UNCONFIRMED

At the time of printing, these Minutes have yet to be confirmed as a true record of proceedings

SHIRE OF LAVERTON

MINUTES

OF THE ORDINARY MEETING OF COUNCIL

HELD ON

20 OCTOBER 2016

COMMENCING AT 5.10 PM

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ATTACHMENT NO	DESCRIPTION	PAGE NO
OMC1610-10.1.A	President's Report	Appended
OMC1610-10.2.A	Elected Member's Report – Cr R Prentice	Appended
OMC1610-10.2.B	Elected Member's Report – Cr D Ross	Appended
OMC1610-10.2.C	Elected Member's Report – Cr S Weldon	Appended
OMC1610-13.2.A	Statement of Financial Activity for the Period Ended 31 July 2016	Appended
OMC1610-13.3.A	Statement of Financial Activity for the Period Ended 31 August 2016	Appended

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MINUTES OF THE ORDINARY MEETING OF COUNCIL, HELD IN THE LAVERTON COUNCIL CHAMBERS ON 20 OCTOBER 2016 COMMENCING AT 5.10 PM

1. DECLARATION OF OPENING

The President, Cr P Hill, declared the meeting open at 5.10 PM and read aloud the disclaimer as printed in the Agenda.

Prior to the meeting a request was received from Cr S Weldon to participate in the meeting via teleconference.

OMC161001 PROCEDURAL MOTION

Moved Cr R Prentice; Seconded Cr G Walder:

That Councillor S Weldon be permitted to participate in the meeting by electronic means and that Council approves the location that Cr Weldon will participate from.

Carried 5/0

The President then rang Cr Weldon on the teleconference phone and Cr Weldon entered the meeting at 5.15pm.

2. ANNOUNCEMENT OF VISITORS

There were no visitors to the meeting.

3. RECORD OF ATTENDANCE

3.1 PRESENT

Cr P Hill	Councillor
Cr G Walder	Councillor
Cr R Ryles	Councillor
Cr R Prentice	Councillor
Cr D Ross	Councillor
Cr S Weldon	Councillor (via teleconference from 5.15pm)
Mr S Deckert	Chief Executive Officer
Mr G Stanley	Executive Manager Corporate & Community Services (from 5.32pm)
Mr W Butler	Executive Manager Technical Services (Acting)
Miss T Farlow	Executive Assistant to the CEO (from 5.19pm)

3.2 APOLOGIES

Cr D Cannons	Councillor
Mr R Williams	Executive Manager Technical Services

3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. PUBLIC QUESTION TIME

There were no members of the public present during the time allotted for Public Questions.

6. APPLICATIONS FOR LEAVE OF ABSENCE

There were no applications for Leave of Absence at the time of preparing the agenda.

Cr Ross verbally requested Leave of Absence for all of November 2016, including the November Ordinary Meeting of Council because she will be away from Laverton on leave.

OMC161002 COUNCIL DECISION

Moved Cr Prentice; Seconded Cr Cr Walder:

That Council approve the request by Cr D Ross for Leave of Absence for all of November 2016 including the November Ordinary Meeting as she will be away from Laverton on leave.

Carried 6/0

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

The President advised that the following confidential items would be discussed behind closed doors:

14.1 Consideration of Extending the CEO's Contract for a Further Term (File Ref: 250)

14.2 Proposal to Write Off LG Rates Over $500.00 on Assessments 9065, 9068 & 9069 (File Ref: 61)

14.3 Rates Payment Proposal Assessment 6684 (File Ref: 62)

8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING – 22 SEPTEMBER 2016 (FILE REF: 793)

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161003 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr S Weldon:

That the Minutes of the Ordinary Meeting of Council held on 22 September 2016, be confirmed as a true and accurate record.

CARRIED 6/0

8.2 SPECIAL COUNCIL MEETING – 30 SEPTEMBER 2016 (FILE REF: 793)

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161004 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr D Ross; Seconded Cr R Prentice:

That the Minutes of the Special Meeting of Council held on 30 September 2016, be confirmed as a true and accurate record.

CARRIED 6/0

05.19pm Miss T Farlow joined the meeting.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS

There were no Petitions/Deputations or Presentations to Council.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 PRESIDENT'S REPORT (FILE REF: 198)

The President tabled a report of his activities since the last meeting (Attachment OMC1610-10.1.A).

05:32pm Mr G Stanley joined the meeting.

05:38pm Ms R Smyth joined the meeting.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161005 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr R Ryles; Seconded Cr: S Weldon

That the President's report as tabled (Attachment OMC1610-10.1.A) be received.

CARRIED 6/0

10.2 OTHER MEMBERS' REPORTS (FILE REF: 55)

Reports on activities prior to the October 2016 Ordinary Meeting of Council were submitted for information by Cr R Prentice, Cr D Ross and Cr S Weldon (Attachments OMC1610-10.2.A/B/C).

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161006 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr R Ryles:

That the Elected Members' reports from Cr R Prentice, Cr D Ross and Cr S Weldon (Attachments OMC1610-10.2.A/B/C) be received.

CARRIED 6/0

11. REPORTS OF COMMITTEES AND OFFICERS

11.1 HEALTH, BUILDING AND TOWN PLANNING BUSINESS

There was no Health, Building and Town Planning Business for this meeting.

11.2 FINANCE AND ADMINISTRATION BUSINESS

11.2.1 ACCOUNTS PAID AS AT 30 SEPTEMBER 2016 (FILE REF: 1091)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
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:

Creditor	Type	Date	Chq #	Amount
AirBP	Bill Pmt -Cheque	14/09/16	Debit	-6,280.27
Australia Post - EFT	Bill Pmt -Cheque	20/09/16		-306.74

Creditor	Type	Date	Chq #	Amount
Australian Performing Right Assoc - EFT	Bill Pmt -Cheque	29/09/16		-69.56
Australian Super - EFT	Liability Cheque	20/09/16		-3,271.72
Australian Taxation Office - EFT	Bill Pmt -Cheque	08/09/16		-12,531.60
	Bill Pmt -Cheque	29/09/16		-2,580.76
BOC Limited - EFT	Bill Pmt -Cheque	20/09/16		-129.72
Boral Resources (WA) Ltd - EFT	Bill Pmt -Cheque	20/09/16		-4,455.00
Brianna Hill - EFT	Bill Pmt -Cheque	20/09/16		-340.00
Bruce Rock Engineering - EFT	Bill Pmt -Cheque	20/09/16		-43.65
Bunnings Group Limited - EFT	Bill Pmt -Cheque	20/09/16		-786.55
	Bill Pmt -Cheque	28/09/16		-312.06
CBUS - EFT	Liability Cheque	20/09/16		-1,236.99
Chefmaster Australia - EFT	Bill Pmt -Cheque	20/09/16		-556.85
Child Support Agency	Liability Cheque	29/09/16		-600.00
Christopher Davison - EFT	Bill Pmt -Cheque	20/09/16		-8,773.33
Clark Equipment - EFT	Bill Pmt -Cheque	20/09/16		-222.27
Coca-Cola Amatil (Aust) Pty Ltd - EFT	Bill Pmt -Cheque	20/09/16		-509.16
Coffee & Tea Supplies - EFT	Bill Pmt -Cheque	20/09/16		-350.90
Colonial First Choice - EFT	Liability Cheque	20/09/16		-1,242.52
Conplant Ammann Australia - EFT	Bill Pmt -Cheque	20/09/16		-558.30
Courier Australia - EFT	Bill Pmt -Cheque	20/09/16		-871.38
Covs Auto, Mining & Industrial - EFT	Bill Pmt -Cheque	20/09/16		-779.81
Coyles Mower & Chainsaw Centre - EFT	Bill Pmt -Cheque	20/09/16		-120.00
CREDIT CARD PURCHASES	Bill Pmt -Cheque	05/09/16	Debit	-8,119.56
Daniel Herring - EFT	Bill Pmt -Cheque	20/09/16		-52.60
Dean's Autoglass - EFT	Bill Pmt -Cheque	20/09/16		-242.00
Dept of Transport	Bill Pmt -Cheque	01/09/16	Debit	-327.30
	Bill Pmt -Cheque	02/09/16	Debit	-25.30
	Bill Pmt -Cheque	05/09/16	Debit	-94.40
	Bill Pmt -Cheque	06/09/16	Debit	-85.70
	Bill Pmt -Cheque	07/09/16	Debit	-1,465.80
	Bill Pmt -Cheque	08/09/16	Debit	-41.80
	Bill Pmt -Cheque	09/09/16	Debit	-41.80
	Bill Pmt -Cheque	12/09/16	Debit	-1,209.55
	Bill Pmt -Cheque	14/09/16	Debit	-196.15
	Bill Pmt -Cheque	15/09/16	Debit	-1,372.60
	Bill Pmt -Cheque	16/09/16	Debit	-252.75

Creditor	Type	Date	Chq #	Amount
	Bill Pmt -Cheque	19/09/16	Debit	-193.20
	Bill Pmt -Cheque	20/09/16	Debit	-536.70
	Bill Pmt -Cheque	21/09/16	Debit	-257.80
	Bill Pmt -Cheque	22/09/16	Debit	-402.30
	Bill Pmt -Cheque	23/09/16	Debit	-464.55
	Bill Pmt -Cheque	27/09/16	Debit	-402.30
	Bill Pmt -Cheque	28/09/16	Debit	-451.60
	Bill Pmt -Cheque	29/09/16	Debit	-141.75
	Bill Pmt -Cheque	30/09/16	Debit	-790.25
Desert Inn Hotel - EFT	Bill Pmt -Cheque	20/09/16		-192.00
Desert Sands Cartage - EFT	Bill Pmt -Cheque	20/09/16		-281.92
e-Fire & Safety - EFT	Bill Pmt -Cheque	20/09/16		-2,871.00
Eagle Petroleum (WA) - EFT	Bill Pmt -Cheque	20/09/16		-38,793.81
Eastgold Dairy Distributors - EFT	Bill Pmt -Cheque	20/09/16		-442.70
Elite Gym Hire - EFT	Bill Pmt -Cheque	20/09/16		-660.00
Esplanade Hotel Fremantle - EFT	Bill Pmt -Cheque	20/09/16		-792.50
Executive Media - EFT	Bill Pmt -Cheque	20/09/16		-1,500.00
Flex Industries Pty Ltd - EFT	Bill Pmt -Cheque	23/09/16		-613.47
Forman Brothers - EFT	Bill Pmt -Cheque	20/09/16		-990.00
Garwood International - EFT	Bill Pmt -Cheque	20/09/16		-238.70
Goldfields Toyota - EFT	Bill Pmt -Cheque	20/09/16		-89,151.69
Goldfields Truck Power - EFT	Bill Pmt -Cheque	20/09/16		-624.32
Goldline Distributors - EFT	Bill Pmt -Cheque	20/09/16		-973.85
Goldrush Tours - EFT	Bill Pmt -Cheque	20/09/16		-1,124.55
GVROC - EFT	Bill Pmt -Cheque	20/09/16		-17,490.00
H Sunter-Smith and Co - EFT	Bill Pmt -Cheque	20/09/16		-600.00
Hema Maps Pty Ltd - EFT	Bill Pmt -Cheque	20/09/16		-852.65
HESTA Super Fund - EFT	Liability Cheque	20/09/16		-175.67
Hitachi Construction Machinery - EFT	Bill Pmt -Cheque	20/09/16		-17,914.47
Horizon Power	Bill Pmt -Cheque	22/09/16	12958	-1,838.76
HostPlus Super - EFT	Liability Cheque	20/09/16		-233.02
Intrust Super - EFT	Liability Cheque	20/09/16		-586.32
Invarion RapidPlan Pty Ltd - EFT	Bill Pmt -Cheque	20/09/16		-412.50
Investec Asset Finance & Leasing Pty Ltd	Bill Pmt -Cheque	15/09/16	Debit	-4,336.96
Johanna McGuire - EFT	Bill Pmt -Cheque	20/09/16		-518.17
JSW Australia - EFT	Bill Pmt -Cheque	23/09/16		-37,214.98

Creditor	Type	Date	Chq #	Amount
Landgate - EFT	Bill Pmt -Cheque	20/09/16		-64.70
Laverton Supplies - EFT	Bill Pmt -Cheque	20/09/16		-375.45
Marketforce - EFT	Bill Pmt -Cheque	20/09/16		-1,022.51
Martin Seelander - EFT	Bill Pmt -Cheque	20/09/16		-52.75
McMahon Burnett Transport - EFT	Bill Pmt -Cheque	20/09/16		-1,395.00
Meat Industry Superannuation Fund - EFT	Liability Cheque	20/09/16		-230.06
National Australia Bank	Bill Pmt -Cheque	01/09/16	Debit	-143.91
	Bill Pmt -Cheque	01/09/16	Debit	-68.00
	Bill Pmt -Cheque	01/09/16	Debit	-68.00
	Bill Pmt -Cheque	14/09/16		-77,459.14
	Bill Pmt -Cheque	15/09/16	Debit	-10.75
	Bill Pmt -Cheque	27/09/16	Debit	-75.23
	Bill Pmt -Cheque	28/09/16		-98,016.64
	Bill Pmt -Cheque	30/09/16	Debit	-96.97
	Bill Pmt -Cheque	30/09/16	Debit	-40.00
	Bill Pmt -Cheque	30/09/16	Debit	-40.00
	Bill Pmt -Cheque	30/09/16	Debit	-32.10
Novimex Wholesale Giftware - EFT	Bill Pmt -Cheque	20/09/16		-153.23
Outback Chef - EFT	Bill Pmt -Cheque	20/09/16		-408.50
PFD Food Services Pty Ltd - EFT	Bill Pmt -Cheque	20/09/16		-1,838.35
Pier Street Medical Pty Ltd - EFT	Bill Pmt -Cheque	20/09/16		-55,594.34
Pivotel Satellite Pty Limited	Bill Pmt -Cheque	22/09/16	12959	-652.86
PsiTech Pty Ltd - EFT	Bill Pmt -Cheque	21/09/16		-13,091.76
Quick Corporate - EFT	Bill Pmt -Cheque	20/09/16		-566.73
Ray Martin - EFT	Bill Pmt -Cheque	20/09/16		-1,067.22
Robyn Smith - EFT	Bill Pmt -Cheque	20/09/16		-197.77
Scott Printers Pty Ltd - EFT	Bill Pmt -Cheque	20/09/16		-481.80
Shawmac Pty Ltd - EFT	Bill Pmt -Cheque	28/09/16		-23,899.70
Snap Printing	Bill Pmt -Cheque	22/09/16	12960	-954.39
Staples Australia Pty Limited - EFT	Bill Pmt -Cheque	20/09/16		-299.10
State Library of WA - EFT	Bill Pmt -Cheque	20/09/16		-126.50
T-Quip - EFT	Bill Pmt -Cheque	20/09/16		-220.00
Telstra	Bill Pmt -Cheque	22/09/16	12961	-2,896.22
Touring Australia - EFT	Bill Pmt -Cheque	20/09/16		-984.50
Tradelink - EFT	Bill Pmt -Cheque	20/09/16		-113.81
Truckline - EFT	Bill Pmt -Cheque	20/09/16		-1,805.86

Creditor	Type	Date	Chq #	Amount
WA Local Government Super Plan - EFT	Liability Cheque	20/09/16		-43,680.48
Water Corporation	Bill Pmt -Cheque	22/09/16	12962	-217.69
Westrac Pty Ltd - EFT	Bill Pmt -Cheque	20/09/16		-1,275.11
WT Hydraulics - EFT	Bill Pmt -Cheque	20/09/16		-1,157.75
			Total	**-616,395.79**

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

A listing of payments made providing more detail can be found in the Information Bulletin for the preceding month.

VOTING REQUIREMENTS

Simple majority decision of Council required.

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OMC161007 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr R Prentice:

That Council acknowledges receipt of the list of payments made under Delegation 21 as per the submitted list totalling $616,395.79 and summarised as following:

Cheque Numbers	**12958 – 12962**	**$6,559.92**
Direct Debit Payments	**01/09/2016 – 30/09/2016**	**$10,617.23**
Licensing Transfers	**01/09/2016 – 30/09/2016**	**$8,753.60**
Bank Fees	**01/09/2016 – 30/09/2016**	**$574.96**
VISA Payments	**29/08/2016 – 28/09/2016**	**$8,119.56**
EFT Payments	**01/09/2016 – 30/09/2016**	**$406,294.74**
Salary and Wages	**01/09/2016 – 30/09/2016**	**$175,475.78**
	Total Payments	**$616,395.79**

CARRIED 6/0

11.2.2 OUTSTANDING DEBTORS REPORT AS AT 30 SEPTEMBER 2016 (FILE REF: 33)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
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 September 2016.

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 September 2016 is $286,407.92. A detailed list of Debtor Balances is provided in the September 2016 Information Bulletin.

The total debtor balance includes:

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
General Debtors	0.00	7,314.97	1,513.62	9,866.60	17,678.45	36,373.64
Doubtful Debt	0.00	0.00	0.00	0.00	-138,000.00	-138,000.00
Rates	0.00	4,810.46	36,766.93	30,948.00	315,508.89	388,034.28
TOTAL	**0.00**	**12,125.43**	**38,280.55**	**40,814.60**	**195,187.34**	**286,407.92**

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161008 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr S Weldon:

That the report of Outstanding Debtors as at 30 September 2016 be received.

CARRIED 6/0

11.2.3 REIMBURSEMENT OF EXPENSES AS AT 30 SEPTEMBER 2016 (FILE REF: 1091)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
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:

NAME	DESCRIPTION	AMOUNT
Daniel Herring Plant Operator	Reimburseemnt For Police Clearance	$52.60
Martin Seelander Community Liaison Co-Ordinator	Reimbursement For Meals 5th to 7th September	$52.75
Raymond Martin Swimming Pool Manager	Reimbursement For Airfares, Meals and Tax Fares	$830.25
Raymond Martin Swimming Pool Manager	Reimbursement For Life Guard & First Aid Updates	$236.97
Robyn Smith Finance & Administration Manager	Reimbursement For Goods Fron Target, Woolworths & Bunnings	$197.77
Johanna McGuire Community Resource Centre Co-Ordinator	Reimbursement For Expenses From Attending Workshop In Perth For DRD	$518.17
	TOTAL	**$1,888.51**

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

Copies of attachments to support the purchases and the amount reimbursed can be found in the Information Bulletin.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161009 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr D Ross; Seconded Cr R Ryles:

That Council acknowledge the reimbursement of expenses already paid in accordance with Policy No. 3.11 amounting to $1,888.51.

CARRIED 6/0

11.3 WORKS AND SERVICES BUSINESS

11.3.1 RFT 07/16 - PROJECT MANAGEMENT SERVICES FOR OUTBACK WAY PROJECT (FILE REF: 1060)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Wayne Butler, Executive Manager Technical Services (Acting)
SENIOR OFFICER:	Steven Deckert, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

To endorse a recommendation from Council's Executive Manager Technical Services (Acting) to Tender for the services of a Project Manager as regards the Outback Way project.

ATTACHMENTS

OMC1610-11.3.1.A RFT 07/16 Tender documentation
OMC1610-11.3.1.B RFT 07/16 Tenderer's response documentation

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

The Outback Way WA project comprises programmes of works by the Shire of Laverton and Shire of Ngaanyatjarraku to upgrade sections of the Great Central Road/Outback Way WA to bitumen seal. It is a part of the larger Outback Way project aimed at providing an east west sealed road connection across Queensland, the Northern Territory and Western Australia.

In late 2014 Federal Government announced the allocation of $33 million for the three states for sealing of the Great Central Road/Outback Way. This allocation of money is to be matched by the individual State Governments. Western Australia was allocated $11 million with a contribution of $11 million from State Government. Due to the nature of the work and the remote location, it is proposed that the work is directly managed by the Shires of Laverton and Ngaanyatjarraku. Up to $5.5 million of Commonwealth funding is to be allocated to each Shire over three years commencing in 2016/17.

It is a part of the larger Outback Way project aimed at providing an east west sealed road connection across Queensland, the Northern Territory and Western Australia.

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.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

The cost associated with this Request for Tender are accounted for within the 2016/17 Budget (Great Central Road Major Project).

The ongoing development of the Great Central Road in consultation with the Outback Highway Development Council has subtantial positive implications for the Shire. The sealing of the Great Central Road will contribute to the practical sustainability of Laverton with the advent of more tourism, commercial enterprises and mining ventures using the road as a conduit to Central Australia and beyond.

STRATEGIC IMPLICATIONS

The ongoing development of the Great Central Road has a focus on safety and serviceability of the Shire's road network.

CONSULTATION

Contribution Agreement; Great Central Road, Main Roads WA

COMMENT

The Outback Way programmes comprise pavement construction (overlay), drainage modifications/improvements and bitumen sealing of targeted sections of the Great Central Road/Outback Way in Western Australia. These sections were selected based on the consideration of funding efficiency and maximum productivity gains from the road upgrade. The total length of the sealing work under the programme is 111.5 km comprising 50.0 km in the Shire of Laverton and 61.5 km in the Shire of Ngaanyatjarraku. Each Shire will take responsibility for delivering the works within their respective localities and procuring the products and services through public tender processes.

From the Shire of Laverton's perspective, this is undoubtedly the largest single project in its history and as such needs to be completed to the highest standards. Expert guidance and project management are critical to attaining the standards and specifications for a project of this magnitude, in addition to satisfying the constraints of MRWA and the funding bodies. It is not possible for Council's current staff to undertake the requirements of this project in addition to the obligations of daily Council business and, as such, requires that an independent professional be appointed to undertake the coordination of on-ground works and services while also attending to the expansive administrative duties associated with the Outback Way project.

Although the Project Manager would, for all intrinsic purposes, be responsible for all daily tasks associated with this project, it is proposed that Council's Executive Manager Technical Services would act as the Principal's Representative and have final decision on any contentious technical matters which may arise. A Tender document and a Tenderer's Response Document have been compiled, outlining Council's requirements, and copies are attached (Attachment OMC1610-11.3.1.A & B). In essence, the Project Manager will undertake all Construction works, Stakeholder Liaison, Reporting (Council, MRWA, OHDC), Accruals/Acquittals and ASCONs (upon completion of each phase).

VOTING REQUIREMENTS

Simple majority decision of Council required.

STAFF RECOMMENDATION

That Council,

1. **Receives the RFT 07/16 - Project Management Services for Council's section of the Outback Way Project.**
2. **Endorses the calling of Tenders for Project Management Services for Council's section of the Outback Way Project.**
3. **Endorses the Selection Criteria and Weightings as follows:**
   - **Previous Performance – 30%**
   - **Personnel and Availability – 30%**
   - **Demonstrated Understanding – 40%**

OMC161010 COUNCIL DECISION

Moved Cr R Prentice; Seconded Cr G Walder:

That Council,

1. **Receives the RFT 07/16 - Project Management Services for Council's section of the Outback Way Project.**
2. **Endorses the calling of Tenders for Project Management Services for Council's section of the Outback Way Project.**
3. **Endorses the Selection Criteria and Weightings as follows:**
   - **Previous Performance – 30%**
   - **Personnel and Availability – 30%**
   - **Demonstrated Understanding – 40%**
4. **Appoints a Tender Selection Panel comprising of Cr Pat Hill, Cr G Walder and Cr R Prentice to assist the CEO in evaluating the tenders, with Cr S Weldon to be a proxy.**

CARRIED 6/0

<u>Reason fo Amending the Staff Recommendation</u>

Council added point 4. to the recommendation as it acknowledged a Selection Panel would be required to assist the CEO in evaluating the tenders received.

11.4 COMMUNITY DEVELOPMENT BUSINESS

There was no Community Development Business for this meeting.

11.5 MANAGEMENT AND POLICY BUSINESS

11.5.1 COUNCILLORS' INFORMATION BULLETIN SEPTEMBER 2016 (FILE REF: 779)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Tiffany Farlow, Executive Assistant to the CEO
SENIOR OFFICER:	Steven Deckert, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

Receiving of the Councillors' Information Bulletin for the period ending 30 September 2016 by Council.

CONFIDENTIAL ATTACHMENTS

Shire of Laverton Councillors' Information Bulletin September 2016 circulated under separate cover and is deemed to be a *'Confidential'* document for Councillors' information only.

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

The Councillors' Information Bulletin for the period ending 30 September 2016 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;

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

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 of Council required.

OMC161011 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr Walder; Seconded Cr Weldon:

That Council receive the Councillors' Information Bulletin September 2016 for the period ended 30 September 2016, as previously circulated to Councillors.

CARRIED 4/2

Cr D Ross and Cr R Prentice voted against the motion.

11.5.2 CLOSURE OF ADMINISTRATION OFFICE, CRC AND GREAT BEYOND FOR CHRISTMAS/NEW YEAR BREAK 2016/17 (FILE REF: 308)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Graham Stanley, Executive Manager Corporate and Community Services
SENIOR OFFICER:	Steven Deckert, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

To set dates for the closure and re-opening of the Shire's administration facilities, the Community Resource Centre and the Great Beyond Visitor Centre in relation to the break for Christmas 2016 and New Year 2017.

ATTACHMENTS

Nil

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

It has been the practice of Council to close its offices each year between Christmas and New Year.

This year, Christmas Day falls on a Sunday with Monday 26 and Tuesday 27 December being public holidays. New Year's Day 2017 falls on the following Sunday with its public holiday being observed on Monday 2 January 2017.

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.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

There are no specific financial implications of the close-down as Staff that do not work on these days will utilise annual leave and/or rostered day off entitlements.

STRATEGIC IMPLICATIONS

The Licensing agency at the CRC is the significant facility that may cause some inconvenience due to non-availability of services during the close-down, however, it is considered that this inconvenience can be minimised by early advertising of the dates that the service will be unavailable. It is proposed that this year the Great Beyond Visitor Centre be closed during the Christmas — New Year period, as demand is very low.

CONSULTATION

Mr Steven Deckert, Chief Executive Officer;
Mrs Johanna McGuire, CRC Coordinator; and
Ms Laurinda Hill, Great Beyond Coordinator.

COMMENT

It is considered that a close down of the Office & CRC from 5.00pm on Wednesday 21 December 2016 until 8.00am on Tuesday 3 January 2017 is the most effective arrangement to provide Council's staff with the opportunity to travel to distant families whilst not jeopardising the goodwill of the community.

The Great Beyond Visitor Centre is proposing to vary its opening hours over the holiday period. They plan the following opening days and times:

DAY	DATE	HOURS
Wednesday	21 December 2016	9:00am - 4:30pm
Thursday	22 December 2016	9:00am - 4:30pm
Friday	23 December 2016	9:00am - 4:30pm
Saturday	24 December 2016	CLOSED
Sunday	25 December 2016 (Christmas Day)	CLOSED
Monday	26 December 2016 (Christmas Day Public Holiday)	CLOSED
Tuesday	27 December 2016 (Boxing Day Public Holiday)	CLOSED
Wednesday	28 December 2016	CLOSED
Thursday	29 December 2016	CLOSED
Friday	30 January 2016	CLOSED
Saturday	31 January 2016	CLOSED
Sunday	1 January 2017 (New Year's Day)	CLOSED
Monday	2 January 2017 (New Year's Day Public Holiday)	9:00am - 4:30pm
Tuesday	3 January 2017	9:00am - 4:30pm
Wednesday	4 January 2017	9:00am - 4:30pm
Thursday	5 January 2017	9:00am - 4:30pm
Friday	6 January 2017	9:00am - 4:30pm

The Town Crew will be rostered to ensure coverage for clean-ups every day with the exception of Christmas Day and New Year's Day.

Commercial rubbish collections will be conducted on Friday 23 December 2016, Monday 26 December 2016, Friday 30 December 2016 and Monday 02 January 2017 as normal and this will be advised to businesses.

Road Inspection personnel and Fire Control Officers will be accessible and details of contacts will be made available to Councillors during December 2016.

Most of the Road Crew will be going on their holiday break at the end of their work cycle on Tuesday 29 November 2016 and will resume again on Wednesday 04 January 2017.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161012 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr D Ross; Seconded Cr S Weldon:

That Council determines that the Administration Centre of the Shire of Laverton (including the Community Resource Centre) be closed from 5.00pm on Wednesday 21 December 2016 until 8.00am on Tuesday 03 January 2017 and that the Great Beyond Visitor Centre opening hours be as follows:

DAY	DATE	HOURS
Wednesday	21 December 2016	9:00am - 4:30pm
Thursday	22 December 2016	9:00am - 4:30pm
Friday	23 December 2016	9:00am - 4:30pm
Saturday	24 December 2016	CLOSED
Sunday	25 December 2016 (Christmas Day)	CLOSED
Monday	26 December 2016 (Christmas Day Public Holiday)	CLOSED
Tuesday	27 December 2016 (Boxing Day Public Holiday)	CLOSED
Wednesday	28 December 2016	CLOSED
Thursday	29 December 2016	CLOSED
Friday	30 January 2016	CLOSED
Saturday	31 January 2016	CLOSED
Sunday	1 January 2017 (New Year's Day)	CLOSED
Monday	2 January 2017 (New Year's Day Public Holiday)	9:00am - 4:30pm
Tuesday	3 January 2017	9:00am - 4:30pm
Wednesday	4 January 2017	9:00am - 4:30pm
Thursday	5 January 2017	9:00am - 4:30pm
Friday	6 January 2017	9:00am - 4:30pm

CARRIED 6/0

12. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

There were no motions from Elected Members of which previous notice had been given.

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

OMC161013 PROCEDURAL DECISION OF COUNCIL

Moved Cr S Weldon; Seconded Cr R Ryles:

That Council consider the following business of an urgent nature:

13.1 Utilisation of Funds Held in Trust (File Ref: 1093)

13.2 Statement of Financial Activity for the Period Ended 31 July 2016 (File Ref: 1092)

13.3 Statement of Financial Activity for the Period Ended 30 August 2016 (File Ref: 1092)

13.4 Bank Reconciliation Statement as at 31 August 2016 (File Ref: 1093)

13.5 Resignation – Cr D Cannons (File Ref: 232)

13.6 Laverton Community Hub – Progress Report (File Ref: 948)

CARRIED 6/0

06:35pm Miss T Farlow left the meeting.

13.1 UTILISATION OF FUNDS HELD IN TRUST (FILE REF: 1093)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter.
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Robyn Smith, Finance & Administration Manager
SENIOR OFFICER:	Graham Stanley, Executive Manager Corporate & Community Services
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

To decide on how funds currently in trust where their original purpose is no longer relevant or the required time for holding funds has expired, should be treated.

ATTACHMENTS

Nil

APPLICANT'S SUBMISSION

Not Applicable

BACKGROUND

I have recently been reconciling the Shire of Laverton Trust Account, and have discovered that there are several accounts that need a decision on how the funds should be treated. These accounts are for a variety of purposes. Some were the result of fundraising by committees with a set purpose. Some are holding funds for payments which have been paid, but the funds were not recouped back into the Muni Account. Others are specific grants or donations on which the ten year requirement for holding has expired.

- Lonely Graves Grant – $1,000.00, 05/09/2006. This was a donation in 2006 from Murrin Murrin for the purpose of a memorial for the lonely graves. I have spoken to Laurinda Hill and she has informed me that she would still like to purchase a plaque/memorial for the lonely graves.

- Mental as Anything Committee – $7,843.55, Aug –Sep 2006. These are funds that were raised by the community to go toward the Mental As Anything concert, during Laverton's 110th anniversary in 2006. It is presumed that all bills were paid and these are superfluous funds. As it was originally for a Laverton Festival event, then the funds could go towards this year's 120th Laverfest to offset costs.
- Donation - $200.00, June 2007. This is an anonymous donation by an unknown supplier for an unknown purpose. Funds to go back into the Muni Account.
- Laverton Tourist Committee - $1,530.30, Feb 2005. This committee is now defunct, but it suggested that the funds still go to a tourism project such as the heritage trail. With the new corporate logo and the signing of the town it would be an apt time to get this project re-established.
- Shire trust, building levies - $2,384.37, 2008 to 2012. It is presumed these funds were deposited for building applications, but were not transferred out when paid to reimburse the Muni Account. It is suggested these funds are transferred back in to the Muni Account.
- Youth Advisory Council - $1,029.40, 2006/2007. This is fundraising from a previous and now defunct Youth Advisory Council. A decision is needed on whether these funds should be kept in Trust for a future advisory council, used for a purpose for the current youth of Laverton, or transferred back to the Muni Account

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.9. - Trust fund

(1) A local government is to hold in the trust fund all money or the value of assets —

(a) that are required by this Act or any other written law to be credited to that fund; and

(b) held by the local government in trust.

(2) Money or other property held in the trust fund is to be applied for the purposes of, and in accordance with, the trusts affecting it.

(3) Where money or other property is held in the trust fund, the local government is to —

(a) in the case of money, pay it to the person entitled to it together with, if the money has been invested, any interest earned from that investment;

(b) in the case of property, deliver it to the person entitled to it.

(4) Where money has been held in the trust fund for 10 years it may be transferred by the local government to the municipal fund but the local government is required to repay the money, together with any interest earned from its investment, from that fund to a person claiming and establishing a right to the repayment.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If the recommendation is adopted funds will be transferred to the Municipal fund to be utilised as per the recommendation.

STRATEGIC IMPLICATIONS

None

CONSULTATION

I have discussed various accounts with Graham Stanley EMCCS, Steven Deckert CEO, and Laurinda Hill, Manger of Great Beyond to get their input.

COMMENT

Not applicable.

VOTING REQUIREMENTS

Simple majority decision of Council required.

STAFF RECOMMENDATION

That Council:

1. **Agrees to use the Lonely Graves Grant – $1,000.00, for its original purpose of erecting plaques/memorials at the lonely graves sites.**
2. **Agrees that the funds raised for the Mental as Anything Concert – $7,843.55, be transferred to this year's 120th Laverfest to offset costs.**
3. **Agrees that the funds from the anonymous donation - $200.00, be paid back into the Muni Account.**
4. **Agrees that the funds from the now defunct Laverton tourist committee of $1,530.30, still go to a tourism project such as a heritage trail.**
5. **Agrees that the funds of $2,384.37, sitting in the Shire trust, building levies account be returned to Muni Account on completion of the reconciliation of this account, minus any amounts still owed to the Building Commission of WA.**
6. **Decides that the funds sitting in the Youth Advisory Council account of $1,029.40, be kept in Trust for a future Youth Advisory Council, be used for a purpose for the current youth of Laverton, or transferred back to the Muni Account.**

OMC161014 COUNCIL DECISION

Moved Cr Prentice; Seconded Cr Ross:

That Council:

1. **Agrees to use the Lonely Graves Grant – $1,000.00, for its original purpose of erecting plaques/memorials at the lonely graves sites.**
2. **Agrees that the funds raised for the Mental as Anything Concert – $7,843.55, be transferred to this year's 120th Laverfest to offset costs.**
3. **Agrees that the funds from the anonymous donation - $200.00, be paid back into the Muni Account and be used for the Lonely Graves Project.**
4. **Agrees that the funds from the now defunct Laverton tourist committee of $1,530.30, remain in Trust and be re-purposed to go to the development of a heritage trail.**
5. **Agrees that the funds of $2,384.37, sitting in the Shire trust, building levies account be returned to Muni Account on completion of the reconciliation of this account, minus any amounts still owed to the Building Commission of WA.**
6. **Decides that the funds sitting in the Youth Advisory Council account of $1,029.40, be used for a purpose for the current youth of Laverton.**

CARRIED 6/0

Reason fo Amending the Staff Recommendation

Council amended points 3,4, and 6 to more clearly define what the Trust Funds are to be used for.

06:45 Miss T Farlow re-joined the meeting.

OMC161015 PROCEDURAL DECISION OF COUNCIL

Moved Cr D Ross; Seconded Cr R Prentice:

That the meeting adjourn for dinner at 6:50pm.

CARRIED 6/0

OMC161016 PROCEDURAL DECISION OF COUNCIL

Moved Cr R Prentice; Seconded Cr D Ross:

That the meeting resume at 7:19pm.

CARRIED 6/0

13.2 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2016 (FILE REF: 1092)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Graham Stanley, Executive Manager Corporate and Community Services
SENIOR OFFICER:	Steven Deckert, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

To accept the Statement of Financial Activity for the period ended 31 July 2016.

ATTACHMENTS

OMC1610-13.2.A Statement of Financial Activity for the period ended 31 July 2016

APPLICANT'S SUBMISSION

Not applicable.

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, should be reported on.

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

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 Statement of Financial Activity is presented monthly, being generated by our off-site Accountants, Moore Stephens and then printed in our office.

Once the reports are received from Moore Stephens, comments are added to various sections of the report to provide additional information or explanations. Explanations for any material variance identified in the reports are provided in Note 13 Major Variances.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161017 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr R Prentice:

That the Statement of Financial Activity for the period ended 31 July 2016, as presented (Attachment OMC1610-13.2.A), be accepted.

CARRIED 6/0

13.3 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2016 (FILE REF: 1092)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Graham Stanley, Executive Manager Corporate and Community Services
SENIOR OFFICER:	Steven Deckert, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

To accept the Statement of Financial Activity for the period ended 31 August 2016.

ATTACHMENTS

OMC1610-13.3.A Statement of Financial Activity for the period ended 31 August 2016

APPLICANT'S SUBMISSION

Not applicable.

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, should be reported on.

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

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 Statement of Financial Activity is presented monthly, being generated by our off-site Accountants, Moore Stephens and then printed in our office.

Once the reports are received from Moore Stephens, comments are added to various sections of the report to provide additional information or explanations. Explanations for any material variance identified in the reports are provided in Note 13 Major Variances.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161018 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr R Prentice:

That the Statement of Financial Activity for the period ended 31 August 2016, as presented (Attachment OMC1610-13.3.A), be accepted.

CARRIED 6/0

13.4 BANK RECONCILIATION REPORT AS AT 31 AUGUST 2016 (FILE REF: 1093)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Graham Stanley, Executive Manager Corporate and Community Services
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 30 September 2016.

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 (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

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 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 30 SEPTEMBER 2016

	MUNICIPAL FUND	OBH DEV. FUND (HELD IN TRUST ACCOUNT)	INVESTMENT - RESERVES	RESTRICTED CASH FUND (TRUST)
Balance as per General Ledger :				
A01101 Municipal Fund	2,456,257.76			
A1102 Unrestricted Short Term Investment	5,364,521.81			
A01110 Term Deposit Reserves/Muni			3,635,666.80	
A1000 Restricted Cash Fund				39,771.28
A1001 Outback Highway Tourism Fund				
A1002 Outback Hwy Development Fund		167,627.50		
	7,820,779.57	**167,627.50**	**3,635,666.80**	**39,771.28**
Balance as per Bank Statement	7,913,743.61	167,627.50	3,635,666.80	39,771.28
Adjustments				
Un-receipted Income				
Outstanding Deposits				
	7,913,743.61	167,627.50	3,635,666.80	39,771.28
Less Outstanding Cheques/Withdrawal	92,964.04			0.00
Reconciled Balance	**7,820,779.57**	**167,627.50**	**3,635,666.80**	**39,771.28**
Variance	0.00	0.00	0.00	0.00

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161019 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr S Weldon; Seconded Cr G Walder:

That Council accept the Bank Reconciliation Report as at 30 September 2016, as outlined above.

CARRIED 6/0

13.5 RESIGNATION – CR D CANNONS (FILE REF: 232)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
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

To receive the resignation of Cr Des Cannons and determine the arrangements to fill the extra-ordinary vacancy.

ATTACHMENTS

OMC1610-13.5.A CONFIDENTIAL – Letter of resignation of Cr Des Cannons received 17 October 2016

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Cr Des Cannons has submitted his resignation as a Council member, effective from 18 October 2016. The letter of resignation was tendered to the President by email on 17 October 2016. Please refer to Attachment OMC1610-13.5.A for a copy of Cr Cannons' letter.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 4.8(1) – Extraordinary elections

If the office of a councillor or of an elector mayor or president becomes vacant under section 2.32 an election to fill the office is to be held.

Section 4.9 – Election day for extraordinary election

(1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —

(a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or

(b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).

(2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.

Section 4.17 – Cases in which vacant offices can remain unfilled

(3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

** Absolute majority required.*

(4A) Subsection (3) applies —

(a) if —

(i) the office is for a district that has no wards; and

(ii) at least 80% of the number of offices of member of the council in the district are still filled;

or

(b) if —

(i) the office is for a ward for which there are 5 or more offices of councillor; and

(ii) at least 80% of the number of offices of councillor for the ward are still filled.

(4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

Section 4.20 – CEO to be returning officer unless other arrangements made

(1) Subject to this section the CEO is the returning officer of a local government for each election.

Section 4.37 – New roll for each election

(1) An electoral roll is to be prepared for the election.

(2) If the district is not divided into wards the same electoral roll can be used for the election of an elector mayor or president and the election of a councillor or councillors.

(3) A new electoral roll need not be prepared for the election if —

(a) it is an extraordinary election the election day for which is less than 100 days after the election day for another election; and

(b) the CEO, with the approval of the Electoral Commissioner, decides that the roll that was used for the earlier election is suitable for use at the extraordinary election.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

The costs of conducting an extraordinary election (Direct costs will include advertising expenses and staff costs). Provision is made in the adopted budget each year for either and ordinary election or one extraordinary election.

STRATEGIC IMPLICATIONS

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

CONSULTATION

Nil.

COMMENT

With Cr Cannons' resignation occurring relatively soon after the last election, there is a statutory obligation to fill the vacancy as soon as practicable . In the past there has been an opportunity to request that the vacancy be held over until the next Ordinary Election, however in this case with the balance of the term being until October 2019 and the next Ordinary Election due in October 2017, it is unlikely the Shire would be granted approval by the Electoral Commissioner to hold the vacancy over.

The Local Government Act (LGA) makes certain provisions about the timing of filling vacancies. The shortest possible timeframe is 80 days if the Electoral Commissioner was going to run the election (postal election only) or 70 days if the CEO was to be the Returning Officer, if appropriate public notice is required. An election can be held within 56 days, however this does not allow sufficient time for advertising for electors to ensure they are on the electoral roll. Presuming the CEO will be the Returning Officer and Council wishes to provide the 70 days, the earliest the Election could be held is 27 December 2016.

The LGA also provides that the vacancy must be filled within 4 months of the vacancy occurring, unless the Electoral Commissioner approves an extension of time. The latest the vacancy can be filled is 17 February 2017.

Both these dates (27 December 2016 and 17 February 2017) and dates in-between are do-able however with Christmas, New Year and all of January being popular for people to be on holidays, these potential dates are problematic. For example, if 17 February 2017 or earlier in February is considered, the nomination period falls at the end of December or early January.

For the foregoing reasons, it is being recommended that in the first instance, Council makes application to the Electoral Commissioner to extend the time to fill the vacancy to 6 months, to allow for the necessary process at a time that allows appropriate advertising and timeframes for people to ensure they are on the electoral roll and for interested persons to nominate for the vacancy.

Also, an unintended consequence of Cr Cannons' resignation is that the Sheila Laver Committee can't meet as it won't have a quorum. In order for this committee to meet formally, it is suggested that Council approve the reduction of the quorum from 5 to 4. Please note that Cr Cannons is also a delegate or proxy for other committees etc. however the resultant vacancies could be dealt with following the extra-ordinary election

VOTING REQUIREMENTS

Simple majority decision of Council required for 1 to 3 and absolute majority decision for 4.

OMC161020 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr D Ross:

That Council:

1. **Receives Cr Cannons' resignation effective from 18 October 2016, with regret.**
2. **Makes application to the Electoral Commissioner to extend the time allowed to fill the vacancy from 4 months to 6 months after the resignation occurs, to allow an appropriate process to be undertaken that is not impacted by public and school holidays;**
3. **Requests that this matter be referred to the November 2016 Ordinary Meeting of Council to consider the Electoral Commissioner's response which will then enable Council to set the Election Day.**
4. **Agrees to reduce the quorum of the Sheila Laver Award Selection Committee from 5 to 4.**

CARRIED by an Absolute Majority of Council 6/0

13.6 LAVERTON COMMUNITY HUB – PROGRESS REPORT (FILE REF: 948)

SUBMISSION TO:	Ordinary Meeting of Council, 20 October 2016
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

A report providing Council with an update on the progress of the Laverton Community Hub and to consider appointing a Tender Assessment Panel to review and recommend the appointment of a project manager.

ATTACHMENTS

OMC1610-13.6.A Tender documentation for the appointment of the Project Manager

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

At the Ordinary Meeting of Council on 22 September 2016, Council resolved:

That Council:

1. **Determines that its preferred project delivery model is a two staged process comprising the development of the final project design, then the calling of tenders for the construction (supply and install) of the approved design;**
2. **Ratifies the Request For Quotation process seeking quotes from at least three architects/architectural firms to prepare Preliminary Plans;**
3. **Receives and endorses the tender documentation as tabled at this meeting for 'RFT 06/16 - Project Management Services for the Laverton Community Hub Project' for the purposes of advertising the calling of tenders;**
4. **Endorses the selection criteria and weightings by which the tenders received will be assessed, namely:**

QUALITATIVE CRITERIA	WEIGHTING
A. Related Project Experience Tenderers must address the following information in the provided attachment entitled '**RFT-06/16 Project Experience'**: i. List the projects performed in the last five (5) years with the proposed Project Management team to demonstrate the team's performance in providing similar services (inclusive of Project Managing a complete project including the Design process, preparing construction documentation/drawings and tender documentation, supervising construction works).	**Weighting** **40%**

	QUALITATIVE CRITERIA	WEIGHTING
	B. Project Methodology Tenderers must address the following information in the provided attachment entitled '**RFT-06/16 Project Methodology'**: i. Provide the anticipated project timeline highlighting key hold points for all Stages of the project, from contract award through to practical completion, in the form of a Gantt chart or similar. ii. Detail how each stage of the project is intended to be performed by the Tenderer to ensure that the project deliverables are met in accordance with the requirements of the Contract. iii. Provide a rationale for the required amounts of time and location of the Project Manager through the course of the Project. During the Stages 1 to 5 it will be acceptable to operate remotely from Laverton with attendance at meetings as required, but during Stages 6 and 7 (Construction through to Handover) it will be necessary to provide sufficient onsite representation in order to monitor the works and proactively resolve any issues to ensure that Milestone dates are met.	**Weighting** **30%**
	C. Resources Tenderers must address the following information accordingly: i. Detail the project team (in-house resources) nominated for this project, by completing the attached schedule entitled '**RFT-06/16 Project Team.doc**'. Include the relevant roles to be performed, relevant experience and qualifications, and the suitability of each project team member for this project. Note: A two page CV of each nominated key team member may be attached. ii. Detail the sub-consultants (external specialist consultants) to be nominated for the project, by completing the attached schedule '**RFT-06/16 Sub-Consultants.doc**'. Include examples of similar projects undertaken (and provide referee details) and discuss reasons for nomination to this project.	**Weighting** **30%**

5. Approves the tender documentation to undergo a peer review by WALGA Procurement Services

CARRIED 7/0

This report is to provide Council with an update on the progress of the project since the above decision.

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.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

The recommendation of this report has no financial implications for Council as all costs incurred as part of the Laverton Community Hub Project are provided for within the adopted budget.

STRATEGIC IMPLICATIONS

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

CONSULTATION

Mr Chris Davison, Interim Project Manager

COMMENT

Since the October 2016 Council Meeting, the Tender documentation for Project Management Services has been finalised following a review by WALGA's Procurement Service and is attached (excluding tender attachments) for your reference. (Attachment OMC1610-13.6.A).

An ad was also placed in the weekend newspapers on Saturday 15 October 2016. Interim Project Manager Chris Davison has advised that as of today, 31 firms have requested and received the tender documentation, indicating a strong interest in this project.

Mr Davison has arranged a non-mandatory site visit at 8.00am on Tuesday 25 October 2016 for potential tenderers to acquaint themselves with the location and project area so they can be better prepared when responding to the RFT. Councillors are able to attend this meeting commencing in the Council Chambers if they wish.

Under delegated authority, the CEO has appointed Gresley Abas Architects to prepare the preliminary plans. This was finalised following a teleconference on Wednesday 12 October 2016. Phil Gresley and Alex Quin from Gresley Abas will be in Laverton from Monday 24 October until they fly out on Wednesday 26 October 2016, so Councillors are encouraged to find a few spare minutes to meet with the architects to put forward their views and ideas if the community session on Monday is not convenient.

In due course, Council will be working through the preliminary designs to finalise and will also appoint a Project Manager as soon as practicable following the close of tenders on 1 November 2016.

In respect to the RFT (06/16) for the Project Manager, Council will need to consider appointing a Tender Assessment Panel to assist the CEO assess the tenders received against the selection criteria in order to make a recommendation to Council for the preferred tenderer. Mr Davison will be able to provide some administrative assistance with this process, however cannot be a member of the Assessment Panel. It is suggested that up to 3 Councillors and the EMCCS be appointed to assist the CEO.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC161021 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr R Prentice:

That Council:

1. **Notes that Request for Tender documentation for RFT 06/16 "Project Management Services for the Laverton Community Hub" has been finalised following a review by WALGA and advertising of the tender has commenced;**
2. **Notes that Gresley Abas Architects has been appointed by the CEO under delegated authority to prepare the preliminary plans for the Laverton Community Hub project;**
3. **Acknowledges that representatives from Gresley Abas Architects will be in Laverton from 24 to 26 October 2016 to meet with Council and conduct community consultation as part of their design process.**
4. **Appoints Councillors S Weldon , R Prentice , R Ryles G Walder and Cr P Hill as a Proxy along with the Executive Manager Corporate and Community Services to assist the CEO in assessing the tenders received against the selection criteria for RFT 06/16 and to make a recommendation on the preferred tenderer to Council.**

CARRIED 6/0

14. ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS

OMC161022 COUNCIL PROCEDURAL DECISION

Moved Cr R Prentice; Seconded Cr S Weldon:

That this meeting be closed to members of the public at 8:06pm and move behind closed doors to discuss:

14.1 Consideration of Extending the CEO's Contract for a Further Term (File Ref: 250)

14.2 Proposal to Write Off LG Rates Over $500.00 on Assessments 9065, 9068 & 9069 (File Ref: 61)

14.3 Rates Payment Proposal Assessment 6684 (File Ref: 62)

as Item 14.1 deals with a matter affecting an employee and as such is subject to Section 5.23(a) of the Local Government Act 1995; Item 14.2 deals with the personal affairs of the ratepayer concerned and as such is subject to Section

5.23(B) of the Local Government Act 1995 and Item 14.3 deals with a contract which may be entered into, by the Shire and which relates to a matter to be discussed at the meeting and as such is subject to Section 5.23(c) of the Local Government Act 1995.

CARRIED 6/0

OMC161023 PROCEDURAL DECISION OF COUNCIL

Moved Cr R Prentice; Seconded Cr G Walder:

That item 14.1 be deferred until the end of the meeting.

CARRIED 6/0

8:06pm Miss Tiffany Farlow left the meeting.

8:06pm The meeting went behind closed doors.

14.2 PROPOSAL TO WRITE OFF LG RATES OVER $500.00 ON ASSESSMENTS 9065, 9068 & 9069 (FILE REF: 61)

OMC161024 COUNCIL DECISION

Moved Cr G Walder; Seconded Cr D Ross:

That Council authorise that the amount of $1,189.12 on Assessment numbers 9065, 9068 and 9069 be written off and that the rate record be amended to show the correct address on the rates notice.

CARRIED 6/0

14.3 RATES PAYMENT PROPOSAL ASSESSMENT 6684 (FILE REF: 62)

OMC161025 COUNCIL DECISION

Moved Cr Ross; Seconded Cr Ryles:

That Council

1. **Agrees to extend the deadline to 28 October 2016 for the commencement of the proposal put forward by the ratepayer for rates assessment number 6684 to pay the sum of $135,137.28 in twelve equal monthly instalments of $11,261.44, now to commence on 28 October 2016 as previously outlined in the proposed Deed of Settlement and Release, as agreed to by Council on 20 August 2016, in full settlement of all outstanding rates, interest and interest charges;**
2. **Authorises the affixing of the common seal to the deed of agreement.**
3. **Authorises the write-off of any further outstanding amounts including any interest that may otherwise be due on this debt until 28 October 2016.**

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL 6/0

All staff left the meeting at 8:38pm.

14.1 CONSIDERATION OF EXTENDING THE CEO'S CONTRACT FOR A FURTHER TERM (FILE REF: 250)

OMC161026 COUNCIL DECISION

Moved Cr G Walder; Seconded Cr R Ryles:

That Council:

1. **Agrees to extend the Term of the CEO Steven Deckert's Contract of Employment to 6 April 2018 with all other employment terms and conditions remaining unchanged.**
2. **Requires the CEO to meet the following targets in a timely manner:**
   - **(i). Main Street finalised by the end of the first quarter of 2017 or as near as is practical;**
   - **(ii). Outback way to be started early 2017 to give the best advantage of acquittal by July 2017;**
   - **(iii). The Laverton Community Hub to be started in 2017 for completion in 2018 as soon as practical.**
3. **Requests the CEO to make available for existing Councillors confidential viewing, the CEO's Contract of Employment.**

CARRIED 5/1

Cr Prentice voted against the motion.

The CEO returned to the meeting at 11:25pm and the President read aloud the decision of the Council.

11:35pm The meeting came out from behind closed doors.

As there were no members of the public present when the meeting came out from behind closed doors the President did not re-read aloud the decision of the Council.

15. NEXT MEETING

The next Ordinary Meeting of Council will be held on Thursday, 17 November 2016 at the Shire of Laverton Council Chambers, commencing at 5.00pm.

16. CLOSURE OF MEETING

There being no further business, the President declared the meeting closed at 11:35 pm.

17. CERTIFICATION BY CHAIRMAN

I, Patrick Hill, hereby certify that the Minutes of the Ordinary Meeting of Council held on 20 October 2016 are confirmed as a true and correct record, as per the Council resolution of the Ordinary Meeting of Council held on 17 November 2016.

SIGNED: ..... **DATED:** **17 NOVEMBER 2016**