minutes of the Meetings held on 27 August 2020, as shown, were confirmed as a true and accurate record at the Meeting held on 24 September 2020.

(Presiding Member)