



Minutes Ordinary Council Meeting

Thursday
27th February 2014



OLD STATE BATTERY - SANDSTONE



SHIRE OF SANDSTONE

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Ian Fitzgerald
Chief Executive Officer

12/3/2014

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SHIRE OF SANDSTONE
MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS,
SANDSTONE, ON THURSDAY 27TH FEBRUARY 2014

1.0 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Bethel Walton, declared the meeting open at 2:00pm.

2.0 ATTENDANCE

2.1 PRESENT

B Walton	Shire President	District Ward
C Hodshon	Councillor	District Ward
D McQuie	Councillor	District Ward
D Bennett	Councillor	District Ward
A Bloore	Councillor	District Ward
D Murat	Councillor	District Ward

STAFF

IB Fitzgerald	Chief Executive Officer
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There were 3 members of the community in the gallery during the meeting.

2.2 APOLOGIES

Nil

2.3 LEAVE OF ABSENCE

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.0 PUBLIC QUESTION TIME / PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Jan Fitzgerald addressed Council outlining community concerns in relation an article that appeared in the Transport Workers Union magazine "The Wheel". This article contained a number of inaccuracies including town population and the Shires proposal for a new truck parking area. The article quoted Councillor Bennett on several matters and Mrs Fitzgerald asked what action was to be taken to correct the misstatements and poor picture that had been portrayed of both Council and Sandstone.

Cr Walton advised that she had met with Cr Bennett and raised concerns over the article. Cr Bennett had advised the comments were made as a local business owner not as a councillor but Cr McQuie had reminded her there was a fine line between making

such comments and not identifying that whilst she is a Shire of Sandstone Councillor the comments were made as a business owner..

Council would be responding to the article and pointing out:

- a) the land in question is owned by Council and is not a dedicated parking area
- b) the correct town population
- c) that Council had received a petition with over 20 names on it complaining about the trucks, not a single complainant
- d) the work that was proposed by Council PRIOR to the trucks being moved to the new parking area.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 DECLARATIONS OF INTEREST

Chief Executive Officer declared an interest in Item 9.1.5 as he is the officer subject to the performance review

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

1/14 **MOVED:** Cr D Mcquie
 SECONDED: Cr D Murat

That the Minutes of the Ordinary Meeting of Council held on Thursday 19th December 2013, be confirmed as a true and accurate record of proceedings.

CARRIED
Voting 6/0

8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

9.0 OFFICERS REPORTS

9.1 CHIEF EXECUTIVE OFFICER'S REPORTS

9.1.1	BUDGET REVIEW – 2013/14
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Agenda Reference: CEO 02/14 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Department of Local Government & Community
Disclosure of Interest: Nil
Date of Report: 22nd February 2014
Author: Ian Fitzgerald, Chief Executive Officer

Signature of Author: _____

Summary

Council is requested to consider and adopt the Budget Review as presented for the period 1st July 2012 to 31st December 2014.

Attachments

Statement of Financial Activity with the 2013/14 forecast position, supporting notes as well as the detailed Schedules from 2 – 14 which give more detail at individual account level of the projected 2013/14 year end position.

Background

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires that a local government conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and Council's resolution are to be forwarded to the Department of Local Government and Community within 30 days of the adoption of the review.

Comment

The Budget Review has been prepared by the Chief Executive Officer using a framework set up by our new contract accountant.

It is pleasing to note that at this time there are no areas of concern and the estimated position as at 30th June 2014 will see a sizeable surplus of over \$700,000. This surplus has been brought about by a number of reasons including:

- a) due to the shortage of staff and need to address flood damage on some roads some road projects will not be completed which will result in savings this financial year.
- b) in addition whilst the major building construction project, the new civic centre, is progressing with tenders to be called in the very near future but will not be as far advanced as was projected at budget adoption time. The funds will need to be carried over to the 2014/15 financial year, or retained in the reserve accounts, to allow projects to be completed.

- c) in addition the Federal grant that was to be used to construct a unit at the caravan park was withdrawn after the change of government and Royalties for Regions (Country Local Government Fund) grants budgeted for will not be received due to changes in the program by the state government again impacting on some budgeted projects.

It should also be noted that our grants from the WA Grants Commission will be less than budgeted. This is due to a small reduction in our allocations following the federal government reducing the overall state allocation. It is projected there will be an overall reduction of \$20,000 as compared to the budget figures.

The review was carried out based on actuals for the period 1 July 2013 to 31st December 2013.

Rates:

Nett rate income is on budget. Recovery action has seen some long outstanding rates recovered. As a result the budgeted amount of rates to be written off has been reduced giving a positive impact on the budget and year end surplus.

Other General Purpose Income:

Interest on the Municipal Account is up approximately \$10,000 on budget due to more funds being available for investment and a change in operating procedures to hold most funds in investment accounts until required rather than in a cheque account.

Interest on the Reserve Accounts is down slightly as a result of interest rates dropping.

Members of Council:

There is likely to be savings in Member's Subscriptions/Donations as there has been less requests for donations and as a result of the closure of the Sandstone School.

Law Order & Public Safety:

All appears to be on budget other than animal control which will be greater than budget due to contributions to the vet visit.

Health:

All areas are on budget.

Housing:

Operational and maintenance expenditure will be under budget due to savings and less maintenance being required. There will be some savings in the capital expenditure area as the funds allocated as our contribution to the new aged units will no longer be required due to the withdrawal of federal and state government grants.

Sanitation & Sewerage:

No items to note.

Town Planning:

The consultant is working through the Town Planning Scheme review process but is anticipated that savings will be generated this financial year. It may be necessary to carry some funds over to 2013/14.

Other Community Amenities & Community Bus:

No items to note.

Recreation & Culture:

Due to the water playground requiring additional maintenance this will go over the original budget. This will be offset by savings in parks and gardens maintenance.

The new civic centre project is running behind schedule and minimal funds will be required this financial year. This will allow funds to be retained in the reserve account and earn more interest.

All other areas are within budget provision.

Transport:

Due to the shortage of works crew members during the year the works programme will not be completed generating savings that will need to be carried forward to 2013/14. It would appear that as this also happened last financial year more care will need to be taken to ensure the number of projects budgeted for are achievable by the construction crew. In addition the new format set up for the general ledger has identified some duplication of expenditure. With a new and better structured framework now in place it will make it easier for staff to budget more accurately.

There have been several changes to the projected plant items to be replaced this year reported to Council during the year. These changes will result in savings and the requirement for fewer funds to be transferred from reserve.

All other items are within budget allowances.

Rural Services:

No items to note.

Tourism & Area Promotion:

The Visitor Centre expenditure will increase due to the extended opening hours of the centre.

Tourism Development may go over budget with the purchase of the new astronomy equipment.

This will be offset by savings in other areas of the budget.

Building Control:

No items to note.

Caravan Park:

It is projected there will be an over expenditure of \$20,000 due to extra maintenance requirements and with income projected to be slightly over budget.

The caravan park redevelopment project is proceeding well and the majority of the work has been completed. The additional ablution block is still being researched and it would appear the solar power project will not be able to proceed due to changes in Horizon Power guidelines. This latter project not proceeding will help generate budget savings.

Other Economic Services:

With Council to run the fuel and household gas facilities there will be unbudgeted expenditure and income. It is projected that the income generated will offset the bulk of the expenditure incurred.

Private Works:

There will be unbudgeted income from private works as a result of Council helping to clean up the fuel spill on the Sandstone – Leinster Road.

Public Works Overheads:

Due to the shortage of outside staff expenditure is under budget which currently sees the internal allocation of these expenses over allocated to works as compared to the budget projections.

Plant Operation Costs:

Other than the expenditure on internal repair wages overall expenditure is under budget. The employment of a qualified mechanic full time in the workshop and staff being directed to ensure plant is well maintained has seen this area projected to exceed budget. This will be offset largely by savings in other arrears.

Administration:

In general administration expenses are projected to be slightly down on budget due to staff changes and the restructuring of the staffing arrangements. This has resulted in reduced allocation of administration expenses to all areas of Council's operations.

Reserves:

As a result of some projects not proceeding or being delayed there will be less funds required to be transferred from reserves this year.

General Observations:

The budget is currently on track to produce a surplus through a combination of expenditure savings, increased income, and to a large extent, projects not being completed due to a combination of staff shortages or withdrawal of government grant funds. The main statutory obligations continue to be met and it is areas such as the works program that is being affected most.

The delay in completing projects has allowed funds to be invested for longer and therefore generating additional income for Council to use on future projects.

Active recruitment of replacement staff is under way and it is hoped there will be a full complement of staff by the end of March to allow more works projects to be undertaken.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

The projection based on this review is that the budget will produce a surplus at 30th June 2014.

Strategic Implications

Nil

Voting Requirements

Absolute majority

2/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.1

MOVED: Cr D McQuie
SECONDED: Cr C Hodshon

That Council notes that the budget review for 2013/14 has been conducted and receives the notes on the various areas of operation.

CARRIED
Voting 6/0
ABSOLUTE MAJORITY

In general discussions following this item Council raised the need to look at employing a Works Supervisor and if necessary engage contractors to complete budgeted road projects.

Cr. Walton withdrew from the meeting at 3.01pm with Cr McQuie taking the chair.

Cr Walton returned to the meeting at 3.02pm

9.1.2 LEASE AGREEMENT – FUEL OUTLET

Agenda Reference: CEO 02/14 – 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 22nd February 2014
Author: Ian Fitzgerald, Chief Executive Officer

Signature of Author: _____

Summary

Council is requested to endorse the actions of the Chief Executive Officer and Shire President in entering into a lease agreement with T & L Nichols for the fuel outlet facility at Lot 1 Hack Street Sandstone to help ensure the town continues to have a fuel supply.

Attachments

A copy of the lease agreement is attached to this item.

Background

Council has previously managed the fuel facility from February to September 2012.

Comment

Over the break between Council meetings the owners of the Sandstone Fuel and household gas facility made the decision to close to leave Sandstone for personal reasons and offered the fuel facility to Council on either a lease or purchase arrangement. The premises were inspected by the Shire President and Chief Executive Officer and to ensure the town had a fuel outlet which services both our local residents as well as the many tourists that visit Sandstone it was agreed Council would enter into a lease arrangement.

The Shire President and Chief Executive Officer have negotiated a 12 month lease agreement with Mr and Mrs Nichols for the existing fuel facility only – not including the new shed structure which is still not completed. The weekly lease fee is \$200 which is the same as the previous lease.

We were able to have a very smooth transition with Council taking over on Monday 3rd February 2014 with a dip of the tanks undertaken and Council to purchase the fuel in the tanks. A delivery of fuels was arranged for the first week of our operations to ensure an adequate supply was on hand at all times.

At present office staff are manning the facility from the office with after hours (weekends) on a request basis with staff taken turns to be on call. A dedicated mobile phone has been set up for this purpose.

At present the service is running well with positive community feedback.

Consultation

T & L Nichols
Shire President

Statutory Environment

Local Government Act 1995.

Policy Implications

Nil

Financial Implications

The lease payments are an unbudgeted expense as are the fuel purchases for the community facility. These expenses will be offset by the income generated by the sale of fuel. No additional staff expense has been incurred to date.

Strategic Implications

Nil

Voting Requirements

Absolute majority

3/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.2

MOVED: Cr C Hodshon
SECONDED: Cr D McQuie

That Council endorses the actions of the Shire President and Chief Executive Officer in negotiating and entering into a 12 month lease at \$200 per week for the existing town fuel facility to ensure continuity of this service.

CARRIED
Voting 6/0
Absolute Majority

3.05pm – Cr Walton has declared a financial interest in this item as her partner is the owner of the land the subject of the lease and withdrew from the meeting.

Cr D McQuie took the chair.

9.1.3 LEASE AGREEMENT – GAS CYLINDER STORAGE FACILITY

Agenda Reference: CEO 02/14 – 03
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 22nd February 2014
Author: Ian Fitzgerald, Chief Executive Officer

Signature of Author: _____

Summary

Council is requested to endorse the actions of the Chief Executive Officer in entering into a lease agreement with Mr G Kjellgren for the gas storage facility at Lot 526 Hack Street Sandstone to help ensure the town has a household gas supply service. Council may also wish to consider the outright purchase of the land and infrastructure on Lot 526.

Attachments

Nil

Background

Council was previously managed the gas facility from February to September 2012.

Comment

Over the break between Council meetings the owners of the Sandstone fuel and household gas facility made the decision to close to leave Sandstone for personal reasons and offered the gas facility to Council. The premises where the gas facility is located is owned by Mr G Kjellgren and are registered as a household gas facility. It is important the town has a gas service which services both our local residents as well as the many tourists that visit Sandstone.

The Chief Executive Officer has negotiated a 12 month lease agreement with Mr Kjellgren the existing gas facility. The weekly lease fee is \$25 which is the same as the previous lease.

We were able to have a very smooth transition with Council taking over on Monday 3rd February 2014 taking over the stock of 9kg exchange cylinders. A delivery of household and exchange gas cylinders was arranged for the first week of our operations to ensure an adequate supply was on hand at all times.

At present office staff are manning the facility from the office with after hours (weekends) on a request basis with staff taken turns to be on call. A dedicated mobile phone has been set up for this purpose.

At present the service is running well with positive community feedback.

Mt Kjellgren has also indicated that he is willing to sell the block and associated infrastructure to Council for \$16,000 or as negotiated.

The last time we had blocks valued in town the valuers suggested a value of around \$8,500. This block has been fully fenced, has a small shed structure for the storage of the gas cylinders. In addition the site is licenced as a gas facility already requiring no further action by Council.

The purchase of the lot, whilst unbudgeted, would help secure the facility for the long term and should the fuel facility be sold at time in the future and the new owners also want to supply household gas Council would be able to lease the site if they wish.

Consultation

G Kellgren
Shire President
Kleenheat Gas

Statutory Environment

Local Government Act 1995.

Policy Implications

Nil

Financial Implications

The lease payments are an unbudgeted expense as are the purchases of the gas cylinders. These expenses will be offset by the income generated by the sale of gas. No additional staff expense has been incurred to date. The purchase of the site is also unbudgeted but could be funded from the anticipated budget surplus for the 2013/14 year.

Strategic Implications

Nil

Voting Requirements

Absolute majority

4/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.3

MOVED: Cr C Hodshon
SECONDED: Cr A Bloore

That Council:

- a) endorses the actions of the Chief Executive Officer in negotiating and entering into a lease agreement at \$25 per week for the existing gas cylinder storage facility to ensure continuity of this service.**
- b) proceed to the gas facility at Lot 526 Hack Street Sandstone for \$16,000 or as negotiated**

CARRIED

Voting 4/1

Absolute Majority

3.13pm Cr Walton returned to the meeting and was advised of Council's resolution.

Cr Walton resumed the chair.

9.1.4 REGISTER OF DELEGATIONS REVIEW

Agenda Reference: CEO 2/14 – 04
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 23rd February 2014
Author: Ian Fitzgerald, Chief Executive Officer

Signature of Author: _____

Summary

An updated Delegations Register is presented for Council's consideration and adoption.

Attachments

A copy of the revised 2013/14 Delegations Register is attached to this item.

Background

Council is required to review delegations at least once per financial year by the Local Government Act 1995 section 5.46(2)

Comment

The last review of the Delegations Register was conducted in September 2013 as a result of staff changes.

The attached revised delegations register clearly specifies the delegations and sub delegations and is presented as a result of further staff changes. The register is presented in a concise format which makes it easier for Council and readers of the document to understand and interpret.

The review of the Delegations Register has taken into consideration the current staffing structure but a further review will be required should any changes be determined and staff are appointed.

Consultation

Council

Statutory Environment

Local Government Act 1995 – section 5.46(2)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute majority

5/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.4

MOVED: Cr D McQuie

SECONDED: Cr A Bloore

That Council adopt the reviewed 2013/14 Register of Delegations as presented.

CARRIED

Voting 6/0

Absolute Majority

3.16pm The Chief Executive Officer declared an interest in this item as the officer subject to the review and withdrew from the meeting.

9.1.5 ANNUAL PERFORMANCE REVIEW – CHIEF EXECUTIVE OFFICER

Agenda Reference: CEO 2/13 – 05
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: The CEO declares an interest as his employment is the subject of the review
Date of Report: 23rd February 2013
Author: Ian Fitzgerald, Chief Executive Officer

Signature of Author: _____

Summary

Council is required to conduct an annual performance review on the Chief Executive Officer, determine any key performance indicators for the coming year and review the annual remuneration package.

Attachments

Nil. Some information has been provided separately to the Agenda.

Background

Nil

Comment

This is the second performance review for the Chief executive Officer after commencing with the Shire of Sandstone on the 30th January 2012.

There have been no particular Key Performance Indicators (KPI's) set for the Chief Executive Officer.

I have attached a copy of some documentation that was associated with my original appointment as Chief Executive Officer at the Shire of Sandstone and on the last page submitted some comments against Performance Standards.

Consultation

Nil

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Any adjustment to the remuneration package could be met from the budgeted staff salaries.

Strategic Implications

Nil

Voting Requirements

Absolute majority

6/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.5

MOVED: Cr D McQuie
SECONDED: Cr C Hodshon

That Council

- a) conducted an annual performance review of the Chief Executive Officer with a deemed above average level of performance**
- c) determined to increase the Chief Executive Officer's annual remuneration package as requested by the Chief Executive Officer**

CARRIED

Voting 4/1

Absolute Majority

9.1.6 ANNUAL ELECTORS MEETING - MINUTES

Agenda Reference: CEO 2/13 – 06
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 23rd February 2013
Author: Ian Fitzgerald, Chief Executive Officer

Signature of Author: _____

Summary

The Annual Electors Meeting was held on Thursday 19th December 2013. The minutes of the meeting are presented to Council to be received and for the recommendations from that meeting to be considered.

Attachments

A copy of the unconfirmed Minutes of the 2012/13 Annual electors meeting are attached to this item.

Background

Nil

Comment

There is a requirement for the minutes of any Electors Meeting to be presented to Council. The minutes are to be received only as they will be confirmed at the next Electors Meeting.

Any recommendations from the Electors Meeting are to be presented to Council for consideration.

There is one recommendation from the 2012/13 Annual Electors meeting that Council will need to consider:

MOVED: Cr A Bloore
SECONDED: Cr D McQuie

That this meeting recommend to Council that it establish a Tourism Committee to work with Council on the promotion of Sandstone and to assist in developing new tourist attractions.

CARRIED

As a result of this recommendation and in anticipation of Council's support for the recommendation a notice was placed in the February edition of the Bush Telegraph calling for Expressions of Interest from those interested in joining the proposed committee. A number of nominations have been received.

Council has previously identified tourism as being very important to Sandstone and the need to grow our market as well as trying to retain tourists in our community for longer to help our long term survival.

Consultation

Cr Bloore

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Tourism has been identified in our Community Strategic Plan and Corporate Business Plan as being very important areas for Council to include in their operations.

Voting Requirements

Simple majority

7/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.1.6

MOVED: Cr D McQuie
SECONDED: Cr A Bloore

That Council:

- a) receive the minutes of the Annual Electors Meeting held on the 19th December 2013
- b) resolve to form a Sandstone Tourism Committee

CARRIED
Voting 6/0

8/14 COUNCIL RESOLUTION

MOVED: Cr D McQuie
SECONDED: Cr A Bloore

That Council accept the 6 nominations for the Tourism Committee with the Chief Executive Officer to provide secretarial support.

CARRIED
Voting 6/0

9.2 FINANCIAL REPORTS

9.2.1 FINANCIAL STATEMENTS FOR MONTH OF DECEMBER 2013 & JANUARY 2014

Agenda Reference: FO 2/14 – 01
Location/Address: Shire of Sandstone
Name of Applicant:
Disclosure of Interest: Nil
Date of Report: 18TH February 2014
Author: Candice Smith – Finance Officer

Signature of Author: _____

Summary

The Monthly Statement of Financial Activity reports for the month ending 31st December 2013 and month ending 31st January 2014 is presented to Council for adoption.

Attachments

The Monthly Financial Activity Reports for the months of December 2013 and January 2014 are attached to this item.

Background

The Financial Management Regulations require a monthly statement of financial activity to be presented to Council.

Comment

These financial reports are presented to council after being prepared by our contract accountant. Council continues to be in a strong financial position.

Council's current operating surplus as at 31st January 2014 was \$741,247.

Summary of Funds – Shire of Sandstone as at: 31st January 22nd February

	31 st January	22 nd February
Municipal Cheque Account (CBA and BankWest)	\$43,269	\$263,929
Municipal Investment Account (CBA and BankWest)	\$3,209,861	\$3,209,861
Trust Fund (CBA and BankWest)	\$1,430	\$1,156
Reserve Bank Accounts (BankWest)	\$5,016,133	\$5,051,177
Reserve Account (CBA)	\$1,000,000	\$1,000,000
ME Bank Investment	\$250,000	\$250,000

Debtor's accounts are being monitored with efforts made to ensure that monies are recovered. The outstanding balance as at 31st December 2013 was \$5,166. The outstanding balance as at

31st January 2014 was \$7,513. Accounts outstanding for 60 days or more are being followed up.

Rate debtors as at 31st December 2013 were \$276,450. Rate debtors as at 31st January 2014 were \$265,676. Outstanding rates are being pursued and several have been referred to a debt collection agency for action.

Consultation

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996: Regulation 34(1) (a) and Regulation 17.

Policy Implications

Nil

Financial Implications

No significant financial trends are identified at this time.

Strategic Implications

Nil

Voting Requirements

Simple Majority

9/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM 9.2.1

MOVED: Cr D McQuie
SECONDED: Cr A Bloore

That Council adopt the Financial Activity Report for the months of December 2013 and January 2014 as presented.

CARRIED
Voting 6/0

9.2.2 ACCOUNTS FOR PAYMENT FOR MONTH OF DECEMBER 2013 & JANUARY 2014

Agenda Reference: FO 2/14 – 02
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone
Disclosure of Interest: Nil
Date of Report: 18TH February 2014
Author: Candice Smith, Finance Officer

Signature of Author: _____

Summary

Council is requested to confirm payment of creditors for the month of December 2013 and January 2014 in accordance with the Local Government (Financial Management) Regulations 1996 section 13.1.

Attachments

The list of accounts (EFT and cheque payments) is attached which will enable Council to confirm payment of its creditors

Background

Financial Regulations require a schedule of payments made through the bank accounts to be presented to Council for their inspection. 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. 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 Regulations 1996

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

10/14 OFFICER RECOMMENDATION AND COUNCIL RESOLUTION – ITEM NO. 9.2.2

MOVED: Cr C Hodson

SECONDED: Cr D McQuie

That Council confirm the December 2013 and January 2014 accounts for payment as presented:

Municipal Fund:

December 2013 - Cheque numbers 20 - 25 and EFT Payment Numbers 2435 - 2502 totalling \$ 1,060,674

January 2014 - Cheque numbers 26 - 30 and EFT Payment Numbers 2501 - 2576 totalling \$ 614,426

Trust Fund:

December 2014 - Cheque number 5 totalling \$ 744

January 2014 - Cheque number 6 totalling \$ 273

Payroll EFT:

December 2013 - \$24,350.00 & \$26,432.00 & \$23,192.00 totalling \$73,974.00

January 2014 - \$63,340.71 & \$17,879.00 totalling \$81,219.71

Credit Cards:

December 2013 – BankWest \$5,347.57 as detailed on the attached statements.

January 2014 – BankWest \$1,048.93 as detailed on the attached statements.

CARRIED
Voting 6/0

9.3 HEALTH, BUILDING and TOWN PLANNING REPORTS

Nil

9.4 WORKS and SERVICES

Nil

10. ELECTED MEMBERS MOTIONS OF WHICH PRIOR NOTICE HAVE BEEN GIVEN

Nil

11. NEW URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

11.1 ELECTED MEMBERS

11.2 STAFF

11/14 COUNCIL RESOLUTION – ITEM 11.2

MOVED: Cr C Hodshon

SECONDED: Cr D McQuie

That Council accept and discuss the late agenda items in reference to the Audit Committee meeting and 2013 Compliance Audit Return.

CARRIED

Voting 6/0

Agenda Reference: CEO 2/14 – 01
Location/Address: Shire of Sandstone
Name of Applicant: Shire of Sandstone Audit Committee
Disclosure of Interest: Nil
Date of Report: 27th February 2014
Author: Ian Fitzgerald, Chief Executive Officer

Signature of Author: _____

Summary

The Audit Committee has reviewed the Compliance Audit Return for 2013 and presents it to Council for adoption. The Committee noted no areas of non compliance in the Return which is very pleasing.

Attachments

A copy of the completed return is attached to this item.

Background

All local governments are required to complete and submit a Compliance Audit Return for the previous calendar year by the 31st March of the following year.

Comment

The Shire of Sandstone Audit Committee has today met and reviewed the 2013 Compliance Audit Return as required by the Local Government Audit Regulations 1996.

The Committee went through the completed return, as completed by the Chief Executive Officer, and discussed the various responses as required. The Committee was pleased to advise that there were no areas of non compliance reported by the Chief Executive Officer in the 2013 Return.

It should be noted that the completion of the return is a self-compliance process which may be completed in-house or by the use of an external consultant.

The Chief Executive Officer advised the Committee that a letter had been received from the Department of Local Government and Communities requesting a response to items noted in the 2012/13 Audit Management letter:

- a) payroll system did not reconcile to the general ledger – regular reconciliations are now completed
- b) identified that receipts from other revenue could not be traced back to bank deposits – refers to caravan park cash takings. A spreadsheet is now prepared outlining the days takings and whether it be cash of EFTPOS transactions

c) Bank reconciliation for October 2012 – the report was checked on the screen and balanced but when printed 1 line did not print for some reason – reports are now checked after they are printed

d) Accounting for the Agnew – Sandstone Rd – this was an error by previous staff and contract accountants that did not remove it from our asset register once taken over by Main Roads WA. This resulted in an overstatement of our road asset values and depreciation being accumulated. The error was rectified during the preparation of the 2012/13 financial statements.

e) ESL liability adjustments – a small adjustment to the amount payable to Department of Fire and Emergency Services was required.

There were no matters raised on the formal Audit Report.

Consultation

Nil

Statutory Environment

Local Government (Audit) Regulations 1996 – 15 (1)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

A high level of compliance is required to help ensure the Shire of Sandstone has a good governance base on which to achieve its strategic objectives.

Voting Requirements

Absolute majority

Committee Recommendation – Item No. 11.2.1

That the Audit Committee recommend Council formally adopt the 2013 Compliance Audit Return as presented, with no identified areas of non-compliance, and it be submitted to the Department of Local Government and Communities prior to the 31st March 2014

12/14 COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION – ITEM NO. 11.2.1

MOVED: Cr A Bloore
SECONDED: Cr D McQuie

That Council accept the recommendation from the Audit Committee and formally adopt the 2013 Compliance Audit Return as presented, with no identified areas of non-compliance, and it is submitted to the Department of Local Government and Communities prior to the 31st March 2014

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12. CONFIDENTIAL ITEMS

Nil

13. COUNCILLOR REPORTS

Nil

14. TIME AND DATE OF NEXT MEETING

The next scheduled ordinary meeting of the Council will be held on Thursday 27th March 2014 at 2.00pm

15. CLOSURE

The Shire President thanked all for attending and declared the meeting closed at 4.00pm.

These minutes were confirmed at a meeting on 27th March 2014.

Signed: _____

Presiding Officer

Date: 27th March 2014