



MINUTES

Ordinary Council Meeting

Thursday 26 November 2020

Held in the Council Chambers, Hack St Sandstone

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**ORDINARY COUNCIL MEETING HELD ON
THURSDAY 26 NOVEMBER 2020
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**ORDINARY COUNCIL MEETING HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 26 NOVEMBER 2020**

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 12.30pm.

**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 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

3.2 Apologies

Cr C (Carol) Hodshon Deputy Shire President

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 MEETINGS

- 8.1 The ordinary meeting held on the 22 October 2020**

Resolution: 92/20

MOVED: Cr Lefroy

SECONDED: Cr McQuie

That the Minutes of the Ordinary Meeting of Council held on 22 October 2020 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**
Nil

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – November 2020

Agenda Reference:	CEO 11/20 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	12/11/2020
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 November 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 the decision regarding industrial land on the airport reserve and the reduced price for sale of the police house.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 93/20

MOVED: Cr Lefroy

SECONDED: Cr Key

That Council accepts the Status Update for November 2020

CARRIED (5/0)

Status Update October 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 07/10/2020 Article in Midwest Times re lack of recognition of George Dent.		
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	<p>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</p> <p>12/10/2020 listing extension with the Professionals signed</p> <p>26/10/2020 Professionals Geraldton advised that Council will accept lower price (\$50,000)</p> <p>27/10/2020 Professionals suggest a price drop to \$55,000 on advertising 28/10/2020 Professionals advised to drop price to \$55,000 as suggested</p>	
86/20	10.1.2	Request a change to Management Order on Aerodrome Reserve 10898 to allow industrial land to be developed and leased	<p>23/10/2020 Robert Fenn Development WA advised of Council's decision and asked to send draft letter to DPLH</p> <p>26/10/2020 Letter sent to DPLH by Development WA 05/11/2020 Email rec'd from DPLH advising that land is generally excised from reserve and leased from the state govt. 06/11/2020 email from Development WA to DPLH arguing for land to remain in reserve and be leased from shire. 11/11/2020 DPLH advised that the shire will be able to lease the airport land but only for a maximum 5 year term.</p>	

Legend

Category	Status
Not Started	
In Progress	
Completed	

10.1.2 Updated Purchasing Policy

Agenda Reference: CEO 11/20 – 02
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 2 November 2020
Author: Harry Hawkins Chief Executive Officer

Summary

During the COVID 19 Pandemic the tender threshold was raised from \$150,000 to \$250,000 and subsequently the increase was made permanent. At the May 2020 Council meeting the delegations register was reviewed and updated to reflect the increased tender threshold however the Purchasing Policy was not updated. Council is now asked to adopt an updated policy to reflect the amended tender threshold.

Attachments

Updated Purchasing Policy

Background

Earlier this year during the response to the COVID 19 pandemic using emergency powers the Minister for Local Government among other things raised the local government tender threshold from \$150,000 to \$250,000. This increase brought the local government tender threshold into line with the state government threshold and after lobbying from some larger local governments this temporary change was made permanent.

At the May ordinary Council Meeting resolution 39/20 was passed reviewing the delegations register and those delegations affected by the change were adjusted during that review however the effect on the Purchasing Policy was overlooked and the threshold in it was not changed to bring it into line with Local Government (Functions and General) Regulations 1996 11A and 11.

Comment

In early 2020 the tender threshold for local governments was increased to \$250,000 to bring it into line with the threshold used by state government departments in their procurement processes. At the time the effect of these changes on the Purchasing Policy were overlooked and the policy adopted in November 2019 still shows the tender threshold as it was at that time which was \$150,000.

To bring the purchasing policy into line with current regulations Council is being asked to adopt an updated policy that reflects the higher tender threshold. All other provisions in the policy remain unchanged except under the Authority to Order the purchasing level of \$10,000 for Building Maintenance Supplies attributed to the Works Supervisor is removed as it is inconsistent with other parts of the policy which give the Works Supervisor unlimited authority to order in line with other policies, delegations and legislation within budget limits.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 3.57

Local Government (Functions and General) Regulations 1996 11A and 11.

Policy Implications

Finance Policy 4.6 Purchasing – Quotes and Tenders is amended by this recommendation.

Financial Implications

Nil

Voting Requirements

Simple majority

Resolution: 94/20

MOVED: Cr May

SECONDED: Cr Key

That Council adopt the amended Finance Policy 4.6 Purchasing - Quotes and Tenders that reflects the increased tender threshold of \$250,000 in the Local Government (Functions and General) regulations 1996 11A and 11.

CARRIED (5/0)

10.1.3 Council Meeting Dates for 2021

Agenda Reference:	CEO 11/20 - 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	None
Date of Report:	10 November 2020
Previous References:	Nil
Author:	Harry Hawkins CEO

Summary

Council is required to adopt and advertise its Council Meeting dates for the next 12 months.

Attachments

Nil

Background

The CEO is seeking Council's endorsement of a schedule of meeting dates for the 2021 year based on the meetings being held on the 4th Thursday of each month except January when no meeting is held and December when the 4th Thursday is too close to Christmas day and the meeting is proposed to be held on the 3rd Thursday.

Comment

The Local Government Administration Regulations 1996 require Council to adopt the meeting dates for the forth coming year and advertise those dates to the community and other interested parties.

Council traditionally meets on the 4th Thursday of the month and following this tradition the following meeting dates are proposed for 2021.

January 2021	No Meeting
February 2021	Thursday 25 th
March 2021	Thursday 25 th
April 2021	Thursday 22 nd
May 2021	Thursday 27 th
June 2021	Thursday 24 th

SHIRE OF SANDSTONE

July 2021	Thursday 22 nd
August 2021	Thursday 26 th
September 2021	Thursday 23 rd
October 2021	Thursday 28 th
November 2021	Thursday 25 th
December 2021	Thursday 16 th

It is to be noted that the December 2021 Council Meeting is proposed for the 3rd Thursday of December (16th) as the 4th Thursday is 23rd December and usually a Christmas New Year shutdown that allows staff 2 days travel time before Christmas day would be in place by that date.

Consultation

Nil

Statutory Environment

Local Government Act 1995 section 5.25(1)(g)

Local Government (Administration) Regulations 1996 Reg 12(1)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 95/20

MOVED: Cr Lefroy

SECONDED: Cr May

That Council adopt the following meeting dates for 2021 and advertise them in accordance with the requirements of the Local Government (Administration) Regulations 1996:

January 2021	No Meeting
February 2021	Thursday 25 th
March 2021	Thursday 25 th
April 2021	Thursday 22 nd
May 2021	Thursday 27 th
June 2021	Thursday 24 th
July 2021	Thursday 22 nd
August 2021	Thursday 26 th
September 2021	Thursday 23 rd
October 2021	Thursday 28 th
November 2021	Thursday 25 th

December 2021 Thursday 16th

all meetings to be held in the Council Chambers Hack Street, Sandstone commencing at 12.30pm.

CARRIED (5/0)

10.1.4	Fast Flow Diesel Fuel Pump and additional Storage tank
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Agenda Reference: CEO 11/20 – 04
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 19 November 2020
Author: Harry Hawkins Chief Executive Officer

Summary

Council at the August ordinary meeting of Council resolved in resolution 71/20 to install a fast flow diesel pump and to investigate the cost of installing additional diesel storage as the current tank only holds 16,000ltrs

Attachments

Tank specifications

Quote to supply and fit additional diesel tank

Background

At the August meeting Council discussed the installation of a fast flow diesel tank to reduce the time it takes local contractors and drillers etc to fill their tanks with the current diesel bowser. The meeting also as a result of the amount of fuel drawn by drillers which almost drained the town diesel tank discussed the addition of extra diesel storage to cater for the higher volume of fuel sold. The previous quote for a high flow pump with no additional storage was \$22,000 and a guesstimate for additional storage and the fast flow pump was approx. \$90-100,000. The CEO was asked to get a firm quote for the extra storage tank and fast flow pump.

Comment

Fuel Fix and Tanks2Go who currently undertake servicing and repairs of the shire fuel station have been asked to provide a quote and have done so at \$110,450 ex GST. This quote is to supply a 31,000ltr container style self bunded tank with fast flow pump attached 10mtrs behind the current fuel tank wired in to the new OPT system. This will require operators wanting to access fast flow diesel having to drive around the back of the houses on Payne Street to get to the pump and then to walk down to the OPT at the current fuel station to pay and then walk back to the additional tank to pump their fuel and then back again to get a receipt.

The shire would be responsible for creating a road (driveway) around the back of the houses on Payne Street to provide access to the pump and additional fencing to fully enclose the current and new tanks.

When asked about the supply of premium unleaded fuel the response was the same as last time that rather than supply both premium and 91 RON unleaded due to the low volume we sell the best option is that the current bowser and tank are converted to 95 RON premium. The cost of the upgrade \$110,450 would be unbudgeted expenditure and as the unaudited annual financial statements show a carry forward surplus that is \$170,173 less than that budgeted it would be unlikely that Council could fund it this year without funding from some other source such as a loan. With interest rates currently at historically low levels this should be considered.

Consultation

Rod Stone of Fuel Fix

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Upgrade would be unbudgeted expenditure and if required this year would require external funding.

Voting Requirements

Simple majority

Resolution: 96/20

MOVED: Cr McQuie

SECONDED: Cr May

That Council do not proceed with the purchase of an additional diesel storage tank and fast flow pump in the 2020-2021 financial year and give the proposed upgrade of the fuel station further consideration when compiling the 2021 budget.

CARRIED (5/0)

10.2 FINANCIAL REPORTS

10.2.1 Financial Statement for the months of October 2020

Agenda Reference: F 11/20 – 01
Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 15 November 2020
Author: Harry Hawkins Chief Executive Officer

Summary

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

Attachments

Financial Statement for October 2020

Background

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

Municipal Cheque Account - On-line (BWA)	\$30,485.65
Municipal Investment Account – On-line (BWA)	\$560,005.44
Trust Fund (Bankwest)	\$6,600
Reserve Term Deposits (Bankwest)	\$ 3,947,485.91
Muni Term Deposits x 2	\$ 1,405,739.46

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: 97/20

MOVED: Cr Lefroy

SECONDED: Cr McQuie

That Council accepts the financial statement for the period ending 31 October 2020.

CARRIED (5/0)

<p>10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF OCTOBER 2020 (Includes Credit Cards, the Caravan Park, Fuel Sales and Rates report)</p>
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Agenda Reference: F 11/20 – 02
Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 15 November 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: 98/20

MOVED: Cr May

SECONDED: Cr Key

That Council endorses the October 2020 accounts paid as presented:

Municipal Fund October 2020

- Municipal cheque numbers 105439 – 105443 totalling \$1,815.65
- EFT payment numbers 7859 – 7904 totalling \$695,029.08
- Superannuation \$8,036.52; \$8,041.68 & \$8,261.10 totalling \$16,302.78

Payroll EFT October 2020:

\$34,268 & \$36,879 totalling \$71,147.00

10.4 WORKS and SERVICES

10.4.1 WORKS SUPERVISOR'S REPORT NOVEMBER 2020

Agenda Reference:	WS 11/20 – 01
Location/Address:	Shire of Sandstone
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	None
Date of Report:	16 November 2020
Previous References:	Nil
Author:	Norbert Marwick, Works Supervisor

Summary

1. Crew Movements

The works crew have started work on the RRG program (SLK 216.5-224.98) on the Paynes Find Road and they will be there until they break for Christmas.

2. Maintenance Grader

The Shire grader is on the Menzies Rd, this road has had an increase in mining traffic in last few months. Wiluna, Meekatharra and Yeelirrie Roads are all in good condition.

3. Contract Maintenance Grader

The grader operator is now working a new shift of 10 days on 4 days off. The grader is at approximately Slk200. Mt Magnet and Lake Barlee Roads are in good condition.

4. Employees

George Christie has recommenced his duties with the Shire after receiving a clearance from the doctor.

5. Plant

The 2nd bore (South bore) at the caravan park has been equipped with 3ph bore pump and has been commissioned.

Quotes were called for a triaxle drop deck widening semitrailer. 3 quotes were received the highest was \$167,200 and the lowest was \$130,900. Haulmore the second cheapest (\$131,800) was given the contract to supply as they had one in stock. This drop deck was delivered on the 11/11/2020.

The side tipping "A" trailer will not be delivered before Christmas as there is a shortage of trailer parts in W.A.

The Howard Porter water tanker is due to be delivered on the 17/11/2020 subject to availability of transport.

6. Flood Damage

All flood damage works have been completed.

Consultation

All staff

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Resolution: 99/20

Moved Cr Key

Seconded Cr Lefroy

That Council receive the Works Supervisor's Report for November 2020.

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
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Resolution: 100/20

Moved Cr Lefroy

Seconded Cr May

That Council receive New Business of an urgent nature.

CARRIED (5/0)

14 MEETING ITEMS CLOSED TO THE PUBLIC

14.1 Meeting Closed to the Public

Resolution: 101

Moved Cr Key

Seconded Cr McQuie

That the meeting is closed to the public.

CARRIED (5/0)

CONFIDENTIAL ITEMS

14.2 Public Reading of Resolution

Resolution: 102

MOVED: Cr Key

SECONDED: Cr May

1. That the meeting go behind closed doors to consider a confidential staff matter.
2. That the Council believes that Mr. Charles Brown is a suitably qualified person to be appointed to the position of CEO for the Shire of Sandstone.
3. That the Council hereby authorises the Shire President and Mike FitzGerald of FitzGerald Strategies to negotiate and conclude a 5 year contract of employment with Mr. Brown within the scope of the advertised remuneration package.
4. That Eddie Piper is employed as acting CEO from Monday 4th January until Mr Brown's commencement in the role.
5. That the meeting come from behind closed doors.

CARRIED by ABSOLUTE MAJORITY (5/0)

14.3 MEETING REOPENED TO THE PUBLIC

Resolution: 103

Moved Cr May

Seconded Cr McQuie

That the meeting is reopened to the Public.

CARRIED (5/0)

TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 17 December 2020 at 3.00pm.

15 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 2.00pm.

CERTIFICATION

I, _____, certify that the Minutes of the Meetings held on 22 October 2020, as shown, were confirmed as a true and accurate record at the Meeting held on 26 November 2020.

(Presiding Member)