



SHIRE OF LAVERTON

MINUTES

**OF THE ORDINARY MEETING OF COUNCIL
HELD**

THURSDAY 24 JULY 2014

COMMENCING AT 5:05PM

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- Attachment 13.3 "A" – Second Hand Tractor
- Attachment 13.4 "A" – Minutes of Audit Committee Meeting 24 July 2014

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL,
HELD AT THE SHIRE OF LAVERTON COUNCIL CHAMBERS
ON 24 JULY 2014 COMMENCING AT 5:05PM**

1. DECLARATION OF OPENING

The President, Cr Hill declared the meeting open at 5:05 pm and read the disclaimer as printed in the Agenda. The President welcomed Cr Alan Lancaster to Council and acknowledged that Cr Lancaster completed his required Declaration before Cr Wedge, JP, prior to the commencement of this meeting.

2. ANNOUNCEMENT OF VISITORS

Mr Bert Davis was present at the meeting, representing the Laverton Men's Shed and the children of Mr Bill Rixon (deceased).

3. RECORD OF ATTENDANCE

3.1 PRESENT

Cr P Hill	President
Cr R Wedge	Deputy President
Cr L Hawkins	Councillor
Cr B Fuamatu	Councillor
Cr D Cannons	Councillor
Cr A Lancaster	Councillor
Mr S Deckert	Chief Executive Officer
Mr G Stanley	Executive Manager Corporate & Community Services (from 6:26pm)
Mr R Williams	Executive Manager Technical Services
Miss T Farlow	Executive Assistant to the CEO (from 6:26pm)

3.2 APOLOGIES

Cr S Weldon

3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. PUBLIC QUESTION TIME

Mr Bert Davis, representing the Laverton Men's Shed and the children of Mr Bill Rixon (deceased) advised Council that they were pleased with the extent of donations which had been received for the public appeal prior to Mr Rixon's Memorial Service. He extended thanks to Cr Cannons for conducting the Memorial Service and lodged a request that Council waive the Hall hire fees for the Service. He also advised Council of a request for a Wall of Remembrance to be established at the Laverton Cemetery, as a repository for cremation urns or commemorative plaques. The President acknowledged Mr Davis's requests and undertook to follow them up. Mr Davis left the meeting at 5:09pm.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Cannons gave notice of his absence from the meeting on 21 August 2014 as he will be in hospital.

Cr Fuamatu gave notice of her absence from the meeting on 21 August 2014.

Council noted that these two requests for Leave of Absence, along with previously approved applications from Councillors Weldon and Hawkins would result in a quorum not being achieved for the Ordinary Meeting of Council scheduled for 21 August 2014. As a consequence, Council determined to reschedule the meeting to a more convenient date.

OC0701 COUNCIL'S DECISION

Moved Cr D Cannons, Seconded Cr B Fuamatu.

That the Ordinary Meeting of Council scheduled for Thursday 21 August 2014 be brought forward to Tuesday 19 August 2014 to enable a quorum to be achieved.

CARRIED 6/0

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil.

8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING 19 JUNE 2014 (FILE REF: 793)
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VOTING REQUIREMENTS

Simple majority decision of Council required.

STAFF RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 19 June 2014, be confirmed as a true and accurate record.

OC0702 COUNCIL'S DECISION

Moved Cr R Wedge, Seconded Cr B Fuamatu.

That due to a changeover and upgrade of office computer systems and the Minutes for 19 June 2014 being unavailable, they should be circulated as soon as possible and confirmed at the next meeting on 19 August 2014.

CARRIED 6/0

REASON FOR NOT ADOPTING STAFF RECOMMENDATION

Council was unable to consider the staff recommendation due to the June Ordinary Council Meeting minutes not being available.

9. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 PRESIDENT'S REPORT (FILE REF: 198)
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The President to provide written reports at the Meeting on his activities since the June 2014 Council Meeting.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0703 COUNCIL'S DECISION

Moved Cr B Fuamatu, Seconded Cr L Hawkins.

That the President's Report for July 2014, as tabled, be received.

CARRIED 6/0

11. REPORTS OF COMMITTEES AND OFFICERS

11.1 HEALTH, BUILDING AND TOWN PLANNING BUSINESS

Nil.

11.2 FINANCE AND ADMINISTRATION BUSINESS

11.2.1 ACCOUNTS PAID AS AT 30 JUNE 2014 (FILE REF: 758)

SUBMISSION TO: Ordinary Meeting of Council, 24 July 2014

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

OWNER/APPLICANT: Shire of Laverton

AUTHOR: Tamara Hill, Administration Officer

SENIOR OFFICER: Graham Stanley, Executive Manager Corporate and Community Services

PREVIOUS MEETING REFERENCE: 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:

Debtors	Trans #	Type	Date	Num	Amount
AirBP	84862	Bill Pmt -Cheque	16/06/2014	Debit	-64,650.84
Austral Mercantile Collection - EFT	84545	Bill Pmt -Cheque	17/06/2014		-141.05
Australian Super	84365	Liability Cheque	16/06/2014	12399	-545.13
	84377	Liability Cheque	16/06/2014	12402	-500.30
	84729	Liability Cheque	26/06/2014	12410	-444.46
BCL Group Pty Ltd - EFT	84739	Bill Pmt -Cheque	26/06/2014		-287,188.17
Boc Limited - EFT	84546	Bill Pmt -Cheque	17/06/2014		-163.22
Child Support Agency-EFT	84366	Liability Cheque	12/06/2014		-89.23
	84378	Liability Cheque	13/06/2014		-258.08
	84734	Liability Cheque	26/06/2014		-258.08
City of Kalgoorlie-Boulder - EFT	84547	Bill Pmt -Cheque	17/06/2014		-9,500.00
Coastal Midwest Transport - EFT	84548	Bill Pmt -Cheque	17/06/2014		-1,863.33
Coca-Cola Amatil (Aust) Pty Ltd - EFT	84549	Bill Pmt -Cheque	17/06/2014		-718.99
Coffee & Tea Supplies - EFT	84550	Bill Pmt -Cheque	17/06/2014		-367.85
Courier Australia - EFT	84551	Bill Pmt -Cheque	17/06/2014		-65.53
Covs Auto, Mining & Industrial - EFT	84552	Bill Pmt -Cheque	17/06/2014		-731.87
Deckert, Steven - EFT	84553	Bill Pmt -Cheque	17/06/2014		-239.80
Dept of Transport	84785	Bill Pmt -Cheque	03/06/2014	Debit	-589.10
	84522	Bill Pmt -Cheque	04/06/2014	Debit	-22.20
	84520	Bill Pmt -Cheque	05/06/2014	Debit	-789.70

Debtors	Trans #	Type	Date	Num	Amount
	84518	Bill Pmt -Cheque	09/06/2014	Debit	-1,312.80
	84516	Bill Pmt -Cheque	10/06/2014	Debit	-1,154.00
	84514	Bill Pmt -Cheque	11/06/2014	Debit	-1,417.05
	84512	Bill Pmt -Cheque	12/06/2014	Debit	-279.35
	84784	Bill Pmt -Cheque	13/06/2014	Debit	-462.75
	84509	Bill Pmt -Cheque	16/06/2014	Debit	-1,499.80
	84791	Bill Pmt -Cheque	17/06/2014	Debit	-685.95
	84789	Bill Pmt -Cheque	18/06/2014	Debit	-258.40
	84787	Bill Pmt -Cheque	19/06/2014	Debit	-630.80
	84783	Bill Pmt -Cheque	20/06/2014	Debit	-1,318.85
	84829	Bill Pmt -Cheque	23/06/2014	Debit	-241.50
	84827	Bill Pmt -Cheque	24/06/2014	Debit	-375.30
	84825	Bill Pmt -Cheque	25/06/2014	Debit	-663.85
	84823	Bill Pmt -Cheque	26/06/2014	Debit	-231.85
	84821	Bill Pmt -Cheque	27/06/2014	Debit	-201.95
	84842	Bill Pmt -Cheque	30/06/2014	Debit	-567.10
Desert Inn Hotel - EFT	84554	Bill Pmt -Cheque	17/06/2014		-200.00
Desert Sands Cartage - EFT	84555	Bill Pmt -Cheque	17/06/2014		-167.31
Eastgold Dairy Distributors - EFT	84556	Bill Pmt -Cheque	17/06/2014		-177.60
Elizabeth Richards - EFT	84557	Bill Pmt -Cheque	17/06/2014		-1,222.00
Fleet Card - EFT	84558	Bill Pmt -Cheque	17/06/2014		-24.91
Fremantle Press - EFT	84559	Bill Pmt -Cheque	17/06/2014		-317.90
Gencon Civil Pty Ltd - EFT	84560	Bill Pmt -Cheque	17/06/2014		-79,797.92
Goldfields Nissan - EFT	84561	Bill Pmt -Cheque	17/06/2014		-364.17
Goldfields Toyota - EFT	84562	Bill Pmt -Cheque	17/06/2014		-381.55
Goldfields Truck Power - EFT	84563	Bill Pmt -Cheque	17/06/2014		-340.04
Goldline Distributors - EFT	84564	Bill Pmt -Cheque	17/06/2014		-1,401.28
Goldrush Tours - EFT	84565	Bill Pmt -Cheque	17/06/2014		-1,574.20
Gudathada Walker - EFT	84179	Bill Pmt -Cheque	05/06/2014		-878.00
Haines Norton - EFT	84566	Bill Pmt -Cheque	17/06/2014		-9,399.50
Helga Watson - EFT	84567	Bill Pmt -Cheque	17/06/2014		-466.32
Hesperian Press - Eft	84568	Bill Pmt -Cheque	17/06/2014		-731.60
Hitachi Construction Machinery - Eft	84569	Bill Pmt -Cheque	17/06/2014		-1,714.97
Horizon Power	84605	Bill Pmt -Cheque	18/06/2014	12407	-18,667.04
Intrust Super	84367	Liability Cheque	16/06/2014	12398	-185.38
	84379	Liability Cheque	16/06/2014	12403	-180.16
	84730	Liability Cheque	26/06/2014	12411	-188.63
Investec Asset Finance & Leasing Pty Ltd	84507	Bill Pmt -Cheque	16/06/2014	Debit	-3,275.97
Kleen West Distributors - EFT	84570	Bill Pmt -Cheque	17/06/2014		-334.79
Leonora Investments (Laverton Motors)-EFT	84571	Bill Pmt -Cheque	17/06/2014		-61.89
Leonora Investments Pty Ltd - EFT	84572	Bill Pmt -Cheque	17/06/2014		-143.48
Lifewear Australia - EFT	84633	Bill Pmt -Cheque	23/06/2014		-1,384.70
Martin Seelander - EFT	84573	Bill Pmt -Cheque	17/06/2014		-65.98
National Australia Bank	84897	Bill Pmt -Cheque	03/06/2014	Debit	-2,560.76
		Bill Pmt -Cheque	11/06/2014		-70,502.13
	84793	Bill Pmt -Cheque	17/06/2014	Debit	-98.47
		Bill Pmt -Cheque	06/25/2014		-79,358.79
	84844	Bill Pmt -Cheque	30/06/2014	Debit	-32.70
Novimex Wholesale Giftware - EFT	84574	Bill Pmt -Cheque	17/06/2014		-407.63
Outback Chef - EFT	84575	Bill Pmt -Cheque	17/06/2014		-317.20
Outback Parks & Lodges - EFT	84576	Bill Pmt -Cheque	17/06/2014		-150.00
Ozorient Direct - EFT	84577	Bill Pmt -Cheque	17/06/2014		-63.36

Debtors	Trans #	Type	Date	Num	Amount
PETTY CASH TIN - SHIRE OF LAVERTON	84405	Bill Pmt -Cheque	16/06/2014	12406	-480.75
	84762	Bill Pmt -Cheque	30/06/2014	12414	-235.35
Pipeline Reticulation - EFT	84578	Bill Pmt -Cheque	17/06/2014		-119,358.80
PWT Electrical - EFT	84579	Bill Pmt -Cheque	17/06/2014		-1,115.00
Quick Corporate - EFT	84580	Bill Pmt -Cheque	17/06/2014		-678.76
Reliance Petroleum	84830	Bill Pmt -Cheque	23/06/2014	Debit	-179.98
REST Superannuation	84368	Liability Cheque	16/06/2014	12400	-176.72
	84380	Liability Cheque	16/06/2014	12404	-176.72
	84731	Liability Cheque	26/06/2014	12412	-176.72
Shire of Laverton Social Club - EFT	84369	Liability Cheque	13/06/2014		-220.00
	84393	Liability Cheque	16/06/2014		-220.00
	84732	Liability Cheque	26/06/2014		-210.00
Shire of Leonora - Eft	84581	Bill Pmt -Cheque	17/06/2014		-2,105.26
Site Ware Direct - EFT	84582	Bill Pmt -Cheque	17/06/2014		-1,065.35
Sports Power Kalgoorlie - EFT	84583	Bill Pmt -Cheque	17/06/2014		-278.00
Star Track Express - EFT	84584	Bill Pmt -Cheque	17/06/2014		-291.09
Stardata Pty Ltd - EFT	84585	Bill Pmt -Cheque	17/06/2014		-77.00
Telstra	84606	Bill Pmt -Cheque	18/06/2014	12408	-481.42
Threat Protect - EFT	84586	Bill Pmt -Cheque	17/06/2014		-39.80
Tjukayirla Roadhouse - Eft	84587	Bill Pmt -Cheque	17/06/2014		-493.70
Total Eden - EFT	84588	Bill Pmt -Cheque	17/06/2014		-23.85
Virgin Money	84370	Liability Cheque	16/06/2014	12401	-934.82
	84381	Liability Cheque	16/06/2014	12405	-839.86
	84733	Liability Cheque	26/06/2014	12413	-934.82
VisiMax Safety Products - EFT	84589	Bill Pmt -Cheque	17/06/2014		-362.60
WA Local Government Association - EFT	84590	Bill Pmt -Cheque	17/06/2014		-676.32
WA Local Government Super Plan - EFT	84384	Liability Cheque	13/06/2014		-18,481.62
	84385	Liability Cheque	13/06/2014		-14,248.58
	84735	Liability Cheque	26/06/2014		-16,328.80
Water Corporation	84607	Bill Pmt -Cheque	18/06/2014	12409	-7,943.44
Westland Autos Pty Ltd - Eft	84591	Bill Pmt -Cheque	17/06/2014		-109.73
Wright Express (Motorpass) - EFT	84592	Bill Pmt -Cheque	17/06/2014		-54.93
Total					-846,566.35

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Reg. 34(2)(c) – Each statement of financial activity is to be accompanied by documents containing such other supporting information as is considered relevant by the local government.

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

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

CONSULTATION

Not applicable.

COMMENT

Not applicable.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0704 COUNCIL'S DECISION/STAFF RECOMMENDATION

Moved Cr R Wedge, Seconded Cr D Cannons.

That Council acknowledges receipt of the list of payments made under Delegation 21 as per the submitted list totalling \$846,566.35 and summarised as following:

Cheque Numbers	12398 – 12414	\$33,091.72
Direct Debit Payments	01/06/2014 - 30/06/2014	\$68,106.79
Licensing Transfers	01/06/2014 - 30/06/2014	\$12,702.30
Bank Fees	01/06/2014 - 30/06/2014	\$131.17
VISA Payments	28/04/2014 – 28/05/2014	\$2,560.76
EFT Payments	01/06/2014 - 30/06/2014	\$580,112.69
Salary and Wages	01/06/2014 - 30/06/2014	\$149,860.92
	Total Payments	\$846,566.35

CARRIED 6/0

11.2.2 OUTSTANDING DEBTORS REPORT AS AT 30 JUNE 2014 (FILE REF: 758)

SUBMISSION TO:	Ordinary Meeting of Council, 24 July 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Tamara Hill, Administration Officer
SENIOR OFFICER:	Graham Stanley, Executive Manager Corporate and Community Services
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

The presentation of a report indicating the outstanding Debtor Balances as at the end of June 2014.

ATTACHMENTS

Nil

APPLICANT'S SUBMISSION

Not applicable.

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

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

CONSULTATION

Not applicable.

COMMENT

The balance of Outstanding Debtors at 30 June 2014 is \$335,712.60.

The total debtor balance includes:

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
General Debtors	66,240.02	48,184.37	12,391.07	16,257.28	60,566.45	203,639.19
Doubtful Debt	0.00	0.00	0.00	0.00	-138,000.00	-138,000.00
Rates	0.00	988.80	-2.00	2,146.89	266,939.72	270,073.41
TOTAL	0.00	49,173.17	12,389.07	18,404.17	189,506.17	335,712.60

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0705 COUNCIL'S DECISION/STAFF RECOMMENDATION

Moved Cr R Wedge, Seconded Cr L Hawkins.

That the report of Outstanding Debtors as at 30 June 2014, be received.

CARRIED 6/0

11.2.3 REIMBURSEMENT OF EXPENSES (FILE REF: 39)

SUBMISSION TO:	Ordinary Meeting of Council, 24 July 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Tamara Hill, Administration Officer
SENIOR OFFICER:	Graham Stanley, Executive Manager Corporate and Community Services
PREVIOUS MEETING REFERENCE:	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

Not applicable.

BACKGROUND

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

Martin Seelander Community Liaison Officer	Reimbursement for purchase of items for activities	\$65.98
Steven Deckert Chief Executive Officer	Reimbursement for internet connect to 8 Leahy Close as per contract	\$239.80
TOTAL		\$305.78

STATUTORY ENVIRONMENT

As per adopted Council Policy 3.11 – Reimbursement of Expenses.

POLICY IMPLICATIONS

Policy 3.11 - Reimbursement of Expenses.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

CONSULTATION

Not applicable.

COMMENT

Not applicable.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0706 COUNCIL'S DECISION/STAFF RECOMMENDATION

Moved Cr R Wedge, Seconded Cr L Hawkins.

That Council acknowledge the reimbursement of expenses already paid in accordance with Policy No. 3.11 amounting to \$305.78.

CARRIED 6/0

11.2.4 FINANCIAL STATEMENTS FOR THE PERIOD TO 31 MAY 2014 (FILE REF: 759)
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Not available at the time of printing this report.

11.2.5 BANK RECONCILIATION REPORT AS AT 31 MAY 2014 (FILE REF: 760)
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Not available at the time of printing this report.

11.2.6 PROPOSAL TO IMPOSE DIFFERENTIAL RATING FOR THE 2014/15 FINANCIAL YEAR (FILE REF: 39)
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SUBMISSION TO: Ordinary Meeting of Council, 24 July 2014
DISCLOSURE OF INTEREST: The author has no financial interest in this matter
OWNER/APPLICANT: Shire of Laverton
AUTHOR: Graham Stanley, Executive Manager Corporate & Community Services
SENIOR OFFICER: Steven Deckert, Chief Executive Officer
PREVIOUS MEETING REFERENCE: Not applicable

MATTER FOR CONSIDERATION

In previous years, Council has decided to impose differential rates for the GRV and UV valued properties within the Shire. If Council wishes to once again impose differential rating for the 2014/15 Financial Year and comply with the legislative requirements, then a decision to do so is required at this meeting.

ATTACHMENTS

11.2.6 "A" Objects and Reasons

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Council has imposed differential rating since 2001/02, primarily to offset the impact of disproportionately large increases in the valuation of pastoral properties in 2000/01 and 2001/02. Previous rate charges for the last six years are summarised below:

Rating Year	Pastoral Leases UV Rate in \$	Mining Leases UV Rate in \$	Townsite GRV Rate in \$	Mining GRV Rate in \$	UV Minimum \$	GRV Minimum \$
2008/09	5.00¢	10.20¢	9.05¢	10.20¢	205	205
2009/10	5.25¢	10.50¢	9.32¢	10.50¢	210	210
2010/11	3.48¢	12.07¢	8.30¢	5.76¢	230	230
2011/12	3.6018¢	12.4924¢	8.5905¢	5.9616¢	240	240
2012/13	3.7099¢	12.8672¢	8.8482¢	6.1404¢	250	250
2013/14	6.70¢	13.38¢	9.20¢	6.39¢	260	260

In 2013/14 the Pastoral Leases UV Rate in the Dollar was increased due the large disparity between the Pastoral UV and the Mining UV. This caused a large increase in Pastoral Rates and a concession was offered to Pastoralists who may have been facing financial difficulty as a result of the large increase. Only three applications for the concession were received and these were granted.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.33 – Makes provision to levy differential rates.

Section 6.35 – Deals with the imposition of minimum rates, and

Section 6.36(1) – Sets out a requirement for a local government to give local public notice of the intention to levy differential rates.

Section 6.36(3)(c) – A notice referred to in subsection (1), is to advise electors and ratepayers where they may obtain the document describing the objects and reasons for each proposed rate and minimum payment.

Local Government (Financial Management) Regulations 1996

Regulation 56(4) – Requires a brief statement of the objects and reasons for any differential rates imposed under section 6.33 to accompany the rate notice.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

The levying of differential rates is the process by which Council balances its budget and spreads the rate burden equitably between ratepayers.

STRATEGIC IMPLICATIONS

Not applicable.

CONSULTATION

Not applicable.

COMMENT

If it is Council’s intention to impose differential rates for the 2014/15 financial year, it needs to do so at this meeting to ensure various statutory advertising requirements are completed before the budget is adopted.

Council has utilised the differential rating approach for a number of years now and, as a result, the concept is a well and truly tried and tested practice. However, in embarking on this process, there is a requirement for the local government to set down a statement of its “Objects and Reasons” and for these to be available for inspection by any elector or ratepayer following advertising.

A consequential requirement after the budget has been adopted, is for a brief statement of the Objects and Reasons of any differential rates to accompany the rate notice (FM Reg. 56(4)).

The objects and reasons for imposing differential rates are outlined in Attachment 11.5.6 “A”.

It should be noted that Council is not bound by the advertised rate in the dollar when it comes to adopt the budget. Council has the ability to amend the differential rates without further advertising, after considering any submissions or additional information at the time of adopting the budget.

The recommendation of this report is to impose differential rates in 2014/15 and to increase the respective rates in the dollar by 3.1% on last year’s rates for the purposes of advertising. The proposed increase for the minimum rate charge is also based on the 3.1% increase but rounded to the nearest \$10, up from \$260.00 to \$270.00. These proposed increases have been based on the increase in the Consumer Price Index (CPI) for Perth for the twelve months to 31 March 2014, as obtained from the Australian Bureau of Statistics (ABS) website.

The anticipated revenue from rates for 2014/15, based on the proposed increase, is \$3,666,756 compared to the 2013/14 budgeted figure of \$3,346,732. This is an anticipated increase in rate revenue of \$320,024 and includes a number of new mining GRV assessments for mining accommodation and processing facilities that came into effect during 2013/14. These estimates are based on the information currently available in our rating system and are subject to change.

None of the differential rates is more than twice the lowest differential general rate therefore ministerial approval will not be required.

A comparison of other local governments in the region for 2013/14 is as follows:

Area	Pastoral Leases UV Rate in \$	Mining Leases UV Rate in \$	Townsite GRV Rate in \$	Mining GRV Rate in \$	UV Minimum \$	GRV Minimum \$
Laverton	6.70¢	13.38¢	9.20¢	6.39¢	260	260
Leonora	13.400¢	13.40¢	6.10¢	6.10¢	279	279
Menzies	2.2500¢	12.6800¢	6.5200¢		220	200
Wiluna	6.70¢	13.40¢	11.30¢	12.30¢	293	293
Sandstone	5.38¢	25.34¢	5.38¢	32.87¢	295	200

As indicated in the above table, based on last year's rate in the dollar charges, and considering the geographics, Laverton's rates are generally in line with the region average.

Proposed rate in the dollar 2014/15						
Area	Pastoral Leases UV Rate in \$	Mining Leases UV Rate in \$	Townsite GRV Rate in \$	Mining GRV Rate in \$	UV Minimum \$	GRV Minimum \$
Laverton	6.91¢	13.8¢	9.49¢	6.59¢	270	270

2013/14 Regional average					
Pastoral Leases UV Rate in \$	Mining Leases UV Rate in \$	Townsite GRV Rate in \$	Mining GRV Rate in \$	UV Minimum \$	GRV Minimum \$
6.88¢	15.64¢	7.70¢	14.415¢	269	246

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0707 COUNCIL'S DECISION/STAFF RECOMMENDATION

Moved Cr R Wedge, Seconded Cr B Fuamatu.

That Council Resolve that public notice seeking submissions be given, in accordance with Section 6.36 of the Local Government Act 1995, advising that Council intends to impose the following differential rates and minimums for the 2014/15 financial year.

CARRIED 6/0

11.3 WORKS AND SERVICES BUSINESS

No items received at the time of printing this report.

11.4 COMMUNITY DEVELOPMENT BUSINESS

No items received at the time of printing this report.

11.5 MANAGEMENT AND POLICY BUSINESS

11.5.1 EXTRAORDINARY ELECTION – 17 JULY 2014 – ONE VACANCY - REPORT OF THE RETURNING OFFICER (FILE REF: 825)

SUBMISSION TO: Ordinary Meeting of Council, 24 July 2014
DISCLOSURE OF INTEREST: The author has no financial interest in this matter
OWNER/APPLICANT: Shire of Laverton
AUTHOR: Steven Deckert, Chief Executive Officer
SENIOR OFFICER: Not applicable
PREVIOUS MEETING REFERENCE: Not applicable

MATTER FOR CONSIDERATION

To receive the report of the Returning Officer on the conduct and outcome of the Extraordinary Election held on 17 July 2014.

ATTACHMENTS

Attachment 11.5.1 “A” Form 19
Attachment 11.5.1 “B” Form 21

APPLICANT’S SUBMISSION

Not applicable.

BACKGROUND

This report is to brief elected members on the conduct of the Extraordinary Election held on 17 July 2014 to fill one vacancy and to provide an overview of statistics that relate to the Election.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 4 – dealing with elections and other polls.

Local Government (Electoral) Regulations 1996

Provides more detail in respect to the conduct of elections..

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

The cost of running the Extraordinary Election amounted to around \$1,500 which was primarily costs incurred pre and post Election Day for notices placed in the West Australian and Kalgoorlie Miner. As the Election Day was a normal working day, additional costs for salaries/wages were minimal.

STRATEGIC IMPLICATIONS

It is important that vacancies on Council are filled expediently so that electors are well represented.

CONSULTATION

Not applicable.

COMMENT

Electors were able to cast early votes from 18 June 2014 until 16 July 2014, then cast ordinary votes on Election Day, being Thursday 17 July 2014, at the only Polling Place being the Shire Office, MacPherson Place Laverton.

Prior to Election Day, a mobile voting booth was provided at Cosmo Newbery Community on Thursday 10 July 2014. Mt. Margaret Community chose not to have a mobile booth on this occasion and encouraged their residents to travel into Laverton.

No Postal or Absent Votes were received.

At the close of voting, a total of sixty-one (61) electors had cast their votes. Twelve (12) of these had been cast on Election Day, with the remaining forty-nine (49) being early votes received prior to Election Day. The casting of votes by sixty-one (61) electors out of the total number of electors on the Residents and Owners/Occupiers Rolls of 386, represents a voter turnout of 15.80%. This is disappointing compared to the turnout in our Ordinary Election in October 2013 when 36.64% of electors voted.

At the conclusion of the count, Alan Lancaster with thirty-seven (37) votes was declared elected with a term expiring in October 2017. The defeated candidate, Kurt Weedon received twenty-four (24) votes.

RESULTS AND STATISTICS

Ward: Whole of District
Candidate elected: Alan Lancaster
Term of office: Term expiring in October 2017

Number of Candidates	Total number of eligible voters on roll	Total valid votes cast	Total informal votes	Total votes cast	Percentage turnout
2	386	61	0	61	15.80%

Copies of Form 19 “Results of Election” and Form 20 “Report to Minister” are attached for Councillors’ information.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0708 COUNCIL’S DECISION/STAFF RECOMMENDATION

Moved Cr R Wedge, Seconded Cr L Hawkins.

That the report of the Returning Officer for the Extraordinary Election for one vacancy held on 17 July 2014 be received and the results of the election noted.

CARRIED 6/0

11.5.2 GVROC MEETING MINUTES 23 JUNE 2014 (FILE REF: 765)

SUBMISSION TO: Ordinary Meeting of Council, 24 July 2014
DISCLOSURE OF INTEREST: The author has no financial interest in this matter
OWNER/APPLICANT: Shire of Laverton
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 23 June 2014.

ATTACHMENTS

Attachment 11.5.2 “A” - Copy of the Minutes of the GVROC Meeting held on 23 June 2014

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 Ngaanyatjaraku
- 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

Not applicable.

COMMENT

The minutes of the Meeting of the GVROC held on 23 June 2014 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.

In respect to this meeting, there are no specific items requiring Council's consideration from the GVROC Minutes and they are presented for information and noting.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0709 COUNCIL'S DECISION/STAFF RECOMMENDATION

Moved Cr L Hawkins, Seconded Cr R Wedge.

That Council:

- 1. Receives the Minutes of the Meeting of the GVROC held on 23 June 2014, and notes the decisions of the GVROC Council contained within the Minutes; and**
- 2. Endorses the decisions made at the meetings and as recorded in the Minutes of the Meeting held 23 June 2014.**

CARRIED 6/0

11.5.3 COUNCILLORS' INFORMATION ITEMS 07/14 (FILE REF: 779)
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SUBMISSION TO:	Ordinary Meeting of Council, 24 July 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Steven Deckert, Chief Executive Officer
SENIOR OFFICER:	Not applicable
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

Receiving of the Information Items for the period ended 30 June 2014 by Council.

CONFIDENTIAL ATTACHMENTS

Shire of Laverton Councillors' Information Items 07/14 circulated under separate cover and is deemed to be a "Confidential" document for Councillors information only.

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Councillors' Information Items 07/14 for period ending 30 June 2014 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

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

STRATEGIC IMPLICATIONS

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

CONSULTATION

Not applicable.

COMMENT

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

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0710 COUNCIL'S DECISION/STAFF RECOMMENDATION

Moved Cr D Cannons, Seconded Cr A Lancaster.

That the Councillors' Information Items 07/14 for the period ended 30 June 2014, as previously circulated to Councillors, be received.

CARRIED 6/0

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

OC0711 COUNCIL'S DECISION

Moved Cr R Wedge, 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 WALGA MEMBERSHIP AND SERVICE SUBSCRIPTIONS (FILE REF: 837)**
- 13.2 BANK RECONCILIATION REPORT AS AT 31 MAY 2014 (FILE REF: 760)**
- 13.3 SECOND HAND TRACTOR (FILE REF: 873)**
- 13.4 MINUTES OF AUDIT COMMITTEE MEETING 24 JULY 2014**

CARRIED 6/0

13.1 WALGA MEMBERSHIP AND SERVICE SUBSCRIPTIONS (FILE REF: 837)
--

SUBMISSION TO: Ordinary Meeting of Council, 24 July 2014

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

OWNER/APPLICANT: Shire of Laverton

AUTHOR: Graham Stanley, Executive Manager Corporate & Community Services

SENIOR OFFICER: Steven Deckert, Chief Executive Officer

PREVIOUS MEETING REFERENCE: Not applicable

MATTER FOR CONSIDERATION

Council is to consider the renewal of the Shire of Laverton's membership with WALGA for 2014/15 and determine the level of membership required. Consideration is also required for the subscription to Fitzgerald Strategies for Industrial Relations and Awards on Disk Services for 2014/15.

ATTACHMENTS

Attachment 13.1 "A" Letter from WALGA dated 9 June 2014 including forecast of subscriptions costs for 2014/15

Attachment 13.1 "B" Letter from Fitzgerald Strategies dated 16 June 2014 including subscriptions costs for 2014/15

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

The Shire of Laverton has been a member of the Western Australia Local Government Association (WALGA) since its formation a number of years ago with the amalgamation of the LGA, CUCA and CSCA associations.

In the past, the Shire has taken up general association membership, ROMAN support, Procurement Consultancy Services, the Local Law Service and since 2012/13 the Tax Service.

WALGA also offers other services such as Workplace Solutions (Industrial Relations), Councils Online, Biodiversity Programs and Complete Guide to the Local Government Act, however the Shire has either elected not to take up these additional services or made alternative arrangements.

WALGA has now distributed correspondence (copy appended) outlining the benefits of being a member and providing indicative membership fees for 2014/15.

Council is now required to consider renewing the Shire's membership of WALGA.

Fitzgerald Strategies have been providing a consultancy service for Industrial Relations matters to the Shire for several years now. The fees charged by Fitzgerald Strategies have been comparable to but lower than WALGA's fees. The level of service received from Mike Fitzgerald has been of a high standard. Fitzgerald Strategies have been heavily involved with the development of the Enterprise Bargaining Agreement for the Shire's employees throughout the year. It is considered to be beneficial to continue the arrangement with Fitzgerald Strategies, due to the work he has already carried out for the Shire and the knowledge he has about the Shire's operations.

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. Part 4 – dealing with elections and other polls.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

The total cost, of approximately \$22,438 excluding GST, will be included in the 2014/15 Budget for the WALGA subscriptions and the Industrial Relations services provided by Fitzgerald Strategies.

STRATEGIC IMPLICATIONS

Not applicable.

CONSULTATION

Not applicable.

COMMENT

It is recommended that Council once again renew its membership with WALGA with general association membership (\$7,123 ex GST), Local Laws Service (\$562 ex GST), Procurement Consultancy Service (\$2,200 ex GST) ROMAN (\$7,024 ex GST) and Tax Service (\$1,600 ex GST).

One new service that WALGA is offering is an Online Complete Guide to the Local Government Act which is made up of 3 components being “Practice Notes at \$113 per subscriber; Forms & Proformas at \$80 per subscriber and Councillors’ Manual at \$80 per subscriber. In the past the Shire had purchased these large documents originally in hard copy in files and subsequently on computer disks however it is some years now and the versions are dated and do not include changes due to amendments to the Local Government Act and Regulations. The online price has come down substantially on the previous versions and it is proposed to purchase a single user licence for the three components (total cost \$273 ex GST).

On average the WALGA subscription costs have increased by 5.07% from the 2013/14 financial year and the Online Guide adds a further \$273 to the cost.

It is also recommended that Council continue using Fitzgerald Strategies to provide the Industrial Relations Service to the Shire for 2014/15. The cost for this service is determined by the annual payroll figure. Based on the estimated wages for the current financial year the cost will be approximately \$3,656 ex GST.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0712 COUNCIL’S DECISION/STAFF RECOMMENDATION

Moved Cr R Wedge, Seconded Cr B Fuamatu.

That Council:

- 1. Endorses the renewal of WALGA Membership and Service Subscriptions, for 2014/15, including Association Membership, Local Law Service, Procurement Consultancy Service, Tax Service and Roman II.**
- 2. Endorses the subscription to the Online Complete Guide to the Local Government Act that has not previously been subscribed to through WALGA.**
- 3. Endorses the appointment of Mr Mike Fitzgerald, of Fitzgerald Strategies, to provide Industrial Relation Services to the Shire in 2014/15.**

CARRIED 6/0

13.2 BANK RECONCILIATION REPORT AS AT 31 MAY 2014 (FILE REF: 760)
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SUBMISSION TO:	Ordinary Meeting of Council, 24 July 2014
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Graham Stanley, Executive Manager Corporate & Community Services r
SENIOR OFFICER:	Steven Deckert, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

The report presented reflects the reconciliation of the Council’s bank accounts, including invested funds, as at 31 May 2014.

ATTACHMENTS

Nil

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Each month Council's financial accounting system and the various bank accounts operated by Council are reconciled as a means of determining the completeness and integrity of transaction processing.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

Not applicable.

CONSULTATION

Not applicable.

COMMENT

The balance of the bank statement does not identify any outstanding receipts or payments that have not been received by the bank. This will generally mean that the balance on the bank statement will differ from the balance in the financial statements. The Bank Reconciliation Report shown below provides information of any outstanding receipts or payments so that a true picture is provided in relation to the balance of the various bank accounts.

**SHIRE OF LAVERTON
 BANK RECONCILIATION AS AT 31 MAY 2014**

	MUNICIPAL FUND	OBH DEV. FUND (HELD IN TRUST ACCOUNT)	INVESTMENT - RESERVES	RESTRICTED CASH FUND (TRUST)
Balance as per General Ledger :				
A01101 Municipal Fund	1,751,888.75			
A1102 Unrestricted Short Term Investment				
A01110 Term Deposit Reserves/Muni			5,144,684.92	
A1000 Restricted Cash Fund				37,781.28
A1001 Outback Highway Tourism Fund				
A1002 Outback Hwy Development Fund		177,731.24		
	1,751,888.75	177,731.24	5,144,684.92	37,781.28
Balance as per Bank Statement	1,758,559.78	177,731.24	5,144,684.92	37,781.28
Adjustments				
Un-receipted Income				
Outstanding Deposits				
	1,758,559.78	177,731.24	5,144,684.92	37,781.28
Less Outstanding Cheques/Withdrawal	6,671.03			0.00
Reconciled Balance	1,751,888.75	177,731.24	5,144,684.92	37,781.28
Variance	0.00	0.00	0.00	0.00

VOTING REQUIREMENTS

Simple majority decision of Council required.

OC0713 COUNCIL'S DECISION/STAFF RECOMMENDATION

Moved Cr R Wedge, Seconded Cr B Fuamatu.

That the Bank Reconciliation Report as at 31 May 2014, as outlined above, be received.

CARRIED 6/0

13.3 SECOND HAND TRACTOR (FILE REF: 873)

SUBMISSION TO: Ordinary Meeting of Council, 24 July 2014
DISCLOSURE OF INTEREST: The author has no financial interest in this matter
OWNER/APPLICANT: Shire of Laverton
AUTHOR: Russell Williams, Executive Manager Technical Services
SENIOR OFFICER: Steven Deckert, Chief Executive Officer
PREVIOUS MEETING REFERENCE: Not applicable

MATTER FOR CONSIDERATION

For Council to consider approval of tender 05/14 for the purchase of a Second Hand Tractor.

ATTACHMENTS

Attachment 13.3 “A” Copy of Tender Document

APPLICANT’S SUBMISSION

Not applicable.

BACKGROUND

At the Ordinary meeting of Council of 20 May 2014, an item was raised not to accept any tenders for the sale of the Broon Grid Roller. It was also recommended not go ahead with the purchase of a new Vibratory Pad Foot roller, and to authorise the Manager of Works to purchase a suitable tractor to attach to the Grid Roller.

The Staff recommendations were:

That Council:

1. *Do not accept any tenders for the disposal of the Broon Grid Roller and retain it for road construction purposes.*
2. *Do not proceed with the purchase of the Vibratory Pad Foot Roller as Budgeted;*
and
3. *Authorise the Manager of Works to Obtain pricing for a second hand tractor of sufficient size to pull the Grid Roller with a view to seeking Council approval to purchase a suitable tractor utilising part of the funds that are currently budgeted for the purchase of the Pad Foot Roller.*

Moved Cr R Wedge, Seconded Cr S Weldon Carried 6/0

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.2 - Requires each Local Government prepare an annual budget.

POLICY IMPLICATIONS

Policy 2.18 - Purchasing

FINANCIAL IMPLICATIONS

In the 2013/14 annual budget a sum of \$143,500.00 was allocated to the purchase of a New Vibratory Pad Foot Roller. This purchase was overturned in the 20 March 2014 Ordinary Meeting of Council. It was resolved that the Budget sum of \$143,500.00 be used to purchase a suitable tractor for the intended purpose of towing the Grid Roller.

The incumbent Manager of Works was authorised to seek and purchase a suitable tractor for the intended purpose utilising part of the funds that are currently available.

STRATEGIC IMPLICATIONS

Not applicable.

CONSULTATION

Russell Williams, Executive Manager Technical Services
Peter Brownlie, Depot Manager

COMMENT

To purchase a Second Hand Tractor suitable for the required purpose has taken some time and considerable effort. To purchase a tractor under the \$100,000.00 threshold has resulted in finding tractors that have had an extensive farming history and the age, engine hours and general condition was prohibitive.

Further investigations proven that there are a small amount of tractors available that would be suitable for the required purpose if we extended our search into the high money bracket (over the \$100,000.00). To extend our search above the One Hundred thousand dollar limit a tender has to be advertised and the due process followed.

A tender has been drawn and with consent of the Council the tender shall be advertised in due course.

VOTING REQUIREMENTS

Absolute majority decision of Council required.

OC0714 SECOND HAND TRACTOR

Moved Cr R Wedge, Seconded Cr D Cannons.

That Council:

- 1. Authorise the Executive Manager of Technical Services to advertise the tender for a Second Hand Tractor that is fit for the intended purpose.**
- 2. Approve the tender document and tendering evaluation matrix as appended in Attachment 13.3 "A".**
- 3. Authorise the Executive Manager Technical Services to complete inspections of preferred tenderers Tractors in accordance with the specifications and provide further recommendations to Council.**

CARRIED BY ABSOLUTE MAJORITY 6/0

13.4	REPORT ON MINUTES OF AUDIT COMMITTEE MEETING 15 JULY 2014 (FILE REF: 743)
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SUBMISSION TO: Ordinary Meeting of Council, 24 July 2014

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

OWNER/APPLICANT: Shire of Laverton

AUTHOR: Graham Stanley, Executive Manager Corporate & Community Services

SENIOR OFFICER: Steven Deckert, Chief Executive Officer

PREVIOUS MEETING REFERENCE: Not applicable

MATTER FOR CONSIDERATION

Minutes of the Audit Committee meeting which was held on 15 July 2014.

ATTACHMENTS

Attachment 13.4 "A" Minutes of the Audit Committee Meeting held 15 July 2014

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

An Audit Committee Meeting was held on 15 July 2014 to receive the Budget Review for the Year Ending 30 June 2014. Council therefore needs to receive the Minutes of the Audit Committee held on 15 July 2014 and consider the Committee's recommendations to Council.

A Statement of Budget Review incorporating year to date budget variations and forecasts to 30 June 2014 for the period ending 31 March 2014 is presented to Council to consider. The 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. A copy of the review and determination is to be provided to the Department for Local Government and Regional Development within 30 days of the adoption of the review.

Unfortunately due to the changeover of the two Executive Managers during the review period, the resignation of the rates officer and the Executive Manager of Coporate & Community Services relieving the CEO for a number of weeks due to his absence for personal family reasons it was not possible to complete the review within the required timeframe.

The Minutes of the Audit Committee meeting held on 15 July 2014 are now presented (Attachment 13.4 "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.

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

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications in respect to this report.

STRATEGIC IMPLICATIONS

There are no strategic implications in respect to this report

CONSULTATION

Steven Deckert - Chief Executive Officer
Russell Williams – Executive Manager Technical Services
Johanna McGuire – Co-ordinator Community Resource Centre
Laurinda Hill – Co-ordinator Great Beyond Visitor Centre

COMMENT

The Report contained within the minutes of the Committee Meeting gives details of the significant variations between the Original budget and the anticipated June 30 position. It is anticipated that there will be a significant surplus carried forward at the end of the year principally due to a number of large projects being partially completed at year end due to late start ups or other factors. These projects will carry over into the new financial year utilising the unexpended funds.

VOTING REQUIREMENTS

Simple majority decision required for recommendations.

OC0715 MINUTES OF AUDIT COMMITTEE MEETING 15 JULY 2014

Moved Cr R Wedge, Seconded Cr B Fuamatu.

That Council:

- 1. Receive the Minutes of the Audit Committee Meeting held on 15 July 2014 as appended; and**
- 2. Accepts accepts the recommendation of the Audit Committee being that Council:**
 - 1. Notes the expected surplus of \$2,311,544 at 30 June 2014.**
 - 2. Adopts the 2013/14 Budget Review submitted to Council as appended (Attachment 13.4 “A”)**
 - 3. Submits a copy of the Budget Review to the Department of Local Government within 30 days.**

CARRIED 6/0

Cr R Wedge left the meeting at 6:04pm.

OC0716 PROCEDURAL MOTION

Moved Cr B Fuamatu, Seconded Cr L Hawkins.

That Council adjourn the meeting for fifteen minutes at 6:05pm.

CARRIED 6/0

OC0717 PROCEDURAL MOTION

Moved Cr D Cannons, Seconded Cr B Fuamatu.

That the meeting resume at 6:26pm.

CARRIED 6/0

The meeting resumed at 6:26 pm. Cr R Wedge returned and G Stanley and T Farlow joined the meeting.

14. ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS

There were no items for consideration behind closed doors.

15. NEXT MEETING

The next Ordinary Meeting of Council will be held on Tuesday, 19 August 2014 at the Shire of Laverton Council Chambers, commencing at 5.00pm.

16. CLOSURE OF MEETING

There being no further business, the Chairman declared the meeting closed at 6.34pm.

17. CERTIFICATION BY CHAIRMAN

I, Patrick Hill, hereby certify that the Minutes of the Ordinary Meeting of Council held on 24 July 2014 are confirmed as a true and correct record, as per the Council resolution of the Ordinary Meeting of Council held on 19 August 2014.

SIGNED: **DATED:** **2014**

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SHIRE OF LAVERTON

TENDER 05/14

SUPPLY ONE (1) SECOND HAND TRACTOR

The Shire of Laverton is requesting submissions for the supply of one (1) Second Hand Tractor.

Suppliers intending to make a submission to the Shire of Laverton for Tender 00/14 – Supply of Second Hand Tractor are requested to ascertain that their submission/s are within the parameters as listed in the specifications below.

1. SPECIFICATIONS

1. Rigid Frame Tractor.
2. Assisted Front Wheel Drive.
3. Dual Rear Wheels.
4. 210 to 250 Horse Power Range.
5. Accumulated maximum 1500 to 2000 machine hours.
6. Manufactured between 2009 to 2012 (2 to 5 years old)
7. Provide details on; Make, Model and other specifications.
8. Provide full Service and Mechanical History.
9. Provide minimum of eight digital photos including internal Cabin.
10. Detailed Inspection Appraisal

Tenderer shall supply the Shire of Laverton with a physical address as to where the Tractor maybe inspected and provide the Shires representative full access to the Tractor for testing of all operational characteristics of the Machine prior to the declaration of the tender.

Tenderers must confirm in writing that items 1 to 9 in the SPECIFICATIONS will be complied with (Refer to Point 2 of the selection criteria regarding compliance).

Any further information regarding the specifications are available by contacting the Executive Manager Technical Services Mr Russell Williams on mobile 0427 448 512.

Canvassing of Councillors or staff will disqualify.

Tenders must be submitted in a sealed envelope clearly marked "**Confidential**" "**Tender 05/14 – "Supply of Second Hand Tractor"**" addressed to the Chief Executive Officer, Shire of Laverton PO Box 42 Laverton WA 6440 to reach Council Offices no later than 4.00 pm on Wednesday 13 August 2014.

Tenders will be assessed using the following Selection Criteria.

SELECTION CRITERIA

The criteria in assessing the tenders will be guided by a weighting value of up to 100 points, and will be based proportionally upon the following:

1. Pricing	40
2. Demonstrated compliance with the Specifications (1 to 9)	40
3. Detailed inspection appraisal Specification (10)	<u>20</u>
	100

FAXED OR EMAILED TENDERS WILL NOT BE ACCEPTED.

**STEVEN J DECKERT
Chief Executive Officer
Shire of Laverton
PO Box 42
LAVERTON WA 6440**



SHIRE OF LAVERTON

MINUTES

**AUDIT COMMITTEE MEETING
HELD**

TUESDAY

15 JULY 2014

COMMENCING AT 4.52 PM

Order of Business

- 1. DECLARATION OF OPENING**
- 2. RECORD OF ATTENDANCE**
- 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
 - 3.1 Minutes of Audit Committee Meeting held 20 March 2014 (File Ref: 207)
- 4. REPORTS OF COMMITTEES & OFFICERS**
 - 4.1 Receipt of Budget Review Report
- 5. CLOSURE OF MEETING**

MINUTES OF AUDIT COMMITTEE MEETING

1. DECLARATION OF OPENING

The Chairman Cr Patrick Hill Declared the meeting open at 4.52pm and welcomed everyone to the meeting

2. RECORD OF ATTENDANCE

2.1 PRESENT

Cr P Hill	Chairman
Cr R Wedge	Councillor
Cr L Hawkins	Councillor
Cr B Fuamatu	Councillor

Mr G Stanley	Exec. Manager Corp. & Comm. Services/Acting CEO
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Mr R Williams	Executive Manager Technical Services
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2.2 APOLOGIES

Cr S Weldon	Councillor
Cr D Cannons	Councillor
Mr S Deckert	Chief Executive Officer

2.3 LEAVE OF ABSENCE

Nil

2.4 VISITORS

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING:

3.1	Audit Committee Meeting – 20 March 2014	File Ref: 207
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OFFICER /COMMITTEE RECOMMENDATION

Moved Cr Wedge Seconded Cr Fuamatu

That the Minutes of the Audit Committee Meeting held on 20 March 2014, be confirmed as a true and accurate record.

Carried 4/0

4. REPORTS OF COMMITTEE AND OFFICERS

4.1	Budget Review Report	File Ref:
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SUBMISSION TO: Audit Committee, 15 July 2014

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

OWNER/APPLICANT: Not Applicable

AUTHOR: Graham Stanley, Executive Manager Corporate & Community Services

SENIOR OFFICER: Steven Deckert, Chief Executive Officer

PREVIOUS MEETING REF: Nil

MATTER FOR CONSIDERATION:

To consider and adopt the Budget Review as presented in the Statement of Budget Review for the period 1 July 2013 to 31 March 2014.

ATTACHMENTS:

Appendix "A" - Budget Review Document including Statement of Budget Review for the period 1 July 2013 to 31 March 2014 and projected results for the 2013/14 Financial Year.

BACKGROUND:

A Statement of Budget Review incorporating year to date budget variations and forecasts to 30 June 2014 for the period ending 31 March 2014 is presented to Council to consider. The 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. A copy of the review and determination is to be provided to the Department for Local Government and Regional Development within 30 days of the adoption of the review.

Unfortunately due to the changeover of the two Executive Managers during the review period, the resignation of the rates officer and the Executive Manager of Corporate & Community Services relieving the CEO for a number of weeks due to his absence for personal family reasons it was not possible to complete the review within the required timeframe.

STATUTORY ENVIRONMENT:

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
**Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

Specific financial implications are as outlined in the Comment section of this report.

STRATEGIC IMPLICATIONS:

Shire of Laverton
 Audit Committee Meeting – 15 July 2014

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Provides efficient and effective financial management.

CONSULTATION:

Steven Deckert - Chief Executive Officer; Russell Williams – Executive Manager Technical Services; Johanna McGuire – Co-ordinator Community Resource Centre, Laurinda Hill – Co-ordinator Great Beyond Visitor Centre

COMMENT:

The budget review has been prepared to include information required by the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. Council adopted a 10% and a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review. A summary of the outcome of the review indicates the following position at 30th June 2014:

Net Variance	
Opening Funding Surplus (Deficit)	(134,267.00)
Shortfall of Operating Income	(6,658,917.00)
Under Expended Operating Expenditure	1,164,861.00
Roads Capital Expenditure Under Expended	3,208,650.00
Furniture & Equipment Capital Expenditure Under Expended	1,069,876.00
Other Infrastructure Capital Expenditure Under Expended	5,572,746.00
Plant & Equipment Capital Expenditure Under Expended	448,863.00
Transfers from Reserves Not made	(1,890,267.00)
Increased Transfers to Reserves	(70,000.00)
Loan Principal Repayments Variance	(1.00)
Loan proceeds Not Received	(400,000.00)
Anticipated Surplus at 30th June 2014	2,311,544.00

There were a large number of variations. Many were related to the failure of anticipated grants to come through, resulting in the matching expenditures not occurring and transfers from reserves or loans to support the funding not being called upon. A number of construction projects have also been held up due to a variety of reasons.

A summary of the line items varying by \$10,000 or greater as anticipated at 30th June 2014 is as follows after the removal of Administration and staff housing allocations is as follows:

I031045 - Discount Allowed	10,000.00
46.2.2 - GRV Mining Interims	196,935.00
46.2.2 - UV Mining Interims	(70,135.00)
I031050 - Rates Written Off	(18,000.00)
I032010 - Grants Commission	(18,472.00)
I032030 - Interest on Investments - Muni	19,000.00
I054015 - Cont. - Flood Management Plan	(50,000.00)
I074011 - Medical Practice Receipts	62,700.00
I074025 - Grant Funding	(293,781.00)
I085005 - Youth Worker Grant	(24,200.00)
I088010 - Grant Funds - Early Childhood	(1,000,000.00)

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Shire of Laverton
Minutes

I101040 · Mt Margaret Rubbish Collection	56,989.00
I106020 · Rural Residential Subdivision	(500,000.00)
I106025 · General Industrial Subdivision	(100,000.00)
I113070 · Grants - Community Centre	(175,000.00)
I113080 · Government Grants	(50,000.00)
I119020 · Cont. Digital TV Conversion	34,925.00
I121020 · Govt Grant - Project Based Grant	(1,229,684.00)
I121025 · Aboriginal Access Roads Grant	(48,200.00)
I123005 · Gain on Disposal of Assets	(72,000.00)
I128005 · Landing Fees	(10,000.00)
I126012 · Fuel Sales	(60,000.00)
I131042 · Coach House Remedial Works	(126,000.00)
I131060 · Influential Families (Grant)	(20,415.00)
I131040 · R4R - Community Local Govern Fund	(539,778.00)
I131044 · Proceeds from Sale of Assets	120,000.00
I131051 · Grant Funds Main Street Project	(2,000,000.00)
I131052 · Grant Funds Underground Pwr	(500,000.00)
I133015 · Merchandise Sales	(14,600.00)
I134080 · Coach House Ren/CRC Co-loc'n	(250,000.00)
I134081 · Community Garden Project	(25,000.00)
I144030 · Fuel Tax Credits Income	(10,133.00)
I144060 · Profit on disposal of asset	17,816.00
E041040 · Public Relations	13,900.00
E041065 · Attendance Fees	20,000.00
E041085 · Consultancies	35,000.00
E041093 · Integrated Planning & Reporting	23,000.00
E051020 · Fire Control - Shire Properties	21,219.00
E052015 · Control Expenses - Other	11,900.00
E052020 · Dog Control Expenses	37,000.00
E053010 · Crime Prevention Strategies	42,200.00
E054020 · Skull Creek Flood Mngement Plan	150,000.00
E074025 · Medical Practice Subsidy	34,000.00
E074030 · Doctor's Subsidy - Mining Companies	60,000.00
E074031 · Medical Practice Expenses	(164,779.00)
E085061 · Youth & Rec Officer Salary	53,100.00
E085072 · Youth Ctr Activities & Programs	(10,000.00)
E087010 · Playgroup/Day Care Ctr Planning	(15,978.00)
E091010 · 2 Shirley Avenue	(7,000.00)
E091050 · 8A Craggle Street	23,500.00

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E091090 · Staff Housing Asset Management Plan	10,000.00
E092001 · 14 Eristoun Street	23,200.00
E101005 · Litter Control	(27,000.00)
E101010 · Commercial/Industrial Collection	17,600.00
E101015 · Domestic Collection	(12,550.00)
E101030 · Household Verge Collection	14,830.00
E101035 · Mt Margaret Refuse Site	(45,119.00)
E106100 · Loss on sale of assets	500,000.00
E107010 · Other Cemetery Expenses	12,333.00
E111005 · Town Hall Operations	11,000.00
E112010 · Swimming Pool Salaries	12,000.00
E112020 · Swimming Pool Maintenance	30,000.00
E112040 · Swimming Pool Chemicals	10,000.00
E113005 · Racecourse and Stable Maintenance	29,200.00
E113010 · Parks, Gardens & Reserves	(14,000.00)
E113100 · Loss on sale of asset	60,000.00
E115005 · Library Costs - Salaries	(15,820.00)
E122010 · Maintenance Rural Roads	(227,000.00)
E122020 · Footpath Maintenance	23,700.00
E122040 · Drainage Works	13,400.00
E122045 · Street Trees and Tree Watering	45,500.00
E122050 · Traffic & Street Signs, Inc Guide posts	30,300.00
E122055 · Maintenance - Town Streets	(75,600.00)
E122060 · Depot Nursery Operations	19,200.00
E122075 · Mt.Weld Rd Maint.0-12kms	10,000.00
E126010 · Aerodrome Operations	(40,400.00)
E126020 · Refuelling Facility	16,000.00
E131031 · Cont. to Comm. Groups Secretary	30,000.00
E131060 · Influential Families	15,190.00
E131065 · Advances to Community Groups	15,000.00
E132012 · Tourism Signage Project	11,040.00
E133017 · Laverton History & Research	10,000.00
E133019 · Heritage Collections	41,000.00
E133056 · GB - Professional Development	9,000.00
E133060 · GB - Repairs & Maint	24,000.00
E133067 · GB - Merchandise	29,500.00
E134005 · CRC Salaries	28,900.00
E134069 · ICT Support & Development	11,000.00
E136010 · Weed Control	10,000.00

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Shire of Laverton
Minutes

E143005 · Exec Mgr. Tech Serv Salary	(54,210.00)
E143025 · Depot Operational Expenses	(19,640.00)
E143030 · Superannuation of Workmen	(9,809.00)
E143035 · Holiday Pay	(86,028.00)
E143036 · Long Service Leave	(12,134.00)
E143080 · Training & Conference Expenses	(10,950.00)
E143095 · EMTS & Works Manager Vehicles	9,000.00
E143100 · Training/Meetings Town Crew	14,000.00
E144005 · Fuel & Oil	60,000.00
E144010 · Tyres & Tubes	(20,600.00)
E144020 · Repair Wages	33,000.00
E144046 · Loss on sale of Assets	17,912.00
E145005 · Employee Costs - Salaries	14,000.00
E145025 · Employee Costs - FBT	(14,616.00)
E145030 · Employee Costs - Training	14,000.00
E145085 · Computer Services	(30,000.00)
E145095 · Consultancy Fees	35,000.00
E145100 · Insurance - Administration	14,000.00
C120220 Solar Energy Upgrade - Doctor's house	10,000.00
C120221 Construct new Doctor's house	500,000.00
C120222 FCWP Early Childhood - Daycare	1,000,000.00
C120223 8 Leahy Close - completion	14,000.00
C120224 1 Mikado Way - completion	13,000.00
C120225 Solar Energy Upgrade - 8 Leahy Cl	10,500.00
C120226 Solar Energy Upgrade -1 Mikado	13,500.00
C120227 · Burt St Group Dwelling	884,254.00
C120228 FCWP - Multi Purpose Comm Centre	350,000.00
C120229 Coach House Restoration	137,000.00
C120230 FCEP Coach House Redevelopment	250,000.00
C120231 Gt Beyond Stage 2 & Café	50,000.00
C120232 Electrical Upgrade Depot	(24,491.00)
C120432 · Bandy Rd C/O (I) E104	(24,492.00)
C120433 · Erlifoun Rd C/O (I) E105	43,264.00
C120434 · Great Central Rd (E100) I	(11,129.00)
C120435 · Mt Weld Rd C/O from 2012-13	505,398.00
C120436 · GCR - Sealing	105,623.00
C120437 · Old Laverton Rd (P)	40,866.00
C120438 · Laverton-Mt Margaret Rd (P)	44,901.00
C120439 · Old Laverton Rd (I)	84,035.00

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 Audit Committee Meeting – 15 July 2014

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C120440 · Bandy Rd (I)	68,939.00
C120441 · Eristoun Rd (I) E105	134,753.00
C120442 · Great Central Rd C/O 2012-13	(126,664.00)
C120443 · Great Central Rd - R2R	(142,967.00)
C120445 Lakewells Rd & Others	222,824.00
C120446 Direct Grant Roads	130,581.00
C120337 · Council Chambers Upgrade	17,662.00
C120339 - Depot Security Cameras	15,000.00
C120341 - Microfiche Film & Image Reader	10,000.00
C120342 - Explr Hall of Fame - Screens & Audio	20,000.00
C120348 - Upgrade Telephone System	11,000.00
C120127 - FCWP Rural Res Subdivision	1,000,000.00
C120128 - FCWP - General Industrial Area	200,000.00
C120130 - Solar pump - Race Course	35,000.00
C120131 · FCWP Oval Upgrade	(43,234.00)
C120132 -Tourist Bay Patios	10,000.00
C120133 · MSP Constr'n, Designs & Plan'ng	48,960.00
C120134 · MSP Augusta Stg 1B Civil Works	1,225,156.00
C120135 · MSP Project Management	(58,554.00)
C120136 · FCW MSP Landscaping Stg 1B	2,000,000.00
C120137 · FCWP Town Entry Statement	100,000.00
C120138 · FCWP Main St Underground Power	999,550.00
C120139 · FCWP Community Garden	30,000.00
C120141 · Admin Office Gardens upgrade	13,000.00
C120540 · Doctor's Vehicle	60,000.00
C120542 · Generator 8KVA	20,000.00
C120543 · Transfer Pump	17,777.00
C120546 · Vibratory Padfoot Roller	143,500.00
C120547 · Crew Cab Truck	42,308.00
C120548 · Tipper Truck (HR)	141,315.00
C120551 · Depot Fuel Facility Hard Stand	12,000.00
Transfer from Plant Reserve	(30,000.00)
Transfer from Road Reserve	(100,000.00)
Transfer from Building Reserve	(600,000.00)
Transfer from Great Beyond Reserve	(65,000.00)
Transfer from Townsite Revitalisation Reserve	(605,267.00)
Transfer from Community Loan & Grant Reserve	(15,000.00)
Transfer from Economic Development Reserve	(275,000.00)
Transfer to Building Reserve	70,000.00

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Audit Committee Meeting – 15 July 2014

Shire of Laverton
Minutes

Doctor's House Loan	(200,000.00)
Main Street Underground Power Loan	(200,000.00)
Combined minor variances	(104,482.00)
Total Anticipated Surplus at 30.06.2104	2,311,544.00

VOTING REQUIREMENTS:

Absolute majority

STAFF RECOMMENDATION / COMMITTEE DECISION:

Moved Cr Wedge Seconded Cr Fuamatu that it be recommended to Council that
That Council:

1. Notes the expected surplus of \$2,311,544 at 30 June 2014.
2. Adopts the 2013/14 Budget Review submitted to Council as appended
3. Submits a copy of the budget review to the Department of Local Government within 30 days.

5. CLOSURE OF MEETING

Meeting Closed 6.52pm