



AGENDA

Ordinary Council Meeting

Thursday, 26 May 2016
2:00PM

To be held in the Council Chambers, Hack St Sandstone



ORDINARY COUNCIL MEETING NOTICE PAPER

Thursday, 26 May 2016 – 2.00 pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday, 26 May 2016, in the Council Chambers, Hack Street, Sandstone, commencing at 2:00 pm.

Councillors please note:

A Briefing Session will be held at the conclusion of the Council Meeting. A separate agenda has been issued for this Session.

Sean Fletcher

A/Chief Executive Officer

Friday, 20 May 2016

PUBLIC QUESTION TIME

A minimum of 15 minutes for "Public Question Time" is available to allow members of the public the opportunity of submitting questions to Council on matters concerning the Agenda. It is preferred that questions be submitted in writing and at least 24 hours prior to the Meeting. The questions will be addressed by the President and may be directed by the President via the CEO to a relevant staff member for a further and better response. Where an answer cannot be given at the Meeting, a reply will be given in writing subsequent to the next Meeting.

Discussion will not be allowed.



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.*

Sean Fletcher

A/Chief Executive Officer

20 May 2016

Hack Street, SANDSTONE WA 6639
Tel (08) 9963 5802; Fax (08) 9963 5852
E-mail: ceo@sandstone.wa.gov.au



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

I, (1) _____ hereby declare an interest in the following item to be considered by Council at its Meeting to be held on (2) _____ and regarding

Agenda item (3) _____

The type of interest I wish to declare is (4)

- ☐ Financial pursuant to Sections 5.60A of the Local Government Act 1995
- ☐ Proximity pursuant to Section 5.60B of the Local Government Act 1995
- ☐ Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- ☐ Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

The nature of my interest is (5)

The extent of my interest is (6)

I understand that the above information will be recorded in the Minutes of the Meeting and recorded by the Chief Executive Officer in an appropriate Register.

(Signature)

(Date)

RECEIVED BY:

(Chief Executive Officer)

(Date)

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item it to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box(es) to indicate the type of interest (for explanation, see the extracts overleaf from the Act).
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act)

Financial pursuant to Section 5.60A of the Local Government Act 1995
s5.60A Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995
s5.60B Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
s5.61 Indirect Financial Interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

reg 11 Disclosure of Interest

- (1). In this regulation –
Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship, friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
 - or
 - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under s.5.68 of the Act)

s5.68 Councils and Committees may allow Members disclosing interests to participate etc. in Meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



SHIRE OF SANDSTONE ELECTED MEMBER'S REQUEST FORM

Councillor's Name: _____

Date: ____/____/2016

Urgency: Low / Medium / High / Strategic

Road / Public Building / Area: _____

Request: _____

Description:

OFFICE USE ONLY:-----

Action Taken:

Comment:

Completed: ____/____/2016

Signature: _____

Inspected and/or authorised by:

(Chief Executive Officer)

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Councillor's Claim for Sitting Fees and Travel

Councillor _____

Creditor No _____

<i>Date</i>	<i>Meeting</i>	<i>Sitting Fees</i>	<i>Travel Km's</i>	<i>Amount</i> 74 cents per km
Date of Meeting	Type of Meeting	\$170/ \$340	No of km's	Office Use
	Full Council			

Fees payable are in accordance with the Local Government Act (5.98) – Administration Regulations (30)

Total

04109

Total

04100

Line Item 370

TOTAL:

OTHER MEETINGS ATTENDED IN THE MONTH

Date	Meeting	Km's	Vehicle supplied?

If this form is not filled out correctly with all information the claim will be rejected.

(Signature)

(Date)

Calculations Checked _____ Date _____

Goods Received / Payment Approved _____

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Shire of Sandstone

Council Meeting Schedule as at May 2016



MAY 2016

6 Friday	MCZ including WALGA Visit	SP, DSP, CEO
26 Thursday	Ordinary Council Meeting	All

JUNE 2016

8 Wednesday	LEMC	SP, CEO, WS
23 Thursday	Ordinary Council Meeting	All

JULY 2016

28 Thursday	Ordinary Council Meeting	All
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AUGUST 2016

3 Wednesday	Local Government Convention	All
25 Thursday	Ordinary Council Meeting	All

SEPTEMBER 2016

22 Thursday	Ordinary Council Meeting	All
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OCTOBER 2016

27 Thursday	Ordinary Council Meeting	All
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NOVEMBER 2016

11 Friday	Remembrance Day	All
24 Thursday	Ordinary Council Meeting	All

DECEMBER 2016

2 Friday	Audit Committee Meeting (Audit & Compliance Plan)	All
15 Thursday	Ordinary Council Meeting	All

JANUARY 2017

Nil	No Meeting	Nil
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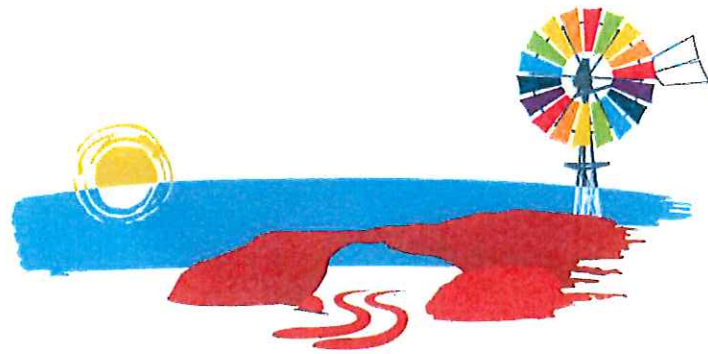


ORDINARY COUNCIL MEETING HELD ON 28 APRIL 2016

AGENDA SUMMARY and TABLE OF CONTENTS

PAGE	AGENDA	ITEM	MINUTE NO.
14	1.0	Declaration of Opening and Announcement of any Visitors	
14	2.0	Announcements from the Presiding Member and/or Councillors (without discussion unless otherwise determined)	
14	3.0	Attendance	
14	4.0	Response to Previous Public Questions Taken on Notice	
15	5.0	Applications for Leave of Absence	
15	6.0	Declarations of Interest	
15	7.0	Public Question Time	
15	8.0	Confirmation of Minutes from Previous Meeting(s)	/16
15	8.1	Ordinary Council Meeting - 28 April 2016	/16
15	8.2	Confirmation of Minutes of Special Meeting – 10 May 2016	/16
16	9.0	Presentations	
16	9.1	Petition – Caravan Park	
17	10.0	Officer's Reports	
17	10.1	Chief Executive Officer's Reports	
17	10.1.1	Integrated Planning and Reporting – Strategic Community Plan	/16
22	10.1.2	Integrated Planning and Reporting – Corporate Business Plan	/16
26	10.1.3	Integrated Planning and Reporting – Asset Management Plan	/16
34	10.1.4	Integrated Planning and Reporting – Long Term Financial Plan	/16
38	10.1.5	Annual Review of Delegations to the CEO	/16
40	10.1.6	Voting Delegates – Local Government Week	/16
42	10.1.7	Status Update Report – May 2016	/16
44	10.2	Financial Reports	
44	10.2.1	Financial Statements for the Month of May 2016	/16
47	10.2.2	Accounts Update for the Month of May 2016 (includes for Credit Cards, the Caravan Park & Fuel Sales)	/16
50	10.2.3	Rates Write-off - Small Balances	/16

52	10.3	Health, Building and Town Planning	/16
52	10.3.1	Petition – Caravan Park	/16
55	10.4	Works and Services	
55	11	Motions of which Previous Notice Has Been Given	
55	12	Questions from Members Without Notice	
55	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	
55	14	Meeting Items Closed to the Public	
55		Time and Date of Next Meeting	
55	15	Closure of the Meeting	
55		Certification of the Minutes of the Previous Meeting(s)	



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

MINUTES

Ordinary Council Meeting

Thursday, 28 April 2016
2:06PM

Held in the Council Chambers, Hack St Sandstone



ORDINARY COUNCIL MEETING NOTICE PAPER

Thursday, 28 April 2016 – 2.00 pm

Dear President and Councillors,

An Ordinary Meeting of Council is called for Thursday, 28th April 2016, in the Council Chambers, Hack Street, Sandstone, commencing at 2:00 pm.

Councillors please note:

A Briefing Session will be held at the conclusion of the Council Meeting. A separate agenda has been issued for this Session.

Michael Huston
Chief Executive Officer

Friday, 22 April 2016

PUBLIC QUESTION TIME

A minimum of 15 minutes for "Public Question Time" is available to allow members of the public the opportunity of submitting questions to Council on matters concerning the Agenda. It is preferred that questions be submitted in writing and at least 24 hours prior to the Meeting. The questions will be addressed by the President and may be directed by the President via the CEO to a relevant staff member for a further and better response. Where an answer cannot be given at the Meeting, a reply will be given in writing subsequent to the next Meeting.

Discussion will not be allowed.



DISCLAIMER

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Michael Huston
Chief Executive Officer

22 April 2016

Hack Street, SANDSTONE WA 6639
Tel (08) 9963 5802; Fax (08) 9963 5852
E-mail: ceo@sandstone.wa.gov.au



ORDINARY COUNCIL MEETING HELD ON 28 APRIL 2016

AGENDA SUMMARY and TABLE OF CONTENTS

PAGE	AGENDA	ITEM	MINUTE No.
5	1.0	Declaration of Opening and Announcement of any Visitors	
5	2.0	Announcements from the Presiding Member and/or Councillors (without discussion unless otherwise determined)	
5	3.0	Attendance	
5	4.0	Response to Previous Public Questions Taken on Notice	
6	5.0	Applications for Leave of Absence	
6	6.0	Declarations of Interest	
6	7.0	Public Question Time	
6	8.0	Confirmation of Minutes from Previous Meeting(s) – 24 March 2016	26/16
7	9.0	Presentations	
8	10.0	Executive Staff Reports	
8	10.1	Chief Executive Officer's Reports	
8	10.1.1	Integrated Planning and Reporting	27/16
12	10.1.2	Budget Review 2015/16 (as at 31 January 2016)	28/16
14	10.2	Financial Reports	
14	10.2.1	Financial Statements for months of February & March 2016	29/16
17	10.2.2	Accounts Update for the month of March 2016 (includes for Credit Cards, the Caravan Park & Fuel Sales)	30/16, 31/16 & 32/16
20	10.2.3	Rates Write-off (Victory Bore P/L and Small Balances)	33/16
23	10.3	Health, Building and Town Planning	
34	10.4	Works and Services	
25	11	Motions of which Previous Notice Has Been Given	
25	12	Questions from Members Without Notice	
25	13	New Business of an Urgent Nature Introduced by Decision of the Meeting	
25	14	Meeting Items Closed to the Public	
25		Time and Date of Next Meeting	
25	15	Closure of the Meeting	
25		Certification of the Minutes of the Previous Meeting(s)	



MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 28th APRIL 2016

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) declared the Meeting open at 2:06pm.

1.1 Visitors Nil

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER AND/OR COUNCILLORS (without discussion unless otherwise determined)

Cr Bethel Walton (Shire President) asked for Councillors to take a minute of silence to reflect on the 20th anniversary of the Port Arthur tragedy.

3 ATTENDANCE

3.1 Present

Elected Members

Cr Bethel Walton	Shire President (and Presiding Member of this Meeting)
Cr Carol Hodshon	Deputy Shire President
Cr Donna Bennett	
Cr Freda May	
Cr J P Bennett	

Staff Members

Mr Michael Huston	Chief Executive Officer
Mr Rob Moss	Works Supervisor
Ms Margaret Duhig	Meeting/Minutes Secretary

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Cr K (Kerry) Key - for April and May Meetings)

3.4 Visitors/Observers

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

Item 10.2.2 Accounts Update Cr Donna Bennett and Cr J P Bennett

Declared financial interests due to payments received on an 'arm's length basis' and upon standard terms of business for goods or services supplied.

Item 10.2.2 Accounts Update Mr Michael Huston, CEO

Declared a financial interest due to re-imbursement for expenses pursuant to his contract as CEO for household furniture and goods that by the re-imbursement have become the property of the Shire.

6.2 Declarations of Proximity Interest

6.3 Declarations of Indirect Financial Interest

Item 10.2.2 Accounts Update Cr Freda May

Declared an indirect financial interest regarding her son-in-law, Mr Marc Halsall, due to payments made to Halsall & Associates on an 'arm's length basis and upon standard terms of business for consulting services provided to prepare TPS No.2.

6.4 Declarations of Impartiality Interest

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

- 8.1 That the Minutes of the Ordinary Meeting of Council held on 24 March 2016 be confirmed as a true and accurate record of proceedings.

COUNCIL RESOLUTION

26/16

MOVED: Cr Freda May

SECONDED: Cr Donna Bennett

That the Minutes, as amended regarding Resolution 25/16, of the Ordinary Meeting of Council held on 24 March 2016 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 EXECUTIVE STAFF REPORTS

10.1 CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.1 INTEGRATED PLANNING AND REPORTING

Location: Shire of Sandstone
Applicant: Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 18 April 2016
Previous References: OCM 24 March 2016: Agenda Item 9.1.1 and
OCM 25 February 2016: Agenda Item 9.1.1
Author: Michael Huston, CEO

Signature of Author: _____

Summary

The purpose of this report is to update Council on the status of the Shire's Integrated Planning and Reporting (IPR) requirements including:

- The minor (desktop) review of the Shire's 10yr Strategic Community Plan (SCP);
- The continuing review of the Shire's Corporate Business Plan (CBP).

Attachments

Please refer to the Shire's revised 10yr Strategic Community Plan 2012/2022 and the Shire's Corporate Business Plan – Quarterly Report as provided with last month's Agenda.

Background

At its meeting on 25 February 2016 Council resolved the following:

COUNCIL RESOLUTION 3/16

Moved: Cr J PBennett
Seconded: Cr Kerry Key

That Council accepts the Acting CEO's report regarding the status of the Shire of Sandstone's Integrated Planning and Reporting plans and other documents in accordance with the Integrated Planning and Reporting Advisory Standard including the need for the:

1. Completion of a minor review of the Shire of Sandstone Strategic Community Plan 2012 2022 (Adopted 23/5/13) by 30 April 2016.
2. Updating of the remaining suite of Integrated Planning and Reporting plans by 31 May 2016, that includes the Shire's:
 - a. Corporate Business Plan (Adopted 27/6/13);
 - b. Long Term Financial Management Plan (Adopted 24/5/13);
 - c. Asset Management Plan (Adopted 15/11/12); and
 - d. Workforce Plan (Adopted 24/4/14).
3. Updating of the Shire's Asset Management Policy by 31 May 2016.

CARRIED 6/0

This Report provides an update on the minor review of the Strategic Community Plan and the continuing review of the Corporate Business Plan.

Comment

1. Strategic Community Plan

The changes resulting from the minor review of the Shire's Strategic Community Plan as presented at last month's Ordinary Council Meeting (OCM) have been advertised, as required under section 19C (9) of the *Local Government (Administration) Regulations 1996*, in a special edition of the Bush Telegraph issued on 18 March 2016.

Feedback in writing from the community was required by Friday, 1 April 2016 but is continuing to be received to date, including from residents of and visitors to the town seeking to make in-person submissions to the CEO and to the Shire President and Councillors including following the recent Public Meeting about the future of the Town Hall/Old Council Administration Building. Your CEO submits that such feedback is to be encouraged and that Council should not limit itself to the minimum feedback and review period set out in the abovementioned Regulations. Equally, it is not sensible for such processes to continue endlessly.

In the circumstances, it is considered that up to 3 months should be allowed for such feedback and review. However, this means instead of the review and recommended amending of our SCP being presented for adoption by Council at the April 2016 Ordinary Council Meeting that it more likely will be July or August 2016 before Council can consider the proposed amended Sandstone SCP.

2. Corporate Business Plan

The CEO has continued updating the required financial data into the Corporate Business Plan including resulting from the (half year) Budget Review (see report on the Budget Review as presented in a subsequent report to this April OCM from the CEO). It is clear that the updating of the CBP will greatly benefit from the rapidly approaching finalisation of the 2015/16 financial year and the simultaneous planning for the new (2016/17) Budget and more broadly for the review of our Long Term Financial Plan (LTFP). Much of this work is to commence with the Briefing Session to be held after the April (today's) OCM.

3. Quarterly Report – Corporate Business Plan

A quarterly overview on the status of the key items within our Corporate Business Plan was presented at last month's Ordinary Council Meeting. A copy of the full quarterly report was provided as an attachment to last month's Agenda.

The key issue to note from that overview is the significant number of matters introduced into the CBP that were not in the original Plan. A number of these matters have occurred as a result of natural events, including additional road works due to flooding. We have also installed the bio-remediation cell at the landfill (tip) site, undertaken the building of the Hack Street House, supported the installation of a new power plant, have a large forward road works program and other capital & operating works program and have a number of tourist/heritage projects (e.g the 'Walk Trail', Old State Gold Battery, etc) that Council wishes to progress.

Council (particularly the Works and Services Department) and Councillors can be justifiably proud of the achievements to date in progressing these works and those that are planned for the near future. However, the longer term future program of our works (including those to come out of our Budget Review, forward Budget Planning and Long Term Planning Briefing Sessions) must be guided by the Strategic Community Plan, the Corporate Business Plan, the Long Term Financial Plan, the Asset Management Plan and future Annual Budgets. This will enable us to maintain the Shire's sound and independent financial position so as to be able to sustain existing services and facilities as well as those already planned for the future plus those that should arise from our on-going future planning.

4. Timeline and Costs to Implement Required Changes

Therefore, it is now recommended that the timeline and costs to implement the required changes regarding Sandstone's Integrated Planning and Reporting documents be updated as follows:

Plan	Who	Cost	Apr to Jun 2016	Jul to Sept 2016	Oct to Dec 2016	To end Dec 2017	Comments
SCP	CEO	\$75,000					<ul style="list-style-type: none"> Requirements reviewed; Engage our Community Costs for Experts/Consultants
CBP	CEO	\$50,000					Consideration of the review of the CBP commenced at the March 2016 OCM but is ongoing into Q1 of 2016/17
LTFP	CEO	\$50,000					Considerable changes will likely come from forward budget planning in the out-years.. May need external consultants.
AMP	CEO	\$50,000					Is likely to require considerable policy amendment and is likely to require external engineering consultants.
WFP	CEO	\$25,000					Very little real work has been done to date to update the WFP and it is likely to require external/expert advice.

Legend

	Indicator
Time required	
In progress	
Completed	
Revised due date	

Consultation

- CEO;
- Works Supervisor;
- Council at future Briefing Sessions and Budget Reviews; and
- External advisers, experts and consultants at a cost of up to \$250,000 over two years.

Statutory Environment

Local Government Act 1995 – Section 5.56 - Planning for the Future. A local government is to ensure that its plans are made in accordance with any regulations made.

Local Government (Administration) Regulations 1996 – Division 3 Planning for the Future.

- This division sets out the finer detail regarding Integrated Planning and Reporting including the SCP, CBP, LTFP, AMP and WFP.
- *19C (9): A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*

Note: The Integrated Planning and Reporting Framework and Guidelines that underpin the planning for the future requirements have been developed as part of the State Government's Local Government Reform Program. They reflect a nationally consistent approach to integrated planning as expressed by the Council of Australian Governments' Local Government Planning Ministers' Council.

Policy Implications

Nil

Financial Implications

\$250,000 for consultants and studies to be accommodated in 2016/17 and future budgets.

Strategic Implications

As discussed in the body of this report.

Voting Requirements

Simple majority

Staff Recommendation – Item 10.1.1

That Council accepts the CEO's report regarding the update to the Sandstone Integrated Planning and Reporting processes and will consider the cost implications for forward budgeting.

COUNCIL RESOLUTION

27/16

MOVED: Cr Freda May

SECONDED: Cr J P Bennett

That Council accepts the CEO's report regarding the update to the Sandstone Integrated Planning and Reporting process and will consider the cost implications for forward budgeting.

CARRIED (5/0)

10.1.2 Budget Review 2015/16 (as at 31 January 2016)

Location: Shire of Sandstone
Applicant: Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 18 April 2016
Previous References: OCM 23 July 2015: Agenda Item 9.2.3 Adoption of Budget
Author: Michael Huston, CEO

Signature of Author: _____

Summary

Council is requested to consider and adopt the Budget Review as presented for the period 1 July 2015 to 31 January 2016, being the first half of the current financial year plus for January 2016.

Attachments

10.1.2A: Budget Review for the period ended 31 January 2016 (incl. Notes 1, 2, 3 and 4)

Background

It is good financial practice to undertake a detailed review of Budget performance each Half Year and quarterly where possible. This review should be additional to and more thorough than regular monthly monitoring of revenue and expenses. The Budget Review is more akin to the processes undertaken when the original Budget was adopted. Hence, *Regulation 33A of the Local Government (Financial Management) Regulations 1996* requires each Local Government to conduct a Budget Review between 1 January and 31 March in each financial year and for it then to be presented to Council for recommended Budget update/changes.

Comment

The Budget Review has been conducted by the CEO. The table below shows the net result.

2015/2016 Budget Review - Summary of Proposed Budget Amendments

Account Description	Budget	Revised	Change	Cumulative	Reason
Adjusted Deficit C/fwd		-\$2,410	\$2,410	\$2,410	Increase in the deficit actual vs budgeted
Plant Reserve - Transfer	\$440,000	\$410,000	\$30,000	\$32,410	Savings on plant purchases in 2015/16
Caravan Park Upgrade	-\$663,000	-\$513,000	\$150,000	\$117,590	Not proceeding with Eco-tent Project in 2015/16
Plant & Equipment	-\$505,000	-\$390,000	\$115,000	\$232,590	Savings on plant purchases completed for 2015/16
Flood Damage Repairs			\$552,000	\$319,410	Increase due to Floodways now to be in concrete
Park equipment	-\$40,000	-\$48,522	\$8,522	\$327,932	Cost to redo Water Park surface was not budgeted
Gen Purp Funding - Other	\$1,141,874	\$1,121,874	\$20,000	\$347,932	Lower interest earnings on Investment Funds
Grants	\$850,000	\$1,420,000	\$570,000	\$222,068	R2R funds c/fwd from 2014/15
Diesel Fuel Sales	\$388,400	\$438,400	\$50,000	\$272,068	Higher sales than budgeted
				\$272,068	New Budgeted Surplus for 2015/16

The CEO has analysed expected variances in the budget of greater than 10% and revised the budget items up or down accordingly. The overall movement in accounts is an increase to a now expected surplus by 30 June 2016 of \$272,068 (from an original budgeted deficit of \$456) as explained in the above table. The attached financial activity reports (with graphs) that have been produced as the end result of the Budget Review provide further detail as to the expected program and account movements. The attachment shows some very large \$ movements associated with road works and flood damage repairs. However, these are mostly self-cancelling accounting treatment changes resulting from reclassifying much of the funding and expenditure for these works from capital to operating in nature.

Consultation

Ms Tamara Olsson, Moore Stephens Accountants
Shire Works Supervisor and the Shire Finance Officer

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996 – Regulation 33(A)

Policy Implications

Nil

Financial Implications

The recommended Budget updating and changes are as set out in Note 4 of the Attachment.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

Staff Recommendation – Item 10.1.2

That the 2015/16 Adopted Budget be amended to include the changes as proposed in Note 4 of the attached Budget Review as undertaken by the CEO.

COUNCIL RESOLUTION

28/16

ABSOLUTE MAJORITY REQUIRED

MOVED: Cr Freda May

SECONDED: Cr J P Bennett

That the 2015/16 Adopted Budget be amended to include the changes as proposed in Note 4 of the attached Budget Review as undertaken by the CEO.

CARRIED BY ABSOLUTE MAJORITY (4/1)

10.2 FINANCIAL REPORTS

10.2.1 FINANCIAL STATEMENTS FOR MONTHS OF FEBRUARY AND MARCH 2016

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 18 April 2016
Author: Michael Huston, CEO

Signature of Author: _____

Summary

The Statement of Financial Activity reports for the month ending 29 February 2016 and for month ending 31 March 2016 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

- 10.2.1A: Monthly Financial Report for the period ended 31 March 2016
10.2.1B: Monthly Financial Report for the period ended 29 February 2016

Background

The Financial Management Regulations require a monthly statement of financial activity to be presented to Council. It is good financial practice for Council to conduct regular monthly monitoring of (operating and capital) revenue and expenses.

Comment

Council continues to be in a strong financial position. This will be discussed more in the Briefing Session immediately following the Ordinary Council Meeting of 28 April 2016

Council's current operating surplus as at 31 March 2016 was \$2,228,585 but is subject to change once the 2015/2016 financial report is finalised. Indeed, as explained in the above Agenda Item 10.1.3, currently the estimated surplus at financial year end is expected to be \$272,068 (from an original budgeted deficit of \$456). Similarly, the aforementioned Budget Review reveals an expected \$2,243,168 c/fwd for Stage 2 flood works into H1 2016/17.

Summary of Funds – Shire of Sandstone as at: 31 March 2016

Municipal Cheque Account - On-line (BWA)	\$201,725
Municipal Investment Account – On-line (BWA)	\$1,543,197
Trust Fund (Bank West)	\$4,222
Municipal Term Deposit (Bank West)	\$340,822
Bankwest Middle Markets Account	\$4,679,839

Total funds of \$6,774,255 are approximately \$803,000 higher than when last reported to Council at the 25 February OCM. Council is in a comfortable liquid position (nearly exactly the same as at this time last year) with current receivables (\$291,564) being more than double our current payables (\$110,727). There are minimal outstanding debtors (\$291,564). Rate collections are trending about \$100,000 higher than at this time last year. However, rate debtors as at 31 March 2016 were \$273,450 (with the balance of debtors being mostly GST receivable). *This is a high proportion of total debtors. Thus, your CEO is undertaking strong rates recovery action (with some success already) through to the end of the year.*

Consultation

Nil

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

Please refer to the comments in the body of this report.

Strategic Implications

Nil

Voting Requirements

Simple Majority

Staff Recommendation – Item 10.2.1

That Council receives the Statement of Financial Activity for the months of February and March 2016 as presented, including the attached Monthly Financial Reports.

COUNCIL RESOLUTION

29/16

MOVED: Cr Donna Bennett

SECONDED: Cr Freda May

That Council receives the Statement of Financial Activity for the months of February and March 2016 as presented, including the attachments 10.2.1A Monthly Financial Report for March 2016 and 10.2.1B Financial Report for February 2016.

CARRIED (5/0)

Declarations of interest were made in the following Item as below:

Item 10.2.2 Accounts Update Cr Donna Bennett and Cr J P Bennett

Declared financial interests due to payments (being EFT 4403 and EFT 4418) received on an 'arm's length basis' and upon standard terms of business for goods or services supplied.

Item 10.2.2 Accounts Update Mr Michael Huston, CEO

Declared a financial interest due to re-imbursement for expenses (being EFT 4443, EFT 4444 and EFT 4445) pursuant to his contract as CEO for household furniture and goods that by the re-imbursement have become the property of the Shire.

Item 10.2.2 Accounts Update Cr Freda May

Declared an indirect financial interest regarding her son-in-law, Mr Marc Halsall, due to payments (being EFT 4429 and EFT 4455) made to Halsall & Associates on an 'arm's length basis and upon standard terms of business for consulting services provided to prepare TPS No.2.

COUNCIL RESOLUTION

30/16

MOVED: Cr Donna Bennett

SECONDED: Cr J P Bennett

That pursuant to s5.68 of the Local Government Act 1995, the CEO and Cr Freda May be allowed to fully participate in the decision-making discussion and procedure regarding Item 10.2.2 and that Cr Freda May be permitted to vote on the matter.

CARRIED (4/0)

COUNCIL RESOLUTION

31/16

MOVED: Cr Freda May

SECONDED: Cr Carol Hodshon


That pursuant to s5.68 of the Local Government Act 1995, Cr Donna Bennett and Cr J P Bennett be allowed to fully participate in the decision-making discussion and procedure regarding Item 10.2.2 and that they be permitted to vote on the matter.

CARRIED (3/0)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF MARCH 2016 (includes for Credit Cards, the Caravan Park and Fuel Sales)
--

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: see above Resolutions 3016 and 31/16
Date of Report: 11 April 2016
Author: Rhonda Miles – Finance Officer
Senior Executive: Michael Huston – Chief Executive Officer

Signature of Author:



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 E: The list of accounts (EFT and cheque payments) is attached which will enable Council to see the payments made to the Shire's creditors.
- 10.2.2F to H: 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 that handle 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

Financial Management (Local Government) Regulations 1996 – Regulation 13

Please, also refer to the comments in the Background Section.

Policy Implications

Payments have been made under Council delegation.

Financial Implications

Funds were available to meet the expenditure.

Strategic Implications

Nil

Voting Requirements

Simple majority

Staff Recommendation – Item No. 10.2.2

That Council receives the March 2016 accounts paid as presented:

Municipal Fund

- Municipal cheque number 265 totalling \$608.96
- Municipal printed cheque numbers 105029-105036 totalling \$18,455.56
- EFT Payment Numbers 4394-4457 totalling \$1,131,633.51

Trust Fund:

- Trust cheque numbers 66-67 totalling \$2,564.10
- Trust printed cheque numbers 205001-205004 totalling \$811.65

Payroll EFT:

March 2016 - \$26,449 and \$29,861 totalling \$56,310

Credit Cards:

DD2519.1 totalling \$808.22

COUNCIL RESOLUTION: Please see overleaf

COUNCIL RESOLUTION

32/16

MOVED: Cr Freda May

SECONDED: Cr Donna Bennett

That Council receives the March 2016 accounts paid as presented:

Municipal Fund

- Municipal cheque number 265 totalling \$608.96
- Municipal printed cheque numbers 105029-105036 totalling \$18,455.56
- EFT Payment Numbers 4394-4457 totalling \$1,131,633.51

Trust Fund:

- Trust cheque numbers 66-67 totalling \$2,564.10
- Trust printed cheque numbers 205001-205004 totalling \$811.65

Payroll EFT:

March 2016 - \$26,449 and \$29,861 totalling \$56,310

Credit Cards:

DD2519.1 totalling \$808.22

CARRIED (5/0)

10.2.3 RATES WRITE-OFF (VICTORY BORE P/L AND SMALL BALANCES)

Location: Shire of Sandstone
Applicant: Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 11 April 2016
Author: Rhonda Miles – Finance Administrator
Senior Executive: Michael Huston – Chief Executive Officer

Signature of Author:



Summary

Council is requested to approve by absolute majority the write-off certain rate balances (including any penalty interest).

Attachments

Attachment 10.2.3A: Email dated 23 March 2016 from Nely Freeman of ITVision Rates Support and Caroline Keech of Tenement Administration Services Pty Ltd regarding Victory Bore Pty Ltd rate arrears.

Attachments 10.2.3B & C: Write-off Reports for Small Balance Write-offs to be carried out on balances under \$5.00 as per *Section 6.12 of the Local Government Act (1995)*.

Background

Victory Bore Pty Ltd are holders of one tenement being A1125. This is a 'dead' tenement, and no further rates will be raised. The tenement management company are no longer working for Victory Bore due to unpaid accounts and have no contact details for them. Our search of the ASIC website reveals Victory Bore Pty Ltd as deregistered.

Section 6.12 of the Local Government Act 1995 (see below) requires any write-off of money to be resolved by Council by absolute majority:

s6.12. Power to defer, grant discounts, waive or write-off debts

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant a discount or other incentive for the early payment of any amount of money; or*
 - (b) *waive or grant concessions in relation to any amount of money; or*
 - (c) *write-off any amount of money;*
 - (d) *which is owed to the local government.*

Comment

The cost of recovery regarding Victory Bore is likely to exceed the rates debt.

Therefore, in accordance with advice from our Rates Consultant, it is recommended that the rates assessment balance be written-off. The value on the Final Rates Notice issued on 30/3/16 was \$374.03 but will have increased slightly as penalty interest is still accruing.

In addition, approval is sought for the write-off of a number of rates small balances (less than \$5.00 each) as set out below in Table 1.

Table 1: Rates Small Balances Write-off's

Assessment Number	Amount \$	Reason
A1152	4.02	Lot E57/00632
A1347	1.02	Lot M58/00279
A1700	0.30	Lot E57/01025
A1701	0.29	Lot E57/01026
A1652	0.14	Lot E59/01917
TOTAL	5.77	

Consultation

Nil

Statutory Environment

Section 6.12 of the Local Government Act 1995

Policy Implications

Nil

Financial Implications

Reduction of rates income in the 2015/16 financial year by the amount of \$384.19 being:
Assessment No. 1125 for \$374.03 + estimated accrued interest of \$4.39 = \$378.42; plus
Rates small balances write-offs: \$5.77 for a total rates write-off of: \$384.19.

Strategic Implications

Nil

Voting Requirements

Absolute majority

Staff Recommendation – Item 10.2.3

That Council approves the write-off of rates and/or penalty interest as per *Section 6.12 of the Local Government Act 1995*, as follows:

1. Assessment A1125 for \$374.03 plus accrued penalty interest;
2. Rates small balances write-offs on Assessment Nos. A1152 of \$4.02; A1347 of \$1.02; A1700 of \$0.30; A1701 of \$0.29 and A1652 of \$0.14.

COUNCIL RESOLUTION

33/16

ABSOLUTE MAJORITY REQUIRED

MOVED: Cr Donna Bennett

SECONDED: Cr Freda May

That Council approves the write-off of rates and/or penalty interest as per *Section 6.12 of the Local Government Act 1995*, as follows:

1. **Assessment A1125 for \$374.03 plus accrued penalty interest;**
2. **Rates small balances write-off's on Assessment Nos. A1152 of \$4.02; A1347 of \$1.02; A1700 of \$0.30; A1701 of \$0.29 and A1652 of \$0.14.**

CARRIED BY ABSOLUTE MAJORITY (5/0)

10.3 HEALTH, BUILDING and TOWN PLANNING

Nil

10.4 WORKS and SERVICES

Nil

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

13.1 Meeting Closed to the Public

Nil

13.2 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 26 May 2016.

15 CLOSURE OF MEETING

There being no further business, the Shire President closed the meeting at 3.40 pm.

CERTIFICATION

I, Bethel Walton, certify that the Minutes, as amended regarding Resolution 25/16, of the Meeting held on 24 March 2016, were confirmed as a true and accurate record at the Meeting held on 28 April 2016.

(Presiding Member)

Date: 28 April 2016



Minutes Special Council Meeting

Tuesday 10 May 2016

9.14am



SHIRE OF SANDSTONE

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Sandstone Shire Council for any act, omission or 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 or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of Sandstone Shire Council during the course of any meeting is not intended to be and is not 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, and any conditions attaching to the decision made by the Sandstone Shire Council in respect of the application.

Sean Fletcher
A/Chief Executive Officer

20 May 2016

Hack Street, SANDSTONE WA 6639
Tel (08) 9963 5802; Fax (08) 9963 5852
E-mail: - ceo@sandstone.wa.gov.au



Minutes Special Meeting Shire of Sandstone - CEO Probationary Review
Date: Tuesday 10 May 2016

The President declared the meeting open at 9.14am

Present

Cr Beth Walton
Cr Donna Bennett
Cr Freda May
Cr Carol Hodshon
Cr Kerry Key (By phone)
Mike Huston – CEO
Mike Fitz Gerald – Fitz Gerald Strategies

Apologies:

Cr John Paul Bennett

Moved Cr Hodshon seconded Cr May that the meeting proceeds behind closed doors. Carried 5/0.

That the return from behind closed doors to public session.

Moved Cr Hodshon Seconded Cr Key Carried 5/0

That the President be authorised to sign a Deed of Release and Compromise on behalf of Council with the CEO in respect to the terms of his resignation.

Moved Cr Hodshon Seconded Cr Key Carried 5/0

The President declared the meeting closed at 14:10 hours

CERTIFICATION

Minutes of the special meeting to be certified at the next ordinary council meeting on 26 May 2016.

I, _____, certify that the minutes of the special meeting held on the 10 May 2016 as shown were confirmed as a true record at the meeting held on the 26 May 2016.

Presiding Member

Date: 26 May 2016

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AGENDA and STAFF REPORTS

ORDINARY COUNCIL MEETING HELD IN COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 26 May 2016

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) to declare the Meeting open at 2:00pm.

1.1 Visitors Nil

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 D (Donna) Bennett	
Cr F (Freda) May	
Cr J P Bennett	

Staff Members

Mr Sean Fletcher	A/Chief Executive Officer
Mr Rob Moss	Works Supervisor
(Ms Rhonda Miles or Ms Margaret Duhig - Meeting/Minutes Secretary)	

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Cr K (Kerry) Key - for April and May Meetings

3.4 Visitors/Observers

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 DECLARATIONS OF INTEREST

- 6.1 Declarations of Financial Interest
- 6.2 Declarations of Proximity Interest
- 6.3 Declarations of Indirect Financial Interest
- 6.4 Declarations of Impartiality Interest

7 PUBLIC QUESTION TIME

Nil

8 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

- 8.1 That the Minutes of the Ordinary Meeting of Council held on 24 March 2016 be confirmed as a true and accurate record of proceedings.

COUNCIL RESOLUTION 34/16

MOVED: Cr

SECONDED: Cr

That the Minutes of the Ordinary Meeting of Council held on 28 April 2016 are confirmed as a true and accurate record of proceedings.

NOT/CARRIED (??)

- 8.2 That the Minutes of the Special Meeting of Council held on 10 May 2016 be confirmed as a true and accurate record of proceedings.

COUNCIL RESOLUTION 35/16

MOVED: Cr

SECONDED: Cr

That the Minutes of the Special Meeting of Council held on 10 May 2016 are confirmed as a true and accurate record of proceedings.

NOT/CARRIED (??)

9 PRESENTATIONS

9.1 Petitions

9.1.1 Trading Within Caravan Park – Shire of Sandstone

The Shire of Sandstone received a petition regarding the Caravan Park on Friday 13 May 2016.

The Shire's Standing Orders state that for a petition to be considered by the Council it must meet the following criteria:

6.10 Petitions

- (1) A petition to the local government is to:
 - (a) be addressed to the President;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant Officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless -
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

Comment

Despite not knowing who the petition is from, i.e. there was no convener or contact address listed on the petition, the CEO has reviewed the petition's legitimacy and asked the Environmental Health Officer to review the issues raised by the petition.

In all, the petition was signed by 41 persons, of whom 16 are electors of the district (the area administered by the local government). This means that the former are ineligible signatories and the latter are eligible signatories. For all intents and purposes, "electors" under the Local Government Act are persons who are electors, or could be electors if it were because of residence, or ownership, or occupation of property in the district.

Accordingly, the Acting CEO is satisfied that the petition has merit for Council's consideration. The matter raised in the petition is the subject of the Environmental Health Officer's report under 10.3.1 in today's agenda.

It may be appropriate to bring item 10.3.1 forward under Standing Order 5.2.3 by way of a motion. Clause 5.2.3 allows the Council to determine the order of business of the meeting.

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 Integrated Planning and Reporting – Strategic Community Plan

Agenda Reference: CEO 5/16 - 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 4 April 2016
File No:
Previous References: OCM 25 February 2016: 9.1.1
Author: Sean Fletcher, Acting Chief Executive Officer

Signature of Author:



Summary

The purpose of this report is to advise Council on the status of the Shire's Integrated Planning and Reporting suite of documents including the finalisation of the desktop review of the Strategic Community Plan and to seek Council's endorsement of the revised Strategic Community Plan.

Attachments

10.1.1A – Strategic Community Plan 2012 – 2022 – Version 2 (Desk Top Review)

Background

At its meeting on 25 February 2016, Council resolved:

COUNCIL RESOLUTION 3/16

Moved Cr J Bennett
Seconded Cr K Key

That Council accepts the Acting CEO's report regarding the status of the Shire of Sandstone's Integrated Planning and Reporting plans and other documents in accordance with the Integrated Planning and Reporting Advisory Standard including the need for the:

1. Completion of a minor review of the Shire of Sandstone Strategic Community Plan 2012 2022 (Adopted 23/5/13) by 30 April 2016.
2. Updating of the remaining suite of Integrated Planning and Reporting plans by 31 May 2016, that includes the Shire's:
 - a. Corporate Business Plan (Adopted 27/6/13);
 - b. Long Term Financial Management Plan (Adopted 24/5/13);
 - c. Asset Management Plan (Adopted 15/11/12); and
 - d. Workforce Plan (Adopted 24/4/14).
3. Updating of the Shire's Asset Management Policy by 31 May 2016.

CARRIED 6/0

Further to the above, the former CEO (Mr Huston) submitted an update to the April 2016 OCM regarding the Shire's Integrated Planning and Reporting requirements. In response to this report, Council resolved the following:

COUNCIL RESOLUTION

27/16

MOVED: Cr Freda May

SECONDED: Cr J P Bennett

That Council accepts the CEO's report regarding the update to the Sandstone Integrated Planning and Reporting process and will consider the cost implications for forward budgeting.

CARRIED (5/0)

However, this report and recommendations did not take into account the Department of Local Government and Communities previous advice regarding the Shire needing to meet its statutory requirements and the Department's Integrated Planning and Reporting Standards and Guidelines. In short, the Shire was required to make its current integrated plans compliant, which was the purpose of the report submitted by the Acting CEO (Mr Fletcher) on 25 February 2016.

The Shire will need to undertake a full review of its plans in 2017. Mr Huston's April report suggests that the cost for undertaking the full review of all the plans would be \$250,000. The author considers that perhaps a more realistic figure would be \$60,000 to \$80,000.

Today's report regarding the Strategic Community Plan (SCP), and those following in items 10.1.2 – 10.1.4 regarding the changes required, reflect the statutory requirements and the Department's Integrated Planning guidelines.

Work Force Plan

Please note that the Department has not provided feedback regarding this plan. The author recommends that perhaps the review of the workforce plan is adjourned until the major review is completed, although the author may have time to update this plan prior to completing his current assignment with the Shire as he has the current knowledge skills and expertise in this area.

Comment

At the meeting on 24 March 2016, the proposed changes resulting from the desktop review of the Strategic Community Plan were presented to Council as follows:

Item	Page	Comment
Cover Page		Text updated and photo included
Version History	1	New feature. Shows history on changes to the SCP and provides clarity on which is the most recent version of the document
Contents Page	2	A table of contents has been inserted
Message From The President	3	Text changed from "developing Long Term Financial Plan and Corporate Business Plan" to "we have developed"
Introduction	4	Title included on Location Map
About Our Shire	5	Basic description of the Census Data added
Our Council	6	Councillor list updated (photos removed) and CEO with staff list added
The Future For Sandstone	13	Graphic changed
Resource Implications	22	<p>This is a new section and was not included in the original plan. The information used is taken from the Long Term Financial Plan. In short information regarding how the SCP will be resourced is added as follows:</p> <ul style="list-style-type: none"> • The strategic planning review cycle; • How the Long Term Financial Plan helps resource the strategic objectives; • How the Shire's asset management plan contributes to funding key infrastructure; • What changes to the workforce will be required to achieve the strategic objectives as outlined in the workforce plan
General changes throughout		<ul style="list-style-type: none"> • Diagrams, maps, charts and tables named and numbered; • Bullet points added in some areas to make text easier to read; • Headings revised and new headings added

Table 1: - Summary of Minor Changes made to the Strategic Community Plan

Council was advised that the changes were advertised, as required under section 19C (9) of the *Local Government (Administration) Regulations 1996*, in a special edition of the Bush Telegraph issued on 18 March 2016. Feedback from the community was required by Friday 1 April 2016. Once the feedback was received the amended Strategic Community Plan would be presented for adoption by the Council at the April 2016 ordinary council meeting.

No comments were received from the Community by the closing time on the due date. Accordingly, the revised Strategic Community Plan is presented to Council for its adoption.

Time To Implement Required Changes

The updated timeline to implement the required changes is as follows:

Plan	Who	Cost	Feb	Mar	Apr	May	Comments
SCP	CEO						<ul style="list-style-type: none"> Requirements reviewed March 2016; Workshop with Council not required; Community engaged – no comments received
CBP	CEO						The CBP was updated to include funds required for each year of the plan. Available for immediate use once Revision 1 is adopted at the April meeting
LTFP	CEO	\$5,000					Queries by the Department on a number of ratios addressed
AMP	CEO						<ul style="list-style-type: none"> Includes asset inventory as at 30 March 2016; Includes the cashflows; The policy has been amended to reflect capital investment decisions
WFP	CEO						

Legend

	Indicator
Time required	
In progress	
Completed	
Revised due date	

Consultation

Strategic Community Plan

A notice was published on 18 March 2016 for two weeks regarding the proposed minor changes to the Strategic Community Plan. No feedback was received.

Statutory Environment

Local Government Act 1995 – Section 5.56 - Planning for the Future. A local government is to ensure that its plans are made in accordance with any regulations made.

Local Government (Administration) Regulations 1996 – Division 3 Planning for the Future. This division sets out the finer detail regarding Integrated Planning and Reporting including the SCP, CBP, LTFP, AMP and WFP.

Regulations 19C (7*), (9) and (10) require that the electors and ratepayers are consulted when making any modifications to the plan.

*Regulation 19C (7) requires that the Strategic Community Plan is adopted by an Absolute Majority.

Regulation 19DA (6) requires that changes to the Corporate Business Plan are adopted by an Absolute Majority

Note: The Integrated Planning and Reporting Framework and Guidelines (Standard) that underpin the planning for the future requirements have been developed as part of the State Government's Local Government Reform Program. They reflect a nationally consistent

approach to integrated planning as expressed by the Council of Australian Governments' Local Government Planning Ministers' Council.

The Standard requires the Council to endorse the outcomes of the "desk top review".

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

As discussed in the body of this report.

Voting Requirements

Absolute majority

Officer Recommendation – Item No. 10.1.1

That Council endorses the outcomes of the Strategic Community Plan 2012 – 2022 desktop review, including the revised Strategic Community Plan as presented in 10.1.1A – Strategic Community Plan 2012 – 2022 – Version 2 (Desk Top Review).

COUNCIL RESOLUTION

??/16

MOVED: Cr

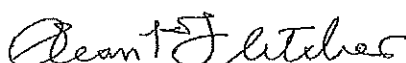
SECONDED: Cr

That Council endorses the outcomes of the Strategic Community Plan 2012 – 2022 desktop review, including the revised Strategic Community Plan as presented in 10.1.1A – Strategic Community Plan 2012 – 2022 – Version 2 (Desk Top Review).

NOT/CARRIED BY ABSOLUTE MAJORITY (??)

10.1.2 Integrated Planning and Reporting – Corporate Business Plan

Agenda Reference: CEO 5/16 - 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 4 April 2016
File No:
Previous References: OCM 25 February 2016: 9.1.1
Author: Sean Fletcher, Acting Chief Executive Officer



Signature of Author: _____

Summary

The purpose of this report is to advise Council on the status of the Shire's Integrated Planning and Reporting suite of documents including the first revised version of the Shire's Corporate Business Plan (CBP) to address comments made by the Department of Local Government and Communities regarding the CBP and for Council to subsequently adopt the Corporate Business Plan 2013 – 2017 (Revision 1) as presented in Attachment 9.1.1B.

Attachments

10.1.2A - Corporate Business Plan 2013 – 2017 (Revision 1).

Background

At its meeting on 25 February 2016, Council resolved:

COUNCIL RESOLUTION 3/16

Moved Cr J Bennett
Seconded Cr K Key

That Council accepts the Acting CEO's report regarding the status of the Shire of Sandstone's Integrated Planning and Reporting plans and other documents in accordance with the Integrated Planning and Reporting Advisory Standard including the need for the:

4. Completion of a minor review of the Shire of Sandstone Strategic Community Plan 2012 2022 (Adopted 23/5/13) by 30 April 2016.
5. Updating of the remaining suite of Integrated Planning and Reporting plans by 31 May 2016, that includes the Shire's:
 - a. Corporate Business Plan (Adopted 27/6/13);
 - b. Long Term Financial Management Plan (Adopted 24/5/13);
 - c. Asset Management Plan (Adopted 15/11/12); and
 - d. Workforce Plan (Adopted 24/4/14).
6. Updating of the Shire's Asset Management Policy by 31 May 2016.

CARRIED 6/0

Today's report presents to Council the review conducted of the Shire's Corporate Business Plan (CBP) by Mr Fletcher in response to the Department's comments made previously including:

- No evidence that the CBP is reviewed annually;
- The Department encourages the Shire, where possible, to give further information on the costs of the plan i.e. provide the amount or costs instead of the comments "additional cost to the Shire – grant has been applied for" or "additional cost to Council in future budgets".

Comment

Apart from the annual review which is required to occur before the adoption of the Budget, the Shire is also required to do a two yearly (minor) review after each local government election. Accordingly, the following table summarises the proposed changes to the Corporate Business Plan (CBP):

Item	Page	Comment
Cover Page		Text removed regarding the author and the adoption date changed to reflect April 2016
Version History	1	New feature. Shows history on changes to the CBP and provides clarity on which is the most recent version of the document
Contents Page	3	Updated to reflect changes in the CBP throughout
Our Council	8	Outdated photo removed and current list of councillors included
Strategic Themes	13-20	Inclusion of Financial Reporting Columns for 2013/14 – 2016/17 for each strategic theme – the Shire is required to make transparent the key costs including each year that they apply under the CBP
Section Six – Four Year Budget	21-22	Further clarification of what the four year budget is and noting that the Reserve Funds have not reduced

The key issue to note here is the expectation that the funding required to conduct each key project or activity is set out and flowed across the relevant years in the Corporate Business Plan. In otherwords, the Community need to see clearly, the relevant key costs for each project or activity (service). The original plan adopted by the Council on 27 June 2013 did not do this. Future versions of the Corporate Business Plan need to have the funding criteria included.

The other key factor to note is that, the budget each year is based on the assumptions in the Corporate Business Plan which in turn is informed by the Long Term Financial Plan (LTFP), the Asset Management Plan (AMP) and the Work Force Plan (WFP). For all intents and purposes, the LTFP is the Shire's budget for the indicated out years, with adjustments taken into account where required.

It would appear then, that this has had the compounding effect of the Council adopting budgets that have not taken into account the CBP, the LTFP, the AMP and the WFP. This has further led to, it would seem, a number of projects occurring that were not identified in the SCP or the CBP.

The CBP performance measures and their evaluation are also required to be reported in the Shire's Annual Report. With the implementation of the quarterly update of the CBP at the last Council meeting, the Shire is in a position to be better identify and confirm objectives to be achieved each year, and then look at what matters should be added or removed (with the community's input regarding any proposed change) with the overall performance reported in the annual report.

To conclude, the end result is a revised CBP, as per Attachment 9.1.1B, with the financial assumptions added for each year of the plan. Some of these are based on the LTFF, while others are based on the budgets adopted by Council. This also means that a number of the relevant costs for the final year of the CBP i.e. 2016/17 are, perhaps, yet to be confirmed.

Time To Implement Required Changes

The updated timeline to implement the required changes is as follows:

Plan	Who	Cost	Feb	Mar	Apr	May	Comments
SCP	CEO						<ul style="list-style-type: none"> Requirements reviewed March 2016; Workshop with Council not required; Community engaged – no comments received
CBP	CEO						The CBP was updated to include funds required for each year of the plan. Available for immediate use once Revision 1 is adopted at the April meeting
LTFF	CEO	\$5,000					Queries by the Department on a number of ratios addressed
AMP	CEO						<ul style="list-style-type: none"> Includes asset inventory as at 30 March 2016; Includes the cashflows; The policy has been amended to reflect capital investment decisions
WFP	CEO						

The review of the Corporate Business Plan has been completed ahead of schedule.

Legend

	Indicator
Time required	
In progress	
Completed	
Revised due date	

Consultation

Chief Executive Officer

Statutory Environment

Local Government Act 1995 – Section 5.56 - Planning for the Future. A local government is to ensure that its plans are made in accordance with any regulations made.

Local Government (Administration) Regulations 1996 – Division 3 Planning for the Future. This division sets out the finer detail regarding Integrated Planning and Reporting including the SCP, CBP, LTFF, AMP and WFP.

Regulations 19C (7*), (9) and (10) require that the electors and ratepayers are consulted when making any modifications to the plan.

*Regulation 19C (7) requires that the Strategic Community Plan is adopted by an Absolute Majority.

Regulation 19DA (6) requires that changes to the Corporate Business Plan are adopted by Absolute Majority

Note: The Integrated Planning and Reporting Framework and Guidelines (Standard) that underpin the planning for the future requirements have been developed as part of the State Government's Local Government Reform Program. They reflect a nationally consistent approach to integrated planning as expressed by the Council of Australian Governments' Local Government Planning Ministers' Council.

The Standard requires the Council to approve the re-prioritised plan once the administration has reviewed it.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

As discussed in the body of this report.

Voting Requirements

Absolute majority

Officer Recommendation – Item No. 10.1.2

That Council adopts the Corporate Business Plan 2013 – 2017 (Revision 1) as presented in Attachment 10.1.2A.

COUNCIL RESOLUTION

??/16

MOVED: Cr

SECONDED: Cr

That Council adopts the Corporate Business Plan 2013 – 2017 (Revision 1) as presented in Attachment 10.1.2A.

NOT/CARRIED BY ABSOLUTE MAJORITY (??)

10.1.3 Integrated Planning and Reporting – Asset Management Plan

Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 4 April 2016
Previous References: OCM 25 February 2016: 9.1.1
Author: Sean Fletcher, Acting Chief Executive Officer



Signature of Author: _____

Summary

The purpose of this report is to advise Council on the status of the amendments to the Shire's Asset Management Policy and the Asset Management Plan and to seek the Council's adoption of the revised Asset Management Policy and Plan accordingly.

Attachments

- 10.1.3A – Amended Shire of Sandstone Asset Management Policy – Version 1 (28 April 2016)
- 10.1.3B – Amended Asset Management Plan – Version 2 – April 2016

Background

At its meeting on 25 February 2016, Council resolved:

COUNCIL RESOLUTION 3/16

Moved Cr J Bennett
Seconded Cr K Key

That Council accepts the Acting CEO's report regarding the status of the Shire of Sandstone's Integrated Planning and Reporting plans and other documents in accordance with the Integrated Planning and Reporting Advisory Standard including the need for the:

7. Completion of a minor review of the Shire of Sandstone Strategic Community Plan 2012 2022 (Adopted 23/5/13) by 30 April 2016.
8. Updating of the remaining suite of Integrated Planning and Reporting plans by 31 May 2016, that includes the Shire's:
 - a. Corporate Business Plan (Adopted 27/6/13);
 - b. Long Term Financial Management Plan (Adopted 24/5/13);
 - c. Asset Management Plan (Adopted 15/11/12); and
 - d. Workforce Plan (Adopted 24/4/14).
9. Updating of the Shire's Asset Management Policy by 31 May 2016.

CARRIED 6/0

At the meeting on 25 February 2016, the author advised Council of the following regarding the Department of Local Government and Communities comments regarding the Shire's Asset Management Plan:

- The Shire has developed an Asset Management Plan (AMP), Policy and Strategy;
- It is recommended that the Shire includes in its AMP an inventory within each asset class;
- The Department was unable to verify the requirement to include ten year cash flows for capital works in the AM Plan;
- It is also recommended that the Shire's asset management policy articulate the Council's process for making capital investment decisions, and that capital investment decisions are driven by the SCP, CBP and the LTFP.

Comment

Asset Management Policy

The author took the opportunity to not only include comments regarding how the Council makes its capital investment decisions, but also added other improvements to the Shire's Asset Management Policy as follows:

Item	Page	Comment
Version History	1	Document Control updated to reflect the amendments made to the policy
Table of Contents	3	Updated to reflect changes in the policy throughout
Scope	4	Missing asset classes included: <ul style="list-style-type: none"> • Furniture and equipment; • Other infrastructure (including the landfill site); • Building assets changed from Council to Shire
Policy Objective	4	Title changed from Objective to Policy Objective
Organisational Context	5	Setting out of text improved
Principles	6-8	<ul style="list-style-type: none"> • Headings provided for each principle to make it easier to read and follow the key elements; • Under Principle 2 - Best Value For Money (Capital Investment Decisions), new text introduced regarding: <ul style="list-style-type: none"> ◦ That the Shire is committed to the re-use of infrastructure first before the purchase of new infrastructure; ◦ Where possible, the Shire will use the prioritisation methods to determine discretionary and non-discretionary expenditure i.e. non-discretionary items are those that are to be renewed or maintained. Discretionary items include those assets to be upgraded, are operational in nature or may be new items under consideration for purchase or installation.
Capital Investment Decisions	8	A clear statement that capital investment decisions are underpinned by the Strategic Community Plan, the Corporate Business Plan, and the Long Term Financial Management Plan
Roles and Responsibilities	9	A new section introduced regarding the responsibilities of managers, supervisors and staff in the management of assets
Reporting Framework	9	A new section introduced regarding the asset management reporting framework
Community Consultation	10	A new section that sets out how the community is consulted

		regarding the Shire's assets and that this will be used to help drive changes to the levels of service in the Asset Management Plan
Training and Development	10	A statement outlining the Shire's commitment to the training of staff and councillors in asset management
Other changes		Throughout the policy other minor changes regarding setting out, grammar and spelling were undertaken.

Table One: Proposed Changes to the Asset Management Policy

The other matter to note regarding the asset management policy is that it is not included within the Shire's Policy Manual. This may be because of the size of the policy and how it was implemented originally.

It may be appropriate for the Asset Management Policy to be included within the policy manual at the next review of the policy manual.

Asset Management Plan

The author has made three key changes to the Shire's Asset Management Plan as recommended by the Department of Local Government and Communities:

Inventory of Assets

The author has included an inventory of all of the Shire's assets in Appendix A to Attachment 10.1.3B.

Cashflows

It is a requirement under the Department's Asset Management Guidelines that the Asset Management Plan is underpinned by robust ten year cash flows that are then used to inform the Long Term Financial Plan.

In response to the Department's comment that it was unable to verify the requirement to include ten year cash flows for capital works in the AM Plan, the author can advise the following:

- A cashflow is the movement of funds in and out that an organisation requires for its operating (cost of day to day operations), investing (e.g. payments for assets) and financing activities (proceeds from loans or payments/transfers to a reserve);
- The Shire's AMP articulates in graph form the expected level of expenditure for planned operating and capital expenditure, including renewals (page 28), but not cashflows as such;
- The Shire's AMP states that the funding strategy is detailed in the Shire's Long Term Financial Plan;
- The author has now included in section six of the AMP: 6.5 Cashflows (page 34), the Statement of Cashflows as presented in the Shire's Long Term Financial Plan. The author has also included the ten year capital works program in Appendix B as this shows in greater detail the funds required and received regarding the Shire's assets.

The author suggests that with the major review of the Asset Management Plan in 2017 the cashflows articulate more clearly in the forward programs the asset renewals, the new assets and upgrades, maintenance expenditure and operational expenditure (including depreciation expense).

Other Comments

The author can advise that the status of the Shire's asset management practices overall include the following:

National Assessment Framework (NAF)

The Department advised the Shire of Sandstone (received 13 March 2014) that it supports the implementation of the National Assessment Framework (NAF). This is a reporting tool used by local governments across Australia to assess how effective they have been in improving their asset management practices. This self-assessment is required to be conducted each year.

To date the Shire has completed its assessment for 2013 and 2014. The assessment for 2015 is yet to be undertaken.

Based on the assessments conducted up to this point in time, we can see that the 2014 assessment reveals the following:

NAF Core Evaluation Summary Shire of Sandstone (2014)

Framework / Element	Evaluation Opinion				Observations
	Meets Requirements	Well Progressed	Partially Meets Requirements	Not Substantially Progressed	
Strategic Longer Term Plan	X				
Annual Budget		X			
Annual Report		X			
AM Policy		X			
AM Strategy		X			
AM Plans		X			
Governance and Management		X			
Levels of Service		X			
Data & Systems		X			Actions Clearly define a system to be used for each asset group. Steady improvement to data quality. Identify data requirements on basis "keep it simple".
Skills and Processes		X			Actions Close loop on Financial Plan updates post budget and 4 yearly. Bedding down of processes.
Evaluation				X	Actions Improvement Plan. Develop KPIs keep it simple principle.

Diagram One: Evaluation Summary of Asset Management at the Shire of Sandstone

In terms of how the Shire compared to other local governments in Western Australia in 2014:

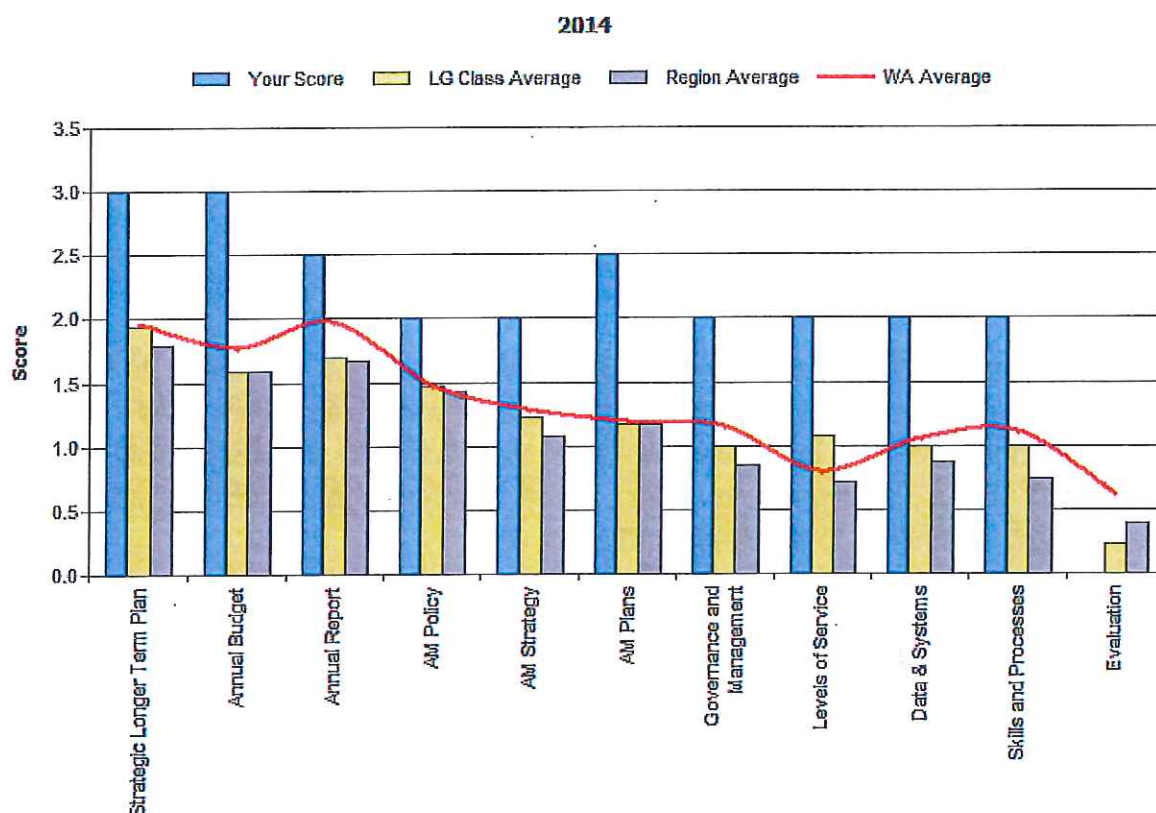


Diagram Two: Comparison of Local Governments Regarding Asset Management 2014

In Diagram 2, the Shire of Sandstone at the end of 2014 is shown as out-performing other local governments regarding its asset management processes. However, the overall rating for the Shire is a score of 2.5. The requirement is that the Shire works towards a rating of 3 overall regarding its asset management activities.

At this point in time, the author would be surprised if its NAF rating has improved as there has been a turnover of key staff including the role of CEO and work on the requirements have not progressed except for what has been presented in today's report to Council regarding updating of the Asset Management Policy and the Asset Management Plan.

Training and Development

The Department offered the Shire funded training and development as part of the asset management support currently provided to country local governments as detailed in Departmental Circular No 14-2014. It would appear that the then CEO submitted an expression of interest on 16 May 2014 regarding the training and mentoring. The author spoke to Alan Veal at the Department on 5 April 2016, who advised:

- The Department accepted the Shire's expression of interest. This support consists of two phases:
 - How to use the NAF evaluation tool; and
 - How to conduct evaluations on the condition of the Shire's assets.

- The former CEO had discussions with Opus International Consultants (the Shire's department funded mentor). The consultant's report to the Department on 31 July 2015 mentioned:
 - Phase one had been conducted with the 2014 NAF assessment carried out;
 - The former CEO is keen to undertake phase two once she has a complement of staff (Deputy CEO and Works Manager).
- The Department will reactivate the support regarding the Shire of Sandstone.

To date four out of the six councillor's have now attended WALGA's asset management module.

Overall, the Shire's staff does need to improve substantially its knowledge of asset management. The current status under the NAF assessment would more than likely see a change to its skills and processes from Well Progressed to Partially Meets Requirements.

NAMS (IPWEA)

When the Shire's Asset Management Plan was developed, it was done by the consultants using the NAMS (IPWEA) portal. NAMS stands for the National Asset Management Strategy.

IPWEA is the Institute of Public Works Engineering Australasia and is the peak asset management body in Australia as well as the main source for advice and support regarding asset management. NAMS is accessed through the IPWEA website so that local governments can store and update their asset management plans and data as required.

The author has asked IPWEA for the Shire's log in details regarding the NAMS portal and believes that the CEO should be able to resolve this without any further issue. A re-registration fee will be required as well as a low cost annual fee that will allow the Shire to continue writing and updating its asset management plans.

Time To Implement Required Changes

The updated timeline to implement the required changes is as follows:

Plan	Who	Cost	Feb	Mar	Apr	May	Comments
SCP	CEO						<ul style="list-style-type: none"> • Requirements reviewed March 2016; • Workshop with Council not required; • Community engaged – no comments received
CBP	CEO						The CBP was updated to include funds required for each year of the plan. Available for immediate use once Revision 1 is adopted at the April meeting
LTFP	CEO	\$5,000					Queries by the Department on a number of ratios addressed
AMP	CEO						<ul style="list-style-type: none"> • Includes asset inventory as at 30 March 2016; • Includes the cashflows; • The policy has been amended to reflect capital investment decisions
WFP	CEO						

Legend

	Indicator
Time required	
In progress	
Completed	
Revised due date	

Consultation

Chief Executive Officer

Statutory Environment

Local Government Act 1995 – Section 5.56 - Planning for the Future. A local government is to ensure that its plans are made in accordance with any regulations made.

Local Government (Administration) Regulations 1996 – Division 3 Planning for the Future. This division sets out the finer detail regarding Integrated Planning and Reporting including the SCP, CBP, LTFP, AMP and WFP.

Regulations 19C (7*), (9) and (10) require that the electors and ratepayers are consulted when making any modifications to the plan.

*Regulation 19C (7) requires that the Strategic Community Plan is adopted by an Absolute Majority.

Regulation 19DA (6) requires that changes to the Corporate Business Plan are adopted by Absolute Majority

Note: The Integrated Planning and Reporting Framework and Guidelines (Standard) that underpin the planning for the future requirements have been developed as part of the State Government's Local Government Reform Program. They reflect a nationally consistent approach to integrated planning as expressed by the Council of Australian Governments' Local Government Planning Ministers' Council.

Policy Implications

Asset Management Policy

As outlined in the changes proposed in the comments section of today's report regarding the Asset Management Policy.

Asset Management Plan

Nil

Financial Implications

Nil

Strategic Implications

As discussed in the body of this report.

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.3

That Council:

1. Adopts the revised Asset Management Policy – Version 1 (28 April 2016) as provided in Attachment 10.1.3A.
2. Adopts the revised Asset Management Plan – Version 2 (April 2016) as provided in Attachment 10.1.3B.

COUNCIL RESOLUTION**??/16**

That Council:

1. **Adopts the revised Asset Management Policy – Version 1 (28 April 2016) as provided in Attachment 10.1.3A.**
2. **Adopts the revised Asset Management Plan – Version 2 (April 2016) as provided in Attachment 10.1.3B.**

NOT/CARRIED (??)

10.1.4 Integrated Planning and Reporting – Long Term Financial Plan

Agenda Reference: CEO 5/16 - 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 4 April 2016
File No:
Previous References: OCM 25 February 2016: 9.1.1
Author: Sean Fletcher, Acting Chief Executive Officer



Signature of Author: _____

Summary

The purpose of this report is to advise Council on the status of the Shire's Integrated Planning and Reporting suite of documents including the review of the Shire's Long Term Financial Management Plan.

Attachments

Nil

Background

At its meeting on 25 February 2016, Council resolved:

COUNCIL RESOLUTION 3/16

Moved Cr J Bennett
Seconded Cr K Key

That Council accepts the Acting CEO's report regarding the status of the Shire of Sandstone's Integrated Planning and Reporting plans and other documents in accordance with the Integrated Planning and Reporting Advisory Standard including the need for the:

10. Completion of a minor review of the Shire of Sandstone Strategic Community Plan 2012 2022 (Adopted 23/5/13) by 30 April 2016.
11. Updating of the remaining suite of Integrated Planning and Reporting plans by 31 May 2016, that includes the Shire's:
 - a. Corporate Business Plan (Adopted 27/6/13);
 - b. Long Term Financial Management Plan (Adopted 24/5/13);
 - c. Asset Management Plan (Adopted 15/11/12); and
 - d. Workforce Plan (Adopted 24/4/14).
12. Updating of the Shire's Asset Management Policy by 31 May 2016.

CARRIED 6/0

The Department in its response on 11 June 2015 regarding the Shire's Long Term Financial Management Plan provided the following feedback:

- Generally the Department's ratio calculations are the same or approximate those reported in the Shire's LTFP except for the Operating Surplus Ratio;
- The Asset Sustainability Ratio significantly exceeds the benchmark of between 90% and 110% for all nine years between 2012/13 and 2012/22:
- The depreciation expense in the ratio formula is understated;
- There is no apparent increase in the depreciation expense despite fair value revaluations occurring;
- The Asset Renewal Funding Ratio lacks information for 2014/15 as there is no projection through to 2023/24.

Comment

The author has addressed each of the Department's comments as follows:

Operating Surplus Ratio

On review of the Operating Surplus Ratio, it is clear that in the main the ratio is a negative figure (-29.71% to -10.94%) and well outside the desired ratio target of between 0% - 15%. As such the Shire's LTFP shows that operating revenue and operating expenses will increase leading to the Shire's expected negative surplus reducing, although remaining negative by 2021. The increase in rates is at a constant 4%, which is not enough to help improve the operating surplus.

Asset Sustainability Ratio

The Shire is expected to have an Asset Sustainability Ratio of between 90% - 110%. This ratio indicates whether a local government is renewing or replacing existing non-financial assets (e.g. roads, plant and equipment, parks/gardens/ovals, furniture and equipment and so on) at the same rate that its overall stock of assets is wearing out.

At this point in time the Shire would appear to have an Asset Sustainability Ratio somewhere between 148% - 136%, which is well outside the requirement. Normally, this indicates that the Shire is overinvesting in its assets. However, it would appear, as the Department points out that the Shire does need to adjust its depreciation rates as the current values of the assets (based on fair value) would appear to be well understated.

The appropriate correction should see the ratio adjusted to the desired range.

Asset Renewal Funding Ratio

The Department comments that the Asset Renewal Funding Ratio lacks information for 2014/15 as there is no projection through to 2023/24.

As it stands, the Shire's LTFP does have the required information through to 2020/21, which is in keeping with the life of this plan.

Having said the above, the Shire's Asset Renewal Funding Ratio for the most part, of between 67.6% - 76.4%, is well under the required target of between 95% - 105%. The Asset Management Guidelines issued by the Department state that a ratio between 50 and 75% indicates that a local government may not be making adequate provision for the future renewal or replacement of its asset base.

However, this trend regarding the inadequate renewal of its assets may well be ameliorated by the fact that the Shire's Asset Consumption Ratio is within the required target of 50% - 75%. The Shire's Asset Consumption Ratio is generally within the 60% range indicating that the Shire's assets are being consumed at the desired rate.

There is also the matter of ensuring that the Shire's newest assets (e.g. the new Administration Building) are on the Shire's asset register.

Conclusion

It would be prudent to undertake a final review and update of the Shire's Long Term Financial Plan in conjunction with the major review of the Shire's SCP and CBP during 2017 rather than make the adjustment now.

This review would also include the Shire's Asset Management Plan. In particular, the Shire in conjunction with the community needs to ensure that cost effectiveness is applied regarding the Levels of Service in terms of what is realistic and affordable. This means that the Shire's assets and their respective costs are adjusted accordingly, with the costs reflected in the Long Term Financial Plan.

Time To Implement Required Changes

The updated timeline to implement the required changes is as follows:

Plan	Who	Cost	Feb	Mar	Apr	May	Comments
SCP	CEO						<ul style="list-style-type: none"> Requirements reviewed March 2016; Workshop with Council not required; Community engaged – no comments received
CBP	CEO						The CBP was updated to include funds required for each year of the plan. Available for immediate use once Revision 1 is adopted at the April meeting
LTFP	CEO	\$5,000					Queries by the Department on a number of ratios addressed
AMP	CEO						<ul style="list-style-type: none"> Includes asset inventory as at 30 March 2016; Includes the cashflows; The policy has been amended to reflect capital investment decisions
WFP	CEO						

The review of the Corporate Business Plan has been completed ahead of schedule.

Legend

	Indicator
Time required	
In progress	
Completed	
Revised due date	

Consultation

Chief Executive Officer

Statutory Environment

Local Government Act 1995 - Section 5.56 - Planning for the Future. A local government is to ensure that its plans are made in accordance with any regulations made.

Local Government (Administration) Regulations 1996 - Division 3 Planning for the Future. This division sets out the finer detail regarding Integrated Planning and Reporting including the SCP, CBP, LTFP, AMP and WFP.

Regulations 19C (7), (9) and (10)* require that the electors and ratepayers are consulted when making any modifications to the plan.

**Regulation 19C (7)* requires that the Strategic Community Plan is adopted by an Absolute Majority.

Regulation 19DA (6) requires that changes to the Corporate Business Plan are adopted by an Absolute Majority

Note: The Integrated Planning and Reporting Framework and Guidelines (Standard) that underpin the planning for the future requirements have been developed as part of the State Government's Local Government Reform Program. They reflect a nationally consistent approach to integrated planning as expressed by the Council of Australian Governments' Local Government Planning Ministers' Council.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

As discussed in the body of this report.

Voting Requirements

Absolute majority

Officer Recommendation – Item No. 10.1.4

That Council accepts the Acting CEO's report regarding the status of the Shire's Long Term Financial Plan.

COUNCIL RESOLUTION

??/16

MOVED: Cr

SECONDED: Cr

That Council accepts the Acting CEO's report regarding the status of the Shire's Long Term Financial Plan.

NOT/CARRIED (??)

10.1.5 ANNUAL REVIEW OF DELEGATIONS TO THE CEO

Agenda Reference: 05/15 – 05
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 18 May 2016
Author: Sean Fletcher – A/Chief Executive Officer



Signature of Author: _____

Summary

For Council to nominate two voting delegates for the WALGA 2016 Annual General Meeting.

Attachments

10.1.5A Memo to CEO – Review of Delegations 2015/16

10.1.5B Updated Delegations Register 2015/16

Background

Under section 5.46 (2) of the *Local Government Act 1995* the delegator is required to at least once every financial year, review the delegations it made in accordance with Part 5 – Administration, Division 4 Local Government Employees.

Further to this requirement, the CEO under section 5.46 (1) is to keep a register of the delegations made in accordance with Part 5 – Administration, Division 4 Local Government Employees.

The Council in this instance makes delegations to the CEO, and in turn, the CEO makes on-delegations to appropriate staff.

For the Shire of Sandstone, the Council last reviewed its delegations to the CEO in March 2015. This means that the Council is now required to review its delegations to the CEO. The author has also reviewed the delegations the CEO needs to make to the relevant employees.

Comment

The author in April 2016 conducted a review of the delegations from Council to the CEO and from the CEO to the relevant employees. This review included:

- Updating the delegations register including how the delegation process works and inclusion of correct legislation and staff references;
- Updating of the delegations instruments to the CEO and to the relevant employees;
- Updating of the delegation instrument to the Audit Committee.

A copy of the review is attached including the revised delegations register for Council's information. In particular the review resulted in a tidy up of the delegations register, the inclusion in the register of further information regarding the delegation process and

requirements, the inclusion and removal of relevant statutory references (legislation) and employees for each delegation type, and the adjustment of the delegation instruments to the CEO and other relevant staff including the Works Supervisor, the Finance Officer and the Administration Officer.

Consultation

Former Chief Executive Officer

Statutory Environment

As per the background information to this report

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.5

That Council:

1. Acknowledges under section 5.46 (2) of the *Local Government Act 1995* it has:
 - a. Completed a review of its delegations to the CEO for the financial year 2015/16; and
 - b. That accordingly, there are no new delegations made to the CEO.
2. Is satisfied that the CEO has maintained the delegations register as required under section 5.46 (1) of the *Local Government Act 1995*.

COUNCIL RESOLUTION

??/16

MOVED: Cr

SECONDED: Cr

That Council:

3. Acknowledges under section 5.46 (2) of the *Local Government Act 1995* it has:
 - a. Completed a review of its delegations to the CEO for the financial year 2015/16; and
 - b. That accordingly, there are no new delegations made to the CEO.
4. Is satisfied that the CEO has maintained the delegations register as required under section 5.46 (1) of the *Local Government Act 1995*.

NOT/CARRIED (??)

10.1.6 VOTING DELEGATES – LOCAL GOVERNMENT WEEK

Agenda Reference: 05/15 – 06
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 18 May 2016
Author: Sean Fletcher – A/Chief Executive Officer



Signature of Author: _____

Summary

For Council to nominate two voting delegates for the WALGA 2016 Annual General Meeting.

Attachments

Nil

Background

The WALGA annual general meeting is held every year in August during the Local Government Convention (local government week) and each local government has the opportunity for two delegates to vote on WALGA resolutions.

Comment

Elected members and serving officers are permitted to be voting delegates. The Shire President has already indicated that she will be attending local government week. As it is normal practice for the Shire President (although not compulsory) to be a voting delegate the Council has the opportunity to nominate another voting delegate. Council also has the opportunity to nominate a proxy delegate.

It is expected that the CEO will be attending local government week with the Shire President.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Allocations have been made for attendance at local government week within the budget.

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item No. 10.1.6

That Council:

1. Appoints the Shire President Cr Beth Walton and Cr _____ as its voting delegates for the WALGA 2016 Annual General Meeting to be held at the Local Government Convention (local government week) in August 2016.
2. Appoints the Chief Executive Officer as a proxy voting delegate to the WALGA Annual General Meeting should neither the Shire President or Cr _____ be in a position to attend.

COUNCIL RESOLUTION

??/16

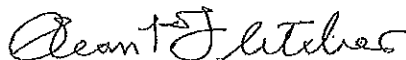
That Council:

- 1. Appoints the Shire President Cr Beth Walton and Cr _____ as its voting delegates for the WALGA 2016 Annual General Meeting to be held at the Local Government Convention (local government week) in August 2016.**
- 2. Appoints the Chief Executive Officer as a proxy voting delegate to the WALGA Annual General Meeting should neither the Shire President or Cr _____ be in a position to attend.**

NOT/CARRIED (??)

10.1.7 STATUS UPDATE REPORT – MAY 2016

Agenda Reference: CEO 5/16 - 07
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 18 May 2016
File No:
Previous References: OCM 24 March 2016
Author: Sean Fletcher, Acting Chief Executive Officer



Signature of Author: _____

Summary

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

Attachments

10.1.7A Status Update May 2016

Background

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

Comment

As per the comments in the body of this report.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation – Item 10.1.7

That Council accepts the Status Update for May 2016

COUNCIL RESOLUTION

??/16

MOVED: Cr

SECONDED: Cr

That Council accepts the Status Update for May 2016

NOT/CARRIED (??)

10.2 FINANCIAL REPORTS

10.2.1 FINANCIAL STATEMENTS FOR MONTHS OF MAY 2016

Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 18 May 2016
Author: Sean Fletcher, A/Chief Executive Officer

Signature of Author:



Summary

The Statement of Financial Activity reports for the month ending 30 April 2016 is presented to Council in accordance with *Regulations 34 of the Local Government (Financial Management) Regulations 1996*.

Attachments

10.2.1A: Monthly Financial Report for the period ended 30 April 2016

Background

The Financial Management Regulations require a monthly statement of financial activity to be presented to Council. It is good financial practice for Council to conduct regular monthly monitoring of (operating and capital) revenue and expenses.

Comment

Council continues to be in a strong financial position. Council's current operating surplus as at 30 April 2016 is \$1,545,167 down from \$2,228,585 reflecting the overall movements of activities through the month of April (Statement of Financial Activity by Program on page 2). The estimated surplus at financial year end is expected to remain at \$272,068 as identified in the Budget Review submitted to Council at the April OCM (page 20).

Summary of Funds – Shire of Sandstone as at: 30 April 2016

Municipal Cheque Account - On-line (BWA)	\$52,804
Municipal Investment Account – On-line (BWA)	\$1,200,000
Trust Fund (Bank West)	\$5,191
Municipal Term Deposit (Bank West)	\$340,822
Bankwest Middle Markets Account	\$5,020,661

Total funds of \$6,283,601 are approximately \$490,654 lower than when last reported to Council at the April OCM. Council continues in a comfortable liquid position (nearly exactly

the same as at this time last year) with current receivables at \$293,042 (Note 2 Net Current Assets on page 8) and our current payables at \$326,860.

Rate debtors (page 8) stand at \$270,954. Of these, Youanmi Gold Project has agreed to pay its outstanding rates of \$122,262.31 by 30 June 2016. Staff are pursuing through legal recovery (the next step on from debt collection) \$65,345.02 from Gateway Mining and \$21,570.97 from Westag Holdings. The balance is made of minor rate debtors and those on rate payment instalment arrangements.

The Acting CEO has also changed the reserve fund investments from the Bankwest International Money Markets Branch to the management of the Bankwest Geraldton Mid West Branch in Geraldton. Bankwest Geraldton is offering a higher rate of interest on some investment types and are far easier to deal with regarding transactions, investing and grace periods.

Variances

A key function for Council is to appreciate, and be satisfied, with advice regarding the variances that occur on page 2 of the Statement of Financial Activity. However, for the Shire of Sandstone, the budget was evenly flowed across the 12 months rather than predicting when income or expenditure would occur.

However, that being said there are a number of things that Council should be aware of:

Operating Revenues

Rates income is \$980,491 against a budget of \$854,522. The reason for this is interim rates raised of \$124,403 due to a number of mining tenements undergoing revaluation due to properties changing hands.

Housing income YTD is \$784 against a budget of \$20,000. The reason for this is due to power rebates yet to be received.

Community Amenities is \$20,025 against a budget of \$9,270. The reason for this is \$8,000 in fees received for use of the bio-remediation cell (which had nil income allocated against it in the budget).

Other Property and Services is \$349,431 against a budget of \$34,775. The reason for this additional income is due to flood funding from Mains Roads of \$323,275 allocated here. It probably should be transferred to Transport Income.

Operating Expense

Governance expense is \$137,799 against a budget of \$282,054. In other words the expenditure YTD should be higher in any case. The costs not incurred at this point in time include \$60,000 for the review of the strategic plans and \$12,500 for structural reform. However, it would be appropriate to transfer the author's costs for the previous project work he did for the shire.

Housing expense is \$311,707 against a budget of \$259,361. This is due to \$100,000 in depreciation being higher than expected. However, this would be adjusted at the end of the financial year.

Transport costs are \$2,904,488 against a budget of \$4,499,583. This is due to the lag in the flood works and floodways expenses to come in.

Capital Expenses

Infrastructure – Parks & Ovals is \$0 spent as the funds of \$150,000 are allocated to the State Battery project.

Consultation

Finance Officer
IT Vision - Rates

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

Please refer to the comments in the body of this report.

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation – Item 10.2.1

That Council accepts the Statement of Financial Activity for the month of May 2016 as presented, including the attachments 10.2.1A Monthly Financial Report for May 2016.

COUNCIL RESOLUTION

??/16

MOVED: Cr

SECONDED: Cr

That Council accepts the Statement of Financial Activity for the month of May 2016 as presented, including the attachments 10.2.1A Monthly Financial Report for May 2016.

NOT/CARRIED (??)

10.2.2 ACCOUNTS UPDATE FOR THE MONTH OF MARCH 2016 (includes for Credit Cards, the Caravan Park and Fuel Sales)
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Location: Shire of Sandstone
Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 19 May 2016
Author: Rhonda Miles – Finance Officer
Senior Executive: Sean Fletcher – A/Chief Executive Officer

Signature of Author:



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 E: The list of accounts (EFT and cheque payments) is attached which will enable Council to see the payments made to the Shire's creditors.
- 10.2.2F to H: 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 that handle 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

Financial Management (Local Government) Regulations 1996 – Regulation 13

Please, also refer to the comments in the Background Section.

Policy Implications

Payments have been made under Council delegation.

Financial Implications

Funds were available to meet the expenditure.

Strategic Implications

Nil

Voting Requirements

Simple majority

Staff Recommendation – Item No. 10.2.2

That Council receives the April 2016 accounts paid as presented:

Municipal Fund

- Municipal printed cheque numbers 105037-105041 totalling \$15,691.98
- EFT Payment Numbers 4458-4534 totalling \$495,564.83
- Superannuation \$13,176 and \$5,683.85 totalling \$18,859.85

Trust Fund:

- Trust cheque number 68 totalling \$208.95

Payroll EFT:

April 2016 - \$25,609 and \$30,990 totalling \$56,599

Credit Cards:

DD2727.1 totalling \$3,716.35

COUNCIL RESOLUTION

??/16

MOVED: Cr

SECONDED: Cr

That Council receives the April 2016 accounts paid as presented:

Municipal Fund

- Municipal printed cheque numbers 105037-105041 totalling \$15,691.98
- EFT Payment Numbers 4458-4534 totalling \$495,564.83
- Superannuation \$13,176 and \$5,683.85 totalling \$18,859.85

Trust Fund:

- Trust cheque numbers 68 totalling \$208.95

Payroll EFT:

April 2016 - \$25,609 and \$30,990 totalling \$56,599

Credit Cards:

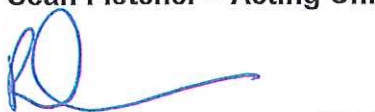
DD2727.1 totalling \$3,716.35

NOT/CARRIED (??)

10.2.3 RATES WRITE-OFF SMALL BALANCES

Location: Shire of Sandstone
Applicant: Chief Executive Officer
Disclosure of Interest: Nil
Date of Report: 19 May 2016
Author: Rhonda Miles – Finance Administrator
Senior Executive: Sean Fletcher – Acting Chief Executive Officer

Signature of Author:



Summary

Council is requested to approve by absolute majority the write-off certain rate balances (including any penalty interest).

Attachments

Attachments 10.2.3: Write-off Reports for Small Balance Write-offs to be carried out on balances under \$5.00 as per *Section 6.12 of the Local Government Act (1995)*.

Approval is sought for the write-off of a number of rates small balances (less than \$5.00 each) as set out below in Table 1.

Table 1: Rates Small Balances Write-off's

Assessment Number	Amount \$	Reason
A1020	1.72	14 Griffith St Sandstone 6639
A1308	0.52	Lot M57/00227
A1535	3.46	Lot E57/00838
A1627	0.49	Lot E58/00427
A1637	0.85	Lot E58/00428
TOTAL	7.04	

Consultation

Acting CEO

Statutory Environment

Section 6.12 of the Local Government Act 1995

Policy Implications

Nil

Financial Implications

Rates small balances write-offs: \$7.04.

Strategic Implications

Nil

Voting Requirements

Absolute majority

Staff Recommendation – Item 10.2.3

That Council approves the write-off of rates and/or penalty interest as per *Section 6.12 of the Local Government Act 1995*, as follows:

1. Rates small balances write-offs on Assessment Nos. A1020 of \$1.72; A1308 of \$0.52; A1535 of \$3.46; A1627 of \$0.49 and A1637 of \$0.85.

COUNCIL RESOLUTION

??/16

ABSOLUTE MAJORITY REQUIRED

MOVED: Cr

SECONDED: Cr

That Council approves the write-off of rates and/or penalty interest as per *Section 6.12 of the Local Government Act 1995*, as follows:

1. Rates small balances write-offs on Assessment Nos. A1020 of \$1.72; A1308 of \$0.52; A1535 of \$3.46; A1627 of \$0.49 and A1637 of \$0.85.

NOT/CARRIED BY ABSOLUTE MAJORITY (??)

10.3 HEALTH, BUILDING and TOWN PLANNING

10.3.1 ACCOUNTS UPDATE FOR THE MONTH OF MARCH 2016

Location: Shire of Sandstone
Applicant: Petitioners
Disclosure of Interest: Nil
Date of Report: 17 May 2016
Author: William Atyeo – Environmental Health Officer

Signature of Author: _____

Summary

Attachments

10.3.1A Petition

Background

The legalities in regards to persons trading food within the premises of the Caravan Park have been referred to me for a report and comment.

A food licensed person was trading within the Caravan Park utilising the Camp Kitchen and Bain Marie. However, this permission has been withdrawn and Council has received a petition voicing objection to the withdrawal of the trader's permission.

Comment

I have spoken to the Trader, seeking clarification of the situation.

I was informed that permission was granted and that they were preparing the food at the Community Centre, transporting it to the Park and placing in a Bain Marie. From there they would sell the food to their customers. This is the preferred option for providing food for the tourists at the Park, although the new kitchen at the Station will be used in the future, which is approved as a food premise.

After the withdrawal of permission, orders were taken, the food prepared, and the prepared orders delivered.

So the production and sale of food is legal. The places that are permitted to be used are at the discretion of the Council. The Caravan Park is owned by the Shire and they determine where the person can operate from.

My feelings are that the preparation of the food at the registered food premise, transported to a Bain Marie and sold directly to the persons wishing to purchase the food at the Caravan Park (which does not interfere with persons wishing to prepare their own food using the camp kitchen) is a positive for the Park and also for tourism.

The inter-reaction between tourist and the “local” people is of benefit to all and this can also be seen with the provision of fruit and vegetables at a private residence. It assists and grows the positive relationships within the town, which needs to be extended in order for the town to grow in a positive direction and lift the spirits of the people.

The business people working together with the locals will assist the town to grow, which will alternately increase the size of the “cake” available and all people increasing their benefits.

Consultation

Mr Sean Fletcher - Acting Chief Executive Officer
Mr Allan Bloore

Statutory Environment

Shire of Sandstone Town Planning Scheme

The Food Act 2011

Please, also refer to the comments in the Background Section.

Policy Implications

Nil.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Staff Recommendation – Item No. 10.3.1

That Council determines that licensed food businesses under the Food Act are permitted to establish stalls within the Caravan Park:

1. Providing they do not interfere with the use of the camp kitchen by the paying public and the park facilities, and that the licensed food businesses wishing to do this must first have the permission of the CEO.
2. Further, that all food businesses approved to operate within the Caravan Park do have appropriate public liability insurance that is current at the time.

COUNCIL RESOLUTION

??/16

MOVED: Cr

SECONDED: Cr

That Council determines that licensed food businesses under the Food Act are permitted to establish stalls within the Caravan Park:

1. Providing they do not interfere with the use of the camp kitchen by the paying public and the park facilities, and that the licensed food businesses wishing to do this must first have the permission of the CEO.
2. Further, that all food businesses approved to operate within the Caravan Park do have appropriate public liability insurance that is current at the time.

NOT/CARRIED (??)

10.4 WORKS and SERVICES

Nil

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

13.1 Meeting Closed to the Public

Nil

13.2 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 June 2016.

15 CLOSURE OF MEETING

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

CERTIFICATION

I, _____, certify that the Minutes of the Meeting held on 28 April 2016, as shown, were confirmed as a true and accurate record at the Meeting held on 26 May 2016.

(Presiding Member)

Date: 26 May 2016