



MINUTES

Ordinary Council Meeting

Thursday, 2 June 2016
2:00PM

Held in the Council Chambers, Hack St Sandstone



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Sean Fletcher
A/Chief Executive Officer

3 June 2016

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ORDINARY COUNCIL MEETING HELD ON 2 JUNE 2016

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**MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN
COUNCIL CHAMBERS, SANDSTONE ON THURSDAY, 2 June 2016**

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF ANY VISITORS

The Presiding Member, Cr Bethel Walton (Shire President) declared 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
Cr C (Carol) Hodshon	Deputy Shire President
Cr F (Freda) May	
Cr K Key	

Staff Members

Mr Sean Fletcher	A/Chief Executive Officer
Mr Rob Moss	Works Supervisor
Ms Rhonda Miles	Observer

3.2 Apologies

Cr D (Donna) Bennett
Cr J P Bennett

3.3 Approved Leave of Absence

Nil

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

Cr Freda May – Item 10.2.2

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 28 April 2016 be confirmed as a true and accurate record of proceedings.

COUNCIL RESOLUTION 34/16

MOVED: Cr F May

SECONDED: Cr C Hodshon

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

The amendment refers to Item 13.2 from the meeting held on 23 March 2016 that the meeting between the Shire President, the CEO and Cr JP Bennett scheduled for Tuesday 29 March 2016 did not occur until the morning of the Council Meeting held on 28 April 2016

CARRIED (4/0)

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 F May

SECONDED: Cr C Hodshon

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 (4/0)

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	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: <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 36/16

MOVED: Cr F May

SECONDED: Cr C Hodshon

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).

CARRIED BY ABSOLUTE MAJORITY (4/0)

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 LTFP, 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
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 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 37/16

MOVED: Cr C Hodshon

SECONDED: Cr K Key

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

CARRIED BY ABSOLUTE MAJORITY (4/0)

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 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:

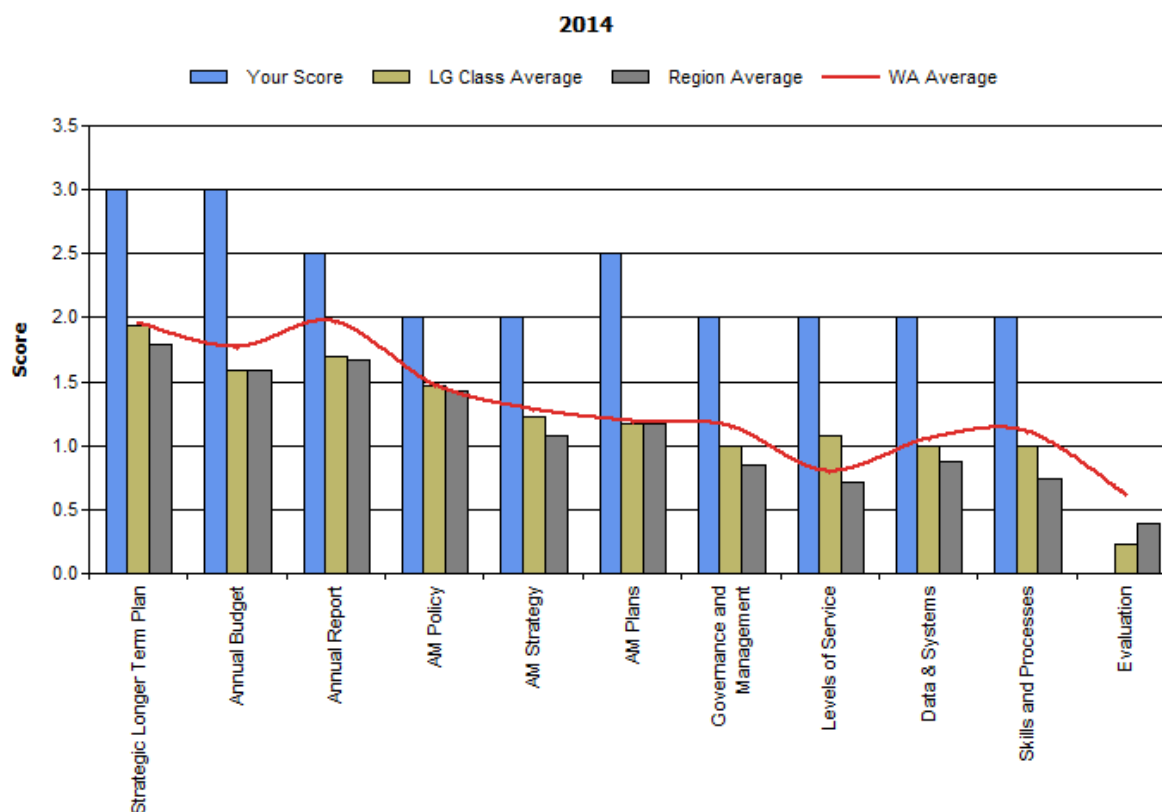


Diagram Two: Comparison of Local Governments Regarding Asset Management 2014

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 REOLUTION 38/16

MOVED: Cr F May

SECONDED: Cr C Hodshon

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.**

CARRIED (4/0)

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		Completed				<ul style="list-style-type: none"> Requirements reviewed March 2016; Workshop with Council not required; Community engaged – no comments received
CBP	CEO			Completed			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		Completed			Queries by the Department on a number of ratios addressed
AMP	CEO			Completed			<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			In progress	Time required		

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

Legend

	Indicator
Time required	Red
In progress	Yellow
Completed	Green
Revised due date	Blue

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 **39/16**

MOVED: Cr **F May**

SECONDED: Cr **C Hodshon**

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

CARRIED (4/0)

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
10.15B 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 40/16

MOVED: Cr F May

SECONDED: Cr C Hodshon

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*.

CARRIED (4/0)

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 REOLUTION

41/16

That Council:

- 1. Appoints the Shire President Cr Beth Walton its voting delegate 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 as the other councillors cannot attend the Annual General Meeting.**

CARRIED (4/0)

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 **42/16**

MOVED: Cr C Hodshon

SECONDED: Cr F May

That Council accepts the Status Update for May 2016

CARRIED (4/0)

10.2 FINANCIAL REPORTS

10.2.1 FINANCIAL STATEMENTS FOR MONTHS OF APRIL 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.

Variiances

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 **43/16**

MOVED: Cr F May

SECONDED: Cr K Key

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

CARRIED (4/0)

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: 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

44/16

MOVED: Cr K Key

SECONDED: Cr C Hodshon

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

CARRIED (4/0)

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

45/16

ABSOLUTE MAJORITY REQUIRED

MOVED: Cr C Hodshon

SECONDED: Cr F 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. 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.

CARRIED BY ABSOLUTE MAJORITY (4/0)

10.3 HEALTH, BUILDING and TOWN PLANNING

10.3.1 PERSONS TRADING (FOOD) ALICE ATKINSON CARAVAN PARK

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

46/16

MOVED: Cr C Hodshon

SECONDED: Cr K Key

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.

CARRIED (4/0)

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 2:50 pm.

CERTIFICATION

I, _____, certify that the Minutes of the Meeting held on 2 June 2016, as shown, were confirmed as a true and accurate record at the Meeting held on 26 May 2016.

(Presiding Member)

Date: 23 June 2016