



AGENDA

Ordinary Council Meeting

Thursday 21st March 2024

Commencing at 1.00PM

To be held in the Council Chambers, Hack St Sandstone

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SHIRE OF SANDSTONE
S E R V E T H E P E O P L E

ORDINARY COUNCIL MEETING NOTICE PAPER

Thursday 21st March 2024 – 1:00pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday 21st March 2024, in the Council Chambers, Hack Street, Sandstone, commencing at 1.00 pm.

Councillors please note:

A Briefing Session will be held prior to the Council Meeting.

Peter Money

Chief Executive Officer

21st March 2024

PUBLIC QUESTION TIME

A 15-minute public question time is available to allow members of the public the opportunity of submitting questions to Council on matters concerning them. Questions should be submitted in writing prior to the meeting. The questions will be addressed by the President or their nominated person. Where an answer cannot be given at the meeting, a reply will be given in writing subsequent to the meeting.

Discussion will not be allowed.



SHIRE OF SANDSTONE
S E R V E T H E P E O P L E

SHIRE OF SANDSTONE

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Sandstone Shire Council for any act, omission, statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Sandstone Shire Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, statement, intimation or otherwise occurring during Council/Committee Meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

*In particular but without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence or permit, any statement or limitation of approval made by an Elected Member or by a Staff Member of Sandstone Shire Council during the course of any Meeting is not intended to be and is not to be taken as notice of approval from the Sandstone Shire Council. The Sandstone Shire Council warns that anyone who has an application lodged with the Sandstone Shire Council must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application including any conditions attaching to the decision made by the Sandstone Shire Council in respect of the application.*

Peter Money

Chief Executive Officer

21st March 2024

Hack Street, SANDSTONE WA 6639

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**ORDINARY COUNCIL MEETING TO BE HELD ON
THURSDAY 21st March 2024
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AGENDA and STAFF REPORTS

ORDINARY COUNCIL MEETING TO BE HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY 21st March 2024

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

Cr Elect Mark Kevill to be sworn in and sign the declaration.

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 1.00pm.

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS

Without discussion unless otherwise determined.

3 ATTENDANCES

3.1 Present

Elected Members

Cr B (Bethel) Walton	Shire President (and Presiding member of this Meeting)
Cr C (Carol) Hodshon	
Cr D (David) Lefroy	
Cr J (James) Allison	
Cr M (Mark) Kevill	

Staff Members

Mr Peter Money	Chief Executive Officer
Ms Tracey Weiss	Acting Deputy Chief Executive Officer
Mr Patrick O'Brien	Works Manager

Visitors

Nil

3.2 Apologies

Cr V (Vicki) McQuie

3.3 Approved Leave of Absence

Nil

4 RESPONSES 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

Nil

6.2 Declarations of Proximity Interest

Nil

6.3 Declarations of Indirect Financial Interest

Nil

6.4 Declarations of Impartiality Interest

Nil

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATIONS OF MINUTES FROM PREVIOUS MEETINGS

8.1 Ordinary Meeting of Council held on the 22nd February 2024 /24

Officer Recommendation

Resolution No.

MOVED: Cr.

SECONDED: Cr.

That the Minutes of the Ordinary Meeting of Council held on 14th December 2023 be confirmed as a true and accurate records of proceedings.

NOT /CARRIED (0/0)

FOR:

AGAINST:

9 PRESENTATIONS

9.1 Petitions

Nil

9.2 Presentations

Nil

9.3 Deputations

Nil

9.4 Delegates/Councillor's Reports

10 OFFICERS REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 Status Report Update – February 2024

/24

Agenda Reference:	CEO 03/24 - 01
Name of Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	14 March 2024
Previous References:	Various
Author:	Peter Money, Chief Executive Officer

Summary

The purpose of this report is to advise Council on the status of its decisions from previous Council meetings.

Attachments

Nil

Background

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

Comment

Document has been updated to include Progress made on Council decisions.

Status Update

Resolution No 31/17

Item No 10.1.7

Action That the plaque recognizing George Dent at Hacks Mine is reinstated and his family is offered the opportunity for a plaque to be placed in the new heritage park.

Responses/ Updates

03/05/2017 Letter sent to the family of George Dent advising Council decision.

19/03/2018 Ceramic photo of George Dent received from family for inclusion on plaque at Heritage Park.

07/10/2020 Article in Midwest Times re lack of recognition of George Dent

Busy Bee to be arranged.

Wall in Memorial Park Constructed. Information to be displayed on Wall to be determined.

Need to Determine the Setout of Plaques to be attached to the Wall in Memorial Park. Policy to be created so all plaques are the same.

Currently looking at what other Councils may have.

10/01/2024 The family has been contacted and been asked to forward a proposed script for the plaques to be placed at Memorial Park and outside of Hacks Mine. The family has also been advised that the Council does not support the change in the name of Hack Street in Sandstone townsite and no further comment will be made on that matter.

31/01/2024 No further correspondence since this date.

Resolution No 91/21

Item No 10.1.5

Action Reserves Change of Purpose

That Council

1. advise the Department of Planning, Lands and Heritage, that they have no objection to the proposed change of purpose.
2. request that all "Commons" within the Shire, except for the Sandstone Town Common, be relinquished and amalgamated into the adjoining pastoral stations.

Reserve Number	Original Gaz	Original 1	Reserve Class	Reserve Area
9959	3448	24/11/1905	C	15535.8820000000
10022	133	26/01/1906	C	6581.5152000000
14645	4504	4/12/1914	C	1926.3037000000
17984	662	13/04/1922	C	1957.6643000000
17011	1174	16/08/1918	C	5034.3713000000

Responses/ Updates

- 29/11/2021** Letter to Department of Planning, Lands and Heritage advising Council resolution as above.
- 31/03/2023** Sought comments again regarding item two
- 15/07/2023** Followed up this email.
- 15/07/2023** Made enquiries regarding excising part of Reserve 11714 for Industrial/commercial purposes, or having the reserve amended to include PTL.
- 26/07/2023** Discussion with Contract Town Planner regarding Reserve 11714.
- 02/02/2024** There is no further update on this matter.
- 27/02/2024** I contacted Planning Consultant Marc Halsall to ask if he knew at what stage this matter was at. He doesn't know about this matter; it must have been sent direct to the DLPH. However, he advised the Council should reconsider the proposed disposal of this land as he said it is the only land the Council owns around these former townsites. If development should ever happen in the future the Council has no land with which to negotiate with any mining or other developments that might arise. He advised against disposing of these parcels.

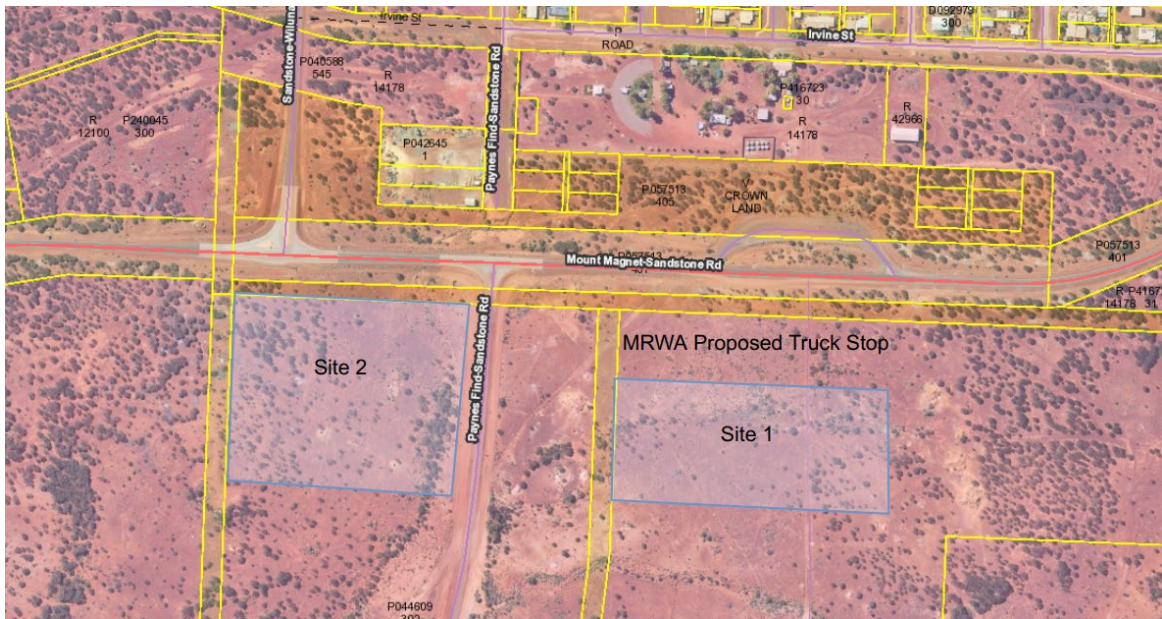
Resolution No 55/22
Item No 10.1.5
Action Excision of Part of Reserve no 11714

Resolve to support in principle the excision of a portion of reserve 11714 referenced as site 2 on the relevant plans submitted to Council subject to the proponents being advised that:

- A. Formal support for excision of the reserve will not be provided by Council until such time as a planning application has been considered as appropriate having regard for relevant issues associated with a formal proposal with detailed plans having regard for the comments of the community and relevant government agencies.**
- B. The proponent is advised to undertake further investigations with respect to issues such as Main Roads comments, Department of Mines and Petroleum, Mining Tenement Holder, the fact that the site contains some disused mine shafts (geotechnical matters) and consultation with other agencies prior to preparation and lodgement of an application for development approval.**
- C. In applying for development approval, the proponent will need to seek the authority from the appropriate government agency charged with the management of the Crown land in question to sign the application form.**

And;

- A. Instruct the CEO to write to the proponent advising of the above and also the relevant government agency responsible for the Crown land.**



The applicant has advised that they have receive an objection to the proposed site 2 and have gone back to site 1.

MRD recently advised that they have resubmitted funding proposal for the truck stop but have no objections to site 1 providing there is a 100-meter setback from the road.

Horizon Power advised that council support application for portion of Airport reserve, under the same terms and conditions as previous application.

29/05/2023 Advised of Council’s OCM Resolution May 2023

12/03/2024 Horizon Power are now pursuing land adjacent to the Meekatharra Road. This matter is closed.

Resolution No. 02/24-03

Item No. 10.1.3

Action Submit Compliance Audit Return to the DLGC

Completed

Resolution 04/24004

Item No. 10.1.4

Acceptance and advertising of the Annual Report

Completed.

Resolution No. CEO02/24/05

Item No. 10.1.5

Adoption of the Mid Year Budget Review, provide a copy to the DLGSC

Completed.

Resolution No. CEO 02/24-06

Item No. 10.1.6

Transition of the MRVC to a Regional Subsidy – advised the MRVC of Council’s decision

Completed

Resolution No. CEO 024/5

Item No. 15.1.1

Tender for staff Housing and On-Site Accommodation - LRCIP Grant

27.02.2024 The tenderer has advised they cannot complete construction of the two on-site units in time to meet the 30/06/2024 deadline for compliance with the grant conditions.

04.03.2024 A request for an extension of the grant has been rejected by the LRCIP.

05.03.2024 LRCIP advise other projects may be submitted that meet the grant criteria and will be funded provided they are completed by 30/06/2024. There is no roll over of any unused grant funds.

05.03.2024 The acquisition of the 3 x 1 house will continue as it is Shire funded.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No.

MOVED: Cr.

SECONDED: Cr.

That Council accepts the Status Update for the month of February 2024.

NOT /CARRIED (0/0)

FOR:

AGAINST:

Agenda Reference: CEO 03/24 – 02
Location/Address: None
Name of Applicant: None
Disclosure of Interest: None
Date of Report: 14 March 2024
Author: Peter Money, Chief Executive Officer

Summary

To report on actions performed under delegated authority for the month of February 2024.

Attachments

Nil

Background

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority.

Comment

The following table outlining the actions performed within the organisation, relative to delegated authority for the month of February 2024, is submitted to Council for information.

Date	Delegation Ref	Person or Classes affected
2/02/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 2/2/2024
8/02/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 8/2/2024
9/02/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 9/2/2024
14/02/2024	F1 - D11 Payment Procedure Municipal Fund	PAYROLL 14/2/2024
21/02/2024	F1 - D11 Payment Procedure Municipal Fund	CREDITORS 21/2/2024
28/02/2024	F1 - D11 Payment Procedure Municipal Fund	PAYROLL 28/2/2024

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 9.49A

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation

Resolution No.

MOVED: Cr.

SECONDED: Cr.

That Council, in accordance with section 5.46 of the *Local Government Act 1995*, accept the report outlining the actions performed under delegated authority for the month of February 2024.

CARRIED/NOT CARRIED (0/0)

FOR:

AGAINST:

Agenda Reference:	CEO 03/24 - 03
Location/Address:	Shire of Sandstone
Name of Applicant:	Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	22 February 2024
Author:	Peter Money, Chief Executive Officer

Summary

Amendments are required to the Delegation Register to enable efficient functioning of the Shire administration and closer controls on signing of purchase orders.

Attachments

Extract Delegations Register – Purchase Order Authorisations

Background

The Delegations Register was approved by Council on 22 June 2023. *Delegation F1 – D13 Authority to Sign Purchase Orders* needs review and updating. The delegations approved in 2023 restricts the CEO to sign purchase orders no greater than \$250,000.

Under the current policy the Chief Executive Officer cannot issue purchase orders greater than \$250,000 and for major projects above \$250,000 a special delegation would have to be approved by the Council. It is recommended that this limit be raised to \$2 million though it is unlikely any foreseeable project will exceed that amount.

Other senior staff need authority to sign purchase orders within their own areas of responsibility in accordance with Policy and statutory regulations.

The mechanic needs authority to sign purchase orders for minor amounts as he is often away from the main office and may need to issue purchase orders for these minor works at that time.

Unnecessary restricting the limits of purchase order authority to senior staff creates a situation of the CEO micromanaging activities of the Shire and are unnecessary.

Comment

This Item provides recommended limits to authorisations provided to the Chief Executive Officer from Council and to officers of the Shire subdelegated by the Chief Executive Officer to these designated officers to authorise purchase orders under the conditions below.

Recommended Delegations:

Chief Executive Officer - \$2 million, provided expenditures are budgeted, expenditures meet the statutory requirements of Council's Policies for quotations and statutory requirements for tenders and are for projects or works approved in Council Budgets.

Deputy Chief Executive Officer - \$100,000 provided expenditures are budgeted, expenditures meet the requirements of Council's Policies for quotations and are for projects or works approved in Council Budgets.

Works Manager - \$100,000 provided expenditures are budgeted, expenditures meet the requirements of Council's Policies for quotations and are for projects or works approved in Council Budgets.

Mechanic - \$5,000 for emergency purchases works or services within approved budgets. This is required as the mechanic can be isolated from the administration office and may need works to be carried out.

Accountant - Authority is required inside the Synergy data file only to enable the accountant for budgetary purpose to enact transactions as approved by Council and the CEO. No authority is required for delegation with regards to the purchasing or signing of purchases orders on behalf of the Shire of Sandstone.

This report recommends the removal of the Finance Officer, Administration Officer and Gardner from the delegations as there are sufficient authorised persons in the administration office to sign purchase orders.

Consultation

Accountant

Statutory Environment

Local Government Act 1995, (As Amended), s5.42 & s5.43

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Corporate Business Plan Outcome 4.2 - An efficient and effective organisation.

Voting Requirements

Absolute Majority

Staff Recommendation

That Council amends the Delegations to the Chief Executive Officer and approves the sub delegations to other staff as follows:

Chief Executive Officer - \$2 million, provided expenditures are budgeted, expenditures meet the statutory requirements of Council's Policies for quotations and statutory requirements for tenders and are for projects or works approved in Council Budgets.

Deputy Chief Executive Officer - \$100,000 provided expenditures are budgeted, expenditures meet the requirements of Council's Policies for quotations and are for projects or works approved in Council Budgets.

Works Manager - \$100,000 provided expenditures are budgeted, expenditures meet the requirements of Council's Policies for quotations and are for projects or works approved in Council Budgets.

Mechanic - \$5,000 for emergency purchases works or services within approved budgets.

Accountant - Authority is required inside the Synergy data file only to enable the accountant for budgetary purpose to enact transactions as approved by Council and the CEO. No authority is required for delegation with regards to the purchasing or signing of purchases orders on behalf of the Shire of Sandstone.

That Delegation F1 – D13 in the Delegations Register be amended accordingly.

Resolution No.

MOVED: Cr.

SECONDED: Cr.

NOT CARRIED /CARRIED (BY ABSOLUTE MAJORITY)

Agenda Reference:	CEO 03/24 - 04
Location/Address:	Shire of Sandstone
Name of Applicant:	Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	22 February 2024
Author:	Peter Money, Chief Executive Officer

Summary

This item is presented to Council for review of the design and amended price for the approved 3 x 2 house for Griffith Street Sandstone.

Attachments

Drawing and amended pricing.

Background

At the Ordinary Council Meeting of 22 February 2024, Council accepted a tender from Modular WA for the construction of a staff house in Griffith Street Sandstone.

Council sought some amendments to the design to better suit the placement of the house and to improve the interior design.

The amendment of the design and the change in price is acceptable under the conditions of accepting a tender,

Comment

The tenderer has included all the amendments requested by the Council except that the gas connections will be changed to electrical – HWS and cooking facilities.

Consultation

Modular WA. Shire President.

Statutory Environment

Compliant with tender regulations.

Policy Implications

Nil

Financial Implications

Account 09142

Councils budget for this proposal was \$400,000

Strategic Implications

Nil

Voting Requirements

Simple Majority

Staff Recommendation

Resolution No.

That Council agrees to the amended design and additional costs of \$ TBA and authorises the CEO to sign a contract with the supplier.

MOVED: Cr.

SECONDED: Cr.

CARRIED/NOT CARRIED (0/0)

FOR:

AGAINST:

Agenda Reference:	CEO 03/24 - 05
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	22 February 2024
Author:	Peter Money, Chief Executive Officer

Summary

The Shire was allocated \$643,584 for Phase III of the LRCI program which Council allocated to the construction of two accommodation units for the Caravan Park.

Due to the late tender process and the grant requirement of completion of the project by 30/06/2024, it was not possible to achieve project completion by this date.

This item lists suggested projects for the re-application of Phase III funds of the LRCIP grant noting that some costs are estimates and some projects completion dates are not yet confirmed.

Attachments

Street Furniture Attachment

Background

On 10 January 2022 an application was submitted to the LRCI program for a grant of \$643,584 for the construction of two accommodation units for the Caravan Park noting a project completion date of 30/06/2023 although the grant conditions allowed a completion date up to 30/06/2024.

The tender process was not commenced until November 2023 and was further delayed due insufficient project specifications.

When tenders were assessed in late January of 2024 it was determined that the project completion date of 30/06/2024 could not be achieved. A request was submitted to the LRCIP managers for an extension of time to 31/12/2024. However, due this being allocated back in 2022 and not acted on, the request for an extension of time was rejected.

However, the Shire was advised that we may cancel the original project and make submissions for other projects that meet the specified criteria. No new projects can commence before April First and no project amendments are accepted after April 30th. Any approved projects must be completed no later than 30/06/2024.

Comment

Several projects have been suggested and I have ensured that the nominated projects listed below appear to comply with the requirements of the grant. A further consideration is the ability of service providers to guarantee completion of the individual projects by 30/06/2024. If a project we approve is not completed by 30/06/2024, we will not receive funding for that project, or we will have to return any funds for that project that may have already been provided.

The Suggested projects are:

❖ Tree Pruning/removal and street beautification program including	\$150,000
❖ Purchase of 50 Brachychiton Bella Pink trees	\$8,000
❖ Park and Street Furniture	\$45,000
❖ Caravan Park Double Burner Electric BBQ x 3	\$35,000
❖ Community Centre – install stainless cupboards in the kitchen	\$30,000
❖ Bitumen Sealing of the Community Centre Carpark	\$300,000*
❖ Roadworks – installation of whoa boys on Sandstone Wiluna Road	\$300,000
❖ Purchase of a Caravan 4 bed	\$110,000**
❖ Purchase of a Fox Modular 2 x 1 Accommodation Unit	\$140,000**

*Doubts about the ability to complete this project by 30/06/2024

**Alternative accommodation options

Consultation

Shire President
Works Manager
LRCIP manager

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic Community Plan Outlook 2.2 A built environment supporting the community and retaining our heritage.

Voting Requirements

Simple Majority

Staff Recommendation

Resolution No.

MOVED: Cr.

SECONDED: Cr.

That Council approves applications being lodged with the LRCI Program for funding for the following projects in priority order subject to the proposed works meeting the requirements of the grant including the permitted completion date:

Tree Pruning/removal and street beautification program including :

Purchase of 50 Brachychiton Bella Pink trees

Bitumen Sealing Community Centre Car Park

Caravan Park and Street Furniture

Caravan Park Double Burner Electric BBQ'S x 3

Community Centre – install stainless steel cupboards in the kitchen

Roadworks – installation of whoa boys on Sandstone Wiluna Road

An alternative Accommodation Option – Caravan or Fox Modular 2 x 1 Unit

CARRIED/NOT CARRIED (0/0)

FOR:

AGAINST:

Agenda Reference:	CEO 03/24 – 06
Location/Address:	Recreation Centre, Sandstone
Name of Applicant:	Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	11 March 2024
Author:	Tracey Weiss, DCEO (Acting)

Summary

Licencing of the Recreation Centre for sale of alcohol and meals to the community and tourists.

Attachments

Nil

Background

With the closure of the National Hotel in Sandstone in January 2024, and with the impending tourist season approaching, informal discussions have been held between Councillors and Executive Management regarding the potential licencing of the Recreation Centre to sell liquor and meals.

Although interest has been expressed set up a Tavern on the Mt Magnet-Leinster Road, this will not be operational for some time. These proponents have also expressed interest in setting up a pub and meals at the Recreation Centre.

Comment

After contacting the Racing, Gaming and Liquor Department in March 2024, the best option is for the Shire to apply for a *Small Bar Licence*. The licensee in this instance will be the Shire of Sandstone as owner of the Recreation Centre building.

The *Small Bar Licence* will permit the Recreation Centre to sell meals and beer, wine and spirits to patrons. The hours of operation are at the discretion of the licensee (Shire of Sandstone) but alcohol sales should fall within the State legal requirements ie. between 10:00am and 11:00pm and an 'approved' Manager would need to be on site during open hours if alcohol is to be sold.

The Shire of Sandstone would also need to issue Section 39 and Section 40 Permits to submit with their Application.

A **Section 39 Certificate** is issued by the Local Government Health Services team and states the premise or the proposed premise complies with the Health Act 1911 and the Food Act 1995.

A **Section 40 Certificate** is issued by Local Government Planning Services team and states that the proposed use of the premises is consistent with the current planning approval affecting the property.

Consultation

Department of Local Government, Sport and Cultural Industries: Racing, Gaming and Liquor.

Statutory Environment

Liquor Control Act 1988 Western Australia

Policy Implications

Nil

Financial Implications

The one-off application fee is \$1,003 plus an annual fee of \$480.00.

The Shire of Sandstone's Health / Building Officer, Dave Hadden, can issue the Section 39 and 40 Certificates.

The cost of the Approved Manager online course is \$165 through Access All Areas Training. Pre-requisites for the course are: previous experience in the industry and a Responsible Sale of Alcohol (RSA) certificate - SITHFAB002 or SITHFAB021.

Strategic Implications

This will provide an option for the community and tourists to get a meal and a few drinks in a social environment. The National Hotel was extremely popular with community members and tourists alike and with the hotel now being closed, there is a need for a venue in Sandstone.

Voting Requirements

Simple Majority

Staff Recommendation**Resolution No.**

That Council consider the option of the Shire of Sandstone applying for a *Small Bar Licence* for the Recreation Centre.

MOVED: Cr.

SECONDED: Cr.

CARRIED/NOT CARRIED (0/0)

FOR:

AGAINST:

10.2 FINANCIAL REPORTS

10.2.1 Financial Statement for the month of February 2024

/24

Agenda Reference:	F 03/24 – 01
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	14 March 2024
Author:	Debby Barndon, Accountant

Summary

The Statement of Financial Activity report for the month ending 29 February 2024 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

- 10.2.1 (1) Financial Statements February
- 10.2.1 (2) Detailed Statements February
- 10.2.1 (3) Variance at Sub Program Level February
- 10.2.1 (4) Capital Expenditure Summary February
- 10.2.1 (5) Investment Register February

Comments

Total Income reports a 6.48% variance on anticipated budget expectations.
Total Expenditure shows a 6.08% variance.

Further explanations of variances at sub program level can be seen in attachment 10.2.1 (3) and a detailed look at individual COA or Job Numbers can be found on attachment 10.2.1 (2)

Capital Expenditure

A detailed look at capital expenditure can be found in note 8, as well as attachment 10.2.1 (4) showing levels of expenditure.

Summary of Cash on Hand – Shire of Sandstone as at 29 February 2024

Municipal Cheque Account - On-line (BWA)	\$195,569
Municipal Investment Account - On-line (BWA)	\$358
Trust Fund (Bankwest)	\$11,796
Trust Bank Term Deposit	\$293,365
Reserve Term Deposits (Bankwest)	\$5,347,375
Muni Term Deposit	\$1,725,318

Consultation

Chief Executive 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

Risk Implications

The Financial Activity report is presented monthly and provides a retrospective picture of the activities at the Shire. Contained within the report is information pertaining to the financial cost and delivery of strategic initiatives and key projects.

To mitigate the risk of budget over-runs or non-delivery of projects, the Chief Executive Officer has implemented internal control measures such as regular Council and management reporting and a quarterly process to monitor financial performance against budget estimates. Materiality reporting thresholds have been established at half the adopted Council levels, which equate to \$10,000 for operating budget line items and \$10,000 for capital items, to alert management prior to there being irreversible impacts.

It should also be noted that there is an inherent level of risk of misrepresentation of the financials through either human error or potential fraud. The establishment of control measures through a series of efficient systems, policies, and procedures, which fall under the responsibility of the Chief Executive Officer as laid out in the ***Local Government (Financial Management Regulations) 1996*** regulation 5, seek to mitigate the possibility of this occurring. These controls are set in place to provide daily, weekly, and monthly checks to ensure that the integrity of the data provided is reasonably assured.

Voting Requirements

Simple Majority

Officer Recommendation

That in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Statement of Financial Activity and the Investment Report for the period ending 29th February 2024 be received, and all other statements noted.

Resolution No.

MOVED: Cr.

SECONDED: Cr.

CARRIED/NOT CARRIED (0/0)

FOR:

AGAINST:

Agenda Reference:	F 03/24 – 02
Location:	Shire of Sandstone
Applicant:	Shire of Sandstone
Disclosure of Interest:	Nil
Date of Report:	15 th February 2024
Author:	Debby Barndon, Accountant
Senior Officer:	Peter Money, Chief Executive Officer

Summary

Presented for Council's information is the list of accounts paid in January 2024 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

- 10.2.2 (A) List of Accounts paid via EFT January
- 10.2.2 (B) List of Accounts paid via Direct Debit January
- 10.2.2 (C) List of Accounts paid via Cheque January
- 10.2.2 (D) Corporate Credit Card Payments January
- 10.2.2 (E) Caravan Park Takings January
- 10.2.2 (F) Town Fuel Sales January
- 10.2.2 (G) Rates Reconciliation January

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 Chief Executive Officer 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.

Month	Cheque	EFT's	Direct Debits	Credit Card	Payroll	Total Payments
July	650.31	449,799.87	36,086.06	4,509.55	99,743.00	590,788.79
August	1,692.20	629,504.03	50,596.88	2,671.95	146,711.00	831,176.06
September	1,296.60	472,636.15	44,495.93	3,163.58	105,442.00	627,034.26
October	289.80	486,716.58	38,475.21	4,575.45	119,209.00	649,266.04
November	0.00	509,248.91	44,995.82	1,443.00	204,601.37	760,289.10
December	1,257.90	357,143.09	40,735.22	825.70	107,909.00	507,870.91
January	4,500.00	580,176.30	39,581.73	932.51	216,578.40	841,768.94
February	233.47	273,847.84	37,425.60	1,765.69	113,803.00	426,842.13
March						0.00
April						0.00
May						0.00
June						0.00
Totals	9,920.28	3,759,072.77	332,392.45	19,887.43	1,113,996.77	5,235,036.23

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

Officer Recommendation

That the schedule of accounts paid during February 2024 as listed, covering Cheques, EFTs, Bank Charges, directly debited payments and wages as numbered from Councils Municipal Fund Bank and Council's Trust Fund Bank be endorsed by Council.

Resolution No.

MOVED: Cr

SECONDED: Cr

CARRIED/NOT CARRIED (0/0)

FOR:

AGAINST:

10.3 WORKS AND SERVICES

10.3.1 Works Manager's Report February 2024

/24

Agenda Reference:	WM 03/24 - 01
Location/Address:	Various - Shire of Sandstone
Name of Applicant:	Nil
File Reference:	R/50/55
Disclosure of Interest:	N/A
Date of Report:	14/03/2024
Previous References:	Nil
Author:	Patrick O'Brien, Works Manager

Summary

To provide Council with an Activity Report on the operations of Council's outside works staff for month since the February 2024 meeting.

Attachments

None

Background

Below comprises a Works progress report relating to outside staff and road works construction and maintenance crew undertaken within Council's operations

Comment

Construction

Road works have been finalised with the last section at SLK 164 – 167 on the Paynes Find Road, reform, water-bind and gravel re-sheet being completed early March. Plant is currently being mobilised back to town and then out to Sandstone-Meekatharra Road to commence on this years' RTR project, commencing primarily at SLK 28.75 – 53.10, drainage improvement works, opening up existing floodways, construction of Whoa boy's, allowing water to cross over close to its natural flow points, trying to minimise water flows building up and reducing road formation damage.

Maintenance Grading

Council's Maintenance grader has completed Sandstone-Menzies Road, including Cashmere access road. Grader is currently working on the Lake Barlee Road South of Penny West site / haul road.

Contract Maintenance grader is currently working on the Sandstone-Wiluna road, SLK 59.50 - 85.0, emphasis on improving drainage, heavy-grade – medium pulling in of material and restoring some shape and camber to road formation, improving floodway crossings / off-shute drainage .

Replacement of missing marker posts on Culvert head walls South of town on Paynes Find road is being scheduled.

Town works / gardens/ retic

Still following up with quotes for a stand-alone solar unit for Hacks bore, have received one quote from a supplier and awaiting a second quote. Old Pix shaft has approx. 5mtrs of available water until debris in bottom of well, will possibly flow test this with bore boss to see if supply holds or drops down significantly.

Current bore submersible in use at Caravan Park tank farm has failed and needs replacement also.

Have replaced the float shut off valve in old school retic storage tank. Repairs on retic leaks around town are ongoing as required.

Additional free flowing drippers have been sourced to retro fit on trees around town bypass as the existing brown drip line blocks with calcium build up.

Old church wooden floor coating with linseed oil is complete, skirting boards etc & doors to be replaced and then this will be near completion.

Caravan park ablution repainting works are in progress and ongoing.

Caravan park septic system has a faulty transfer pump that pumps across to secondary tank & leach drain, tanks have been pumped out and further investigation / repair works are required & ongoing, prior to season visitor influx.

Clean up Australia day – verge pickup was completed resulting in a truck load of rubbish from town verge sides and also a truck load of old scrap tin / metal etc from old rubbish site on the East end of the runway, there is more to clean up from this site over time.

Clean up of waste hydrocarbons at rubbish tip is being scheduled and will bring into depot storage tank for recycling.

Adblue storage shade structure is complete in depot, with progression of shade structure and installation of new air compressor unit at town fuel bowser's .

Plant Maintenance

Construction plant is currently in the depot, several services are being carried out and aircon checked over on Komatsu loader .

Maintenance Grader has recently had an scheduled service and the air con system completely cleaned out and gone through in the work shop due to not operating satisfactory in excessive temperatures.

Maintenance grader caravan also has had some servicing attention to the fridge (wasn't functioning satisfactory – pulled out and cleaned out dust, etc from condenser). several replacement internal lights have been ordered and an internal clean and tidy up. Further follow up is required with the Sat phone car kit in the maintenance grader, primarily with extension speaker to actual hear an incoming call.

Consultation

Not applicable

Statutory Environment

Not applicable

Policy Implications

Not applicable

Financial Implications

No financial impost is associated with the activity report as it is retrospective.

Strategic Implications

Long-term objectives may be developed from time to time.

Voting Requirements

Simple majority.

Officer Recommendation

Resolution No.

MOVED: Cr

SECONDED: Cr

That the contents of the Works Manager's Report be acknowledged by Council.

CARRIED/NOT CARRIED (0/0)

FOR:

AGAINST:

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

Nil

15 CONFIDENTIAL ITEMS

Nil

16 TIME and DATE of NEXT MEETING

The next scheduled Ordinary Council Meeting will be held on Thursday 24th April 2024.

17 CLOSURE OF MEETING

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

18 CERTIFICATIONS

I, _____, certify that the Minutes of the Ordinary Council Meeting held on 22nd February 2024, as shown, were confirmed as a true and accurate record at the Meeting held on 21st March 2024.

(Presiding Member)