



# **SHIRE OF LAVERTON**

## **MINUTES**

**FOR THE ORDINARY MEETING OF COUNCIL  
HELD**

**22 MARCH 2012**

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD AT THE SHIRE OF LAVERTON COUNCIL CHAMBERS ON 22 MARCH 2012, COMMENCING AT 5.16 PM.**

**1. DECLARATION OF OPENING**

The President, Cr R Wedge declared the meeting open at 5.16pm and read the disclaimer as printed in the Agenda.

**2. ANNOUNCEMENT OF VISITORS**

Nil

**3. RECORD OF ATTENDANCE**

**3.1 PRESENT**

Cr Rob Wedge	President
Cr Patrick Hill	Councillor
Cr Leslee Hawkins	Councillor
Cr Beatrice Fuamatu	Councillor
Cr Shaneane Weldon	Councillor
Mr S Deckert	Chief Executive Officer
Mrs D Prior	Exec Mgr Corporate & Community Services
Mrs L Barnes	Executive Assistant

**3.2 APOLOGIES**

Cr Rex Ryles	Deputy President
Cr Vanessa Thomas	Councillor
Mr P Crawford	Exec Mgr of Technical Services

**3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**OC0301 6.1 APPLICATIONS FOR LEAVE OF ABSENCE**

**File Ref: 210**

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0301 COUNCIL'S DECISION**

**Moved Cr P Hill, Seconded Cr L Hawkins**

**That Cr S Weldon's application for a leave of absence from the next Ordinary Meeting of Council on 19 April 2012 to enable Cr Weldon to attend a study block in Perth is approved.**

**That Cr P Hill's application for a leave of absence from the next Ordinary Meeting of Council on 19 April 2012 to enable Cr Hill to attend a meeting with the Chamber of Minerals & Energy Conference in Perth in his capacity as Chairman of the OHDC is approved.**

**CARRIED 4/0**

**7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

The President advised the Meeting that there are no items to be discussed behind closed doors.

**8. CONFIRMATION OF MINUTES**

<b>OC0302 8.1 ORDINARY COUNCIL MEETING – 16 FEBRUARY 2011</b>	<b>File Ref: 81</b>
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**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0302 COUNCIL DECISION/OFFICER'S RECOMMENDATION**

**Moved Cr B Fuamatu, Seconded Cr L Hawkins**

**That the Minutes of the Ordinary Meeting of Council held on 16 February 2012 be confirmed as a true and accurate record.**

**CARRIED 5/0**

**9. PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

<b>OC0303 10.1 PRESIDENTS REPORT</b>
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The President Cr R Wedge tabled and spoke to his report (Attachment 10.1 "A") reporting on his activities for the month of February as outlined in the tabled report.

**VOTING REQUIREMENTS**

Simple majority decision required

**OC0303 COUNCIL DECISION**

**Moved Cr S Weldon, Seconded Cr P Hill**

**That the President's Monthly Activity Report (Attachment 10.1"A"), be received.**

**CARRIED 5/0**

**Cr B Fuamatu verbally reported that the Laverton St John Ambulance Sub Centre will not cease operations. The LSJAA will be holding additional training sessions on 29, 30, 31 March and 1 April to further the skills for the new volunteers. Cr Fuamatu thanked Council for its support.**

**The President thanked Cr Fuamatu for her report.**

**Cr P Hill mentioned that in the 16 February 2012 OMC Agenda his report had no heading to indicate that the report was his.**

**The President requested that Cr Hill's report be rectified.**

**11. REPORTS OF COMMITTEES AND OFFICERS**

**11.1 HEALTH, BUILDING AND TOWN PLANNING BUSINESS**

**Nil**

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## 11.2 FINANCE AND ADMINISTRATION BUSINESS

<b>OC0304</b>	<b>11.2.1</b>	<b>ACCOUNTS PAID AS AT 29 FEBRUARY 2012</b>	<b>File Ref: 39</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The Senior Officer has an interest to the extent that she is a beneficiary of a locally operated business that is a creditor.

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Tamara Hill, Administration Assistant

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REF:** Not applicable

**MATTER FOR CONSIDERATION:**

The presentation of a list of accounts paid in the preceding month in accordance with Council Delegation 21.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

In accordance with Delegation 21, the Chief Executive Officer has approved the following accounts for payment:

Municipal Fund payments including cheque numbers 11744 to 11777 electronic funds transfers and lease payments totalling \$1,017,771.37 are presented as per the submitted list below:

Debtors	Trans #	Type	Date	Num	Amount
<b>Aerodrome Management Services - EFT</b>					
	60,660	Bill Pmt - Cheque	14/02/2012		-1,129.70
<b>Alice Springs Town Council - EFT</b>					
	60,661	Bill Pmt - Cheque	14/02/2012		-5,808.00
<b>Alloy &amp; Stainless Products - EFT</b>					
	60,752	Bill Pmt - Cheque	22/02/2012		-177.10
<b>Apollo Contracting Services - EFT</b>					
	60,607	Bill Pmt - Cheque	09/02/2012		-23,969.00
	60,753	Bill Pmt - Cheque	22/02/2012		-3,448.50
	60,905	Bill Pmt - Cheque	27/02/2012		-10,945.00
<b>Aradon Pty Ltd - EFT</b>					
	60,369	Bill Pmt - Cheque	03/02/2012		-1,323.33
<b>Asgard Investors Services</b>					
	60,296	Liability Cheque	02/02/2012	11747	-2,085.92

	60,302	Liability Cheque	02/02/2012	11749	-1,831.16
	60,949	Liability Cheque	28/02/2012	11774	-1,831.14
<b>ATO (for Outback Way) - EFT</b>					
	60,370	Bill Pmt - Cheque	03/02/2012		-9,948.00
<b>Atom Supply - EFT</b>					
	60,754	Bill Pmt - Cheque	22/02/2012		-3,010.08
<b>Austral Mercantile Collection - EFT</b>					
	60,608	Bill Pmt - Cheque	09/02/2012		-1,710.37
<b>Australian Super</b>					
	60,295	Liability Cheque	02/02/2012	11746	-875.28
	60,303	Liability Cheque	02/02/2012	11750	-708.17
	60,950	Liability Cheque	28/02/2012	11775	-751.44
<b>Australian Taxation Office - EFT</b>					
	60,371	Bill Pmt - Cheque	03/02/2012		-82,861.00
	60,755	Bill Pmt - Cheque	22/02/2012		-17,079.00
<b>Australian Wildflower Seeds Pty Ltd - EFT</b>					
	60,372	Bill Pmt - Cheque	03/02/2012		-364.27
<b>Barry Wood - EFT</b>					
	60,373	Bill Pmt - Cheque	03/02/2012		-58.00
<b>Biggs Butchers</b>					
	60,937	Bill Pmt - Cheque	27/02/2012	11768	-190.00
<b>Boc Limited - EFT</b>					
	60,374	Bill Pmt - Cheque	03/02/2012		-136.87
<b>Boldjet Pty Ltd</b>					
	60,414	Bill Pmt - Cheque	06/02/2012	11753	-1,371.28
<b>Building Commission - EFT</b>					
	60,662	Bill Pmt - Cheque	14/02/2012		-36.00
<b>Bullivants Pty Ltd - EFT</b>					
	60,756	Bill Pmt - Cheque	22/02/2012		-615.64
<b>Cardno (WA) Pty Ltd - EFT</b>					
	60,663	Bill Pmt - Cheque	14/02/2012		-39,553.03
	60,906	Bill Pmt - Cheque	27/02/2012		-8,575.08
<b>Central Desert Shire Council - EFT</b>					
	60,609	Bill Pmt - Cheque	09/02/2012		-1,328.50
	60,664	Bill Pmt - Cheque	14/02/2012		-2,657.00
<b>CHEFMASTER AUSTRALIA - EFT</b>					
	60,665	Bill Pmt - Cheque	14/02/2012		-1,926.60
<b>City of Kalgoorlie-Boulder - EFT</b>					
	60,757	Bill Pmt - Cheque	22/02/2012		-266.20
<b>Coffee &amp; Tea Supplies - EFT</b>					
	60,907	Bill Pmt - Cheque	27/02/2012		-737.91
<b>Collins Distributors - EFT</b>					
	60,375	Bill Pmt - Cheque	03/02/2012		-538.12
<b>Comfort Inn Bay of Isles</b>					
	60,938	Bill Pmt - Cheque	27/02/2012	11769	-862.00



**CORPORATE EXPRESS - EFT**

60,376	Bill Pmt - Cheque	03/02/2012		-45.34
60,908	Bill Pmt - Cheque	27/02/2012		-827.06

**Courier Australia - EFT**

60,377	Bill Pmt - Cheque	03/02/2012		-60.52
60,666	Bill Pmt - Cheque	14/02/2012		-53.97

**Covs Auto, Mining & Industrial - EFT**

60,667	Bill Pmt - Cheque	14/02/2012		-308.52
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**CyberSecure Pty Ltd - EFT**

60,378	Bill Pmt - Cheque	03/02/2012		-3,215.30
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**Dean's Autoglass - EFT**

60,668	Bill Pmt - Cheque	14/02/2012		-512.60
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**Deanne Prior - EFT**

60,379	Bill Pmt - Cheque	03/02/2012		-290.87
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**Desert Inn Hotel - EFT**

60,610	Bill Pmt - Cheque	09/02/2012		-287.50
60,758	Bill Pmt - Cheque	22/02/2012		-160.30

**Desert Sands Cartage - EFT**

60,380	Bill Pmt - Cheque	03/02/2012		-326.63
60,669	Bill Pmt - Cheque	14/02/2012		-37,361.34

**Duncan J Jack Consulting Engineer - EFT**

60,759	Bill Pmt - Cheque	22/02/2012		-2,585.00
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**Eagle Petroleum (WA) - EFT**

60,909	Bill Pmt - Cheque	27/02/2012		-39,600.00
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**Eastern Hills Saws & Mowers - EFT**

60,910	Bill Pmt - Cheque	27/02/2012		-150.00
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**Eastern Menzies Declared Animal Group**

60,415	Bill Pmt - Cheque	06/02/2012	11754	-5,000.00
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**Eastgold Dairy Distributors - EFT**

60,381	Bill Pmt - Cheque	03/02/2012		-386.90
60,911	Bill Pmt - Cheque	27/02/2012		-360.05

**Elite Gym Hire - EFT**

60,382	Bill Pmt - Cheque	03/02/2012		-440.00
60,760	Bill Pmt - Cheque	22/02/2012		-2,966.10
60,912	Bill Pmt - Cheque	27/02/2012		-660.00

**Express Yourself Printing - Eft**

60,383	Bill Pmt - Cheque	03/02/2012		-189.00
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**FESA - EFT**

60,384	Bill Pmt - Cheque	03/02/2012		-460.40
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**Fiesta Canvas**

60,939	Bill Pmt - Cheque	27/02/2012	11770	-2,084.50
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**First National Real Estate - EFT**

60,385	Bill Pmt - Cheque	03/02/2012		-1,988.95
60,914	Bill Pmt - Cheque	27/02/2012		-1,988.95

**FORMAN BROTHERS - EFT**

	60,386	Bill Pmt - Cheque	03/02/2012		-253.00
<b>Fostinelli Engineering - EFT</b>					
	60,387	Bill Pmt - Cheque	03/02/2012		-3,157.44
<b>Gill Smash Repairs - EFT</b>					
	60,915	Bill Pmt - Cheque	27/02/2012		-500.00
<b>GM Multimedia Pty.Ltd - EFT</b>					
	60,388	Bill Pmt - Cheque	03/02/2012		-1,096.00
<b>Goldfields Commercial Security - EFT</b>					
	60,761	Bill Pmt - Cheque	22/02/2012		-39.80
<b>Goldfields Four Wheel Drive - EFT</b>					
	60,762	Bill Pmt - Cheque	22/02/2012		-759.00
<b>Goldfields Truck Power - EFT</b>					
	60,389	Bill Pmt - Cheque	03/02/2012		-150.19
	60,670	Bill Pmt - Cheque	14/02/2012		-3,668.03
	60,916	Bill Pmt - Cheque	27/02/2012		-367.95
<b>Goldline Distributors - EFT</b>					
	60,390	Bill Pmt - Cheque	03/02/2012		-887.71
	60,917	Bill Pmt - Cheque	27/02/2012		-584.61
<b>Goldrush Tours - EFT</b>					
	60,671	Bill Pmt - Cheque	14/02/2012		-1,006.40
	60,918	Bill Pmt - Cheque	27/02/2012		-826.20
<b>Grapevine Marketing - Eft</b>					
	60,391	Bill Pmt - Cheque	03/02/2012		-788.21
<b>Gray &amp; Lewis Land Use Planners - EFT</b>					
	60,763	Bill Pmt - Cheque	22/02/2012		-680.90
<b>Haines Norton - EFT</b>					
	60,392	Bill Pmt - Cheque	03/02/2012		-533.50
<b>HESTA Super Fund</b>					
	60,304	Liability Cheque	02/02/2012	11751	-145.29
<b>HI Constructions (Aust) Pty Ltd - EFT</b>					
	60,611	Bill Pmt - Cheque	09/02/2012		-16,705.51
<b>Hitachi Construction Machinery - Eft</b>					
	60,393	Bill Pmt - Cheque	03/02/2012		-867.88
	60,419	Bill Pmt - Cheque	03/02/2012		-388.48
<b>Horizon Power</b>					
	60,686	Bill Pmt - Cheque	13/02/2012	11760	-17,487.81
	60,779	Bill Pmt - Cheque	21/02/2012	11764	-2,912.35
	60,940	Bill Pmt - Cheque	27/02/2012	11771	-699.20
<b>HostPlus Super</b>					
	60,293	Liability Cheque	02/02/2012	11744	-1,079.94
	60,294	Liability Cheque	02/02/2012	11745	-1,079.94
	60,951	Liability Cheque	28/02/2012	11776	-1,361.97
<b>Ian Diffen Tyre &amp; Mufflers - Eft</b>					
	60,394	Bill Pmt - Cheque	03/02/2012		-504.00

<b>Iannello Design - EFT</b>		Bill Pmt - Cheque	22/02/2012		-462.00
	60,764				
<b>Ilkurlka Roadhouse - EFT</b>		Bill Pmt - Cheque	27/02/2012		-642.60
	60,919				
<b>Kalgoorlie Automotive Trade Supplies- Eft</b>		Bill Pmt - Cheque	03/02/2012		-605.00
	60,395	Bill Pmt - Cheque	27/02/2012		-2,365.00
	60,913				
<b>Landgate - EFT</b>		Bill Pmt - Cheque	22/02/2012		-1,777.50
	60,765				
<b>Lewis Partnership - EFT</b>		Bill Pmt - Cheque	22/02/2012		-4,720.60
	60,766				
<b>LGIS Municipal Liability Scheme - EFT</b>		Bill Pmt - Cheque	03/02/2012		-4,260.62
	60,396				
<b>LGIS Municipal Workcare Scheme - EFT</b>		Bill Pmt - Cheque	27/02/2012		-759.00
	60,920				
<b>Lynas Corporation</b>		Bill Pmt - Cheque	06/02/2012	11755	-210.00
	60,416	Refund	8/02/2012	11759	-332.70
	60,567				
<b>Lynda Barnes - EFT</b>		Bill Pmt - Cheque	27/02/2012		-36.86
	60,921				
<b>Marketforce - EFT</b>		Bill Pmt - Cheque	14/02/2012		-440.67
	60,672				
<b>MCMAHON BURNETT TRANSPORT - EFT</b>		Bill Pmt - Cheque	03/02/2012		-82.37
	60,397	Bill Pmt - Cheque	22/02/2012		-223.44
	60,767				
<b>McSweeney, Denise - EFT</b>		Bill Pmt - Cheque	22/02/2012		-55.50
	60,768				
<b>Meedac Inc - EFT</b>		Bill Pmt - Cheque	03/02/2012		-8,400.00
	60,398				
<b>Mendelawitz Morton - EFT</b>		Bill Pmt - Cheque	22/02/2012		-55.00
	60,769				
<b>National Australia Bank - EFT</b>		Bill Pmt - Cheque	8/02/2012		-77,694.49
	60,524- 60,558	Bill Pmt - Cheque	9/02/2012		-934.00
	60,567	Bill Pmt - Cheque	22/02/2012		-66,302.83
	60,787- 60,821				
<b>National Tyres - EFT</b>		Bill Pmt - Cheque	14/02/2012		-99.00
	60,673				
<b>Nazzy Beads - EFT</b>		Bill Pmt - Cheque	03/02/2012		-625.00
	60,399				
<b>Neat 'n Trim Uniforms Pty Ltd - EFT</b>		Bill Pmt - Cheque	27/02/2012		-450.00
	60,922				
<b>Nicole Barker - EFT</b>		Bill Pmt - Cheque	14/02/2012		-107.00
	60,674	Bill Pmt - Cheque	27/02/2012		-222.82
	60,923				
<b>Novimex Wholesale Giftware - EFT</b>					

	60,400	Bill Pmt - Cheque	03/02/2012		-1,346.48
	60,770	Bill Pmt - Cheque	22/02/2012		-479.29
<b>On-Line Business Equipment - Eft</b>					
	60,401	Bill Pmt - Cheque	03/02/2012		-837.83
	60,924	Bill Pmt - Cheque	27/02/2012		-303.60
<b>Optus Billing Services</b>					
	60,417	Bill Pmt - Cheque	06/02/2012	11756	-196.17
	60,687	Bill Pmt - Cheque	13/02/2012	11761	-123.07
	60,941	Bill Pmt - Cheque	27/02/2012	11772	-231.62
<b>Orica Australia Pty Ltd - Eft</b>					
	60,675	Bill Pmt - Cheque	14/02/2012		-833.78
<b>Outback Parks &amp; Lodges - EFT</b>					
	60,402	Bill Pmt - Cheque	03/02/2012		-4,050.00
	60,925	Bill Pmt - Cheque	27/02/2012		-220.00
<b>Paramount Business Supplies P/L - Eft</b>					
	60,403	Bill Pmt - Cheque	03/02/2012		-330.57
<b>Peerless Jal Pty Ltd - EFT</b>					
	60,676	Bill Pmt - Cheque	14/02/2012		-176.99
<b>PETTY CASH TIN - SHIRE OF LAVERTON</b>					
	60,421	Bill Pmt - Cheque	06/02/2012	11758	-409.65
<b>PFD Food Services Pty Ltd - Eft</b>					
	60,404	Bill Pmt - Cheque	03/02/2012		-508.70
<b>Pivotel Satellite Pty Limited</b>					
	60,780	Bill Pmt - Cheque	21/02/2012	11765	-290.51
<b>Powerchill - EFT</b>					
	60,405	Bill Pmt - Cheque	03/02/2012		-9,496.87
	60,771	Bill Pmt - Cheque	22/02/2012		-3,082.75
<b>Price Consulting Group P/L - EFT</b>					
	60,677	Bill Pmt - Cheque	14/02/2012		-924.00
<b>Protector Alsafe - EFT</b>					
	60,926	Bill Pmt - Cheque	27/02/2012		-259.12
<b>Reckon Ltd - Eft</b>					
	60,678	Bill Pmt - Cheque	14/02/2012		-1,360.00
<b>Redback Productions - EFT</b>					
	60,612	Bill Pmt - Cheque	09/02/2012		-99.00
	60,679	Bill Pmt - Cheque	14/02/2012		-99.00
<b>Regis Resources</b>					
	60,781	Bill Pmt - Cheque	21/02/2012	11766	-176.41
<b>REST Superannuation</b>					
	60,297	Liability Cheque	02/02/2012	11748	-316.94
	60,305	Liability Cheque	02/02/2012	11752	-316.94
	60,952	Liability Cheque	28/02/2012	11777	-316.94
<b>Richard Wells - EFT</b>					
	60,927	Bill Pmt - Cheque	27/02/2012		-416.67

<b>Roberts BT &amp; PG - Eft</b>				
	60,406	Bill Pmt - Cheque	03/02/2012	-3,135.00
	60,928	Bill Pmt - Cheque	27/02/2012	-20,295.00
<b>Shire of Laverton Social Club - EFT</b>				
	60,298	Liability Cheque	02/02/2012	-520.00
	60,300	Liability Cheque	02/02/2012	-500.00
	60,948	Liability Cheque	28/02/2012	-500.00
<b>Shire of Leonora - Eft</b>				
	60,680	Bill Pmt - Cheque	14/02/2012	-444.64
	60,929	Bill Pmt - Cheque	27/02/2012	-2,477.26
<b>Sigma Chemicals - EFT</b>				
	60,407	Bill Pmt - Cheque	03/02/2012	-1,427.60
	60,681	Bill Pmt - Cheque	14/02/2012	-1,233.30
<b>Site Ware Direct - EFT</b>				
	60,772	Bill Pmt - Cheque	22/02/2012	-1,127.28
<b>Star Track Express - EFT</b>				
	60,408	Bill Pmt - Cheque	03/02/2012	-352.34
<b>State Library of WA - EFT</b>				
	60,930	Bill Pmt - Cheque	27/02/2012	-11.00
<b>Telstra</b>				
	60,418	Bill Pmt - Cheque	06/02/2012	11757 -159.95
	60,688	Bill Pmt - Cheque	13/02/2012	11763 -424.24
<b>The Honda Shop - EFT</b>				
	60,682	Bill Pmt - Cheque	14/02/2012	-59.38
<b>Toll Priority - EFT</b>				
	60,773	Bill Pmt - Cheque	22/02/2012	-78.45
<b>Total Connections - EFT</b>				
	60,409	Bill Pmt - Cheque	03/02/2012	-135.03
	60,931	Bill Pmt - Cheque	27/02/2012	-547.73
<b>Total Eden - EFT</b>				
	60,932	Bill Pmt - Cheque	27/02/2012	-167.40
<b>Touring Australia - EFT</b>				
	60,410	Bill Pmt - Cheque	03/02/2012	-735.00
<b>Truck Gear Pty Ltd - EFT</b>				
	60,411	Bill Pmt - Cheque	03/02/2012	-3,504.38
<b>Truckline - EFT</b>				
	60,683	Bill Pmt - Cheque	14/02/2012	-523.38
<b>Valerie Cruttenden - EFT</b>				
	60,774	Bill Pmt - Cheque	22/02/2012	-1,000.00
<b>Visit Merchandise Pty Ltd - Eft</b>				
	60,933	Bill Pmt - Cheque	27/02/2012	-3,027.15
<b>WA Local Government Association - EFT</b>				
	60,412	Bill Pmt - Cheque	03/02/2012	-24.09
	60,775	Bill Pmt - Cheque	22/02/2012	-665.50
	60,934	Bill Pmt - Cheque	27/02/2012	-1,597.22

		Cheque			
<b>WA Local Government Super Plan - EFT</b>					
	60,299	Liability Cheque	02/02/2012		-25,227.85
	60,306	Liability Cheque	02/02/2012		-23,980.10
<b>WA School Library Supplies - EFT</b>					
	60,935	Bill Pmt - Cheque	27/02/2012		-700.00
<b>WA TREASURY CORPORATION - EFT</b>					
	60,684	Bill Pmt - Cheque	14/02/2012		-74,732.85
<b>Water Corporation</b>					
	60,782	Bill Pmt - Cheque	21/02/2012	11767	-100.00
	60,942	Bill Pmt - Cheque	27/02/2012	11773	-9,985.70
<b>Wedge Rob - EFT</b>					
	60,936	Bill Pmt - Cheque	27/02/2012		-732.87
<b>Westrac Pty Ltd - EFT</b>					
	60,413	Bill Pmt - Cheque	03/02/2012		-808.55
	60,685	Bill Pmt - Cheque	14/02/2012		-714.43
	60,776	Bill Pmt - Cheque	22/02/2012		-247,500.00
			<b>Total</b>		<b>-1,017,771.37</b>

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulations 1996.

Reg. 34(2) – Provides a local government may require such other supporting information as is considered relevant by the local government.

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Nil

**COMMENT:** Nil

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0304 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr S Weldon, Seconded Cr B Fuamatu**

**That Council acknowledges receipt of the list of payments made under Delegation 21 as per the submitted list and summarised as following:**

**Municipal Fund payments including cheque numbers 11744 to 11777, electronic funds transfers and lease payments totalling \$1,017,771.37.**

**CARRIED 5/0**

**OM0305 11.2.2 OUTSTANDING DEBTORS REPORT AS AT 29 FEBRUARY 2012**  
**File ref: 33**

**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Tamara Hill, Administration Assistant

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REF:** Not applicable

**MATTER FOR CONSIDERATION:**  
 The presentation of a report indicating the outstanding Debtor Balances as at the end of February 2012.

**ATTACHMENTS:** Nil

**APPLICANT’S SUBMISSION:** Nil

**BACKGROUND:**  
 Council has requested a report of the Outstanding Debtors of the Shire of Laverton as at the preceding month end.

**STATUTORY ENVIRONMENT:**  
 Local Government (Financial Management) Regulations 1996  
 Reg. 5(1) (a) – The Chief Executive Officer is to establish efficient systems and procedures for the proper collection of all money owing to the local government.

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Nil

**COMMENT:**  
 The balance of Outstanding Debtors at 29 February 2012 is \$476,589.47  
 The total debtor balance includes:

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
General Debtors	14,705.25	135,059.00	0.00	45,798.94	55,551.27	251,114.46
Doubtful Debt	0.00	0.00	0.00	0.00	120,000.00	-120,000.00
Rates	0.00	1,403.93	9,298.42	-0.01	334,772.67	345,475.01
<b>TOTAL</b>	<b>14,705.25</b>	<b>136,462.93</b>	<b>9,298.42</b>	<b>45,798.93</b>	<b>270,323.94</b>	<b>476,589.47</b>

A detailed list of Debtor balances is provided in the Information Bulletin.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0305 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr L Hawkins**

**That the report of Outstanding Debtors as at 29 February 2012 be received.**

**CARRIED 5/0**

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<b>OC0306 11.2.3 REIMBURSEMENT OF EXPENSES</b>	<b>File Ref: 39</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Tamara Hill, Administration Assistant

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REF:** Not applicable

**MATTER FOR CONSIDERATION:**  
 Presentation of an information report to Council on expenses that have been reimbursed to Staff who have incurred expenditure during the course of business on behalf of Council.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Nil

**BACKGROUND:**  
 Pursuant to Policy No. 3.11, expenses have been incurred on behalf of Council:

<b>Barry Wood</b> Grader Operator	Reimbursement For 2 X Gas Bottles	\$ 58.00
<b>Deanne Prior</b> Executive Manager Corporate & Community Services	Reimbursement Reissued Due To Incorrect Bank Account Details – Please Refer To Payment Date 21-12-2011	\$ 290.87
<b>Nicole Barker</b> Community Resource Centre Co-ordinator	Reimbursement For Work With Childrens Check & Police Clearance	\$ 107.00
<b>Denise McSweeney</b> Medical Practice Receptionist	Reimbursement For Police Clearance	\$ 55.50
<b>Nicole Barker</b> Community Resource Centre Co-ordinator	Reimbursement For Department Of Transport Training Expenses	\$ 222.82
<b>Lynda Barnes</b> Executive Assistant	Reimbursement For Barbecue Utensils	\$ 36.86
<b>Daphne Crawford</b> Manager Of Community Development	Reimbursement For Dishwasher Tabs For Great Beyond	\$ 29.73

**STATUTORY ENVIRONMENT:**  
 As per adopted Council Policy 3.11 – Reimbursement of Expenses

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Nil

**COMMENT:** Nil

**VOTING REQUIREMENTS:**  
Simple majority decision required

**OC0306 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr L Hawkins**

**That Council acknowledge the reimbursement of expenses already paid in accordance with Policy No 3.11 amounting to \$800.78**

**CARRIED 5/0**

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**OM0307 11.2.4 BANK RECONCILIATION AND INVESTMENTS REPORT  
AS AT 29 FEBRUARY 2012**

**File Ref: 43**

**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Deanne Prior, Executive Manager Corporate & Community Services

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**PREVIOUS MEETING REF:** Not applicable

**MATTER FOR CONSIDERATION:**

The report presented reflects the reconciliation of the Council's bank accounts, including invested funds, as at 29 February 2012.

**ATTACHMENTS:**

Attachment 11.2.4 "A" - Bank Reconciliation and Investment Report as at 29 February 2012

**APPLICANT'S SUBMISSION:** Nil

**BACKGROUND:**

Reconciliation is undertaken between Council's financial accounting system and the various bank accounts operated by Council as a means of determining the completeness and integrity of transaction processing. As per Finance Policy 3.2, a report on Investments of Council funds is also provided.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulations 1996 Reg. 34(2) – Provides a local government may require such other supporting information as is considered relevant by the local government.

**POLICY IMPLICATIONS:** Policy 3.2

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Nil

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0307 COUNCIL'S DECISION/OFFICER'S RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr S Weldon**

**That:**

- 1. The Bank Reconciliation as at 29 February 2012, as appended, be received.**
- 2. The report on investments as at 29 February 2012, as appended, be received.**

**CARRIED 5/0**

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<b>OM0308 11.2.5 FINANCIAL STATEMENTS FOR THE PERIOD TO 31 JANUARY 2012</b> <b>File Ref: 42</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Deanne Prior, Executive Manager Corporate & Community Services

**SIGNATURE OF AUTHOR:**

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**SIGNATURE OF SENIOR OFFICER:**

**PREVIOUS MEETING REF:** Nil

**MATTER FOR CONSIDERATION:**  
To receive the Financial Activity Statements for the period to 31 January 2012

**ATTACHMENTS:**  
Attachment 11.2.5 “A” – Financial Report for Period to 31 January 2012

**BACKGROUND:**  
Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires the preparation of a statement of financial activity each month, reporting on revenue and expenditure. Material variances (as determined by the Council annually) between actual and budgeted figures must be commented on.

Variances between budgeted and actual expenditure including the required Material Variances of plus or minus 10% and \$10,000, which is the limit set as per Council Resolution, are noted below. All material variances will be commented on to provide an overall position compared to budget as at 31 January 2012.

**STATUTORY ENVIRONMENT:**  
Local Government (Financial Management) Regulation 1996

- Regulation 34

**POLICY IMPLICATIONS:** Council has no Policy in respect to this matter

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Nil

**COMMENT:**

The Financial Reports are presented monthly, generated by our off-site Accountants, UHY Haines Norton and printed in our office.

Net assets as at 31 December 2011 were \$41,652,451. This is an increase of \$2,543,801 since 30 June 2011. Net Current Assets as at 31 January 2012, after deducting restricted cash, were \$4,539,135. This is a difference of \$645,164 from the balance brought forward at 1 July 2011.

The amount held in Reserves is \$3,634,731. There were no transfers made from the Reserve accounts during January. The Reserve Account term deposit was closed and the funds reinvested at a higher rate of interest effective from 13 January 2012. The interest received for the period 28 December 2011 to 13 January 2012 was apportioned to each of the Reserve Accounts.

Capital expenditure for the month of January excluding depreciation amounted to \$106,036. The major areas of expenditure were:

- Coach House Remediation work - \$30,628
- Main Street Stage 1 Design work progress payment - \$28,455
- Construction work carried out on Great Central Road - \$23,181

Brief descriptions of all material variances for Operating Revenue and Expenditure for the period to 31 January, compared to the year to date budget figures, are provided below:

**REVENUE:**

Total operating income, for the period to 31 January 2012, was 97.76% of the year to date budget figure.

**General Purpose Funding**

1031030 - As previously advised Non-payment Penalty revenue of \$7,074 is much less than the budgeted figure of \$40,000. Interest is only calculated at the time of receiving payments and at the end of the financial year. The variance can only be explained as a timing issue at present.

1031045 - As previously advised, the discount allowed for Rates is less than the budgeted figure by \$21,994.70 as less rate payers took up the option of paying in full by the due date for receiving a 5% discount.

1031046 - Interim Rates of \$49,119 have been raised to 31 January 2012. No amount is included in the budget for interim rates as it is too difficult to determine an estimate of the interim rates for any particular year and is better not to rely on revenue that may not be received.

1031050 – The amount of rates written off is below budget by \$22,177 to the end of January. It is expected that there will be write offs, subject to Council approval, for outstanding rates & other costs on relinquished mining tenements from several years ago. It is expected that this will reduce the variance between actual and budgeted figures by the end of March.

1032030 - Interest earned on the Municipal Account is higher than the year to date budget figure by \$58,254, due to the balance of funds in the cheque account and the term deposit for Municipal Funds. Interest earned to 31 January 2012 has now exceeded the annual budget figure of \$50,000 by \$37,421. The term deposit was closed in January and the funds were then re-invested at a higher rate of interest. As a result of this, interest was credited to the term deposit in both December and January. The term deposit will now mature in April 2012 when further interest will be credited to the account.

I032071 – Interest on the Council Buildings Reserve is over the year to date budget by \$10,266. Similar to the term deposit for the Municipal funds, the reserve funds term deposit was closed in January and then re-invested at a higher rate of interest. As a result of this, interest was credited to the term deposit in both December and January. The reserve term deposit now expires in April 2012 when further interest will be apportioned to all reserve accounts.

I032081 – Interest on the Townsite Revitalisation Reserve fund is over the year to date budget by \$17,504.

I041050 - Invoices to the member councils for the Outback Highway Development Council Secretariat were issued in December. Invoices were raised earlier in the year for the reimbursement of costs for the Outback Way AGM held at Yulara. The Shire paid for the costs and then invoiced the attendees for their share of costs. As a result this account is over budget by \$18,990 for both the year to date & annual budget figure.

### **Law Order & Public Safety**

I054010 - No revenue has been received for the Crime Prevention Strategies Grant.

### **Health**

I074011 - Revenue for the Doctor's Surgery to the end of January was \$30,596. Nothing was included in the budget for Medical Practice Receipts as it was not known at the time of preparing the budget that the Shire would be administering the Medical Practice.

I074020 - A profit of \$16,750 was realised as a result of selling the doctor's vehicle. This is merely a book entry to remove the vehicle from our assets. The actual sale amount, excluding GST, was \$31,364.

### **Education & Welfare**

I085005 & I085015 - There has not been any funding revenue for the Youth Worker as this position is still vacant.

I087010 - No income has been received for the Laverton Crisis Intervention Centre as the final report for the 2010/11 financial year has not yet been submitted.

### **Community Amenities**

I113015 - No invoices have been raised for the contribution made by the Department of Education towards the Shire Oval operating Costs. Invoices need to be raised for the period from 1 April 2011 to 31 December 2011.

### **Transport**

I121048 - As previously reported, an invoice was raised for \$162,919 for WANDRRA funding for flood damaged roads. A total amount of \$1,000,000 has been budgeted for the financial year. Invoices will be raised once work has been carried out.

I121020 - Project Based Grant is over the year to date budget figure by \$496,800. The invoice for the final claim for the Great Central Road SLK 238.00 to 251.00 was raised in December. This is mainly a timing issue.

I121025 – The claim was submitted in February for the full amount available for the Remote Aboriginal Access Roads Grant.

I121027 – Invoices and claim were submitted in February 2012.

I123005 - Gain on Disposal of Assets is an indicative figure for any gain made on the trade in or sale of plant items. Nothing has been posted to this account for the period ended 31 January.

I126005 - Revenue from aerodrome landing fees is over the year to date budget figure by 59% and is 92.7% of the annual budgeted figure. Flights into Laverton have increased, mainly due to charter flights for the mining companies, and as a result revenue from landing fees is also higher.

I126012 - The aircraft refuelling facility is still not operational so no revenue has been received for fuel sales.

I126011 and I126025 Invoices will not be raised for the financial contribution, expected from various stakeholders, for the refuelling facility, until the facility is operational. Similarly, the

funding for the aircraft refuelling facility will not be received until the facility installation has been commissioned and is operational.

### **Other Property and Services**

I145010 - Administration Reimbursements are much higher than budgeted as a refund was received from the ATO for Fringe Benefits Tax Instalments paid for the 2010/11 FBT year. The Fringe Benefits Tax Return was submitted late so the refund was not received until this financial year.

### **EXPENDITURE:**

Total operating expenditure, to 31 January 2012, was 81.5% of the year to date budget figure and 44.3% of the annual budget figure.

### **Governance**

E041030 - Expenses for the Outback Highway Development Council Secretariat are less than the year to date budget by \$67,518 for the period to the end of January

E041200 - The allocation for administration expenses for the period to 31 January 2012 is less than budgeted. This is a result of Administration Overheads expenditure being below budget.

### **Law Order & Public Safety**

E054010 - No expenditure has been incurred in relation to the preparation of the Local Emergency Management and Recovery Plan. A journal may need to be done to allocate some of the Project Officer's costs to this account as he spent considerable time working on this document on his last visit to Laverton.

E052020 - Dog Control expenses is less than the year to date budget figure by \$25,598. There has been a greater focus on Dog Control by the Ranger and other employees but this isn't reflected in the recorded expenditure. The amount allocated to this account will be revised as part of the Budget Review process.

### **Health**

E074015 – Maintenance costs for the Doctor's house is currently below the year to date budget by \$12,446. It is expected that some work will be carried out on the house prior to a permanent doctor moving in to the house.

E074025 & E074030 – These accounts are both below budget as they are the accounts used to make the payments to the permanent doctor. No payments will be made from these accounts until a permanent Doctor is appointed. The amounts included in the budget, for these accounts, will offset the expenditure being incurred for the medical practice expenses as per account E074031.

E074031 - A new account was created to monitor the expenditure for the provision of a Locum Doctor. Expenditure to the end of December, relating to this service, was \$106,834. There is no amount included in the adopted budget for this account.

### **Education & Welfare**

E085061 - Youth & Recreation Services expenditure is below budget due to the position still being vacant. Overall the Youth and Recreation Expenditure is under budget by \$47,168 due to the position being vacant.

### **Housing**

In general, expenditure on all Shire houses is below the year to date budget allocation, with the exception of 8 Cable Street and 8 Leahy Close.

E091055 - As previously advised, the interest charge for Loan 79 was accrued to 30 June 2011 for the 2010/11 financial statements. As a result when the loan repayment was made in August, only a portion of the interest was allocated to the expenditure account. This account is below the year to date budget figure by \$22,390. This will remain below budget until the end of year adjustments are done for the June 2012 Financial Statements.



### **Community Amenities**

Overall Community Amenities is below the year to date budget figure by \$45,700. There are a few material variances on accounts as mentioned below:

E101005 - Litter control expenses, for the period to 31 January 2012, is 130.98% of the year to date budget figure and 76.4% of the annual budget figure. Litter control costs have been unnecessarily high but are gradually being reined in as work practices are reviewed.

E101025 - Maintenance at the Laverton Refuse Site is below budget by \$18,800. Maintenance works will increase in the early part of 2012.

E101030 - Household verge collections will be carried out at the end of summer. As yet very little expenditure has been incurred.

E107005 - Expenditure on Cemetery Operations is below budget by \$12,011 at present.

### **Recreation and Culture**

E111005 – Town Hall Operations is below budget by \$11,504. It is expected that once all invoices have been processed for the repairs to the ceiling and electrical works in the main hall and stage areas expenditure will be within the budget expectations.

E112010 - Swimming Pool salaries are below the year to date budget figure by \$22,780. At the time of preparing the budget it was expected that there would be 2 employees working at the pool when the pool was open.

E112020 - Swimming Pool maintenance expenditure is less than the year to date budget figure by \$28,399. Maintenance will be carried out once the pool closes at the end of the season.

E113005 - Race Course & Stable maintenance expenditure exceeded the year to date budget figure by \$23,186. Maintenance between now and the end of the financial year should be minimal as there should only be general maintenance works carried out by Shire employees.

E113010 - The year to date expenditure on Parks, Gardens & Reserves is \$19,949 less than the year to date budget figure.

E113015 - Expenditure on the Oval is below the year to date budget figure by \$26,226. The perimeter fencing is still to be completed.

### **Transport**

#### **Roads**

E122010 – Maintenance for Rural Roads is below the year to date budget figure by \$184,305. This area has suffered due to the lack of a second maintenance grader operator at times and the need to second one of the operators into the construction crew for short periods of time.

E122016 – Gravel Pits restoration will be carried out towards the end of the financial year. No expenditure has been incurred year to date and is below the budget by \$30,000.

E122017 - No expenditure has been incurred for Flood Damage as repair work has not commenced yet.

E122020 – Footpath maintenance is below the year to date budget by \$14,517. Expenditure in this area may not reach the annual budget figure.

E122045 - Street Trees and Tree Watering are below the year to date budget figure by \$21,477. Expenditure may not reach the annual budget figure.

E122050 - Traffic & Street Signs is below the year to date budget figure by \$21,976. It is expected that expenditure will increase and meet the annual budget figure by year end.

E122055 - Maintenance Town Streets is \$20,649 less than the budgeted year to date figure and may not reach the annual budget figure.

E122075 – Mt Weld Rd maintenance is currently below budget as no work has been carried out yet. Works will be carried out and expenditure will meet the amount budgeted for the year.

E122298 - Depreciation – Transport Other is higher than budgeted by \$133,097. This figure includes depreciation of some plant items and also depreciation of Road Infrastructure.

**Aerodrome:**

E126020 - There hasn't been any expenditure relating to the refuelling facility as it has not yet been commissioned. As a result there is a variance of \$54,205 against the year to date budget figure.

E126298 - Depreciation for the Aerodrome is higher than the year to date and annual budget figures. It may be necessary to increase the depreciation figure when the budget review is done to ensure a more accurate figure.

**Economic Services**

E131020 - Although work on the web site is progressing, no invoice has been received from Bouncing Orange at this stage. It is expected that we will receive an invoice for a progress claim in February or March.

E131025 - Economic Development is below budget by \$30,309. No expenditure has been incurred at this stage for the Investigation and Planning of the Rural Residential Subdivision or the Town site accommodation village feasibility study.

E132 - No individual account is showing a material variance but total expenditure for Tourism/Area Promotion is below the year to date budget figure by \$12,781. The Laverton Calendar did not proceed which accounts for \$6,500 of the \$12,781 total variance.

E133065 - The purchase of souvenirs appears as a material variance of \$28,503. It is expected that further expenditure for the purchase of souvenirs will not exceed the annual budget figure.

E134065 - CRC Project Funds expenditure is below the year to date budget by \$22,619. Very little expenditure has been incurred so far this financial year. As previously advised, some work has been done in relation to the maintenance of the computer network but no invoice has been received yet for this work.

E134090 - As previously reported, there hasn't been any expenditure for the LotteryWest Agency. The amount currently shown in this account will be moved to Coach House Operations.

**Other Property & Services**

**Works Overheads:**

Public Works Overheads figures will be reviewed as part of the budget review. Total overheads are under the year to date budget figure by \$11,684.

E143020 - Works Supervisors Superannuation is over budget by \$10,165. Superannuation for some other employees has been getting allocated to this account. A journal will be done in March to correct this.

E143021 - The position of Works Technical Officer is still vacant and therefore no expenditure has been allocated to this account.

E143030 - Superannuation expenses are currently less than the year to date budget figure by \$24,523. The journal to correct the account for the Works Supervisor's superannuation will affect this account also.

E143035 - Holiday pay is higher than the year to date budget figure by \$40,906. This is mainly a timing issue as annual leave is taken over the Christmas period for the Road Crew.

E143065 - Sick leave is over budget by \$18,744.

E143085 - Subsidies are higher than budgeted by \$14,655. More staff are receiving the Service Pay and Housing Subsidy as per Council Policies 5.27 and 5.14 respectively.

E143100 - Training expenditure is below budget by \$10,602.

E143199, E143200 and E143290 - These accounts are showing material variances, which are due to the expenditure in other areas being under or over budget. As a result less is allocated to these accounts.

**Plant Cost Overheads:**

E144005 - Fuel and oil expenditure is less than the year to date budget figure by \$40,305. It is anticipated to stay below the annual budget amount.

E144010 – Tyres and tubes are below the year to date budget figure by \$17,271. An order will be placed shortly for more stock which should bring expenditure in line with the budget figure.

E144020 – Repair Wages is currently below budget by \$18,493.

E144046 – This account is currently showing a year to date variance of \$24,346 under budget. There has been a delay in the trade in of the EMTS' vehicle. The only amount posted to this account relates to the sale of the Works Manager's vehicle. Once the EMTS' vehicle has been traded in this account should be within budget.

E144298 - Plant Depreciation is higher than the year to date budget figure by \$11,597.

**Administration Overheads:**

E145005 – Administration Salaries are below the year to date budget figure by \$30,948. This is mainly due to the Receptionist position being vacant for some time. Also, there have not been any pay rises this financial year for administration staff. Pay increases are taken into account in the budget process.

E145045 - Maintenance expenditure is currently at 46.3% of the year to date budget figure. Painting of the office was included in the budget. It is unclear at this stage, whether this will happen this financial year.

E145200 – Staff Housing Allocation is below the year to date budget by \$25,438, as there hasn't been a lot of maintenance carried out on houses occupied by Administration personnel.

E145300 – This account is below budget because Administration Expenses are below the year to date budget figure.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0308 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr B Fuamatu, Seconded Cr L Hawkins**

**That the Financial Activity Statements for the month ending 31 January 2012, as presented and appended (Appendix Attachment 11.2.5 "A"), be received.**

**CARRIED 5/0**

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<b>OM0309 11.2.6 FINANCIAL STATEMENTS FOR THE PERIOD TO 29 FEBRUARY 2012</b>	<b>File Ref: 42</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Deanne Prior, Executive Manager Corporate & Community Services

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**PREVIOUS MEETING REF:** Nil

**MATTER FOR CONSIDERATION:**

To receive the Financial Activity Statements for the period to 29 February 2012

**ATTACHMENTS:**

Attachment 11.2.6 "A" – Financial Report for Period to 29 February 2012

**BACKGROUND:**

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires the preparation of a statement of financial activity each month, reporting on revenue and expenditure. Material variances (as determined by the Council annually) between actual and budgeted figures must be commented on.

Variances between budgeted and actual expenditure including the required Material Variances of plus or minus 10% and \$10,000, which is the limit set as per Council Resolution, are noted below. All material variances will be commented on to provide an overall position compared to budget as at 29 February 2012.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulation 1996

- Regulation 34

**POLICY IMPLICATIONS:** Council has no Policy in respect to this matter

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Nil

**COMMENT:**

The Financial Reports are presented monthly, generated by our off-site Accountants, UHY Haines Norton and printed in our office.

Net assets as at 29 February 2012 were \$41,721,481. This is an increase of \$2,612,831 since 30 June 2011. Net Current Assets as at 29 February 2012, after deducting restricted

cash, were \$3,854,977. This is a difference of \$1,260,182 from the balance brought forward at 1 July 2011.

The amount held in Reserves is \$3,634,731. There were no transfers made from the Reserve accounts during February.

Capital expenditure for the month of February, excluding depreciation amounted to \$522,149. The major areas of expenditure were:

- Prime Mover - \$225,000
- Construction work carried out on Great Central Road - \$152,349
- Main Street Project Design progress claims - \$70,548
- Second hand fuel trailer - \$36,000
- Construction work Yamarna-Mt Shenton Road - \$15,486
- Concrete works for Refuelling Facility - \$14,600

Brief descriptions of all material variances for Operating Revenue and Expenditure for the period to 29 February, compared to year to date budget figures, are provided below:

#### **REVENUE:**

Total operating income, for the period to 29 February 2012, was 98.8% of the year to date budget figure.

#### **General Purpose Funding**

I031030 - Non-payment Penalty revenue of \$8,423 is much less than the budgeted figure of \$40,000. Interest is only calculated at the time of receiving payments and at the end of the financial year. The variance can only be explained as a timing issue at present.

I031045 - As previously advised, the discount allowed for Rates is less than the budgeted figure by \$21,994.70 as less rate payers took up the option of paying in full by the due date for receiving a 5% discount.

I031046 - Interim Rates of \$25,570 have been raised to 29 February 2012. No amount is included in the budget for interim rates as it is too difficult to determine an estimate of the interim rates for any particular year and is better not to rely on revenue that may not be received.

I031050 – Rates Written Off are below the year to date budget figure by \$22,177. It is expected that there will be some rates written off for surrendered tenements from previous years, subject to Council approval. This account will then be closer to the budget figure.

I032030 - Interest earned on the Municipal Account is higher than the year to date budget figure by \$61,658, due to the balance of funds in the cheque account and the term deposit for Municipal Funds. Interest earned to 29 February 2012 has now exceeded the annual budget figure of \$50,000 by \$44,991.

I041050 – As previously advised, Invoices to the member councils for the Outback Highway Development Council Secretariat were issued in February. Invoices were raised earlier in the year for the reimbursement of costs for the Outback Way AGM held at Yulara. The Shire paid for the costs and then invoiced the attendees for their share of costs. As a result this account is over budget by \$18,990 for both the year to date & annual budget figure.

#### **Law Order & Public Safety**

I053015 – The amount included in this account was for grant funding to update the Community Safety & Crime Prevention Plan. The Plan has not been updated yet and therefore no claim has been submitted for the funding.



I054010 - No revenue has been received for the Crime Prevention Strategies Grant. The invoice for the half yearly contribution was raised in February 2012 when the progress evaluation and financial reports were submitted.

### **Health**

I074011 - Revenue for the Doctor's Surgery to the end of February was \$57,863. As mentioned in previous reports, nothing was included in the budget for Medical Practice Receipts as it was not known at the time of preparing the budget that the Shire would be administering the Medical Practice.

I074020 - A profit of \$16,750 was realised as a result of selling the doctor's vehicle. This is merely a book entry to remove the vehicle from our assets. The actual sale amount, excluding GST, was \$31,364.

### **Education & Welfare**

I085005 - There has not been any funding revenue for the Youth Worker as this position is still vacant.

I087010 - No income has been received for the Laverton Crisis Intervention Centre as the final reporting for the 2010/11 financial year has not yet been submitted.

### **Community Amenities**

I113015 - No invoices have been raised for the contribution made by the Department of Education towards the Shire Oval operating Costs. Invoices need to be raised for their contribution for the period 1 April 2011 to 31 December 2011.

### **Transport**

I121048 - As previously reported, an invoice was raised for WANDRRA funding for flood damaged roads. A total amount of \$1,000,000 has been budgeted for the financial year. It appears that we are over budget year to date but this is purely a timing issue. Invoices should be raised throughout the year up to the value of \$1,000,000 once work has been carried out.

I121020 - Project Based Grant is over the year to date budget figure by \$496,800. The invoice for the final claim for the Great Central Road SLK 238.00 to 251.00 was raised in December. This is mainly a timing issue.

I123005 - Gain on Disposal of Assets is an indicative figure for any gain made on the trade in or sale of plant items. Nothing has been posted to this account for the period ended 29 February.

I126005 - Revenue from aerodrome landing fees is over the year to date budget figure by 63.3% and is 108.8% of the annual budgeted figure. Flights into Laverton have increased, mainly due to charter flights for the mining companies, and as a result revenue from landing fees is also higher.

I126012 - The aircraft refuelling facility is still not operational so no revenue has been received for fuel sales.

I126011 and I126025 Invoices will not be raised for the financial contribution, expected from various stakeholders, for the refuelling facility, until the facility is operational. Similarly, the funding for the aircraft refuelling facility will not be received until the facility installation has been commissioned and is operational.

### **Other Property and Services**

I145010 - Administration Reimbursements are much higher than budgeted as a refund was received from the ATO for Fringe Benefits Tax Instalments paid for the 2010/11 FBT year. The Fringe Benefits Tax Return was submitted late so the refund was not received until this financial year.

I145020 – The LGIS have provided the Shire of Laverton with rebates totalling \$10,237 for the Motor Vehicle Insurance Good Driver Rebate and Municipal Workcare Scheme. These rebates are reviewed annually by LGIS. The amount paid to member Councils depends on the value of claims made in the previous year and other criteria set by LGIS.

## **EXPENDITURE:**

Total operating expenditure, to 29 February 2012, was 79.7% of the year to date budget figure and 49.8% of the annual budget figure.

### **Governance**

E041030 - Expenses for the Outback Highway Development Council Secretariat are less than the year to date budget by \$68,960 for the period to the end of February.

E041200 - The allocation for administration expenses for the period to 29 February 2012 is less than budgeted. This is a result of Administration Overheads being below budget and therefore the amount allocated to Governance is also below budget.

### **Law Order & Public Safety**

E054010 - No expenditure has been incurred in relation to the preparation of the Local Emergency Management and Recovery Plan. A journal may need to be done to allocate some of the Project Officer's costs to this account as he spent considerable time working on this document on his last visit to Laverton.

E052015 - Animal Control Expenses Other is below budget by \$10,117 to the end of February. A major part of the expenditure for this account relates to contributions to two Wild Dog Control groups. One of the groups has invoiced the Shire but the other has not. If a contribution is not requested this financial year it is anticipated that this account will remain below budget.

E052020 - Dog Control expenses is below the year to date budget figure by \$27,896. The amount allocated to this account may need to be revised as part of the Budget Review process currently taking place.

### **Health**

E074015 – Maintenance costs for the Doctor's house is currently below the year to date budget by \$12,518. It is expected that some maintenance work will be carried out on the house prior to a permanent doctor moving in to the house. At this stage it is unknown whether the work will be carried out this financial year.

E074025 & E074030 – These accounts are both below budget as these accounts are used to make the payments to the permanent doctor. As Dr Winlo's contract was finalised in September 2011, no payments have been made since then. The amounts included in the budget, for these accounts, will offset the expenditure being incurred for the medical practice expenses as per account E074031.

E074031 - A new account was created to monitor the expenditure for the provision of a Locum Doctor. Expenditure to the end of February, relating to this service, was \$108,647. There is no amount included in the adopted budget for this account. This will be revised during the budget review process.

### **Education & Welfare**

E085061 - Youth & Recreation Services expenditure is below budget due to the position still being vacant. Overall the Youth and Recreation Expenditure is under budget by \$44,220 due to the position being vacant.

### **Housing**

In general, expenditure on all Shire houses is below the year to date budget allocation, with the exception of 8 Cable Street and 8 Leahy Close.

E091055 - As previously advised, the interest charge for Loan 79 was accrued to 30 June 2011 for the 2010/11 financial statements. As a result when the loan repayment was made in August, only a portion of the interest was allocated to the expenditure account. This account is below the year to date budget figure by \$22,390. This will remain below budget until the end of year adjustments are done for the June 2012 Financial Statements.

### **Community Amenities**

Community Amenities is below the year to date budget figure by \$35,602. There are a few material variances on variance accounts as mentioned below:

E101005 - Litter control expenses, for the period to 29 February 2012, is 131.5% of the year to date budget figure and 87.67% of the annual budget figure. Litter control costs have been unnecessarily high but are gradually being reined in as work practices are reviewed.

E101025 - Maintenance at the Laverton Refuse Site is below budget by \$14,490. Maintenance works have commenced and it is expected that it will meet budgeted expenditure.

E101030 - Household verge collections will be carried out at the end of summer. As yet very little expenditure has been incurred.

E107005 - Expenditure on Cemetery Operations is below budget by \$13,700.

### **Recreation and Culture**

E111005 – Expenditure on Town Hall operations is over budget by \$11,871 against the year to date budget figure. Expenditure for the whole year should be within budget.

E112010 - Swimming Pool salaries are below budget by \$29,158. The budget included salaries for the Pool Manager and Acting Pool Manager. There has only been one employee working at the Pool since the resignation of the Pool Manager in November 2011.

E112020 - Swimming Pool maintenance expenditure is below the year to date budget figure by \$33,263. Maintenance will be carried out once the pool closes at the end of the season.

E113005 - Race Course & Stable maintenance expenditure is higher than the year to date budget figure by \$19,597. Maintenance between now and the end of the financial year should be minimal now if there is only general maintenance works carried out by Shire employees.

E113010 - The year to date expenditure on Parks, Gardens & Reserves is \$23,125 less than the year to date budget figure.

E113015 - Expenditure on the Oval is below the year to date budget figure by \$27,293. The perimeter fencing is still to be completed.

### **Transport**

#### **Roads**

E122010 – Maintenance for Rural Roads is below the year to date budget figure by \$219,914. This area has suffered due to the lack of a second maintenance grader operator at times and the need to second one of the operators into the construction crew for short periods of time.

E122016 – Gravel Pits restoration will be carried out towards the end of the financial year. to the end of February. No expenditure has been incurred year to date and is below the budget by \$40,000.

E122017 - No expenditure has been incurred for Flood Damage as repair work has not commenced yet.

E122020 – Footpath maintenance is below the year to date budget by \$16,180. Expenditure in this area may not reach the annual budget figure.

E122045 - Street Trees and Tree Watering are below the year to date budget figure by \$24,020. Expenditure may not reach the annual budget figure.

E122050 - Traffic & Street Signs is below the year to date budget figure by \$26,660. It is expected that expenditure will increase and meet the annual budget figure by year end.

E122055 - Maintenance Town Streets is \$15,443 less than the budgeted year to date figure and may not reach the annual budget figure.

E122075 – Mt Weld Rd maintenance is currently below budget as no work has been carried out yet. Works will be carried out and expenditure will meet the amount budgeted for the year.

E122200 – Administration allocation is below budget by \$10,886 as overall expenditure for Road Maintenance is below budget.



E122298 - Depreciation – Transport Other is higher than budgeted by \$156,202. This figure includes depreciation of some plant items and also depreciation of Road Infrastructure.

**Aerodrome:**

E126005 & E126010 – Airport Terminal Maintenance and Aerodrome Operations are both below the year to date budget figures. There hasn't been any maintenance work carried out on the terminal building this year.

E126020 - There hasn't been any expenditure relating to the refuelling facility as it has not yet been commissioned. As a result there is a variance of \$65,047 against the year to date budget figure.

E126298 - Depreciation for the Aerodrome is higher than the year to date and annual budget figures. It may be necessary to increase the depreciation figure when the budget review is done to ensure a more accurate figure.

**Economic Services**

E131025 - Economic Development is below budget by \$30,309. No expenditure has been incurred at this stage for the Investigation and Planning of the Rural Residential Subdivision or the Town site accommodation village feasibility study.

E133030 – Salaries for the Great Beyond are below budget by \$11,525.

E133065 - The purchase of souvenirs so far this year is \$32,007. Against the year to date budget figure it is showing as a material variance. It is expected that further expenditure relating to the purchase of souvenirs will not exceed the annual budget figure.

E134065 - CRC Project Funds expenditure is below the year to date budget by \$23,191. Very little expenditure has been incurred so far this financial year. Some work has been done in relation to the maintenance of the computer network but no invoice has been received yet for this work.

E134090 – As previously reported, there hasn't been any expenditure for the LotteryWest Agency. The amount currently shown in this account will be reviewed during the budget review process.

**Other Property & Services**

**Works Overheads:**

E143020 – Superannuation for the Works Manager is over budget by \$11,326. This was investigated after preparing Agenda item for the January Financial Statements. Superannuation for some of the Road Crew was also being coded to this account. A journal has been processed in March to correct this.

E143021 – There has been no expenditure in this account as the position of Works Technical Officer is still vacant.

E143030 - Superannuation expenses are currently less than the year to date budget figure by \$29,307. As mentioned above superannuation for some of the Road Crew was incorrectly being coded to the account for the Works Manager's Superannuation. A journal has been processed in March to correct this.

E143035 - Holiday pay is higher than the year to date budget figure by \$37,818.

E143065 – Sick leave is over budget by \$23,687.

E143085 – Subsidies are higher than budgeted by \$14,106.

E143100 – Training/Meetings Town Crew is under budget by \$11,949.

E143199, E143200 and E143290 – These accounts are showing material variances, which are due to the expenditure in other areas being under or over budget. As a result less expenditure is allocated to these accounts.

**Plant Cost Overheads:**

In general Plant Cost overheads are less than the year to date budget figure by \$147,717. As a result POC allocated is also less than budgeted.

E144005 – Fuel and oil expenditure is less than the year to date budget figure by \$43,845. It is anticipated to stay below the annual budget amount.

E144010 – Tyres and tubes are below the year to date budget figure by \$23,775. An order will be placed shortly for more stock which should bring expenditure in line with the budget figure.

E144046 – This account is currently showing a year to date variance of \$24,346 under budget. There has been a delay in the trade in of the EMTS' vehicle. The only amount posted to this account relates to the sale of the Works Manager's vehicle. Once the EMTS' vehicle has been traded in this account should be within budget.

E144298 - Plant Depreciation is higher than the year to date budget figure by \$10,556.

**Administration Overheads:**

E145005 – Administration Salaries are below the year to date budget figure by \$35,300. This is mainly due to the Receptionist position being vacant for some time. An allocation was also made for another administration officer. This position has not been advertised at this stage. In addition to this, there have not been any pay rises this financial year for administration staff. Pay increases are taken into account in the budget process and will therefore show that salaries are less than the budget figure.

E145045 - Maintenance expenditure is currently at 43.8% of the year to date budget figure. Painting of the office was included in the budget. It is unclear at this stage, whether this will proceed this financial year.

E145087 – Financial Management Services is currently below budget by \$10,000. This may be a timing issue with the processing of invoices received from UHY Haines Norton.

E145095 – Consultancy Fees are currently below the year to date budget figure by \$16,219.

E145200 – Staff Housing Allocation is below the year to date budget by \$29,881, as there hasn't been a lot of maintenance carried out on houses occupied by Administration personnel.

E145300 – This account is below budget because Administration Expenses are below the year to date budget figure.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0309 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr p Hill, Seconded Cr L Hawkins**

**That the Financial Activity Statements for the month ending 29 February 2012, as presented and appended (Appendix Attachment 11.2.6 "A"), be received.**

**CARRIED 5/0**

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**OC0310 11.2.7 TRUST ACCOUNT PAYMENTS 29 FEBRUARY 2012 File Ref: 191**

**SUBMISSION TO:** Ordinary Meeting of Council 22 March 2012

**DISCLOSURE OF INTEREST:** Nil

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Deanne Prior, Executive Manager Corporate & Community Services

**SENIOR OFFICER:** Steven Decekr, Chief Executive Officer

**PREVIOUS MEETING REF:** Not applicable

**MATTER FOR CONSIDERATION:**  
The presentation of a list of accounts paid in the preceding month in accordance with Council Delegation 21.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**  
In accordance with Delegation 21, the Chief Executive Officer has approved the following payments from the Trust Account:

Trust Fund payments totalling \$400.00 are presented as per the submitted list below:

<u>Name</u>	<u>Trans #</u>	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Original Amount</u>
Lester Ball	1,452	Cheque	490	07/02/2012	-200.00
Mette Spencer	1,451	Cheque	489	07/02/2012	-200.00
Total					<u>-400.00</u>

**STATUTORY ENVIRONMENT:**  
Local Government (Financial Management) Regulations 1996.  
Reg. 34(2) – Provides a local government may require such other supporting information as is considered relevant by the local government.

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Nil

**COMMENT:** Nil

**VOTING REQUIREMENTS:**  
Simple majority decision required

**OM0310 COUNCIL DECISION/STAFF RECOMMENDATION:**

**Moved L Hawkins, Seconded Cr P Hill**

**That Council acknowledges receipt of the list of payments made during February 2012 and made under Delegation 21 as per the submitted list and summarised as following:**

**Trust Fund payments totalling \$400.00.**

**CARRIED 5/0**

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<b>OC3011</b>	<b>11.2.8</b>	<b>Approval to write off rates on Ass 5358 &amp; 6331 for \$2,688.81 File Ref: 61</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Lauren Jones, Rates Officer

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REFERENCE:** Not Applicable

**MATTER FOR CONSIDERATION:**

To write off rates totalling \$2,688.81 for assessments 5358 and 6331, under section 6.12 1 of the Local Government Act 1995.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The above tenements were owned by Vernon Ross and Glen Sinclair, they were relinquished in May 2005 and November 2010. No payments have been made against either tenement.

Both assessments were sent to Austral Mercantile in 2010 for legal action, a claim was issued but never served as the owners could not be traced. Austral were advised to conduct a skip trace to locate the owners.

As the previous claims had expired they were discontinued and a new claim was raised covering both assessments to include the 2010/11 rates, the search results of the skip trace were used. The claim has still not been served as the owners are never at the premises when the bailiff calls for service.

The claim now has to be re-issued for the bailiff to serve again or further skip traces will need to be conducted. As no payments have been received and we have never been able to locate the owners it seems pointless to incur further legal fees on a debt which is unlikely to be recovered.

Searches have been made on the Department of Mines and Landgate websites to see if any other properties are owned by the tenement owners, both searches returned no results.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.12 (1)(c) - A Local Government may write off any amount of money, which is owed to the local government.

**POLICY IMPLICATIONS:**

Not Applicable

**FINANCIAL IMPLICATIONS:**

To write off \$2,688.81 consisting of:

	<u>Ass 5358</u>	<u>Ass 6331</u>	<u>Total</u>
Rates	\$425.05	\$380.06	\$ 805.11
Interest	\$686.67	\$124.41	\$ 811.08
Legal Fees	\$741.37	\$331.25	\$1,072.62

**STRATEGIC IMPLICATIONS:**

Not Applicable

**CONSULTATION:**

Nil

**COMMENT:**

The Rates Officer seeks approval to write off rates totalling \$2,688.81 as it seems unlikely that we will be able to track the owner and recover the amount outstanding. If we continue to pursue the outstanding amounts, the interest will continue to accrue and additional legal expenses will be incurred without any guarantee of receiving any further payment.

**VOTING REQUIREMENTS:**

Absolute majority decision required

**OC0311 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr B Fuamatu**

**That Council agree to write off the specified rates for Assessments 5358 and 6331 totalling an amount of \$2,688.81.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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<b>OC0312</b>	<b>11.2.9</b>	<b>Approval to write off rates on Ass 5263 &amp; 5264 for \$4,479.55 File Ref: 61</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Lauren Jones, Rates Officer

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REFERENCE:** Not Applicable

**MATTER FOR CONSIDERATION:**

To write off rates totalling \$4,479.55 for assessments 5263 and 5264, under section 6.12 1 of the Local Government Act 1995.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The above tenements were owned by Vernon Ross and Brian Ross, they were both relinquished in July 2007. No payments have been made against either tenement.

Both assessments were sent to Austral Mercantile in 2010 for legal action, a claim was issued but never served as the owners could not be traced. Austral were advised to conduct a skip trace to locate the owners.

As the previous claims had expired they were discontinued and a new claim was raised covering both assessments to include the 2010/11 rates, the search results of the skip trace were used. The claim has still not been served as the owners are never at the premises when the bailiff calls for service.

The claim now has to be re-issued for the bailiff to serve again or further skip traces will need to be conducted. As no payments have been received and we have never been able to locate the owners it seems pointless to incur further legal fees on a debt which is unlikely to be recovered.

Searches have been made on the Department of Mines and Landgate websites to see if any other properties are owned by the tenement owners, both searches returned no results.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.12 (1)(c) - A Local Government may write off any amount of money, which is owed to the local government.

**POLICY IMPLICATIONS:**

Not Applicable

**FINANCIAL IMPLICATIONS:**

To write off \$4,479.55 consisting of:

	<u>Ass 5263</u>	<u>Ass 5264</u>	<u>Total</u>
Rates	\$ 664.36	\$747.41	\$1,411.77
Interest	\$1097.39	\$638.94	\$1,736.33
Legal Fees	\$1068.60	\$262.85	\$1,331.45

**STRATEGIC IMPLICATIONS:**

Not Applicable

**CONSULTATION:**

Nil

**COMMENT:**

The Rates Officer seeks approval to write off rates totalling \$4,479.55 as it seems unlikely that we will be able to track the owners and recover the amount outstanding. If we continue to pursue the outstanding amounts, the interest will continue to accrue and additional legal expenses will be incurred without any guarantee of receiving any further payment.

**VOTING REQUIREMENTS:**

Absolute majority decision required

**OC0312 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr L Hawkins, Seconded Cr P Hill**

**That Council agree to write off the specified rates for Assessments 5263 and 5264 totalling an amount of \$4,479.55.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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<b>OC0313</b>	<b>11.2.10</b>	<b>Approval to write off rates Ass 9122 for \$1,353.10 File Ref: 61</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Lauren Jones, Rates Officer

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REFERENCE:** OMC 16/02/2012. OC 0214

**MATTER FOR CONSIDERATION:**

To write of rates totalling \$1,353.10 on assessment 9122, under section 6.12 1 of the Local Government Act 1995.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The above tenement was owned by Nicholas Steel, Aubrey Lynch, Vaso Kos and Glen Colbung, it was relinquished in February 2008. One payment was made in October 2006 by Terrain Minerals, I have contacted Terrain but their interest in the tenement, by which they had an agreement with Vaso Kos, ended in February 2007.

The assessment was sent to Austral Mercantile in 2010 for legal action, a claim was issued but never served as the owners could not be traced. Austral were advised in 2010 to remove Glen Colbung from the claim, I cannot find notes to show the reasoning behind this.

We received information that Vaso Kos now lives in Cambodia and are still to find enough information to locate Nicholas Steel. A claim was served to Aubrey Lynch including this and other tenements. Mr Lynch paid the rates of the active tenement to date but has not paid the rates for the other dead tenements as he will not admit full liability. As he has part paid the claim we would now have to re-issue another claim for the remaining tenements.

The majority of the debt on this tenement is legal fee's so it seems inappropriate to re-issue to claim and incur further fees when the tenement was relinquished so long ago.

Searches have been made on the Department of Mines and Landgate websites to see if any other properties are owned by the tenement owners, both searches returned no results.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.12 (1)(c) - A Local Government may write off any amount of money, which is owed to the local government.

**POLICY IMPLICATIONS:**

Not Applicable

**FINANCIAL IMPLICATIONS:**

To write off \$1,353.10 consisting of:

Rates	\$279.75
Interest	\$233.65
Legal Fees	\$839.70

**STRATEGIC IMPLICATIONS:**

Not Applicable

**CONSULTATION:**

Nil

**COMMENT:**

The Rates Officer seeks approval to write off rates totalling \$1,345.90 as it seems unlikely that we will be able recover the amount outstanding. If we continue to pursue the outstanding amounts, the interest will continue to accrue and additional legal expenses will be incurred without any guarantee of receiving any further payment.

**VOTING REQUIREMENTS:**

Absolute majority decision required

**OC0313 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr B Fuamatu**

**That Council agree to write off the specified rates for Assessment 9122 totalling an amount of \$1,345.90.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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<b>OC3014</b>	<b>11.2.11</b>	<b>Approval to write off rates Ass 6155 for \$754.00</b>	<b>File Ref: 61</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Lauren Jones, Rates Officer

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REFERENCE:** Nil

**MATTER FOR CONSIDERATION:**

To write of rates totalling \$754.00 on assessment 6155, under section 6.12 1 of the Local Government Act 1995.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The above tenement was owned by Amit Eliyahu and was relinquished in March 2010. No payments have been made against the assessment.

The assessment was sent to Austral Mercantile in 2010 for legal action, Austral missed the referral and a claim was not raised. The assessment was referred again in 2011 but the claim has been returned unserved. A previous skip trace has been performed but it gave few results.

Given that the rates outstanding only total \$296.84 it seems inappropriate to incur further legal fees and interest when no payments have been received to date.

Searches have been made on the Department of Mines and Landgate websites to see if any other properties are owned by the tenement owner, both searches returned no results.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.12 (1)(c) - A Local Government may write off any amount of money, which is owed to the local government.

**POLICY IMPLICATIONS:**

Not Applicable

**FINANCIAL IMPLICATIONS:**

To write off \$754.00 consisting of:

Rates	\$296.84
Interest	\$114.52
Legal Fees	\$342.64

**STRATEGIC IMPLICATIONS:**

Not Applicable

**CONSULTATION:**

Nil

**COMMENT:**

The Rates Officer seeks approval to write off rates totalling \$754.00 as it seems unlikely that we will be able recover the amount outstanding. If we continue to pursue the outstanding amounts, the interest will continue to accrue and additional legal expenses will be incurred without any guarantee of receiving any further payment.

**VOTING REQUIREMENTS:**

Absolute majority decision required

**OC0314 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr B Fuamatu, Seconded Cr L Hawkins**

**That Council agree to write off the specified rates for Assessment 6155 totalling an amount of \$754.00**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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<b>OM0315</b>	<b>11.2.12</b>	<b>Approval to write off rates on Ass 3727, 3728 &amp; 3749 for \$2,256.76</b>	<b>File Ref: 61</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Lauren Jones, Rates Officer

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REFERENCE:** Nil

**MATTER FOR CONSIDERATION:**

To write of rates totalling \$2,256.76 on assessments 3727, 3728 and 3749, under section 6.12 1 of the Local Government Act 1995.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The above tenements were owned by Eric Thomas and were all relinquished in October 2007. One payment has been made against each tenement in December 2005 by Asarco Explorations. I have contacted Asarco and their interest in the tenement ended in July 2006, the only owner on the Department of Mines website is Eric Thomas.

The assessments were sent to Austral Mercantile in 2010 for legal action, Austral missed the referral and a claim was not issued. The assessment was referred again in 2011 but Austral kept receiving returned mail, a skip trace was performed and the claim was issued to the address from the skip trace.

The claim has been returned unserved and would now have to be re-issued or a further skip trace performed, both of which will incur additional legal fees.

Searches have been made on the Department of Mines and Landgate websites to see if any other properties are owned by the tenement owners, both searches returned no results.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.12 (1)(c) - A Local Government may write off any amount of money, which is owed to the local government.

**POLICY IMPLICATIONS:**

Not Applicable

**FINANCIAL IMPLICATIONS:**

To write off \$2,256.76 consisting of:

	<u>Ass 3727</u>	<u>Ass 3728</u>	<u>Ass 3749</u>	<u>Total</u>
Rates	\$260.00	\$260.00	\$258.58	\$778.58
Interest	\$340.64	\$151.34	\$168.55	\$660.53
Legal Fees	\$423.06	\$ 31.67	\$362.92	\$817.65

**STRATEGIC IMPLICATIONS:**

Not Applicable

**CONSULTATION:**

Nil

**COMMENT:**

The Rates Officer seeks approval to write off rates totalling \$2,256.76 as it seems unlikely that we will be able recover the amount outstanding. If we continue to pursue the outstanding amount, the interest will continue to accrue and additional legal expenses will be incurred without any guarantee of receiving any further payment.

**VOTING REQUIREMENTS:**

Absolute majority decision required

**OC0315 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr B Fuamatu, Seconded Cr L Hawkins**

**That Council agree to write off the specified rates for Assessments 3727, 3728 and 3749 totalling an amount of \$2,256.76**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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<b>OC0316</b>	<b>11.2.13</b>	<b>Approval to write off rates on Ass 6171 and 6172 for \$1,510.81</b>	<b>File Ref: 61</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Lauren Jones, Rates Officer

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REFERENCE:** Nil

**MATTER FOR CONSIDERATION:**

To write off rates totalling \$1,510.81 on assessments 6171 and 6172, under section 6.12 1 of the Local Government Act 1995.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The above tenements were owned by Ivan Ivandich and were relinquished in April 2011. Payment was made in full until the 2010-11 rates were issued, no payments have been received since.

The assessments were sent to Austral Mercantile in 2010 for legal action and a claim was issued, the claim was not served as the owner could not be found and the claim was discontinued for the 2011-12 rates round as the tenements were still active.

The assessments were referred again in 2011 and a claim was issued. The claim was returned as the owner could not be located. A second address was listed on the Department of mines website but the claim was also returned from this address.

Searches have been made on the Department of Mines and Landgate websites to see if any other properties are owned by the tenement owner, both searches returned no results.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.12 (1)(c) - A Local Government may write off any amount of money, which is owed to the local government.

**POLICY IMPLICATIONS:**

Not Applicable

**FINANCIAL IMPLICATIONS:**

To write off \$1,510.81 consisting of:

	<u>Ass 6171</u>	<u>Ass 6172</u>	<u>Total</u>
Rates	\$200.51	\$201.57	\$402.08
Interest	\$ 78.28	\$ 63.30	\$141.58
Legal Fees	\$653.45	\$313.70	\$967.15

**STRATEGIC IMPLICATIONS:**

Not Applicable

**CONSULTATION:**

Nil

**COMMENT:**

The Rates Officer seeks approval to write off rates totalling \$1,510.81 as it seems unlikely that we will be able recover the amount outstanding. If we continue to pursue the outstanding amounts, the interest will continue to accrue and additional legal expenses will be incurred without any guarantee of receiving any further payment.

**VOTING REQUIREMENTS:**

Absolute majority decision required

**OC0316 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr B Fuamatu, Seconded Cr L Hawkins**

**That Council agree to write off the specified rates for Assessments 6171 and 6172 totalling an amount of \$1,510.81**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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<b>OC0317</b>	<b>11.2.14</b>	<b>Approval to write off rates on Ass 5276, 5277 &amp; 5278 for \$3,705.76</b>	<b>File Ref: 61</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Lauren Jones, Rates Officer

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REFERENCE:** Nil

**MATTER FOR CONSIDERATION:**

To write of rates totalling \$3,705.76 on assessments 5276, 5277 and 5278, under section 6.12 1 of the Local Government Act 1995.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The above tenements were owned by Brian Ross and Wayne Plaza and were relinquished in September 2007. Some small part payments were made in 2008 and 2009 but no payments have been received since.

Both assessments were sent to Austral Mercantile in 2010 for legal action, a claim was issued but never served as the owners could not be traced. Austral were advised to conduct a skip trace to locate the owners.

As the previous claims had expired they were discontinued and a new claim was raised covering both assessments to include the 2010/11 rates, the search results of the skip trace were used. The claim has still not been served as the owners are never at the premises when the bailiff calls for service.

The claim now has to be re-issued for the bailiff to serve again or further skip traces will need to be conducted. As no payments have been received and we have never been able to locate the owners it seems pointless to incur further legal fees on a debt which is unlikely to be recovered.

Searches have been made on the Department of Mines and Landgate websites to see if any other properties are owned by the tenement owners, both searches returned no results.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.12 (1)(c) - A Local Government may write off any amount of money, which is owed to the local government.

**POLICY IMPLICATIONS:**

Not Applicable

**FINANCIAL IMPLICATIONS:**

To write off \$3,705.76 consisting of:

	<u>Ass 5276</u>	<u>Ass 5277</u>	<u>Ass 5278</u>	<u>Total</u>
Rates	\$548.33	\$648.32	\$248.33	\$1,444.98
Interest	\$607.41	\$654.92	\$356.48	\$1,618.81
Legal Fees	\$213.99	\$213.99	\$213.99	\$ 641.97

**STRATEGIC IMPLICATIONS:**

Not Applicable

**CONSULTATION:**

Nil

**COMMENT:**

The Rates Officer seeks approval to write off rates totalling \$3,705.76 as it seems unlikely that we will be able recover the amount outstanding. If we continue to pursue the outstanding amounts, the interest will continue to accrue and additional legal expenses will be incurred without any guarantee of receiving any further payment.

**VOTING REQUIREMENTS:**

Absolute majority decision required

**OC0317 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr B Fuamatu, Seconded Cr L Hawkins**

**That Council agree to write off the specified rates for Assessments 5276, 5277 and 5278 totalling an amount of \$3,705.76**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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<b>OC0318</b>	<b>11.2.15</b>	<b>Approval to write off rates on Ass 55 for \$1,521.62 File Ref: 61</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Lauren Jones, Rates Officer

**SENIOR OFFICER:** Deanne Prior, Executive Manager Corporate & Community Services

**PREVIOUS MEETING REFERENCE:** Nil

**MATTER FOR CONSIDERATION:**

To write of rates totalling \$1,521.62 on assessment 55, under section 6.12(1) of the Local Government Act 1995.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The above assessment for 5 Cable Street should have changed from residential to vacant land in 2007. Rate Book Online reflected this change in 2009 and corrections were processed to adjust the balance. The domestic rubbish charge was not cleared in these corrections and has been charged each year since.

The necessary corrections have been calculated to clear the rubbish charges and to correct the interest levied from 2007 to date. Rate Book Online has been updated so that the rubbish charges will not be raised in the future.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.12 (1)(c) - A Local Government may write off any amount of money, which is owed to the local government.

**POLICY IMPLICATIONS:**

Not Applicable

**FINANCIAL IMPLICATIONS:**

To write off \$1,521.62 consisting of:

Interest \$801.62

Rubbish \$720.00

**STRATEGIC IMPLICATIONS:**

Not Applicable

**CONSULTATION:**

Nil

**COMMENT:**

The Rates Officer seeks approval to write off levies totalling \$1,521.62 as the charges were raised in error.

**VOTING REQUIREMENTS:**

Absolute majority decision required

**STAFF RECOMMENDATION:**

**That Council agree to write off the specified levies for**

**OC0318 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr B Fuamatu, Seconded Cr L Hawkins**

**That Council agree to write off the specified rates for Assessment 55 totalling an amount of \$1,521.62**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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<b>OC0319 11.2.16 CHANGE TO SURPLUS CARRIED FORWARD IN ADOPTED BUDGET FOR 2011/12</b>	<b>File Ref: 40</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Deanne Prior, Executive Manager Corporate & Community Services

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**PREVIOUS MEETING REFERENCE:** N/A

**MATTER FOR CONSIDERATION:**

Council to acknowledge the change in 2011/12 surplus carried forward from \$2,760,124 to \$2,594,796.

**ATTACHMENTS:** Nil

**APPLICANT'S SUBMISSION:** Nil

**BACKGROUND:**

UHY Haines Norton, our off-site Accountants, assists the Shire in producing the Statutory Budget each year. At the time the 2011/12 budget was adopted, the 2010/11 financial statements were not finalised. At the time of Council adopting the budget, the Surplus carried forward figure from 2010/11 was determined to be \$2,760, 124. The surplus carried forward figure is only an estimate based on the information available at the time of preparing the budget. The actual result after the 2010/11 annual financial statements were finalised was \$2,594,796, a reduction in the carried forward figure of \$165,328. This reduction means that there is \$165,328 less to spend in the current financial year.

**STATUTORY ENVIRONMENT:**

Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that Local Governments conduct a budget review between 1 January and 31 March in each financial year.

Western Australian Local Government Accounting Manual Edition 2 – February 2011 advises that any variation to the opening funds needs to be presented to Council prior to the statutory budget review period.

**POLICY IMPLICATIONS:** Council has no policies in regards to this matter.

**FINANCIAL IMPLICATIONS:**

Council will need to account for the reduced available funds during the budget review process.

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Steven Deckert, Chief Executive Officer

**COMMENT:**

At the time of preparing the 2011/12 budget, the Surplus carried forward figure was determined to be \$2,760, 124. The actual surplus, after the finalisation of the 2010/11 annual financial statements, was \$2,594,796. This is a reduction in the surplus of \$165,328. The table below shows the Balance Sheet differences between the closing funds at 30 June 2011 as included in the adopted budget and the actual figures after the 2010/11 Financial Statements were finalised and audited.

	<b>Adopted Budget 2011/12 \$</b>	<b>Actuals as at 30 June 2011 \$</b>
<b>Note 1: CLOSING FUNDS</b>		
Closing funds represented by:		
<b>Current Assets</b>		
Cash & Cash Equivalents	6,417,226	6,417,226
Receivables	963,757	878,157
Inventories	106,891	123,703
<b>TOTAL CURRENT ASSETS</b>	<b>7,487,874</b>	<b>7,419,086</b>
<b>Current Liabilities</b>		
Trade & Other Payables	(1,192,610)	(1,284,862)
Provisions	(10,025)	(223,266)
Current Loan Liability		(105,347)
<b>Total Current Liabilities</b>	<b>(1,202,635)</b>	<b>(1,613,475)</b>
Net Current Assets	a) 6,285,239	5,805,611
LESS Restricted Reserves	b) (3,525,115)	(3,525,115)
Less Restricted Muni	c)	
ADD Back Loan repayments	d) -	128,275
ADD Back Cash Backed Leave Reserve	e) -	186,025
<b>Surplus Funds as at 30 June 2011</b>	<b>f) 2,760,124</b>	<b>2,594,796</b>
<b>Change in surplus funds</b>		<b>(165,328)</b>

The 2011/12 Adopted Budget is currently being reviewed, as per the requirements in the Local Government (Financial Management) Regulations 1996, regulation 33A as amended, and will be presented to Council at the April Ordinary Meeting of Council. The difference in the surplus funds will be considered during the budget review process.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0319 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr L Hawkins**

**That Council acknowledges that there was a difference of \$165,328 between the surplus carried forward figure, included in the Adopted Budget for 2011/12, and the actual surplus carried forward in the 2010/11 Annual Financial Statements. This difference will be addressed during the Budget Review Process.**

**CARRIED 5/0**

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<b>OC0320</b>	<b>11.2.17 Proposal to Write Off Outstanding Invoice 2786 for \$8,589.97</b>	<b>File Ref: 223</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Deanne Prior, Executive Manager Corporate & Community Services

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**OWNER/APPLICANT:** Shire of Laverton

**MATTER FOR CONSIDERATION:**

Write off the amount of \$8,589.97 for outstanding Invoice number 2786.

**ATTACHMENTS:**

Attachment 11.2.17 "A" - Copy of letter sent to Applicant for Building Licence on 4/3/2011.

Attachment 11.2.17 "B" - Copy of invoice 2786 raised on 23/03/2011.

**BACKGROUND:** Invoice 2786 was raised 23/03/2011 in relation to Building Application 15/10 for an amount of \$8,589.97. This was requested by the Building Surveyor, Gary Goldsworthy as he was sending a follow up letter in relation to the Building Licence application. The building licence has never been issued and as a result the payment has not been made by the Debtor.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 6.12 - Power to defer, grant discounts, waive or write off debts

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Reduce the Accounts Receivable balance by an amount of \$8,589.97. The invoice was raised in March 2011 so was included as income in the 2010/11 financial year. If Council gives approval to write the debt off, an adjustment will be made in the current year to acknowledge the reduction in revenue.

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Garry Agnew, Building Surveyor

**COMMENT:** Attempts were made in the past to follow up the payment of this invoice but we never got any advice that the building licence was not required. I have recently spoken to Garry Agnew, the Building Surveyor, and he has confirmed that the building licence was never issued. As a result the payment of this invoice is not required. As a general rule, invoices are not issued for Building Licence Applications until the applicant has agreed to the



conditions placed on the Licence by the Building Surveyor and returned a signed copy agreeing to the conditions.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0320 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr S Weldon, Seconded Cr L Hawkins**

**Approve to write off debt of \$8,589.97 on invoice 2786 as the invoice was raised in error.**

**CARRIED 5/0**

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### 11.3 WORKS AND SERVICES BUSINESS

<b>OC0321 11.3.1 Crescent Gold Limited Haul Road Crossing of Old Laverton Road</b> <b>File Ref: 317</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Peter Crawford, Executive Manager Technical Services

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**PREVIOUS MEETING REFERENCE:** None

**MATTER FOR CONSIDERATION:**

To consider a request from Crescent Gold Limited to construct a haul road crossing across the Old Laverton Road

**ATTACHMENTS:**

Attachment 11.3.1 "A" – Letter and map from Crescent Gold Limited  
Attachment 11.3.1 "B" – Sketch of proposed signage for Road Crossing

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

A letter has been received from Crescent Gold Limited seeking permission to cross the Old Laverton Road with a haul road from their Apollo Pit to their Euro Haul Road (See Attachment 11.3.1 "A").

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and,
- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**

Council has no Policy in relation to this matter.

**FINANCIAL IMPLICATIONS:**

None

**STRATEGIC IMPLICATIONS:**

Will assist in promoting development in the immediate Laverton area.

**CONSULTATION:**

Mr Pat Hogan – Operations Manager, Crescent Gold Limited

**COMMENT:**

This haul road has already been constructed and has been operational for some time although it is not currently being used. It appears that through an oversight by staff from Crescent Gold Limited, an application was never made to the Shire for permission to construct this road.

An inspection was carried out of the site of the proposed intersection with the Old Laverton Road on Friday, 9 March 2012. The site of the proposed crossing has good visibility both on the existing road and the proposed realignment.

The Old Laverton Road will be the primary road and shall have right of way at all times. The haul road will require “STOP” signs at its junction with the Old Laverton Road ensuring that all haul road traffic gives way to the Old Laverton Road traffic. As well, the Old Laverton Road will require dual “ROAD TRAINS CROSSING” signs erected some 250 metres before the site of the haul road crossing along with other required signage.

When the proposed new alignment has been inspected by the Shire as acceptable to be opened to public traffic, Crescent Gold Limited will be required to relocate the “ROAD TRAIN CROSSING SIGNS” onto the new alignment.

The proposal does not raise any issue as the Shire determines what conditions are applicable for this road crossing. The completed works is in compliance with what the Shire would be requiring from any contractor wishing to carry out any such proposal, both during the construction phase and also for long term usage.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0321 COUNCIL’S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr L Hawkins**

**That Council Agree to Crescent Gold Limited constructing a haul road crossing across the Old Laverton Road, subject to Crescent Gold Limited agreeing in writing to the following conditions:**

- 1. That Crescent Gold Limited liaise with the Executive Manager Technical Services regarding the standards required for the road crossing and comply with all directives;**
- 2. That Crescent Gold Limited haul road is classified as a secondary road with the Old Laverton Road having right of way at all times;**
- 3. That Crescent Gold Limited agree to supply and erect appropriate signage as depicted on Attachment 11.3.1 “B”;**

4. That Crescent Gold Limited agree to rehabilitate the road crossing at the completion of the haulage should the Shire of Laverton require that action to be carried out at that time.

**CARRIED 5/0**

#### **11.4 COMMUNITY DEVELOPMENT BUSINESS**

Nil

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## 11.5 MANAGEMENT AND POLICY BUSINESS

<b>OC0322</b>	<b>11.5.1</b>	<b>COUNCILLORS' INFORMATION BULLETIN 2/12</b>	<b>File Ref: 85</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Steven J Deckert, Chief Executive Officer

**SENIOR OFFICER:** N/A

**PREVIOUS MEETING REF:** N/A

**MATTER FOR CONSIDERATION:**

Receiving of the Information Bulletins for the period ended 29 February 2012 by Council.

**CONFIDENTIAL ATTACHMENTS:**

Shire of Laverton Councillors' Information Bulletin 2/12 circulated under separate cover and is deemed to be a "Confidential" document for Councillors information only.

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

Councillors' Information Bulletins 2/12 for period ending 29 February 2012 was completed and circulated to Councillors.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**

Council has no policies in respect to this matter.

**FINANCIAL IMPLICATIONS:**

There are no financial implications in respect to this matter.

**STRATEGIC IMPLICATIONS:**

Keeping Councillors updated and informed in respect to matters impacting on their role as Councillor.

**CONSULTATION:** Nil

**COMMENT:**

The Councillors' Information Bulletin is produced to provide Councillors with information that is relevant to their role as a Councillor for the Shire of Laverton, but not requiring a decision of Council.

The Councillors' Information Bulletin was never intended to be a public document. Now with the inclusion of confidential information it is important that the Information Bulletin be circulated to Councillors and Senior Staff only and not released to the general public.

**VOTING REQUIREMENTS:**

Simple Majority decision required

**OC0322 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr S Weldon**

**That the Councillors' Information Bulletins 2/12 for the period ended, as previously circulated to Councillors, be received.**

**CARRIED 5/0**

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<b>OC0323 11.5.2 Goldfields Voluntary Regional Organisation of Councils (GVROC) Minutes of In-Person Meeting Held 3 February 2012 File Ref: 83</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Steven Deckert, Chief Executive Officer

**SENIOR OFFICER:** Not applicable

**PREVIOUS MEETING  
REFERENCE:** Not applicable

**MATTER FOR CONSIDERATION:**

The Council is requested to receive the minutes of the meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) held on 3 February 2012 as an in-person meeting at the Esperance Civic Centre, Council Place, Esperance.

**ATTACHMENTS:**

Attachment 11.5.2 "A" - Copy of the Minutes of the Meetings of the GVROC Meeting held on 3 February 2012.

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The GVROC is a voluntary regional organisation established to enhance service delivery and infrastructure for the collective and individual communities and to achieve a sustainable, cost effective model for sharing of resources. The GVROC comprises the following local governments:

- Shire of Coolgardie
- Shire of Dundas
- City of Kalgoorlie-Boulder
- Shire of Laverton
- Shire of Leonora
- Shire of Menzies
- Shire of Ngaanyatjarraku
- Shire of Wiluna
- Shire of Esperance
- Shire of Ravensthorpe

The objectives of the GVROC are to form a strategic alliance for the retention of infrastructure and community services, acquiring funding from government grants, economic development initiatives and private sector funding and establish and maintain effective communication and consultative mechanisms between the participating local governments on policy and processes using a management strategy.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and  
Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**

Council has no policies in respect to this matter.

**FINANCIAL IMPLICATIONS:**

The recommendation of this report has no financial implications for Council.

**STRATEGIC IMPLICATIONS:**

Council's participation in and support of the GVROC is important in ensuring that Laverton has a regional voice and will be important as our preferred regional grouping of local governments in the structural reform process.

**CONSULTATION:** Nil

**COMMENT:**

The minutes of the Meeting of the GVROC held in-person on Friday 3 February 2012 are enclosed for Council's information.

The minutes are presented as an agenda item in case Council is required to consider any matter within the minutes and make a decision. While Council's delegates to the GVROC meeting can make decisions at the GVROC meeting, the GVROC cannot make decisions binding on the individual member Councils.

The only item requiring mention at this time is "9.8 CollectionsCare Goldfields – Proposal for Extension of CollectionsCare Goldfields Project". The GVROC Council has resolved to refer this to individual member Councils for consideration and refer back to GVROC by 30 April 2012.

Please note that this matter will be presented to Council as a separate agenda item for Council's consideration.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0323 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr L Hawkins, Seconded Cr S Weldon**

**That Council:**

- 1. Receives the Minutes of the Meeting of the GVROC held in-person on Friday 3 February 2012, and notes the decisions of the GVROC Council contained within the minutes;**
- 2. Endorses the decisions made at the meeting and as recorded in the Minutes of the Meeting held 3 February 2012.**

**CARRIED 5/0**



<b>OC0324 11.5.3 Goldfields Esperance Regional Collaborative Group Minutes of In-Person Meeting 3 February 2012</b>	<b>(GERCG) – File Ref: 84</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Steven Deckert, Chief Executive Officer

**SENIOR OFFICER:** Not Applicable

**PREVIOUS MEETING REF:** Not Applicable

**MATTER FOR CONSIDERATION:**

To receive the minutes of the in-person meeting of the Goldfields Esperance Regional Collaborative Group (GERCG) held on 3 February 2012 and to consider any resolutions of that meeting requiring a Council decision.

**ATTACHMENTS:**

Attachment 11.5.3 "A" - Copy of the Minutes of the Meeting of the GERCG held on 3 February 2012

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The Goldfields Esperance Regional Collaborative Group (GERCG) has been formed under legal agreement on 1 April 2011 by the 10 Goldfields-Esperance local governments in response to the Minister for Local Government's local government reform agenda.

The primary purpose of the GERCG Agreement is to secure funding in order to prepare a regional business plan which will determine the potential for shared service arrangements within the region and funding to assist with the development of integrated planning systems.

The in-person meeting of the GERCG was held on 3 February 2012 and the minutes of this meeting are now presented to Council for consideration. As the decisions of the GERCG are not binding on the individual member local governments, each member local government must consider the decisions of the GERCG and determine whether to agree and accept the decisions of GERCG or to determine otherwise.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**

Council has no policies in respect to this matter.

**FINANCIAL IMPLICATIONS:**

The recommendation of this report has no financial implications for Council.

**STRATEGIC IMPLICATIONS:**

Council's participation in and support of the GERCG is important in ensuring that Laverton has a regional voice and will be important as our preferred regional grouping of local governments in the structural reform process.

**CONSULTATION:** Nil

**COMMENT:**

A copy of the minutes of the in-person Meeting of the GERCG held at the Esperance Civic Centre, Council Place, Esperance on 3 February 2012 is appended for Council's reference.

The minutes are presented as an agenda item in case Council is required to consider any matter within the minutes and make a decision. While Council's delegates to the GERCG meeting can make decisions at the GERCG meeting, the GERCG cannot make decisions binding on the individual member Councils.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0324 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr P Hill, Seconded L Hawkins**

**That Council:**

- 1. Receives the Minutes of the Goldfields Esperance Regional Collaborative Group (GERCG) Meeting held in-person at the Esperance Civic Centre, Council Place, Esperance on Friday 3 February 2012, and notes the decisions of the GERCG contained within the minutes;**
- 2. Endorses the decisions made at the meeting and as recorded in the Minutes of the meeting held 3 February 2012.**

**CARRIED 5/0**

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<b>OC0325 11.5.4 Goldfields Voluntary Regional Organisation of Councils (GVROC) – Minutes of Meeting Held 2 March 2012</b>	<b>File Ref: 83</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 2 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Steven Deckert, Chief Executive Officer

**SENIOR OFFICER:** Not applicable

**PREVIOUS MEETING REFERENCE:** Not applicable

**MATTER FOR CONSIDERATION:**

The Council is requested to receive the minutes of the meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) on 25 November 2011 as a teleconference.

**ATTACHMENTS:**

Attachment 11.5.4 "A" - Copy of the Minutes of the Meeting of the GVROC held on 2 March 2012

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The GVROC is a voluntary regional organisation established to enhance service delivery and infrastructure for the collective and individual communities and to achieve a sustainable, cost effective model for sharing of resources. The GVROC comprises the following local governments:

- Shire of Coolgardie
- Shire of Dundas
- City of Kalgoorlie-Boulder
- Shire of Laverton
- Shire of Leonora
- Shire of Menzies
- Shire of Ngaanyatjarraku
- Shire of Wiluna
- Shire of Esperance
- Shire of Ravensthorpe

The objectives of the GVROC are to form a strategic alliance for the retention of infrastructure and community services, acquiring funding from government grants, economic development initiatives and private sector funding and establish and maintain effective communication and consultative mechanisms between the participating local governments on policy and processes using a management strategy.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and  
Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**

Council has no policies in respect to this matter.

**FINANCIAL IMPLICATIONS:**

The recommendation of this report has no financial implications for Council.

**STRATEGIC IMPLICATIONS:**

Council's participation in and support of the GVROC is important in ensuring that Laverton has a regional voice and will be important as our preferred regional grouping of local governments in the structural reform process.

**CONSULTATION:**

Nil

**COMMENT:**

The minutes of the Meeting of the GVROC held as a teleconference on Friday 2 March 2012 are enclosed for Council's information.

The minutes are presented as an agenda item in case Council is required to consider any matter within the minutes and make a decision. While Council's delegates to the GVROC meeting can make decisions at the GVROC meeting, the GVROC cannot make decisions binding on the individual member Councils.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0325 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr B Fuamatu**

**That Council:**

- 1. Receives the Minutes of the Meeting of the GVROC held as a teleconference on Friday 2 March 2012, and notes the decisions of the GVROC Council contained within the minutes;**
- 2. Endorses the decisions made at the meeting and as recorded in the Minutes of the Meeting held 2 March 2012.**

**CARRIED 5/0**

**OC0326 11.5.5 DELEGATIONS REVIEW – ANNUAL REVIEW DUE 2012 File Ref: 113**

**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Glenn Bone, Project Officer

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**PREVIOUS MEETING REFERENCE:** Not Applicable

**MATTER FOR CONSIDERATION:**

The review of delegations to the Chief Executive Officer (CEO) made under the Local Government Act 1995 and other Acts, plus delegations made to other officers by Council pursuant to various Acts.

**ATTACHMENTS:**

The existing Delegations Register has not been reproduced for the purposes of this agenda item as each Councillor has previously been issued with one. Accordingly, members should refer to that document for the purposes of this item.

Attachment 11.5.5 "A" - Amended Delegation 029 – Thoroughfares – Temporary Closure to Vehicles.

**APPLICANT'S SUBMISSION:**

Council last carried out a review of delegations in February 2011. It is again necessary to review the total of 42 delegations currently in existence in accordance with Local Government Act requirements.

**BACKGROUND:**

There are currently 42 delegations in place with the breakup being:

- Direct to the CEO, 36 delegations, who in turn delegates a number to other officers;
- Direct to Other Officers, 5 delegations; and
- Direct to Council Committees, 1 delegation.

Delegations 001, 007-008, 010, 012-013, 015, 017-018, 020-023, 025-030, 035, 037-040, 042-044 and 049-050 are made under the Local Government Act 1995, whilst delegation 002 – Buildings – Issue of Licences, is a delegation made direct to the Environmental Health Officer/Building Surveyor, under the Local Government (Miscellaneous Provisions) Act 1960.

The remainder being 002-003, 031-032, 034, 045 and 052 are made under various other Acts or legislation as indicated in "Statutory Environment". However, whilst Delegations 034, 037, 045, 045-048 and 052 do not have to be reviewed each year, they are included for the sake of consistency.

Of the 36 delegations to the CEO, 22 have in the past been delegated to various employees, either completely or in part. Part of the review process for delegations also includes a

requirement for the CEO to review delegations made by him. Within the “comment” section appears a listing of delegations currently authorised to the CEO, other officer/persons and Committees.

It should be noted a number of delegations have either not been used through lack of need or on occasions the subject itself has been referred to Council for determination because of sensitivity. Usage of the delegations varies considerably according to the nature of the delegation itself.

Delegation 021 (Payment of Accounts Between Meetings) is by far the most active followed by the likes of Delegation 028 (Rate Book) and Delegation 002 (Buildings – Issue of Licenses).

### **STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 5.18 – provides that a local government is to keep a register of delegations and review the delegations once every financial year (to committees).

Section 5.46(2) – provides that at least once in every financial year delegations are to be reviewed by the delegator (Council).

Local Government (Miscellaneous Provisions) Act 1960

Sections 374, 374A, 374C, 401A, 403, 408 & 409 all deal with various aspects relating to buildings.

Bush Fires Act 1954

Section 17(10) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly its powers and duties under 17 (7-8) – variation of prohibited burning times.

Section 18 (5C) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly the power to vary the restricted burning times.

Town Planning Scheme No. 2 (2003)

Clause 11.3 – enables Council to delegate powers and duties to the CEO.

### **POLICY IMPLICATIONS:**

There are no direct implications on any current policies however a number of delegations are linked to Council policies.

### **FINANCIAL IMPLICATIONS:**

The delegations allow for staff to authorise expenditure, raise income, write off monies, provide staff benefits and also hasten processing times across various areas of operations.

### **STRATEGIC IMPLICATIONS:**

From a local government perspective, the concept of “delegation” is:

- To entrust or commit (authority etc) to another as an agent or deputy.

Consequently, the decision making power of the delegator (Council) to the delegate (CEO, other officer or committee), is bestowed by a formal Council resolution. The effect of delegating is to streamline the decision making process as the subject matter does not have to wait for a Council meeting for a decision. The outcome is that the Shire of Laverton is perceived more favourably for making timely decisions.

## **CONSULTATION:**

No public consultation is required on this matter. Appropriate staff have been consulted as to the relevance and/or updating of the existing delegations.

## **COMMENT:**

The following sections provide details lists of delegations currently authorised to the CEO, other Officers/Persons and to Committees.

### Delegations to the CEO

- 001 Animals – Unlawful Release from Pound **(Revoked in 2010)**
- 004 Buildings – Removal of Neglected and Dilapidated
- 005 Buildings – Unlawful Works
- 006 Buildings – Demolition Licences
- 007 Bush Fire – Use of Council Plant
- 008 Staff – Housing Bonds
- 009 Recovery of Debts **(Revoked in 2010)**
- 010 Staff – Private Use of Council Vehicles
- 011 Legal Advice **(Revoked in 2010)**
- 012 Land Valuations
- 013 Tenders for Equipment Purchases
- 014 Staff – Attendances at Conference and Training **(Revoked in 2010)**
- 015 Plant – Use by Employees
- 016 Roads and Footpaths – Damage to **(Revoked in 2010)**
- 017 Early Morning Swimming
- 018 Private Works
- 019 Signs – Roads and Streets **(Revoked in 2010)**
- 020 Road Train Permits
- 021 Payment of Accounts Between Meetings
- 022 Hire Charges – Council Property & Equipment
- 023 Mobile Food Vans
- 024 Air BP – Laverton Airport Lease **(Revoked in 2010)**
- 025 Staff – Rental Subsidies
- 026 Liquor – Sale of from Council Property
- 027 Contract Variations
- 028 Rate Book
- 029 Road Closures – Temporary
- 030 Disposal of Surplus Equipment, Materials, Tools etc
- 031 Buildings – Dangerous
- 032 Buildings – Certificates of Classification
- 033 Media Authorisation – **(Revoked in 2010)**
- 035 Finance – Preparation of Annual Financial Report – **(Revoked in 2010)**
- 036 Award Industrial Matters **(Revoked in 2010)**
- 037 Native Title
- 038 Telephones (Private) – Use by Employees for Council Business
- 039 Impounding Goods – Authorised Employee
- 040 Sale of Impounded/Seized/Confiscated Vehicles, Animals or Goods
- 041 Insurance – Contracts of **(Revoked in 2010)**
- 042 Insurance – Public Liability Claims
- 043 Staff Housing
- 044 Contractors – Use on Works
- 046 Offences – Bush Fires Act
- 047 Mining Tenements

- 048 Proceedings under Dog Act
- 049 Plant and Equipment – Use by Private Persons
- 050 Write off on Debts Less than \$500

Delegations to other Officers (by Council for other Acts)

- 002 Buildings – Issue of Licences
- 003 Buildings – Extension of Time to Complete
- 034 Septic Tank Approvals
- 045 Burning, Prohibited and Restricted Times (Variation)
- 052 Health Act – (Deputy)

Delegations to Committees.

- 051 Powers and Duties of the Laverton Housing Project Development Committee.

As part of the review, all delegations have been thoroughly examined to ensure they are still relevant and the wording of each is appropriate. In considering the review each delegation has been viewed in the context of whether it is a power or a duty of the local government, hence a delegation can occur, or it is an administration function that is part of the CEO or other officer's responsibility and therefore a delegation is not required.

In undertaking this review it is particularly acknowledged there was a substantial revamp of delegations in the 2010 review but only minor change in February 2011. As a consequence and apart from a revamp of Delegation 029, little change is proposed in this review. The following comments are now made:

Delegation 029 – Thoroughfares – Temporary Closure to Vehicles

It is proposed Delegation 029 - Road Closure – Temporary, be retitled to the above and be amended to accommodate current experiences in the Shire.

The new wording will accommodate in a practical way the need to apply short term road closures to allow blasting to be carried out in the vicinity of a road. Councillors will no doubt be aware of the present scenario where Crescent Gold have been seeking temporary closure for a portion of the Old Laverton Road to carry out blasting operations from time to time.

In revamping Delegation 029, nearly all of the original intent has been retained. This has been achieved by applying a numbering sequence and a title to each of the potential thoroughfare temporary closure categories.

Item 4 – Community Events, has been extended to cater for community events. This segment draws its background from the second paragraph of the original delegation. Here, the temporary closure is identified for fundraising events, however this will not always be the case. Sporting or community type events (e.g. Cycle races, marathons, wheelie bin races etc.), are examples of where further flexibility is needed. The proposed delegation in item 4 therefore takes into account both community and fundraising type events.



Delegation 051- Powers and Duties of the Laverton Housing Project Development Committee  
The Laverton Housing Project Development Committee was established in May 2009 as a “working committee” to negotiate agreements in respect to the GROH project. However, by the time of the last elections in October 2011, the Committee’s work had been completed and a new committee was not required. As a consequence, Delegation 051 is now redundant and should therefore be revoked.

**VOTING REQUIREMENTS:**

Absolute majority decision required.

**OC0326 COUNCIL’S DECISION/STAFF RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr B Fuamatu**

**That Council:**

- 1. Revokes Delegation number 051 to the Laverton Housing Project Development Committee.**
- 2. Reaffirms Delegation numbers 004-008, 010, 012-013, 015, 017-018, 020-023, 025-032, 037-040, 042-044, 046-048 and 050, to the Chief Executive Officer.**
- 3. Reaffirms Delegation numbers 002-003, 034, 045 and 052, to other Officers/Persons.**
- 4. Revokes Delegation 029 – Road Closure – Temporary and makes new Delegation 029 – Thoroughfares – Temporary Closure to Vehicles, as set out in Attachment 11.5.5 “A”.**

**CARRIED BY ABSOLUTE MAJORITY 5/0**

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<b>OC0327 11.5.6 Minutes of Local Emergency Management Committee (LEMC) – 6 March 2012</b>	<b>File Ref: 101</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Glenn Bone, Project Officer

**SENIOR OFFICER:** Peter Crawford, Executive Manager Technical Services

**PREVIOUS MEETING REFERENCE:** None

**MATTER FOR CONSIDERATION:**

Receival of minutes of the LEMC meeting held on 6 March 2012 and consideration of the recommendation contained therein.

**ATTACHMENTS:**

Attachment 11.5.6 "A" – Minutes of LEMC – 6 March 2012  
Attachment 11.5.6 "B" – Draft Local Emergency Management Arrangements

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The Shire's LEMC held its regular quarterly meeting on 6 March 2012. Its main duty on this occasion was to consider and if thought appropriate, recommend to Council the approval of the reviewed Local Emergency Management Arrangements.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Emergency Management Act 2005

Section 42(1) – A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the State Emergency Management Committee (SEMC).

(2) – Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

**POLICY IMPLICATIONS:**

While Council has no policies in respect to this matter SEMC Policy 2.5 provides:

Clause 32 – Local emergency management arrangements are to be reviewed in accordance with the procedures outlined in ADP-5.

Clause 28 ADP-5 provides:

The local government shall ensure the review of local arrangements on the following basis:

- contact lists are reviewed and updated quarterly;
- a review is conducted after an event or incident in which the local emergency management arrangements were implemented;
- after training or drills that exercises the arrangements;
- an entire review undertaken every five years, as risks might vary due to climatic, environmental and demographic changes; and
- circumstances that may require more frequent reviews.

Clause 29 ADP-5 also provides further direction:

Any review undertaken is to be in accordance with SEMP 2.5 and the *Local Emergency Management Arrangements Guide*.

**FINANCIAL IMPLICATIONS:**

Funding of \$10,000 to facilitate the review has been provided from the FESA Aware Program (All West Australians Reducing Emergencies) for emergency risk management and mitigation.

**STRATEGIC IMPLICATIONS:**

The local emergency management arrangements set out the process for the co-ordination of emergency operations and activities. Whilst LEMC is established by the local government to ensure that emergency management arrangements are written and placed into effect for its district, the LEMC has no function during emergencies.

**CONSULTATION:**

Yvette Grigg – Community Emergency Management Officer  
Peter Crawford – Deputy Chairman, LEMC

**COMMENT:**

The review process of the local emergency management arrangements has been a thorough process that has resulted in a re-write of the document in accordance with guidelines in the Local Emergency Management Arrangements Development Guide (2009). Much of the material used in the re-write has been sourced from the 2006 document and then reformatted to that required by the 2009 guidelines.

The recommendation is for Council to receive the minutes of the Local Emergency Management Committee meeting held on 6 March 2012 and to adopt the recommendation contained therein.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0327 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr S Weldon**

**That Council:**

- 1. Receives the Minutes of the Local Emergency Management Committee (LEMC) meeting held in the Council Chambers, Laverton on Tuesday 6 March 2012 and notes the outcomes of that meeting as contained within the Minutes; and**
- 2. Endorses the decisions made at that meeting and as recorded in the Minutes of the meeting held 6 March 2012.**
- 3. Adopts the recommendations contained within the LEMC Minute EM0302 5.1 Emergency Management – Review as decisions of Council, namely:**
  - 1. Endorse the draft Local Emergency Management Arrangements together with the amendments as noted and now recommend these to Council for its approval of the Arrangements; and**
  - 2. Then implement the remaining procedures in the Local Emergency Management Arrangements checklist.**

**CARRIED 5/0**

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<b>OC0328</b>	<b>11.5.7</b>	<b>DRAFT PLAN FOR THE FUTURE – 2011/12 and 2012/13</b>	<b>File Ref: 574</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Glenn Bone, Project Officer

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**PREVIOUS MEETING REF:** Not Applicable

**MATTER FOR CONSIDERATION:**  
Draft Plan for the Future 2011/12 – 2012/13

**ATTACHMENTS:**  
Attachment 11.5.7 “A” – Plan for the Future

**APPLICANT’S SUBMISSION:** Not Applicable

**BACKGROUND:**

In 2009, Council adopted a Plan for the Future spanning the years 2009/10 – 2010/11. This was for the minimum period allowed by the Act. To date no further Plan has been produced which consequently means that the original plan has now expired and is overdue for replacement.

However recent amendments to the Local Government Act 1995 will now require all local governments to prepare a Strategic Community Plan (10 years), plus a Corporate Business Plan (4 years), as from 1 July 2013. Consequently, while there is still plenty of time to develop these new plans, the Shire is nevertheless in a transitional period up until 30 June 2013.

Effectively, the transitional period (from 26 August 2011 to 30 June 2013) means that all local governments must continue to have a Plan for the Future in place. This can be either an existing plan, prepared under the former regulatory arrangements, or a new document that has been developed in light of the new regulatory context.

Similarly, during the transitional period a local government in order to comply with the requirement that it must have a Plan for the Future, may choose to make a new Plan under the old arrangements.

Our only solution is to opt for the latter course of action given that through effluxion of time, 2011/12 is now all but gone. Insofar as projections for 2012/13, most of the figures included have been drawn from the Five Year Forward Capital Works Plan (prepared by UHY Haines Norton (WA) Pty Ltd) in 2010. The Haines Norton report dealt with two areas in the document being:

- Buildings
- Roads

However, the Haines Norton document did not include plant replacement, so these figures have been sourced from the Shire's Five Year Vehicle Replacement Program.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 5.56 – A local government is to plan for the future.

Local Government (Administration) Regulations 1996.

Reg.19C(7) – A local government is to ensure that the electors and ratepayers are consulted during the development of the plan.

Reg.19D – Sets out the requirements of local public notice after a plan for the future has been adopted.

Reg.19DB(3) – A local government is to ensure that a plan for the future applies in respect of each financial year before the financial year ending 30 June 2014.

(5) – If, for the purposes of complying with subregulation (3), a local government makes a new plan for the future, local public notice of the adoption of the plan is to be given in accordance with former regulation 19D.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

This Plan for the Future reflects capital and major works as already included in the 2011/12 budget, plus intentions for the 2012/13 budget.

**STRATEGIC IMPLICATIONS:** Nil

**CONSULTATION:** Senior staff

**COMMENT:**

In preparing this Plan it needs to be noted that there are some items for the "Capital Expenditure" section of the Shire's 2011/12 budget, which have not been included. Items under \$50,000 have not been listed as in the context of the document, they are not deemed to be significant.

One further matter worthy of comment is the requirements of *former* Administration reg.19C(7) pertaining to the need for consultation with electors and ratepayers during the development of the Plan.

Ordinarily there would be no issue with this however circumstances now suggest a different approach. Because the first year of the Plan is now all but expired, there is no point in advertising this segment. In any event the current budget became a public document in August last year and consequently had all the public exposure required at the time.

Similarly, with the second year of the Plan (2012/13), again there is seen to be little point of going through a consultative exercise. This stance is taken because the Shire of Laverton Five (5) Year Forward Capital Works Program 2010 was adopted by Council at the meeting held on 16 December 2010 (Minute OC1223) and therefore became a public document at this stage.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0328 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr S Weldon, Seconded Cr B Fuamatu**

**That Council adopt the draft "Plan for the Future" 2011/12 to 2012/13 as appended, subject to the following provisos:**

- 1. There is little point at this stage of proceedings in advertising a public consultation period regarding the development of the Plan; and**
- 2. However, local public notice of the adoption of the Plan is to be given in accordance with *former* regulation 19D of the Local Government (Administration) Regulations 1996.**

**CARRIED 5/0**

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<b>OC0329 11.5.8 Taking of Water – Reserve 34109 (Gladiator Well)</b>	<b>File Ref: 384</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Sven Svenson

**AUTHOR:** Glenn Bone, Project Officer

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**PREVIOUS MEETING REF:** Nil

**MATTER FOR CONSIDERATION:**

Application to take water from Gladiator Well (Reserve 34109).

**ATTACHMENTS:**

Attachment 11.5.8 “A” – Correspondence with Sven Svenson and related documentation.

**APPLICANT’S SUBMISSION:**

Sven Svenson seeks approval to take water from Reserve 34109 which is located nearby to his mining operations (Doveridge Investments Pty Ltd) adjacent to the Old Laverton Road.

Sven has submitted a number of documents in support of his application, including:

- License to Take Water – GWL 173442(1) (75,000 kl/pa for 2 years)
- Miscellaneous License – 38/200 (To a road, a pipeline taking water, a bore)

**BACKGROUND:**

Reserve 34109 is designated for the purpose of “Water Supply” with the Shire of Laverton holding a Management Order issued on 26 February 2004.

The Management Order does not confer a “power to lease”, “sublease” or “grant a license” over the whole or any part of the land. Consequently and pursuant to Section 46(3) of the Land Administration Act 1997, it would appear that the Minister for Lands would need to be approached for permission for a party other than the Shire to take water from the reserve.

This is probably not a problem as previously the Minister for Water Resources held the historical vesting (1976 – 2004). Interestingly, it is the Minister for Water Resources who has issued the License to Take Water pursuant to the Rights in Water and Irrigation Act 1914.

**STATUTORY ENVIRONMENT:**

Land Administration Act 1997

Section 46(3) – Enables the Minister for Lands to grant a license to a management body over the whole or part of the Crown land for the purposes under which the land is held.

Mining Act 1987

Section 116 – Entitlement to a mining tenement holder to be granted an instrument of license or lease.



Rights in Water and Irrigation Act 1914

Section 5C(1)(d) – Enables the Minister for Water Resources to grant a license for the taking of water in accordance with Schedule 1.

**POLICY IMPLICATIONS:**

Council has no policies in respect to this matter.

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Not applicable.

**CONSULTATION:**

Nil

**COMMENT:**

In reality, this application affects the interest of no less than five different parties – each with some sort of connection to the tailings treatment operations of Sven Svenson. The parties are:

- Minister for Lands
- Minister for Water Resources
- Minister for Mines & Petroleum
- Shire of Laverton
- Sven Svenson

The tailings treatment operations require a number of licenses and approvals and these are basically in place apart from the need for the applicant to obtain the permission of the Minister for Mines and Petroleum before occupying the compound on Reserve 34109. The Shire's consent is also required for the taking of water from the Reserve.

No impediment is seen to the latter, subject to the following provisos:

1. The applicant (Doveridge Investments Pty Ltd) be granted non-exclusive access to water on Reserve 34109; and
2. Access to Reserve 34109 be limited to the compound located therein and to maintaining the pipeline taking water from the Reserve.
3. The applicant providing in writing, an indemnity to the Shire of Laverton against any claims and to maintain safe and secure activities during its occupation of the site (Part Reserve 34109) and to leaving the site in a tidy and secure condition on completion of pumping activities.
4. The applicant obtaining the consent of the Minister for Mines and Petroleum before occupying the compound on Reserve 34109 (as required by the conditions attached to Miscellaneous License 38/200) and providing copies of such to the Shire before occupying.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0329 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr S Weldon**

**That Council approve the application of Sven Svenson to take water from Reserve 34109, subject to the following:**

- 1. The applicant (Doveridge Investments Pty Ltd) be granted non-exclusive access to water on Reserve 34109; and**
- 2. Access to Reserve 34109 be limited to the compound located therein and to maintaining the pipeline taking water from the Reserve.**
- 3. The applicant providing in writing, an indemnity to the Shire of Laverton against any claims and to maintain safe and secure activities during its occupation of the site (Part Reserve 34109) and to leaving the site in a tidy and secure condition on completion of pumping activities.**
- 4. The applicant obtaining the consent of the Minister for Mines and Petroleum before occupying the compound on Reserve 34109 (as required by the conditions attached to Miscellaneous License 38/200) and providing copies of such to the Shire before occupying.**

***L Barnes left the Meeting at 6.18pm.***

*The rest of this page has been left blank intentionally.*

<b>OC0330 11.5.9 MINUTES OF AUDIT COMMITTEE MEETING – 22 MARCH 2012</b> <b>File Ref: 568</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Glenn Bone, Project Officer

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**PREVIOUS MEETING REFERENCE:** Not Applicable

**MATTER FOR CONSIDERATION:**

Minutes of the Audit committee meeting which is being held on 22 March 2012.

**ATTACHMENTS:**

Attachment 11.5.9 "A" - Minutes of the Audit Committee Meeting held 22 March 2012 – to be circulated at the Ordinary Meeting of Council.

**APPLICANT'S SUBMISSION:** Not Applicable

**BACKGROUND:**

A new mandatory duty of the Audit Committee is to review the annual compliance audit return.

As a consequence Council therefore needs to receive the Minutes of the Audit Committee Held on 22 March 2012 and consider the Committee's recommendations to Council.

The Minutes of the Audit Committee meeting held on 22 March 2012 are now presented (Attachment 11.5.9 "A") to Council for consideration.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**

Council has no policies in respect to this matter.

**FINANCIAL IMPLICATIONS:**

None

**STRATEGIC IMPLICATIONS:**

None

**CONSULTATION:**

None

**COMMENT:**

It is anticipated the Audit Committee will record its satisfaction as to the result of the Compliance Audit Return 2011. Based on this outcome it is then proposed that the Compliance Audit Return 2011 be presented to Council for adoption (along with any comments and /or amendments)

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0330 COUNCIL'S DECISION/OFFICER RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr L Hawkins**

**That Council:**

- 1. Receive the Minutes of the Audit Committee Meeting held on 22 March 2012; and**
- 2. Adopt the attached Compliance Audit Return as the official return of Council for the period 1 January – 31 December 2011 and the return be certified by the President and the Chief Executive Officer.**

**CARRIED 5/0**

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<b>OC0331 11.5.10 POLICY AMENDMENTS – Review of Policies 2.10, 2.14, 2.18, 5.17, and 10.1</b>	<b>File Ref: 95</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter.

**OWNER/APPLICANT:** Shire of Laverton

**AUTHOR:** Glenn Bone, Project Officer

**SENIOR OFFICER:** Steven Deckert, Chief Executive Officer

**PREVIOUS MEETING REFERENCE:** Not applicable to these amendments

**MATTER FOR CONSIDERATION:**  
Amendment of several existing policies.

**ATTACHMENTS:**  
Attachment 11.5.10 “A” - Policy 2.10 – Administration Vehicle – Usage Guidelines  
Attachment 11.5.10 “B” – Policy 2.14 – Sheila Laver Award  
Attachment 11.5.10 “C” – Policy 2.18 – Purchasing  
Attachment 11.5.10 “D” – Policy 5.17 – Staff Training  
Attachment 11.5.10 “E” – Policy 10.1 – Camping Out

**APPLICANT’S SUBMISSION:** Not Applicable

**BACKGROUND:**  
Policy Manual

The Shire’s Policy Manual was extensively reviewed in February 2011. Since then there have been further variations in both July and August 2011 when the following occurred:

- Policy 3.19 – Library Charges and Penalties (amended policy)
- Policy 4.8 – Councillor Service – Recognition (new policy)
- Policy 5.12 – Staff Incentives – Annual Airfares (policy revoked)
- Policy 5.27 – Service Pay – new policy
- Policy 10.1 – Camping Out (amended policy)

In this agenda item amendments are proposed to the following policies:

- Policy 2.10 – Administration Vehicle – Usage Guidelines
- Policy 2.14 – Sheila Laver Award
- Policy 2.18 – Purchasing
- Policy 5.17 – Staff Training
- Policy 10.1 – Camping Out

Policy 2.10 – Administration Pool Vehicle (LA 160) – Usage Guidelines

This policy was originally adopted in 2000 and was the subject of minor amendment in February 2011. Until now, the “Administration Vehicle” was the vehicle assigned to the Executive Manager Corporate and Community Services (or the forerunner positions).

However at the December 2011 meeting (Minute OC1216), Council resolved as follows:

That Council:

1. Determines to retain the existing administration vehicle Toyota Prado 160 LA and purchase the new vehicle without a trade in for the Executive Manager Corporate and Community Services.
2. Reviews the retention of the existing vehicle as part of the light vehicle fleet in twelve months' time to ascertain if the retention of the vehicle has been beneficial and should continue.

Consequently and as this vehicle is now to be regarded as a "pool" vehicle, it is now appropriate to amend the usage guidelines. It is proposed Policy 2.10 be replaced with that as per Attachment 11.5.10 "A".

#### Policy 2.14 – Sheila Laver Award

The Sheila Laver Award was created in 1998, is awarded on an annual basis and is presented each year on Laverton Race Day. (Race day is the Sunday of the Queen's Birthday long weekend – either late September or early October).

Guidelines for the Award were re-written in February 2011 and these have been found to be generally satisfactory, save one exception. With last years Award, it was the experience that the nomination closure date of 31 August did not allow sufficient time for consideration of the nominations by Council and the engravement of the medal.

As nominations open on 1 June of each year, shifting of the closure date to 31 July still allows a more than reasonable two month period for nominations to be made.

It is therefore proposed to amend the policy and the nomination form by bringing forward the nomination date by one month, viz:

- item 4 of Policy Statement – delete "August" and insert "July".
- item 8 of Policy Statement – add to list of Previous Award Winners "2011 Laurinda Hill".
- Nomination Form – amend the Nominations closure box by deleting "31<sup>st</sup> August " and inserting "31 July".
  - Add to Previous Award Winners "2011 Laurinda Hill".

#### Policy 2.18 – Purchasing

A Purchasing Policy was first adopted in 1997 however the policy was substantially amended last year and a new one was substituted in February 2011.

A need for stronger accountability has brought about further changes – mainly in the area of purchasing thresholds. The following identifies the proposed changes:

#### Policy Statement

- Cosmetic changes to the opening paragraph.
- Use of numbers for each heading within the Policy Statement
- Use of dot points instead of numbers for the listing of principles, standards and behaviours to be observed.

- In the third paragraph of item 4 Local Purchasing Preference, insert the following after “\$1000” –  
 and the “Value for Money” considerations set out in item 2 of this Policy have been met.
- Use of dot points instead of numbers for the list of exemptions.
- In item 7 delete the table and substitute the following table.

<b>Monetary Threshold (excluding GST)</b>	<b>Purchasing Method Required</b>	<b>Authorised Purchaser*</b>
Up to \$499	Quotation not required for operational expenditure	Great Beyond Co-ordinator, Works Manager, Depot Manager, CRC Co-ordinator
Up to \$999	2 verbal quotes that are documented by the officer.	CEO EMTS EMCCS MCD
\$1,000 - \$19,999	3 verbal quotes or two written quotes that are documented by the officer.	CEO EMTS EMCCS
\$20,000 to \$49,999	3 written quotations that are documented by the officer.	CEO EMTS EMCCS
\$50,000 - \$99,999	3 written quotations based upon a written specification or brief having been provided.	CEO EMTS EMCCS
\$100,000 and above	Public tender process.	Council

\*The listing of “Authorised Purchasers” is a management (CEO) responsibility that has been included in this document for the sake of identity and clarity.

It is also proposed to append two forms to the Policy to facilitate an appropriate record of quotes obtained.

- Record of Verbal Quotations
- Evaluation of Written Quotations

#### Policy 5.17 – Staff Training

This policy was originally adopted in 1999 and was the subject of minor amendment during the Policy Manual review conducted in February 2011.

Whilst the nature and wording of Policy 5.17 is both adequate and appropriate, it is considered the evaluation process on whether to send someone off for a course or training, would be better served by the use of an application form.

It is now proposed to add an Attendance Application Form to Policy 5.17. In brief the application form will pose pertinent questions as to:

- benefit to your work area
- benefit to the Shire
- what extent there may be to other staff members from the attendance
- relevant costs

### Policy 10.1 – Camping Out

This policy was originally adopted in 1999 and since then was amended twice in 2011. The policy provides the basis for which costs are met by council when “camping out” is necessary.

The most recent amendment related to the Shire’s Collective Agreement and the need to delete the works crew from the policy statement due to the “cashed out” provision in the Collective Agreement.

More recently it has been observed that the food and refreshment reimbursement provisions are somewhat restrictive due to the requirement that food and refreshment items needed to be purchased locally on the Shire account. Shopping locally is not always available or practical for a variety of reasons.

Consequently, it is now proposed the policy be amended to provide reimbursement flexibility, subject to the production of relevant receipts.

It is proposed Policy 10.1 be amended in the manner set down in Attachment 11.5.10 “E”.

#### **STATUTORY ENVIRONMENT:**

Local Government Act 1995

Section 2.7(2)(b) – It is the role of Council to determine the local governments policies.

**POLICY IMPLICATIONS:** See “Background”

**FINANCIAL IMPLICATIONS:** Not Applicable

**STRATEGIC IMPLICATIONS:** Nil

#### **CONSULTATION:**

Steven Deckert, Chief Executive Officer

Deanne Prior, Executive Manager Corporate and Community Services

**COMMENT:** See ‘Background’

#### **VOTING REQUIREMENTS:**

Simple majority decision required

#### **OFFICER RECOMMENDATION:**

That Council amends the following policies:

1. Policy 2.10 – Administration Vehicle – Usage Guidelines as per Attachment 11.5.10 “A”
2. Policy 2.14 – Shelia Laver Award as per Attachment 11.5.10 “B”
3. Policy 2.18 – Purchasing as per Attachment 11.5.10 “C”
4. Policy 5.17 – Staff Training as per Attachment 11.5.10 “D”
5. Policy 10.1 – Camping Out as per Attachment 11.5.10 “E”



**OC0331 COUNCIL'S DECISION:**

**Moved Cr P Hill, Seconded Cr S Weldon**

**That Council amends the following policies:**

- 1. Policy 2.10 – Administration Vehicle – Usage Guidelines as per Attachment 11.5.10 “A”**
- 2. Policy 2.14 – Shelia Laver Award as per Attachment 11.5.10 “B”**
- 3. Policy 2.18 – Purchasing as per Amended Attachment 11.5.10 “C”**
- 4. Policy 5.17 – Staff Training as per Attachment 11.5.10 “D”**
- 5. Policy 10.1 – Camping Out as per Attachment 11.5.10 “E”**

**CARRIED 5/0**

**Reason for amendment**

**Council amended Policy 2.18 - Purchasing to allow managers and co-ordinators to purchase day to day consumables without executive managers authorisation.**

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<b>OC0332</b>	<b>11.5.11</b>	<b>LAVERTON INTER AGENCY FORUM (LIAF) – MINUTES OF MEETING HELD 13 MARCH 2012</b>	<b>File Ref: 254</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Steven Deckert, Chief Executive Officer

**SENIOR OFFICER:** Not Applicable

**PREVIOUS MEETING REF:** Not Applicable

**MATTER FOR CONSIDERATION:**

To receive the minutes of the LIAF Meeting held on 13 March 2012 and consider any matters raised specifically dealing with the Shire of Laverton.

**ATTACHMENTS:**

Attachment 11.5.11 "A" - Minutes of the LIAF Meeting held on 13 March 2012.

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

At the Ordinary Meeting of Council on 20 October 2012, Council received correspondence from a core group of members of LIAF that were undertaking a review of LIAF to make it more relevant. Council considered the outcomes of the review and endorsed its commitment when it resolved:

***That Council:***

***1. Support the outcomes of the LIAF Review Working Group and commit to the following:***

- a. To be a "core" member of LIAF***
- b. To Chair the LIAF meetings and the chairman be a Councillor of the Shire***
- c. To undertake the secretariat role with the assistance of the GEDC***
- d. To commit to the goals and objectives of LIAF as outlined in the "Terms of Reference" and this commitment entails:***
  - (i) Attending or being represented at all meetings of LIAF, as a Core member.***
  - (ii) Ensuring that the Shire will be represented at LIAF meetings by senior Councillors and staff.***
  - (iii) Acknowledge the objectives of LIAF as set out and in the Terms of Reference.***
  - (iv) Agreeing that the Shire will formally receive the minutes of LIAF and consider the action items contained within the minutes.***
  - (v) Agreeing that the Shire will formally consider any communication from LIAF including Minutes from LIAF Meetings, where something is requested of the Shire and respond to LIAF in a timely manner.***
  - (vi) Agree to participate willingly and work proactively to ensure that LIAF meets its objectives and is seen positively by all stakeholders as a***

***professional group endeavouring to improve the lifestyle and well being of all residents of Laverton.***

***2. Review this commitment on an ongoing basis to determine whether continued support is warranted.***

**CARRIED 6/0**

A meeting of LIAF based on the above review and commitment, was held on 13 March 2012. Council is requested to receive the minutes of that meeting and deal with any matters recorded in the minutes that require consideration by Council

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and
- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**

Council has no policies in respect to this matter.

**FINANCIAL IMPLICATIONS:**

The recommendation of this report has no financial implications for Council.

**STRATEGIC IMPLICATIONS:**

Council has indicated its support and commitment to LIAF in order to provide a forum at which all service providers for Laverton can meet and progress the objectives of LIAF to the benefit of the Laverton community.

**CONSULTATION:**

Nil

**COMMENT:**

The minutes from the second meeting of LIAF held under the objectives of the LIAF review on Tuesday 13 March 2012 are appended for Council's information. The Meeting was chaired by Cr Beatrice Fuamatu due to the inability of President, Cr Rob Wedge to be in attendance.

The minutes are presented as an agenda item in case Council is required to consider any matter within the minutes and make a decision. While Council's delegates to the LIAF meeting can make decisions at that meeting, the LIAF cannot make decisions binding on council.

The main item for Council's consideration is Item 6.2 - Proposal for the Development of a Short-stay Indigenous Accommodation Facility in Laverton. LIAF have resolved their support of this project, so the Shires of Laverton and Ngaanyatjaraku can forward this project to the Aboriginal Affairs Coordinating Committee (AACC) for their endorsement as required by the Department of Regional Development and Lands. LIAF's support along with the two shires will demonstrate to the AACC the broad support to this project has from service providers, agencies and the community.

Council will note from the minutes of the meeting that there are no other direct action items or other matters requiring Council's attention on this occasion.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0332 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr L Hawkins, Seconded Cr P Hill**

**That Council:**

- 1. Receives the Minutes of the Laverton Inter Agency Forum meeting held in the Council Chambers, Laverton on Wednesday 8 February 2012 and notes the outcomes of that meeting as contained within the Minutes; and**
- 2. Endorses the decisions made at that meeting and as recorded in the Minutes of the meeting held 8 February 2012.**
- 3. Acknowledges the endorsement of LIAF as per minute "Item 6.2 - Proposal for the Development of a Short-stay Indigenous Accommodation Facility in Laverton" and now commends the project to the Aboriginal Affairs Coordinating Committee for their support as required by the Department of Regional Development and Lands.**

**CARRIED 5/0**

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**12. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

There are no motions from Elected Members of which previous notice has been given.

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

**PROCEDURAL MOTION - COUNCIL DECISION**

**Moved Cr P Hill, Seconded Cr L Hawkins**

**That Council considers the following items of new business of an urgent nature introduced by decision of the meeting:**

**13.1 CollectionsCare Goldfields – Proposal to extend CollectionsCare Goldfields Project beyond 30 June 2012 (File Ref: 585)**

**13.2 Consideration to undertake new industrial area feasibility study (File Ref: TBA)**

**CARRIED 5/0**

<b>OC0333</b>	<b>13.1</b>	<b>COLLECTIONSCARE GOLDFIELDS – PROPOSAL TO EXTEND COLLECTIONSCARE GOLDFIELDS PROJECT BEYOND 30 JUNE 2012</b>	<b>File Ref: 585</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Steven Deckert, Chief Executive Officer

**SENIOR OFFICER:** Not Applicable

**PREVIOUS MEETING REF:** Minute OC0611, Ordinary Meeting of Council on 23 June 2011

**MATTER FOR CONSIDERATION:**

To determine whether Council will support the continuation of the CollectionsCare Goldfields project beyond 30 June 2012.

**ATTACHMENTS:**

Attachment 13.1 "A" - Extract from GVROC Council Meeting held 3 February 2012 including proposal for extension of CollectionsCare Goldfields Project

Attachment 13.1 "B" - Overview of services to Shire of Laverton

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The current funding for the CollectionsCare Goldfields project concludes on 30 June 2012. A proposal has been put to GVROC to continue the project past 30 June 2012, however it will require a financial commitment from the participating local governments for this to continue.

A proposal has been presented to GVROC and is appended (Attachment 13.1 "A") for Council's information. This attachment is an extract from the minutes of the GVROC meeting held 3 February 2012 which includes a proposal for the extension of the project.

GVROC is seeking feedback from the six participating local governments by 30 April 2012 as to whether they support the continuation of the project and are willing to contribute financially.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and
- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**

Council has adopted in-principle a policy titled "The Shire of Laverton Collections Policy".

**FINANCIAL IMPLICATIONS:**

The recommendation of this report has no financial implications for Council at this time however will be considered in the 2012/13 Budget.

**STRATEGIC IMPLICATIONS:**

CollectionsCare is playing an important role in recording and retaining various aspects of Laverton's history and heritage.

**CONSULTATION:**

Nil

**COMMENT:**

Council will note from the GVROC minutes, that the anticipated annual cost to the Shire of Laverton is in the order of \$25,000 per annum to continue with the CollectionsCare project beyond this financial year. There will also be in-kind costs (staff costs etc) that have not been estimated at this time on top of the \$25,000 that will need to be considered.

The CollectionsCare project has been very well accepted in Laverton and has had some successes. The Regional Coordinator, Elaine Labuschange has provided the enclosed summary (Attachment 13.1"B") providing an overview of the services to the Shire of Laverton through the CollectionsCare project from inception until now.

The recommendation of this report acknowledges the good work to date and that in-principle support be given to enable the project to continue for at least a further 2 years. It is difficult to unconditionally commit at this stage as this needs to be considered along with all other initiatives when formulating the 2012/13 Budget, however the recommendation provides a strong indicator that this will be given some priority.

**VOTING REQUIREMENTS:**

Simple majority decision required

**OC0333 COUNCIL'S DECISION/STAFF RECOMMENDATION:**

**Moved Cr P Hill, Seconded Cr S Weldon**

**That Council:**

- 1. Acknowledges the good work undertaken by the CollectionsCare Goldfields Project and the benefits for Laverton to date;**
- 2. Advises GVROC that the Shire of Laverton gives in-principle support for the continuation of the CollectionsCare Goldfields Project for a period of up to two years from 1 July 2012; and**
- 3. Make appropriate provision in the draft 2012/13 Budget for further consideration during the Budget adoption process.**

**CARRIED 5/0**

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<b>OC0334</b>	<b>13.2</b>	<b>CONSIDERATION TO UNDERTAKE NEW INDUSTRIAL AREA FEASIBILITY STUDY</b>	<b>File Ref: TBA</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 22 March 2012

**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter

**OWNER/APPLICANT:** Not Applicable

**AUTHOR:** Steven Deckert, Chief Executive Officer

**SENIOR OFFICER:** Not Applicable

**PREVIOUS MEETING REF:** Not Applicable

**MATTER FOR CONSIDERATION:**

To consider whether it is appropriate to facilitate a feasibility study for the establishment of an industrial area outside of the Laverton Townsite for those industries that are not conducive to being within a built up environment.

**ATTACHMENTS:**

Attachment 13.2 "A" - Extract for Townsite Revitalisation and Enhancement Master Plan Principle 4, Strategy 4 – Replan existing industrial precinct

Attachment 13.2 "B" - Extract for Townsite Revitalisation and Enhancement Master Plan Principle 4, Strategy 5 – Create a new industrial precinct

**APPLICANT'S SUBMISSION:** Not applicable

**BACKGROUND:**

The CEO has recently received an enquiry from a local businessman who operates a business out of the current Laverton industrial area. The enquiry highlights the conflict of operating the business in close proximity to Town and is seeking some feedback and comment on this issue.

As part of the business is considered a "noxious industry" it operates under the guidelines of the Department of Environment (EPA) and as such the Shire has no direct involvement, nor is Council able to "authorise" such activities.

It would seem that the best long-term solution would be to see these types of industries relocated and established in areas more conducive to these activities.

**STATUTORY ENVIRONMENT:**

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and
- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

**POLICY IMPLICATIONS:**

Council has no policies in respect to this matter.



**FINANCIAL IMPLICATIONS:**

The recommendation of this report may require expending unbudgeted funds and as such requires Council prior approval. It is suggested that this expenditure be accounted for during the Budget Review.

**STRATEGIC IMPLICATIONS:**

Consideration of an industrial area outside of the Townsite is consistent with the outcomes of the Laverton Townsite Revitalisation and Enhancement Master Plan.

**CONSULTATION:** Nil

**COMMENT:**

For the orderly development and expansion of Laverton and in particular the availability of land suitable for industrial pursuits it would seem prudent to now review the outcomes of the Master Plan and consider the options for the future.

The Master Plan suggests that the current industrial area could become a “light industrial area” for industries more compatible to its location adjacent to the Townsite (as per Principle 4, Strategy 4 as appended) and to consider an industrial area away from Town for those industries that are not compatible to a light industry definition (as per Principle 4, Strategy 5 as appended).

In order to move with some expediency, it is suggested that Council approve the investigation of a suitable site for a new industrial area and preparation of a feasibility study into the viability of its development. The Master plan indicates 3 potential areas for investigations. Owing to proximity to power, water, sewerage and sealed road it is recommended that the feasibility study be centred on an area to the north of Town as indicated in the attachment. However, it may also be worth including the indicated area to the south of Town for low intensity uses.

The cost of the feasibility study is expected to be in the order of \$30,000 based on recent rural-residential and accommodation village studies. While this has not been budgeted, the cost can be accounted for when carrying out the 2011/12 Budget Review.

**VOTING REQUIREMENTS:**

Absolute majority decision required

**STAFF RECOMMENDATION:**

That Council:

1. Approves that a feasibility study be undertaken to determine the viability of a new general industrial area to the north of Town and a low-intensity industrial area to the south, generally in accordance with the areas identified in Principle 4, Strategy 5 of the Townsite Revitalisation and Enhancement Master Plan;
2. Delegates authority to the Chief Executive Officer to engage a consultancy from the WALGA preferred list of suppliers at a cost not exceeding \$30,000, to carry out the necessary investigations and produce the feasibility study;
3. Authorises the unbudgeted expenditure for the cost of preparing the feasibility study which is to be accounted for during the 2011/12 Budget review.

**OC0334 COUNCIL'S DECISION:**

**Moved Cr B Fuamatu, Seconded Cr P Hill**

**That Council:**

- 1. Approves that a feasibility study be undertaken to determine the viability of a new general industrial area to the north of Town and a low-intensity industrial area to the south, generally in accordance with the areas identified in Principle 4, Strategy 5 of the Townsite Revitalisation and Enhancement Master Plan;**
- 2. Requests the Chief Executive Officer to obtain quotes from the WALGA preferred list of suppliers to carry out the necessary investigations and produce the feasibility study;**
- 3. Authorises the cost of preparing the feasibility study be included in the 2012/13 budget considerations.**

**CARRIED 5/0**

**Reason for amendment**

**Council did not believe that the expenditure should be incurred in the 2011/12 financial year.**

*The rest of this page has been left blank intentionally.*

**14. ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS**

There are no items for consideration behind closed doors.

**15. NEXT MEETING**

The next Ordinary Meeting of Council will be held on Thursday 19 April 2012 at the Shire of Laverton Council Chambers, commencing at 5:00pm.

**16. CLOSURE OF MEETING**

There being no further business, the President Cr R Wedge declared the meeting closed at 6.37pm.

**17. CERTIFICATION BY CHAIRMAN**

I, Robert M. Wedge hereby certify that the Minutes of the Ordinary Meeting of Council held 22 March 2012 are confirmed as a true and correct record, as per the Council resolution of the Ordinary Meeting of Council held on 19 April 2012.

Signed 

Dated: 19.4. 2012