SHIRE OF LAVERTON

MINUTES

OF THE ORDINARY MEETING OF COUNCIL

HELD AT 5:00PM ON THURSDAY 28 FEBRUARY 2019
IN THE SHIRE COUNCIL CHAMBERS AT
9 MACPHERSON PLACE, LAVERTON WA 6440

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ATTACHMENT NO	DESCRIPTION	DISTRIBUTION
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OMC190228-8.2.A	Minutes of Special Meeting of Council 07 February 2019	Attached
OMC190228-8.3.A	Minutes of Audit and Risk Committee Meeting 28 February 2019 (Unconfirmed)	Attached
OMC190228-10.1.A	President's Report	Attached
OMC190228-10.2.A	Elected Members' Report - Cr R Prentice	Attached
OMC190228-11.1.1.A	List of accounts for payment for December 2018	Attached
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OMC190228-11.1.3.A	Statement of Financial Activity for the period ending 30 November 2018	Attached
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OMC190228-11.3.1.A	Concept Drawing Design	Attached
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OMC190228-11.3.1.C	RFT 05.18-19 Laverton Airport Apron Extension Documentation	Attached
OMC190228-11.4.1.A	CONFIDENTIAL ATTACHMENT – Pier St Medical Pty Ltd	Separately
OMC190228-11.4.2.A	Policy 09.08 Nurses' Incentive Payment - proposed changes in red font	Attached
OMC190228-11.4.3.A	Updated Code of Conduct - changes in red font	Attached
OMC190228-13.1.A	Resignation - Cr Rosemary Street	Attached

MINUTES

OF THE ORDINARY MEETING OF COUNCIL
HELD AT 5:00PM ON THURSDAY 28 FEBRUARY 2019
IN THE SHIRE OF LAVERTON COUNCIL CHAMBERS

1. DECLARATION OF OPENING

The Shire President, Cr Patrick Hill, declared the meeting open at 5:00pm.

2. ANNOUNCEMENT OF VISITORS

There were no visitors present at this meeting.

3. RECORD OF ATTENDANCE

3.1 PRESENT

Cr Patrick Hill	President
Cr Shaneane Weldon	Deputy President
Cr Rex Ryles	Councillor (from 05:03pm)
Cr Robin Prentice	Councillor
Cr Deanne Ross	Councillor
Cr Rex Weldon	Councillor
Cr Rosemary Street	Councillor
Mr Peter Naylor	Chief Executive Officer
Mr Les Vidovich	Executive Manager Technical Services

3.2 APOLOGIES

Mr Phil Marshall	Deputy Chief Executive Officer

3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

There were no applications for Leave of Absence.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6. PUBLIC QUESTION TIME

There were no Public Questions.

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

There were no items to be discussed behind closed doors.

8. CONFIRMATION OF MINUTES

8.1 ORDINARY MEETING OF COUNCIL – 13 DECEMBER 2018 (FILE REF: 793)

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228.01 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr D Ross** **SECONDED:** **Cr R Weldon**

That the Minutes of the Ordinary Meeting of Council held on 13 December 2018, be confirmed as a true and correct record of proceedings.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	6	0

05:03pm Cr R Ryles joined the meeting

8.2 SPECIAL MEETING OF COUNCIL – 07 FEBRUARY 2019 (FILE REF: 793)

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228.02 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr R Prentice** **SECONDED:** **Cr R Ryles**

That the Minutes of the Special Meeting of Council held on 07 February 2019, be confirmed as a true and correct record of proceedings.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	0

8.3 AUDIT AND RISK COMMITTEE MEETING – 28 FEBRUARY 2019 (FILE REF: 207)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Peter Naylor, Chief Executive Officer
SENIOR OFFICER:	Not applicable
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

Minutes of the Audit and Risk Committee meeting which was held on 28 February 2019.

ATTACHMENTS

OMC190228-8.3.A Minutes of the Audit and Risk Committee Meeting held on 28 February 2019

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

An Audit and Risk Committee Meeting was held on 28 February 2019 and Council therefore needs to receive the Minutes of this Audit and Risk Committee Meeting and consider the Committee's recommendations to Council.

The recommendations to Council arising from the Audit and Risk Committee Meeting are as follows:

ARC190228.01 That the Minutes of the Audit and Risk Committee Meeting held on 22 February 2018 be confirmed as a true and accurate record of proceedings;

ARC190228.02 That the Audit and Risk Committee recommend to Council the adoption of the 2018 Compliance Audit Return.

ARC190228.03 That the Audit and Risk Committee recommend to Council that the Shire President and the Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.

The Minutes of the Audit and Risk Committee Meeting held on 28 February 2019 are now presented (Attachment OMC190228-8.3.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.
Sections 7.1.A, B &C -	Outline the rules for the establishment and conduct of the Audit and Risk Committee.

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

Nil.

COMMENT

The Audit and Risk Committee is comprised of the full Council so it is expected that the recommendations of the Committee will be adopted by Council.

VOTING REQUIREMENTS

Simple majority decision of Council required for Recommendation 1.

Simple majority decision of Council required for Recommendation 2.

Simple majority decision of Council required for Recommendation 3.

OMC190228.03 COUNCIL DECISION/OFFICER RECOMMENDATION 1

MOVED: **Cr S Weldon** **SECONDED:** **Cr D Ross**

That Council accepts the recommendation of the Audit and Risk Committee as a decision of Council, being:

ARC190228.01 That Council accept the Minutes of the Audit and Risk Committee Meeting held on 28 February 2019.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	0

OMC190228.04 COUNCIL DECISION/OFFICER RECOMMENDATION 2

MOVED: **Cr S Weldon** **SECONDED:** **Cr D Ross**

That Council accepts the recommendation of the Audit and Risk Committee as a decision of Council, being:

ARC190228.02 That the Audit and Risk Committee resolve to recommend to Council the adoption of the 2018 Compliance Audit Return.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	0

OMC190228.05 COUNCIL DECISION/OFFICER RECOMMENDATION 3

MOVED: **Cr S Weldon** **SECONDED:** **Cr D Ross**

That Council accepts the recommendation of the Audit and Risk Committee as a decision of Council, being:

ARC190228.03 That the Audit and Risk Committee resolve to:recommend to Council that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	0

9. PETITIONS/DEPUTATIONS/PRESENTATIONS

There were no petitions/deputations or presentations.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

There were no announcements by the Presiding Member.

10.1 PRESIDENT'S REPORT (FILE REF: 198)

OMC190228.06 COUNCIL DECISION/PROCEDURAL MOTION

MOVED: **Cr R Prentice** **SECONDED:** **Cr R Weldon**

That the President's report (Attachment OMC190228-10.1.A) as tabled, be received.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	0

10.2 ELECTED MEMBERS' REPORTS (FILE REF: 198)

OMC190228.07 COUNCIL DECISION/PROCEDURAL MOTION

MOVED: **Cr R Street** **SECONDED:** **Cr D Ross**

That the Elected Members' Report (Attachment OMC190228-10.2.A) submitted by Cr R Prentice be received.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	0

11. COUNCIL BUSINESS

11.1 FINANCE AND ADMINISTRATION BUSINESS

11.1.1 ACCOUNTS PAID AS AT 31 DECEMBER 2018 (FILE REF: 1276)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Darren Friend, Special Projects Officer
SENIOR OFFICER:	Phil Marshall, Deputy Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

The presentation of a list of accounts paid in December 2018 in accordance with Council Delegation 21.

ATTACHMENTS

OMC190228-11.1.1.A List of accounts for payment for December 2019

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

In accordance with Delegation 21, the Chief Executive Officer has approved the accounts listed in Attachment OMC190228 – 11.1.1 for payments in December 2018.

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

This report continues to "refine" processes as part of the implementation of the new Synerysoft accounting software to provide Council with the appropriate level of information in accordance with legislative requirements.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228.08 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr R Street** **SECONDED:** **Cr R Weldon**

That Council endorses the list of payments for the month of December 2018 made under Delegation 21 as per Attachment OMC190228–11.1.1A totalling $3,359,924.50 and summarised as follows:

Direct Debit Payments	**DD343.1-DD346.5, DDBank, DDPay0601-DDPay0605**	**$303,794.17**
EFT Payments	**EFT640-EFT760**	**$3,006,668.94**
Cheques	**13255-13270**	**$49,061.39**
Trust Payments	**EFT743-EFT744**	**$400.00**
	Total Payments	**$3,359,924.50**

SIMPLE MAJORITY	X	VOTES FOR	7	VOTES AGAINST	0

11.1.2 ACCOUNTS PAID AS AT 31 JANUARY 2019 (FILE REF: 1276)

SUBMISSION TO: Ordinary Meeting of Council, 28 February 2019

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

OWNER/APPLICANT: Shire of Laverton

AUTHOR: Darren Friend, Special Projects Officer

SENIOR OFFICER: Phil Marshall, Deputy Chief Executive Officer

PREVIOUS MEETING REFERENCE: Not applicable

MATTER FOR CONSIDERATION

The presentation of a list of accounts paid in January 2019 in accordance with Council Delegation 21.

ATTACHMENTS

OMC190228-11.1.2.A List of accounts for payment for January 2019

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

In accordance with Delegation 21, the Chief Executive Officer has approved the accounts listed in Attachment OMC190228–11.1.2.A for payments in January 2019.

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

This report continues to "refine" processes as part of the implementation of the new Synerysoft accounting software to provide Council with the appropriate level of information in accordance with legislative requirements.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228.09 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr D Ross** **SECONDED:** **Cr R Street**

That Council endorses the list of payments for the month of January 2019 made under Delegation 21 as per Attachment OMC190228–11.1.2.A totalling $1,205,040.94 and summarised as follows:

Direct Debit Payments	**DD342.1-DD342.6, DDPay0701-DDPay0704**	**$178,432.69**
EFT Payments	**EFT766-EFT802**	**$1,020,433.17**
Cheques	**13273-13277**	**$6,175.08**
	Total Payments	**$1,205,040.94**

SIMPLE MAJORITY	X	VOTES FOR	7	VOTES AGAINST	0

11.1.3 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 NOVEMBER 2018 (FILE REF: 1270)

SUBMISSION TO: Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST: The author has no financial interest in this matter
OWNER/APPLICANT: Not applicable
AUTHOR: Phil Marshall, Deputy Chief Executive Officer
SENIOR OFFICER: Peter Naylor, Chief Executive Officer
PREVIOUS MEETING REFERENCE: Not applicable

MATTER FOR CONSIDERATION

To accept the Statements of Financial Activity for the period ending 30 November 2018

ATTACHMENTS

OMC190228-11.1.3.A Statement of Financial Activity for the period ending 30 November 2018

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. The variances will be discussed at length at the Budget Review so that the entire 2018/19 budget can be addressed along with the Audited Financial Statements for 2017/18 which will provide a clear closing position for that year.

STATUTORY IMPLICATIONS

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.

Local Government (Financial Management) Regulations 1996

Section "34 – Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

(5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances"

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

Civic Leadership Objective - A financially strong and knowledgeable Shire, leading an empowered community

CONSULTATION

Chief Executive Officer

COMMENT

The Statements of Financial Activity having been generated and prepared by consultants Moore Stephens are presented to Council in their entirety.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228.10 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr R Street** **SECONDED:** **Cr S Weldon**

That Council in accordance with Clause 34 of the *Local Government (Financial Management) Regulations 1996* receives the Statement of Financial Activity for the period ending 30 November 2018 as shown in Attachment OMC190228–11.1.3.A.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	0

11.1.4 2018/2019 ANNUAL BUDGET REVIEW (FILE REF: 1261)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Darren Friend, Special Projects Officer
SENIOR OFFICER:	Phil Marshall, Deputy Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

To consider and adopt the Budget Review as presented for the period 1 July 2018 to 31 January 2019.

ATTACHMENTS

OMC190228-11.1.4.A 2018/2019 Budget Review Document for the period 1 July 2018 to 31 January 2019

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

A Statement of Budget Review incorporating year to date budget variations and forecasts to 30 June 2019 for the period ending 31 January 2019 is presented to Council for consideration. The *Local Government (Financial Management) Regulations 1996* Regulation 33A, 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, Sport and Cultural Industries (DLGSC) within 30 days of the adoption of the review.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Regulation 33A – 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.

RISK IMPLICATIONS

A budget review must be conducted as part of its statutory compliance.

An organisation reduces and manages risk by ensuring that financial budgets are regularly monitored and reviewed for the purposes of financial management.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The recommendation of this report provides efficient and effective financial management.

CONSULTATION

Peter Naylor	Chief Executive Officer
Les Vidovich	Executive Manager Technical Services
Johanna McGuire	Community Resource Centre Manager
Laurinda Hill	Great Beyond Visitor Centre Manager
Jo Morgan	Community Development Manager
Darren Friend	Special Projects Officer

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% or a $10,000 minimum for the reporting of material variances to be used in the Statements of Financial Activity and the annual Budget Review.

Details regarding each of the variations is summarised and included in the attachment.

As with any annual budget review, this review contains a number of variations with the explanations provided to support management's recommendation.

At the time of compilation of this item, completion of the 2017/2018 annual audit process is yet to be finalised. This means that Council's brought forward position (Net Current Assets) shown on pages 7 & 11 of the 2018/2019 Budget has yet to be confirmed.

In summary, the total impact on the 2018/2019 adopted Annual Budget is ($270,858) which consists of:

1a.	Decrease in capital expenditure – Great Central Road	35,000,000
1b.	Decrease in grant revenue – Great Central Road	(35,000,000)
2.	Net Increase in operating expenditure	(123,400)
3.	Net Increase in capital expenditure	(975,519)
4.	Net Increase in total revenue	828,061
	Total	**(270,858)**

Great Central Road is included as a separate item above, given its overall impact on the cash flow of the organisation and to reflect the fact that Council completed $5.5 million of works prior to the project being handed back to Main Roads WA.

The deficit shown above is considered to be a "worst case scenario" and of a manageable level at this stage of the 2018/2019 financial year. The proposed changes to the corporate structure and attributable savings in salaries, wages and associated on-costs will lessen this figure substantially as well as the proposed airport infrastructure works being funded partly from reserve if the works proceed within the current financial year.

VOTING REQUIREMENTS

Absolute majority decision of Council required.

OMC190228.11 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr R Street** **SECONDED:** **Cr R Ryles**

That Council:

1. **Notes the anticipated deficit of $270,858 at 30 June 2019 as attached;**
2. **Adopts the 2018/2019 Budget Review (Attachment OMC190228-11.1.4.A) as submitted to Council; and**
3. **Submits a copy of the Budget Review to the Department of Local Government Sport and Cultural Industries (DLGSC) within 30 days.**

ABSOLUTE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	0

11.1.5 RATES WRITE OFF – MINING TENEMENT – AUBREY LYNCH A10471 ORO DEL SUR PTY – A6355 (FILE REF: 1279)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Nikki Watene, Rates Officer
SENIOR OFFICER:	Phil Marshall, Deputy Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

That the Council consider the write off $1,277.34 in rate charges, interest and legal fees on A10471 and A6355

ATTACHMENTS

Not Applicable

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Tenement A10471 was granted on 08 September 2015 in the name of Aubrey Lynch believed to be the Director also of Oro Del Sur Pty. An interim in the amount of $227.21 was raised. After Mr Lynch received the initial interim notice he contacted the Shire via telephone stating that he was *"of Aboriginal descent and the rightful owner of this land and will not be paying any Shire Rates"* and was advised by Shire staff at the time to correspond with the CEO. No correspondence was received. Shire Rates for 2016/17 were raised and, in addition, penalty interest due to non-payment continued to accrue on the assessment.

A tenement death occurred 27 January 2017 creating an interim credit of $165.33, however as no payment had ever been received the amount now overdue was $427.99.

Tenement A6355 was granted on 27 March 2009 in the name of Aubrey Lynch however on 26 March 2012, it was transferred into the name of Oro Del Sur Pty. Only four payments were made on this tenement, the first payment being made on 14 October 2011 following Debt Recovery proceedings, and the final payment was made on 16 January 2013. No futher payments were received after that. A tenement death occurred on 12 February 2015 creating an interim credit of $120.87, however due to non-payment the amount outstanding including penalty interest remains totalling $849.35.

Debt Recovery attempts resulted in Mr Aubrey Lynch being sole Director of Oro Del Sur Pty. As per email received by Ampac Debt Recovery, they confirmed Mr Lynch was an elderly (81yrs) Aboriginal man who appeared to be in many news articles relating to Aboriginal rights and protesting mining on the land.

Mr Lynch holds one non-current tenement with the Shire in his own name. In the company name Oro Del Sur Pty he holds one non-current tenement and one still current tenement, both of which have outstanding balances.

Upon receving correspondence from the Shire's Debt Recovery team, Mr Lynch responded via letter stating that he had surrendered A10471. In response to A6355 Mr Lynch stated that this assessment was not owned by him but by a Company named Oro Del Sur. He then went on to sign the letter in his own name Aubrey Lynch C/- Oro Del Sur Pty, Ltd.

A response letter was sent by the Shire in agreement with the facts stated by Mr Lynch in his previous correspondence. The Shire proceeded to explain that due to the fact no payments had been received on the Dead Tenement A10471, the outstanding amount was still due. Furthermore it was noted that A6355 was in fact owned by a company in the name of Oro Del Sur, however our Debt Recovery investigations revealed that My Lynch was the Director of that company, which had been confimred by his own hand written letter received by the Shire signed Aubrey Lynch, C/- Oro Del Sur Pty.

Due to the small amounts outstanding at present covering both tenements, also taking into account the history of Mr Lynch and given the time and efforts made by both Shire staff and Debt Recovery Team, it is recommended to wirte off the amounts of $427.99 and $849.35 totalling $1,277.34.

STATUTORY ENVIRONMENT

Local Government Act 1995

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

(1) Subject to subsection (2) and any other written law, a local government may —

(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or

(b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money, which is owed to the local government.

** Absolute majority required.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Section 6.53 - **Land becoming or ceasing to be rateable land**

Where during a financial year —

(a) land that was not rateable becomes rateable land; or

(b) rateable land becomes land that is not liable to rates,

the owner of that land —

(c) is liable for rates proportionate to the portion of the year during which the land is rateable land; or

(d) is entitled to a refund of an amount proportionate to the portion of the year during which the land is not rateable land,

as the case requires.

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 implications for the Council is a reduction in rates income of $3,359.16 which is the amount to be written off as recommended. This amount will be taken into account at the budget review and at this time of writing will have a minimal effect on the overall budget position.

STRATEGIC IMPLICATIONS

Civic Leadership Objective - A financially strong and knowledgeable Shire, leading an empowered community

CONSULTATION

Chief Executive Officer

COMMENT

The implication for the Council is a reduction in rates income of $1,277.34 which is the amount to be written off as recommended. This amount will be taken into account at the budget review and at this time of writing will have a minimal effect on the overall budget position.

VOTING REQUIREMENTS

Absolute majority decision of Council required.

OMC190228.12 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr R Street** **SECONDED:** **Cr R Weldon**

That the Council, by absolute majority under Section 6.12 (c) of the *Local Governemnt Act 1995*, write off $1,277.34 on the rates levied on AUBREY LYNCH A10471 AND ORO DEL SUR PTY A6355:

1. **Decrease by $1,277.34 General Ledger no 3030130 titled Rates Levied Synergy.**
2. **Increase by $1,277.34 General Ledger no 2030118 titled Rates Write off.**

ABSOLUTE MAJORITY	X	VOTES FOR	6	VOTES AGAINST	1

11.1.6 RATES WRITE OFF – MINING TENEMENT – MB EXPLORATION A10660 (FILE REF: 1279)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Nikki Watene, Rates officer
SENIOR OFFICER:	Phil Marshall, Deputy Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

That the Council consider the write off $3,359.16 in rate charges, interest and legal fees on A10660 for MB Exploration.

ATTACHMENTS

Not Applicable

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

This assessment was created 05 May 2017. At the time the tenement owner in the name of MB Exploration held two other assessments, both of which had outstanding rate balances.

A small interim was raised for the 2016/17 financial year of $1,099.31 at the time of the grant, with full rates being raised in September at the time of the annual Rate run for the following year 2017/18 of $3,992.41. Only one payment was ever received in the amount of $1,250.00 on 19 February 2018. A tenement death dated 08 March 2018 was received by the Shire creating an Interim credit of $1,476.64.

A total amount of $3,359.16 inclusive of legal charges and penalty interest is currently outstanding.

Upon MB Exploration receiving a notice of intention to take legal action on all assessments which at the time had an outstanding balance in excess of $30,000 covering both the still current and the tenement death, contact was made via email from the tenement owner requesting to arrange payment of $10,000 immediately and the rest shortly thereafter. The initial payment was made, however no further payments were received. Legal action was taken and caveats were placed on both of the still current tenements.

Simultaneously on 18 September 2018, the two (still current) assessments were sold to a company in the name of Complete Resource Solutions, as the amounts outstanding on these assessments were in excess of $20,000. Contact was made with the new owner to inform them that due to the excess amounts outstanding incurred from the previous owners, we had placed caveats on these two tenements which would remain in place until the outstanding amounts were paid in full. The new owner ultimately agreed and has to date made two monthly payments as agreed.

In regards to A10660*, "AMPAC Debt Recovery results were that the company MB Exploration has now been de-registered and due to the fact that the tenement is now dead, the legal fees to pursue the outstanding amount of $3,359.16 would far outweigh the legal fees to proceed with further action."*

STATUTORY ENVIRONMENT

Local Government Act 1995

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

(1) Subject to subsection (2) and any other written law, a local government may —

(a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or

(b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money, which is owed to the local government.

* *Absolute majority required.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Section 6.53 - **Land becoming or ceasing to be rateable land**

Where during a financial year —

(a) land that was not rateable becomes rateable land; or

(b) rateable land becomes land that is not liable to rates,

the owner of that land —

(c) is liable for rates proportionate to the portion of the year during which the land is rateable land; or

(d) is entitled to a refund of an amount proportionate to the portion of the year during which the land is not rateable land,

as the case requires.

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 implications for the Council is a reduction in rates income of $3359.16 which is the amount to be written off as recommended. This amount will be taken into account at the budget review and at this time of writing will have a minimal effect on the overall budget position.

STRATEGIC IMPLICATIONS

Civic Leadership Objective - A financially strong and knowledgeable Shire, leading an empowered community

CONSULTATION

Chief Executive Officer

COMMENT

Given all of the efforts made by Shire staff and in consideration of the added expense of legal fees to proceed with debt recovery. It is recommended that the current amount outstanding of $3,359.16 in rate charges and interest for A10660.

VOTING REQUIREMENTS

Absolute majority decision of Council required.

OMC190228.13 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr R Street** **SECONDED:** **Cr S Weldon**

That the Council by absolute majority under Section 6.12 (c) of the *Local Governemnt Act 1995* write off $3,359.16 on the rates levied on Mining Tenement A10660 MB Exploration:

1. **Decrease by $3,359.16 General Ledger no 3030130 Titled Rates Levied Synergy.**
2. **Increase by $3,359.16 General Ledger no 2030118 Titled Rates Write off.**

ABSOLUTE MAJORITY	X	VOTES FOR	7	VOTES AGAINST	0

05:52pm Cr R Prentice left the meeting.

05:54pm Cr R Prentice rejoined the meeting.

11.1.7 FRIENDS OF LAVERTON CEMETERY ADVISORY GROUP (FLCAG) (FILE REF: 793)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Phil Marshall, Deputy Chief Executive Officer
SENIOR OFFICER:	Peter Naylor, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

That the Council receive the minutes from the FLCAG meeting held on 19 February 2019 and consider two recommendations to the Council - Master Plan and Budget Allocation 2019/20.

ATTACHMENTS

Nil

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

The minutes of the meeting held on Tuesday 19 February 2019 are appended below and form the basis for this report.

SHIRE OF LAVERTON
Discover the Outback Spirit

MINUTES

FRIENDS OF LAVERTON CEMETERY ADVISORY GROUP (FLCAG) MEETING

Held on Tuesday 19 February 2019 at 5.00pm in the Shire of Laverton Council Chambers

1.0 DECLARATION OF OPENING

The Presiding Member, Rod Hill welcomed all members and declared the meeting open at 5.00pm

2.0 RECORD OF ATTENDANCE

2.1 Members Present

• Rod Hill	Presiding Member
• Carol Hill	Committee Member
• Cr Robin Prentice	Committee Member
• Cr Deanne Ross	Committee Member
• Peter Naylor	Chief Executive Officer
• Phil Marshall	Deputy Chief Executive Officer

2.2 Apologies

• Les Vidovich	Executive Manager Technical Services
• Cr Rex Weldon	Committee Member
• Cr Shaneane Weldon	Deputy Presiding Member
• Rob Wedge	Committee Member

3.0 CONFIRMATION OF MINUTES

3.1 Unconfirmed Minutes of FLCAG Meeting 19 June 2018

Committee Recommendation

That the minutes of the FLCAG meeting held on 19 June 2018 be confirmed as a true and accurate record of proceedings

Moved: Carol Hill	**Seconded: Cr Robin Prentice**	**Carried**

3.2 Other Business

The Committee acknowledged the work being carried out at the cemetery and it is pleasing to see the transformation of this community facility. Acknowledgement of the Works and Town Crews with their efforts.

4.0 OTHER BUSINESS

4.1 Laverton Cemetery Master Plan – Project Based Initiatives

SHIRE OF LAVERTON
Discover the Outback Spirit

Laverton Cemetery Master Plan – Project Based Initiatives

Introduction

The purpose of this paper is to determine the direction and implementation of projects to improve the Laverton Cemetery.

The Shire of Laverton together with the Friends of Laverton Cemetery Advisory Committee are committed in moving forward with the revitalisation of the cemetery.

The Cemetery is recognised in the Councils Community Strategic Plan to develop "…modern, well maintained other built infrastructure".

As the Plan is to set the strategic vision for the development of this important facility within the Shire, it is imperative that the Community come together and develop a facility which acknowledges all cultural differences of Australians and to ensure that the history of the Cemetery is preserved for future generations.

Master Plan Summary

This paper is built upon the need to revitalise the cemetery and develop the cemetery through project based initiatives.

The vision is for the "Laverton Cemetery to be a valued community asset that is appreciated for its excellent service, quality of grounds and facilities and its long term cultural significance"

The vision will be underpinned by four key strategies which are:

A Planned Future

Guiding development through a strategic approach that recognises the long-time view in which the site will be developed and to put in place resources and budget allocations for the orderly roll out of new projects.

Circulation and Access

A framework for connection assists visitors to find their way around the cemetery. Vehicle and pedestrian movement into and through the site needs to be simple, convenient and a positive experience for all visitors.

Comfort and Amenity

Catering for the living recognises that a high level of amenity and excellent facilities are important at all times for families and friends. Initial and subsequent visits should deliver peace, comfort and tranquillity.

Operations and Infrastructure

Building efficiencies through a targeted works program focussed on improved resources and support.

Master Plan Projects

The Cemetery projects arise and respond to identified strategies underpinning the future vision for the Cemetery. The projects will be budgeted and priorities will correlate annually in accordance with the Shire's annual budget processes. The projects may be implemented independently or concurrently and respond to trends and demands for operations, burials and /or memorisation.

To date the cemetery plan has identified projects that range between critical through to desirable.

Adopt the Master Plan - Council to endorse and implement the Master Plan and it is to be treated as a flexible plan as issues and concerns are raised within the community. The importance of the effort and contributions by the Friends of the Laverton Cemetery Advisory Group is critical in achieving results.

Project based initiatives to be considered:

- Development of a base plan to be continually refined as issues develop by the committee and approved by the council
- The construction of drainage and barriers to prevent wash out of the cemetery and grave areas
- The construction of external and internal roads and pathways
- The construction of entrance road including crossover to lead visitors to the entrance
- The replacement of the existing fencing
- The construction of an information board/shelter
- Research and background to the cemetery to be included on the information board/shelter
- The construction of a shelter for visitors
- The implementation of gardens both along the boundary fences and internal areas to be designated and developed
- Interpretative signage
- The construction of a niche wall
- Placement of seating in strategic areas
- Construction of toilets
- Incorporate disability access into all project considerations
- Plan the 4 quadrants of the cemetery
- Develop a maintenance program for the cemetery
- Ensure the water supply to the cemetery with appropriate infrastructure
- The construction of car parks including sealing at the front of the cemetery including the designation of disabled parking

The list is not exhaustive and starts the planning process for the Laverton Cemetery and denotes the role of the Friends and Council working together for the community.

Committee Recommendation		
That the FLACG recommends to the Council the endorsement of the Laverton Cemetery Master Plan – Project Based Initiatives to be adopted by the Council as the basis for progressing the Laverton Cemetery.		
Moved: Carol Hill	**Seconded: Cr Robin Prentice**	**Carried**

4.2 Priorities and Budget for the 2019/20 Financial Year

The following priorities were identified by the Committee:

- Water tank and pump to ensure that the plants and trees are all watered (keep the water up) on a regular basis
- Self-composting toilet
- Niche Wall
- It was recommended that an allocation of $50,000 be considered by the Council in the 2019/20 financial year to ensure the progression of the work of the FLCAG.

Committee Recommendation		
That the FLCAG recommends to the Council that an allocation of $50,000 be considered in the 2019/20 budget to progress the initiatives at the Laverton Cemetery including, water tank and pressure pump, self-composting toilet and Niche wall.		
Moved: Carol Hill	**Seconded: Cr Deanne Ross**	**Carried**

5.0 GENERAL BUSINESS

The CEO advised the Committee members that an email has been received from "Outback Grave Markers" and discussions will be held with neighbouring Councils to see whether efficiencies in numbers can be achieved with costs. Further information to be provided as it comes to hand.

6.0 NEXT MEETING

The next meeting to be held in the Shire of Laverton Council Chambers on Tuesday 21 May 2019 commencing at 5.00pm.

7.0 CLOSURE OF MEETING

The Presiding Member, Rod Hill, thanked all those in attendance for their contribution and declared the meeting closed at 5.50pm.

8.0 CERTIFICATION BY PRESIDING PERSON

I, Rod Hill, Presiding Member of the FLCAG, hereby certify that the Minutes of the meeting held on Tuesday 19 February 2019 are confirmed as a true and correct record of the proceedings of the Committee and reported to the Council accordingly.

Signed: **Date:**

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 a consideration fro the 2019/20 financial budget deliberations for an allocation of $50,000

STRATEGIC IMPLICATIONS

The recommendations fall undet the Councils strategic Plan as follows:

Outcome 3.2 Modern, well maintained other built infrastructure

3.2.1 Preserve heritage assets for future generations

3.2.2 Well maintained service provision buildings

CONSULTATION

Nil.

COMMENT

The FLCAG Committee is seeing the fruits of their efforts and that of the councils workforce as the cemetery develops from an unkempt facility to one where the council is committed to improve the facility.

In the 2018/19 budet the council allocated $30,000 (Gazebo, seating, fencing and plants) and a further amount of $78,000 to the roadworks, drainage and carpark development.

These projects have either been completed or well underway to completion.

The FLCAG has recommeded that the progression continue and a further allocation of $50,000 be considered by the council in the 2019/20 and the recommendation to the council reflects this intent.

In addition the FLCAG have adopted a Master Paln based on project initiatrives to develop the cemetery. It is a simple document in its format, however, it is based on the practacilitaties of getting the job done and to be reviewed and amended as projects are completed.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228-14 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr R Prentice** **SECONDED:** **Cr R Weldon**

That the Council adopt the following recommendations from the FLCAG:

1.0 That the FLCAG recommends to the Council that an allocation of $50,000 be considered in the 2019/20 budget to progress the initiatives at the Laverton Cemetery including, water tank and pressure pump, self-composting toilet and Niche wall.

2.0 That the FLACG recommends to the Council the endorsement of the Laverton Cemetery Master Plan – Project Based Initiatives to be adopted by the Council as the basis for progressing the Laverton Cemetery.

SIMPLE MAJORITY	X	VOTES FOR	7	VOTES AGAINST	0

11.2 ENVIRONMENTAL HEALTH/BUILDING BUSINESS

There was no Environmental Health/Building business.

11.3 WORKS AND SERVICES BUSINESS

11.3.1 RFT 05-18.19 APRON EXTENSION – LAVERTON AIRPORT (FILE REF: 1029)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Les Vidovich, Executive Manager Technical Services
SENIOR OFFICER:	Peter Naylor, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Nil

MATTER FOR CONSIDERATION

This report is seeking Council's approval to call tenders for RFT 05-18.19 Apron Extension – Laverton Airport.

ATTACHMENTS

OMC190228-11.3.1.A	Concept Drawing Design
OMC190228-11.3.1.B	Preliminary Budget Estimation
OMC190228-11.3.1.C	RFT 05-18.19 Apron Extension - Laverton Airport – Tender documentation

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Laverton's airport is currently experiencing a large increase in aircraft traffic and movement from both the regular public transport operator (Skippers) and chartered airline companies (including Maroomba and Cobham) that are servicing local residents and surrounding mine site personnel.

Combining this with the Royal Flying Doctor Service and any private recreational operator that maybe travelling to Laverton, aircraft apron parking space has at times become insuffient to the point where pilots have had to park their aircraft off the apron and on the natural ground.

Staff have made an application through the Department of Transport's Regional Airport Development Scheme (RADS) and the Goldfields Esperance Development Commission's Regional Economic Development Scheme (REDS) to expand and double the apron parking capacity at the Shire of Laverton's airport from two to four aircraft. A copy of the proposed concept drawing design is attached at OMC190228-11.3.1.A.

In accordance with the Tender Regulations of the *Local Government Act 1995*, Councils are required to call tenders for works where the value of works exceeds $150,000. The proposal is to call tenders for the project with the item being brought back to a further Ordinary Meeting of Council for possible determination and discussion if the project will proceed.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 3.57 - Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996

Part 4 – Provision of Goods and Services – Provides the detail of when tenders are required to be called and the process for dealing with and awarding tenders.

Civil Aviation Safety Regulations 1998

Civil Aviation Safety Authority, Manual of Standards Part 139 – Aerodromes and

Australian Standards AS/NZS 3000:2007

POLICY IMPLICATIONS

Council's Policy 02.18 Purchasing will be applied by staff when calling for tenders, in particular Section 8 Buy Local which states, as much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

FINANCIAL IMPLICATIONS

The cost to extend the current apron at Laverton's Airport is estimated to be $708,400. The Shire of Laverton currently has two grant applications lodged to support the proposed extension.

The first grant application is with the Department of Transport as part of their Regional Airport Development Scheme (RADS) and, if successful, the Shire will need to to contribute 50% towards the Project ($354,200).

The second grant application is with the Goldfields Esperence Development Commission's (GEDC), Regional Economic Development Scheme. If successful, the Project will be fully funded with no contribution required from the Council.

If Council is unsuccessful in both of these applications, the Project could still proceed with the first contribution it will be receiving from the three mining companies for the construction of Mt Weld Road.

Any shortfall for this project could then be funded from Council's general revenue, consisting of Financial Assistant Grants or Roads to Recovery allocations and will form part of its 2019/2020 budget deliberations.

The exact method of funding for the construction and extention of the Shire of Laverton's apron will be presented at a future Council meeting once the proposed tender has closed.

STRATEGIC IMPLICATIONS

The Shire of Laverton's Strategic Community Plan identifies a safe and efficient transport network as a desired focus and outcome.

CONSULTATION

Consultation has occurred between:

- Shire of Laverton - Chief Executive Officer
- Shire of Laverton - Executive Manager Technical Services
- Aerodrome Management Services
- Goldfields Esperance Development Commision; and
- Department of Transport

COMMENT

The cost to extend the current apron at Lavertons airport is estimated at $708,400. A breakdown spreadsheet of the proposed costs is is attached at OMC190228-11.3.1.C.
There is no obligation on Council to appoint a tenderer or to carry out the project and, in accordance with Part 4 (11) of the *Local Government (Functions and General) Regulations 1996*, called Tenders will remain valid for for a period of up to six months from the closing date of the Tender.
It is recommend by staff that once the detailed design plans are drawn up, tenders be called to extend the apron at Laverton's Airport with a report presented to Council at a future meeting to determine if the project is to proceed and how it is to be funded

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228-15 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr D Ross** **SECONDED:** **Cr R Prentice**

That Council,

1. Approves the calling of tenders for RFT 05-18.19 Apron Extension - Laverton Airport, with the item being brought back to an Ordinary Meeting of Council for determination.

2. Endorses the following selection Criteria and Weightings:

A:	**Organisational Experience and Capacity** (a) Provide details of similar work previously undertaken; (b) Provide reference sheet or list of relevant previously completed projects; (c) Provide referees; (d) Demonstrate capacity of organisation to resource the work;	**30%**
B:	**Key Personnel Experience and Overall Capacity** (e) Provide details of past relevant experience of key staff; (f) Provide CV's or, as a minimum, employment history; (g) Provide referees; (h) Provide reference to staff who will be maintaining plant, labour & works progress; (i) Include reference to the organisation's capacity to provide backup resources (j) Provide details for employment and training opportunities for Local Aboriginals	**30%**

C:	**Extent of Plant & Mechanical Support** (k) Identify types of plant available for this project; (l) Nominate age or hours of each item of plant; (m) Specifically detail the items of mechanical support and refueling equipment for this project; (n) Identify any items of plant or attachments which are special or have an advantageous application to the works and locations identified with the tender	**20%**
D:	**Experience with Working in Rural and Remote Areas** (o) Nominate specific examples in previous projects reference sheet; (p) Provide details of the organisation's Occupational Health and Safety records;	**20%**

3. Authorises the Chief Executive Officer to advertise for Expressions of Interest for further development of a new Terminal at Laverton Airfield.

SIMPLE MAJORITY	X	VOTES FOR	7	VOTES AGAINST	0

11.4 PLANNING AND DEVELOPMENT BUSINESS

11.4.1 LAVERTON MEDICAL PRACTICE (FILE REF: 225)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Pier Street Medical
AUTHOR:	Peter Naylor, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Resolution OMC161231 Ordinary Meeting of Council 15 December 2016 Resolution OMC170921.17 Ordinary Meeting of Council 21 September 2017

MATTER FOR CONSIDERATION

Council to consider the future provision of medical services within the Shire of Laverton.

ATTACHMENTS

OMC190228-11.4.1.A Pier Street Medical Pty Ltd CONFIDENTIAL

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

At the Ordinary Meeting of Council on 21 September 2017, Council entered into a Deed of Agreement with Pier Street Medical Pty Ltd for the delivery of medical services within the Shire of Laverton an additional period from 1 April 2017 to 30 June 2019 (expiration date).

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 immediate financial implications for Council.

Future funding requirements, beyond 30 June 2019, will be included in the Health Schedule of the 2019/2020 Budget.

STRATEGIC IMPLICATIONS

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

CONSULTATION

Dr Charl du Plessis, Pier Street Medical Pty Ltd

COMMENT

With the pending expiration of the current Deed of Agreement with Pier Street Medical (PSM) for the provision of medical services within the Shire of Laverton the Chief Executive Officer (CEO) has commenced negotiations with PSM to ascertain their intentions for the future.

The CEO and Deputy CEO met with Dr Charl du Plessis on Thursday 14 February 2019 to commence the aforemenioned dialogue, this was followed up with an email to PSM on the same day.

Pier Street Medical have responded confirming their interest in entering into a new Deed with the Shire and advised that the associated retainer costs would only be increased by the Consumer Price Index compounded since July 2017.

As Council is aware a 50% contribution for the Medical Service retainer has historically been paid by local mining companies. To continue this practice the CEO has written to all of the mining companies, both long standing and new, to assess their willingness to continue to participate in the "Mining Company Contribution".

Whilst there have been some instances in the past where PSM were unable to attract or retain doctors in Laverton they have certainly attempted to comply with the Deed of Agreement and the medical services have been provided in accordance with the Deed.

Dr Charl du Plessis and his medical associates seem to be very popular with the local community and strive to provide an excellent service.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228-16 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr S Weldon** **SECONDED:** **Cr R Street**

That Council:

1. **Authorises the Chief Executive Officer (CEO) to continue to liaise with Pier Street Medical Pty Ltd for provision of medical services within the Shire of Laverton.**
2. **Authorises the CEO to prepare a draft Deed of Agreement for a five year period, following the outcome of negotiations with Pier Street Medical Pty Ltd, and present to Council for approval.**

SIMPLE MAJORITY	X	VOTES FOR	7	VOTES AGAINST	0

06:06pm Cr D Ross declared a financial interest in Agenda Item 11.4.2 and left the meeting.

11.4.2 POLICY 09.08 NURSES' INCENTIVE PAYMENT - UPDATE (FILE REF: 721)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Phil Marshall Deputy Chief executive officer
SENIOR OFFICER:	Peter Naylor Chief Executive Officer
PREVIOUS MEETING REFERENCE:	

MATTER FOR CONSIDERATION

That the Council consider the following change to the current policy to include incentive for part time employees (minimum 20 hours per week) to access the payment and avail themselves to the full incentive on a six monthly basis.

ATTACHMENTS

OMC190228-11.4.2.A Policy 09.08 Nurses' Incentive Payment with proposed changes in red font.

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Not applicable.

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 an existing policy which is shown as Attachment OMC190228-11.4.2.A excluding the amendments shown in red font.

FINANCIAL IMPLICATIONS

The Council may have an increase in contributions for this policy over time and nil effect for the 2018/19 financial year. The Council will address any proposed increases in the budget deliberations for the 2019/20 financial year.

STRATEGIC IMPLICATIONS

Civic Leadership Objective - A financially strong and knowledgeable Shire, leading an empowered community

CONSULTATION

Chief Executive Officer

COMMENT

Nurses and midwives in remote areas live and work in difficult conditions, frequently working long hours and often having to deal with emergencies without medical support. The daily challenges are well documented and can include professional isolation, an extended scope of practice, and working and living in a different social and cultural setting.

Long term temporary employees (12 months and over)

These employees are entitled to the full incentive compensation package based on length of service.

In the past, temporary (part time employees) have accessed the incentive payment on a pro-rata basis.

Councillors are well aware that the retention of staff in any area is always a risk management strategy and especially for the hospital and the political situation where the government has not honoured funding commitments. The aim of this policy is to ensure that not only are the full time employees are assisted but also the part time employees who have been working consistently at the hospital for 12 months and over.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228-17 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr R Ryles** **SECONDED:** **Cr R Weldon**

That the Council endorse the new Policy 09.08 Nurses' Incentive Payments (shown as Attachment OMC190228-11.4.2.A) effective from 01 July 2019.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	0

06:12pm Cr D Ross rejoined the meeting.

11.4.3 SHIRE OF LAVERTON - CODE OF CONDUCT (FILE REF: 1035)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Phil Marshall, Deputy Chief Executive Officer
SENIOR OFFICER:	Peter Naylor, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	

MATTER FOR CONSIDERATION

This item recommends Council's adoption of an updated Code of Conduct.

ATTACHMENTS

OMC190228-11.4.3.A Updated Code of Conduct with Changes in red font

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

On 29 October 2018 WALGA's Governance Advisor, Lyn Fogg, sent out an update to all local governments on social media, cyber bullying and abuse (see previous agenda item). On reviewing the Shire of Laverton's existing Code of Conduct, the DCEO noted that the Shire of Laverton's Code of Conduct is based word-for-word on WALGA's Model Code of Conduct but lacks clauses, or parts of clauses that now appear in WALGA's Model Code of Conduct.

These clauses have been highlighted in red font in the Attachment OMC190228-11.4.3.A to this agenda item and relate to;

- Principles affecting the employment of employees of the Shire (shown under section 1.3 on page 4)
- Use of Confidential Information (shown under section 3.1 on pages 6 and 7)
- Improper or Undue Influence (shown under section 3.3 on page 7)
- Gifts (shown under section 3.4 on page 8)
- Personal Communications and Social Media (shown under section 4.3 on pages 9 and 10)

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Local Government Act 1995 Local Government (Rules of Conduct)

Regulations 2007 Local Government (Administration) Regulations 1996

Corruption, Crime and Misconduct Act 2003

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

Civic Leadership Opportunities

This Strategic Community Plan will provide the mechanism to ensure services delivered are aligned to community's expectations.

By continuing to strive to be forward thinking, and having strong representation providing good leadership, the Shire will proactively communicate and acknowledge local feedback to ensure the services delivered are representative of the community's needs.

CONSULTATION

Chief Executive Officer

COMMENT

Councillors may have prior knowledge of instances in the past where the conduct of Councillors or employees has impinged or bordered upon on being a contravention of the clauses that are now being recommended to Council.

The Shire of Laverton is not alone in that regard and an increasing number of local governments now find themselves in the public spotlight where the inappropriate disclosure of confidential information, the exercise of improper or undue influence, abusive personal communications and/or hostile social media has come to the forefront.

Unfortunately, that sort of conduct by Councillors or employees can do irreparable damage to the image and standing of the Council within the community, no matter how righteous an action may have seemed at the time by any individual.

The conduct should be discouraged actively rather than passively tolerated.

The level of Risk Mitigation Strategy if not managed properly, the conduct of Councillors, committee members and employees may reflect poorly on the Shire of Laverton's professionalism, leading to a High risk probability.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228-18 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr R Street** **SECONDED:** **Cr D Ross**

That the Council adopt the Shire of Laverton's Code of Conduct incorporating the changes shown in red font as shown in Attachment OMC190228-11.4.3.A.

SIMPLE MAJORITY	X	VOTES FOR	7	VOTES AGAINST	0

11.4.4 SHIRE OF LAVERTON COMMON SEAL (FILE REF: 664)

SUBMISSION TO:	Ordinary Meeting of Council, 28 February 2019
DISCLOSURE OF INTEREST:	Nil
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Peter Naylor, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Nil

MATTER FOR CONSIDERATION

Seeking Council endorsement for the affixing of the Shire of Laverton Common Seal on various documents in accordance with Council Policy 2.07 Execution of Documents.

ATTACHMENTS

Nil

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Shire of Laverton Policy 02.07 states:

> *It is Council's Policy that, for a document to be validly executed, the common seal is to be affixed to the document and the President and the Chief Executive Officer attest the affixing of the seal. Any documents executed in this manner must be endorsed by Council resolution.*

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.

Section 9.49A - Execution of documents

(1) A document is duly executed by a local government if —

(a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or

(b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.

(2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.

(3) The common seal of the local government is to be affixed to a document in the presence of —

(a) the mayor or president; and

(b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.

(4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

(5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.

(6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.

(7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

POLICY IMPLICATIONS

Shire of Laverton Policy 02.07 Execution of Documents.

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

Nil.

COMMENT

During the previous month the Shire President and/or the Chief Executive Officer witnessed the affixing of the Shire of Laverton Common Seal to the following document(s):

1. 29 January 2019 – Sale of 8 Cable Street, Laverton – Shire of Laverton and Goldfields Settlements.
2. 04 February 2019 – Water Access Agreement – Shire of Laverton and Focus Minerals (Laverton) Pty Ltd.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228-19 COUNCIL DECISION/OFFICER RECOMMENDATION

MOVED: **Cr S Weldon** **SECONDED:** **Cr R Street**

That Council endorses the affixing of the Shire of Laverton Common Seal to the following document(s):

1. **29 January 2019 – Sale of 8 Cable Street, Laverton – Shire of Laverton and Goldfields Settlements.**
2. **04 February 2019 – Water Access Agreement – Shire of Laverton and Focus Minerals (Laverton) Pty Ltd.**

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	7	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

OMC190228.20 PROCEDURAL DECISION

MOVED: **Cr S Weldon** **SECONDED:** **Cr R Weldon**

That the following items of business of an urgent nature be introduced to the meeting:

13.1 Resignation - Cr Rosemary Street; and

13.2 Leave of Absence - Cr Rex Ryles

SIMPLE MAJORITY	X	VOTES FOR	7	VOTES AGAINST	0

13.1 RESIGNATION - CR ROSEMARY STREET (FILE REF: 793)

Cr Rosemary Street tendered her Letter of Resignation (Attachment OMC190228-13.1.A), effective from 29 February 2019, to the Presiding Member. Cr P Hill read the letter aloud to the meeting and offered Council's congratulations and thanks to Cr Street for her loyal, passionate and commited service to Council and the Laverton Community. Council wished Cr Street their best wishes for the future.

13.2 LEAVE OF ABSENCE - CR R RYLES

Cr R Ryles, having been absent from the meeting for Agenda Item 4, advised Council that he would not be available for the March Ordinary Meeting of Council on 28 March 2019 due to business commitments.

VOTING REQUIREMENTS

Simple majority decision of Council required.

OMC190228.22 PROCEDURAL DECISION

MOVED: **Cr R Street** **SECONDED:** **Cr R Weldon**

That Council approve a Leave of Absence for Cr R Ryles for the March Ordinary Meeting of Council on 28 March 2019.

SIMPLE MAJORITY	X	VOTES FOR	7	VOTES AGAINST	0

14. ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS

There were no items listed for consideration behind closed doors.

Items in this section of the Agenda are presented to Council for consideration behind closed doors in accordance with the provisions of Section 5.23 of the *Local Government Act 1995* as listed below:

Section 5.23 of the *Local Government Act 1995* - Meetings generally open to public

(1) Subject to subsection (2), the following are to be open to members of the public -

(a) all council meetings and

(b) all meetings of any committee to which a local government power or duty has been delegated.

Are to be open to members of the public. Subsection (3) allows that if a meeting is being held by a council or a committee referred to in subsection (1)(b),

(2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —

(a) a matter affecting an employee or employees; and

(b) the personal affairs of any person; and

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and

(e) a matter that if disclosed, would reveal —

(i) a trade secret; or

(ii) information that has a commercial value to a person; or

(iii) information about the business, professional, commercial or financial affairs of a person,

where the trade secret or information is held by, or is about, a person other than the local government; and

(f) a matter that if disclosed, could be reasonably expected to —

(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or

(ii) endanger the security of the local government's property; or

(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

and

(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and

(h) such other matters as may be prescribed.

(3)	A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

15. NEXT MEETING

The next Ordinary Meeting of Council will be held on Thursday, 28 March 2019 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 6:25pm.

17. CERTIFICATION OF MINUTES

I, Patrick Hill, hereby certify that the Minutes of the Ordinary Meeting of Council held on 28 February 2019 are confirmed as a true and correct record, as per the Council resolution of the Ordinary Meeting of Council held on 28 March 2019.

SIGNED: ..... **DATED:** **28 MARCH 2019**

ORDINARY MEETING OF COUNCIL
28 February 2019

ATTACHMENTS

ATTACHMENT NO	DESCRIPTION
OMC190228-8.1.A	Minutes of Ordinary Meeting of Council 13 December 2018
OMC190228-8.2.A	Minutes of Special Meeting of Council 07 February 2019
OMC190228-8.3.A	Minutes of Audit and Risk Committee Meeting 28 February 2019 (Unconfirmed)
OMC190228-10.1.A	President's Report
OMC190228-10.2.A	Elected Members' Report - Cr R Prentice
OMC190228-11.1.1.A	List of accounts for payment for December 2018
OMC190228-11.1.2.A	List of accounts for payment for January 2019
OMC190228-11.1.3.A	Statement of Financial Activity for the period ending 30 November 2018
OMC190228-11.1.4.A	2018/2019 Budget Review Document for the period 01 July 2018 to 31 January 2019
OMC190228-11.3.1.A	Concept Drawing Design
OMC190228-11.3.1.B	Preliminary Budget Estimation
OMC190228-11.3.1.C	RFT 05.18-19 Laverton Airport Apron Extension Documentation
OMC190228-11.4.1.A	CONFIDENTIAL ATTACHMENT – Pier St Medical Pty Ltd
OMC190228-11.4.2.A	Policy 09.08 Nurses' Incentive Payment - proposed changes in red font
OMC190228-11.4.3.A	Updated Code of Conduct - changes in red font
OMC190228-13.1.A	Resignation - Cr Rosemary Street

ORDINARY MEETING OF COUNCIL
28 February 2019

ATTACHMENTS

ATTACHMENT NO	DESCRIPTION
OMC190228-8.1.A	Minutes of Ordinary Meeting of Council 13 December 2018
OMC190228-8.2.A	Minutes of Special Meeting of Council 07 February 2019
OMC190228-8.3.A	Minutes of Audit and Risk Committee Meeting 28 February 2019 (Unconfirmed)
OMC190228-10.1.A	President's Report
OMC190228-10.2.A	Elected Members' Report - Cr R Prentice
OMC190228-11.1.1.A	List of accounts for payment for December 2018
OMC190228-11.1.2.A	List of accounts for payment for January 2019
OMC190228-11.1.3.A	Statement of Financial Activity for the period ending 30 November 2018
OMC190228-11.1.4.A	2018/2019 Budget Review Document for the period 01 July 2018 to 31 January 2019
OMC190228-11.3.1.A	Concept Drawing Design
OMC190228-11.3.1.B	Preliminary Budget Estimation
OMC190228-11.3.1.C	RFT 05.18-19 Laverton Airport Apron Extension Documentation
OMC190228-11.4.1.A	CONFIDENTIAL ATTACHMENT – Pier St Medical Pty Ltd
OMC190228-11.4.2.A	Policy 09.08 Nurses' Incentive Payment - proposed changes in red font
OMC190228-11.4.3.A	Updated Code of Conduct - changes in red font
OMC190228-13.1.A	Resignation - Cr Rosemary Street

FILE: 207

UNCONFIRMED MINUTES

PLEASE NOTE: **These Minutes have yet to be confirmed by the Audit and Risk Committee as a true record of proceedings.**

SHIRE OF LAVERTON

AUDIT AND RISK COMMITTEE MEETING

MINUTES

Held in the
Council Chambers of the Shire of Laverton
at 9 MacPherson Place, Laverton,
on Thursday 28 February 2019,
commencing at 4:45 pm

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ATTACHMENTS

ARC190228-4.1.A Laverton – Compliance Audit Return 2018

MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD IN THE SHIRE COUNCIL CHAMBERS, 9 MACPHERSON PLACE, LAVERTON ON THURSDAY 28 FEBRUARY 2019 AT 4:45PM

1. DECLARATION OF OPENING

The Presiding Person, Cr Patrick Hill, declared the meeting open at 04:45 pm.

2. RECORD OF ATTENDANCE

2.1 PRESENT

Cr P Hill	Member
Cr S Weldon	Member
Cr D Ross	Member
Cr R Prentice	Member
Cr R Weldon	Member
Cr R Street	Member
Mr P Naylor	Chief Executive Officer

2.2 APOLOGIES

Cr R Ryles	Member
Mr P Marshall	Deputy Chief Executive Officer

2.3 LEAVE OF ABSENCE

Nil

2.4 VISITORS

Nil

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 MINUTES OF AUDIT COMMITTEE MEETING HELD 13 DECEMBER 2018 (FILE REF: 207)

ATTACHMENT

AC190228-3.1.A Minutes of Audit Committee Meeting 13 December 2018

ARC190228-01 PROCEDURAL DECISION

MOVED: Cr R Prentice **SECONDED: Cr S Weldon**

That the Minutes of the Audit Committee Meeting (Attachment ARC190228-3.1.A) held on 13 December 2018, be confirmed as a true and accurate record of proceedings.

SIMPLE MAJORITY	X	VOTES FOR	6	VOTES AGAINST	0

4. REPORTS OF COMMITTEE AND OFFICERS

4.1 CHIEF EXECUTIVE OFFICER

4.1.1 COMPLIANCE AUDIT RETURN 2018 (FILE REF: 568)

SUBMISSION TO:	Audit and Risk Committee Meeting, 28 February 2019
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Shire of Laverton
AUTHOR:	Tanya Browning, Moore Stephens Consultants
SENIOR OFFICER:	Peter Naylor, Chief Executive Officer
PREVIOUS MEETING REFERENCE:	Not applicable

MATTER FOR CONSIDERATION

Endorsement of a revised Risk Management Strategy.

ATTACHMENTS

ARC181213-4.1.1A Laverton – Compliance Audit Return 2018

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Each year, Council is required to complete an annual compliance audit return (CAR) for the calendar year immediately preceding (01 January to 31 December) as published by the Department for Local Government and Communities. The CAR is then to be reviewed by the Audit and Risk Committee and a report presented to Council prior to the adoption of the CAR.

This year, the CAR was reviewed and completed by Moore Stephens, as part of the four year Shared Statutory Compliance Services agreement established through the Northern Goldfields Collaborative Group. Tanya Browning, Manager Local Government Advisory from Moore Stephens, attended the Shire offices on Wednesday 20 February 2019, and completed the CAR through interviews with senior staff and the inspection of various documents and records including:

- Minute books
- Tender Register
- Financial Interest & Return Register
- Complaints Register
- Delegations Register

The CAR is one of the tools that allows Council to monitor how the organisation is functioning in regards to compliance with the *Local Government Act 1995* and provides the Audit and Risk Committee the opportunity to report to Council any cases of non-compliance or where full compliance was not achieved.

This process also provides opportunity for the Audit and Risk Committee to consider matters that may require further review within ongoing risk framework assessments and actions.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

Regulation 14 – provides that:

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

Regulation 15 – details the requirements with regard to certifying the CAR and issuing to the Departmental CEO.

Local Government Act 1996

Section 7.13(1)(i) – Refers to the provisions within regulations with regard to audits.

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report

STRATEGIC IMPLICATIONS

There are no strategic implications resulting from the recommendation of this report.

RISK MANAGEMENT

This item has been evaluated against the Shire's Risk Management Strategy, Risk Assessment Matrix. The perceived level of risk is medium prior to treatment.

CONSULTATION

Moore Stephens Consultants

VOTING REQUIREMENTS

Simple majority decision of Council required.

ARC190228-02 COMMITTEE DECISION/OFFICER RECOMMENDATION

MOVED: **Cr S Weldon** **SECONDED:** **Cr R Street**

That the Audit and Risk Committee resolve to recommend to Council the adoption of the 2018 Compliance Audit Return.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	6	0

VOTING REQUIREMENTS

Simple majority decision of Council required.

ARC190228-03 COMMITTEE DECISION/OFFICER RECOMMENDATION

MOVED: **Cr S Weldon** **SECONDED:** **Cr R Street**

That the Audit and Risk Committee resolve to recommend to Council that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.

SIMPLE MAJORITY	VOTES FOR	VOTES AGAINST
X	6	0

5. CLOSURE OF MEETING

The Presiding Person declared the meeting closed at 04:55 pm.

6. CERTIFICATION OF MINUTES

I, Patrick Hill, hereby certify that the Minutes of the Audit and Risk Committee Meeting held on 13 December 2018 are confirmed as a true and correct record, by resolution of the meeting of the Audit and Risk Committee held on

SIGNED: ..... **DATED:** .....

Department of
Local Government, Sport
and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

Laverton - Compliance Audit Return 2018

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		Phil marshall
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		Phil marshall
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		Phil marshall
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Phil marshall
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Phil marshall

Department of
Local Government, Sport
and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

Delegation of Power / Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Phil marshall
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Phil marshall
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Phil marshall
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Phil marshall
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	N/A		Phil marshall
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Phil marshall
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	Delegations reviewed Item 11.5.5 OMC 22/2/18, decision 180222.22 & 180222.23	Moore Stephens
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes	Delegations are in writing within the delegation register. The delegation register is available to all staff in the administration office.	Moore Stephens
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes	Delegations are in writing within the delegation register. The delegation register is available to all staff in the administration office.	Moore Stephens
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Phil marshall
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Phil marshall
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	Yes		Phil marshall
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Phil marshall

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent

Department of
Local Government, Sport
and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Phil marshall
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Moore Stephens
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Phil marshall
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Moore Stephens
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Phil marshall
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		Phil marshall
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		Phil marshall
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Phil marshall
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Phil marshall
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Moore Stephens
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Phil marshall
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Phil marshall

Department of Local Government, Sport and Cultural Industries
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No	Reference	Question	Response	Comments	Respondent
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	N/A		Moore Stephens
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Phil marshall
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Phil marshall
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Phil marshall

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Moore Stephens
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Moore Stephens

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	OMC 26/10/17 Item 11.5.1 Decision 171026.11	Moore Stephens
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Phil marshall
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Auditor General appointment	Phil marshall
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	N/A		Phil marshall

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No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	No	Audit has not been finalised by the OAG	Phil marshall
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	No	As above point 5	Phil marshall
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	as above	Phil marshall
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	as above	Phil marshall
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	as above	Phil marshall
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Phil marshall
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Phil marshall
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Phil marshall
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Phil marshall
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Phil marshall
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	Yes	Final report for Audit Reg 17 review finalised August 2018	Moore Stephens

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No	Reference	Question	Response	Comments	Respondent
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	N/A		Phil marshall

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Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	CBP 2017-2020 Adopted OMC 24/08/17 Item 11.5.4 Decision 170824.13 The review of Councils plans is to be undertaken as part of the Northern Goldfields Compliance Group planning which relates to the questions in this section	Moore Stephens
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Moore Stephens
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	SCP 2016-2026 Adopted 21/07/16	Moore Stephens
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Moore Stephens
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes		Phil marshall
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	LTFP 2016-2031	Moore Stephens
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes		Phil marshall

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Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Moore Stephens
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes	DCEO position advertised in West Australian 14/04/2018	Moore Stephens
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Moore Stephens
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Moore Stephens
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	DCEO Appointment OMC 22.05.18 Item 14.1.1 Decision 180522.13	Moore Stephens

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Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Moore Stephens
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Phil marshall
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Phil marshall
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Phil marshall
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occured.	Yes		Phil marshall
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Phil marshall

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Phil marshall
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Moore Stephens
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Phil marshall
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Phil marshall

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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Moore Stephens
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Phil marshall
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Phil marshall
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Phil marshall
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Phil marshall
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Phil marshall
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Moore Stephens
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Phil marshall
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Phil marshall
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Phil marshall
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Phil marshall
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Phil marshall

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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Phil marshall
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Phil marshall
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Phil marshall
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Phil marshall
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Phil marshall
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Phil marshall
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Moore Stephens
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Moore Stephens
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less.	Yes	Policy 2.18 - Purchasing	Moore Stephens

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I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Laverton

Signed CEO, Laverton

President's Report
Ordinary Meeting of Council – 28 February 2018

13/12/2018

Attended Shire of Laverton Ordinary Meeting of Council.

14/12/2018

Attended Goldfields Tourism Network Association meeting in Menzies.

23/01/2019

Met with Tony Chisholm (WML Consultants) and Les Vidovich (EMTS) regarding the Great Central Road upgrade.

26/01/2019

Attended Australia Day celebrations on Laverton Oval.

31/01/2019

Attended a Goldfields Tourism Network Association meeting in Norseman on the way to Esperance for meetings of the Goldfields-Esperance Regional Development Association (GERDA) and the Goldfields Voluntary Regional Organisation of Councils (GVROC).

01/02/2019

Attended GERDA meeting early in the morning at 8:00am in Esperance.

01/2/2019

Attended GVROC meeting in Esperance with CEO, Peter Naylor, and Deputy President, Shaneane Weldon.

08/02/2019

Chaired Outback Highway Development Council meeting at the Department of Main Roads WA office in Kalgoorlie with Shane Power and James Alexander.

11/02/2019

Met with Donna Gibson (Horizon Power Retail and Community Manager) and discussed various projects in Laverton.

18/02/2019

Attended Australia's Golden Outback Board Meeting in Perth at 8:00am.

18/02/2019

02:30pm Met up with John Erceg and Colin Taylor at the Department of Main Roads office in the Don Aitken Centre in Perth.

22/02/2019

Attended a breakfast at the Hannan's Club in Kalgoorlie for the announcement by the Minister for Regional Development and Primary Industry, the Hon. Alannah MacTiernan MLC, of the $186,000.00 Regional Economic Development grant funding towards the Laverton Airport Stage 1 expansion. This breakfast was attended by about 50 people.

22/02/2019

That afternoon, along with our CEO, Peter Naylor, I attended a Northern Goldfields Collaborative Group meeting of Northern Goldfields Shires in Leonora. Member for Kalgoorlie, Kyran O'Donnell MLA, attended this meeting as well.

25/02/2019

Phone link up with the Office of the Hon Michael McCormack MP (Deputy Prime Minister) in Canberra to discuss Outback Way road funding.

26/02/2019

Phone link up with the Outback Highway Development Commission for an update on the road funding allocation.

Thanking you

Patrick Hill
President

28/02/2019

Cr Robin Prentice
Elected Member's Report
Ordinary Meeting of Council - 28 February 2019

07/02/2019

Attended a Special Meeting of Council for the Shire of Laverton via telephone link.

08/02/2019

Attended a meeting of the Outback Highway Development Council via telephone link.

19/02/2019

Attended a meeting of the Friends of Laverton Cemetery Advisory Group in the Shire of Laverton Council Chambers.

22/02/2019

Along with Cr Deanne Ross, I attended the Funeral Service for Claire Russell/Sullivan.

25/02/2019

2:30pm Joined with Cr Patrick Hill (Shire President), Helen Lewis (Outback Way General Manager), Andrew (Deputy Prime Minister's Office) regarding $160 Million being locked in place for future works on the Outback Way.

26/02/2019

Took part in a teleconference for an Outback Highway Development Corporation General Meeting with Cr Patrick Hill, Helen Lewis, Damian Ryan (Alice Springs), Glen Auricht (Alice Springs), Shane Mann (Winton) and Kevin Hannagan (Ngaanyatjarraku). This meeting was to inform and bring other committee members up to date regarding the conversation which had taken place with Andrew Wallace (Senior Advisor to the Deputy Prime Minister).

It was proposed to write another letter to the Hon. Anthony Albanese MP, to lock in/secure the $140 million should there be another change of government at the next election. PPR's were discussed – reaffirm work completed – next stage of work to progress – future funding for the Outback Way.

28/02/2019

Attended the Seniors' Morning Tea at the Laverton Community Resource Centre.

28/02/2019

Attended Shire of Laverton Ordinary Meeting of Council and others.

Cr. Robin Prentice

ACCOUNTS PAID AS AT 31 DECEMBER 2018

Chq/EFT	Date	Name	Description	Payment Amount
DD343.1	18/12/18	WA Local Government Superannuation	Payroll deductions - F/E 18/12/2018	$19,019.90
DD343.2	18/12/18	AUSTRALIAN SUPER	Superannuation contributions - F/E 18/12/2018	$1,910.39
DD343.3	18/12/18	Sunsuper	Superannuation contributions - F/E 18/12/2018	$738.91
DD343.4	18/12/18	HESTA Super Fund	Superannuation contributions - F/E 18/12/2018	$73.07
DD343.5	18/12/18	HOST PLUS SUPERANNUATION FUND	Superannuation contributions - F/E 18/12/2018	$112.05
DD343.6	18/12/18	REST Superannuation	Superannuation contributions - F/E 18/12/2018	$121.56
DD343.7	18/12/18	WA Ethical Super	Superannuation contributions - F/E 18/12/2018	$161.03
DD344.1	07/12/18	WA Local Government Superannuation	Superannuation contributions - One-Off Pay	$230.85
DD345.1	04/12/18	WA Local Government Superannuation	Superannuation contributions - F/E 04/12/2018	$677.82
DD346.1	04/12/18	WA Local Government Superannuation	Payroll deductions - F/E 04/12/2018	$14,974.58
DD346.2	04/12/18	AUSTRALIAN SUPER	Superannuation contributions - F/E 04/12/2018	$1,621.81
DD346.3	04/12/18	Sunsuper	Superannuation contributions - F/E 04/12/2018	$683.96
DD346.4	04/12/18	HOST PLUS SUPERANNUATION FUND	Superannuation contributions - F/E 04/12/2018	$129.82
DD346.5	04/12/18	REST Superannuation	Superannuation contributions - F/E 04/12/2018	$71.94
DDBank	07/12/18	NAB	Bank Fees & Charges	$212.00
DDPay0601	04/12/18		Payroll Direct Debit Of Net Pays - F/E 04/12/2018	$77,797.74
DDPay0602	07/12/18		Payroll Direct Debit Of Net Pays - One-Off Pay	$5,284.95
DDPay0603	11/12/18		Payroll Direct Debit Of Net Pays - One-Off Pay	$1,817.99
DDPay0604	18/12/18		Payroll Direct Debit Of Net Pays - F/E 18/12/2018	$116,345.68
DDPay0605	31/12/18		Payroll Direct Debit Of Net Pays - F/E 01/01/2019	$61,808.12
			Direct Debit Payments Total	$303,794.17
EFT640	06/12/18	C & A Taylor Grading Pty Ltd	Plant Hire for Outback Way project between 1-10-2018 and 15-10-2018	$615,270.79

Chq/EFT	Date	Name	Description	Payment Amount
EFT641	06/12/18	Desert Sands Cartage Contractors	Laverton WANDRRA 2017 Flood Damage repairs - AGRN 743 White Cliffs Road	$367,068.90
EFT642	07/12/18	Komatsu Australia Pty Ltd	Parts and repairs for servicing of P368 Grader	$489.87
EFT643	07/12/18	Laverton School	2nd Prize Business Xmas lights competition	$250.00
EFT644	07/12/18	Laverton Sports Club	1st Prize Business xmas lights competition	$500.00
EFT645	17/12/18	IT Vision	Synergysoft implementation services - Fourth Instalment; BPMS for financial services extended up to end of October 2018; Training services - Monthly financial management training	$28,515.85
EFT646	17/12/18	Komatsu Australia Pty Ltd	Grader Blades for P360,P303,P369	$8,125.16
EFT647	17/12/18	Pindan Contracting	Laverton Community Hub Stage 1 - Progress Claim No.6.	$1,182,186.27
EFT648	19/12/18	Shire of Leonora	Health/Building services - July to December 2018	$14,030.00
EFT649	19/12/18	Central Regional Tafe	Traffic Management Course held on Nov 6	$5,591.60
EFT650	19/12/18	ABC Maps & Guidebooks	Natmap per invoice 63283 backordered items.	$55.50
EFT651	19/12/18	Westcool	Cleaning and Sanitise Air conditioners in Airport Terminal & Works Depot	$720.00
EFT652	19/12/18	Advance Autoquip (AAQ) Australia	Service and inspection of Sirio Mobile Column Hoists	$1,650.00
EFT653	19/12/18	Goldfields truck power	Seal T/Case	$12.10
EFT654	19/12/18	Felton Industries	Backrest bench shelter plus in-ground benches w/ backrest plus delivery	$13,556.40
EFT655	19/12/18	Direct Trades Supply Pty Ltd	Fencing products for cemetery capital jobs	$3,655.20
EFT656	19/12/18	OzWashroom	Stainless Steel soap dispenser	$199.95
EFT657	19/12/18	KIN Mining NL	Rates refund for assessment A6232 P39/04834 MINING TENEMENT LAVERTON WA 6440	$253.48
EFT658	19/12/18	Department of Communities	Working with children application; Errol Spratt	$85.00
EFT659	19/12/18	Shane Rawiri	Return of gym key bond	$50.00
EFT660	19/12/18	Darren Friend	Return of gym key bond	$50.00
EFT661	19/12/18	Murray Tuhakarina	Return of gym key bond	$50.00
EFT662	19/12/18	Yves Lindecker	Return of gym key bond	$50.00
EFT663	19/12/18	Mathew Blair	Return of gym key bond	$50.00

Chq/EFT	Date	Name	Description	Payment Amount
EFT664	19/12/18	Natasha Fuamatu	Return of gym key bond	$50.00
EFT665	19/12/18	Helen Smith Canine Control	Microchipping procedure carried out during Murdoch Vet Program November 22-11-18 to 24-11-18	$1,595.00
EFT666	19/12/18	Aerodrome Management Services	Provision of ASIC card for Depot supervisor (S Koeman)	$220.00
EFT667	19/12/18	Allied Projects Pty Ltd	Project Management Fees for November 2018 & Fuel Receipts	$12,036.61
EFT668	19/12/18	Anderson Munro & Wyllie	Grant acquittal audits - 2017/18 Roads to Recovery; RADS 2017-19 Upgrade runway lighting project; Youth Support Grant	$3,025.00
EFT669	19/12/18	Ashdown Ingram	Semi sealed beam with globe	$182.66
EFT670	19/12/18	Asphalt In A Bag	Asphalt 20kg bags for general maintenance of town footpaths	$1,718.75
EFT671	19/12/18	Atom Supply	Tape flagging fluro & fuel auto cut off nozzle	$1,070.20
EFT672	19/12/18	Australia Post	Postage November 2018	$290.58
EFT673	19/12/18	Breaker Resources NL	Rates refund for assessment A6889 E38/02530 Mining Tenement LAVERTON WA 6440	$765.04
EFT674	19/12/18	Bridgestone Australia	Tyres and tubes for P359 DCEO Vehicle	$1,555.23
EFT675	19/12/18	Bunnings Group Limited	Lights and maintenance items - GBVC & Old Police Complex	$1,803.65
EFT676	19/12/18	C & A Taylor Grading Pty Ltd	Supply of plant and operators for GCR project as per tender 07/17	$20,132.64
EFT677	19/12/18	Canine Control	Ranger services for Shire of Laverton; October & November 2018	$3,666.68
EFT678	19/12/18	Coca-Cola Amatil (Aust) Pty Ltd	Cafe Consumables (Soft drinks and Water)	$327.50
EFT679	19/12/18	Coffee & Tea Supplies	Great Beyond Cafe Consumables	$465.77
EFT680	19/12/18	Courier Australia	Freight Charges	$202.90
EFT681	19/12/18	Covs Auto, Mining & Industrial Supplies	Sike cart and adhesive tape	$191.14
EFT682	19/12/18	Cutting Edges Equipment Parts	Shank & tooth scarifier, plow bolt, nuts and various items	$2,107.27
EFT683	19/12/18	Deanne Ross	Council sitting fees October, November & December 2018 plus additional back pay for previous July, August & September 2018 quarter	$2,515.00
EFT684	19/12/18	Desert Inn Hotel	Catering for ordinary Council on 13-11-2018	$960.00
EFT685	19/12/18	Desert Sands Cartage Contractors	Hydraulic fittings for Backhoe	$69.69

Chq/EFT	Date	Name	Description	Payment Amount
EFT686	19/12/18	Eastgold Dairy Distributors	Cafe consumables (milk, cream, water)	$440.80
EFT687	19/12/18	e-Fire & Safety	Servicing and purchases of fire equipment - Department Allocations	$980.10
EFT688	19/12/18	Elite Gym Hire	Gym Equipment Hire 23-11-2018 to 23-12-2018	$660.00
EFT689	19/12/18	First National Real Estate	Floor rental for CRC & Library 01-12-2018 to 31-12-2018	$2,090.00
EFT690	19/12/18	Flex Industries Pty Ltd	Filter kit, indicator lamp and filter kit	$730.72
EFT691	19/12/18	Goldfields Toyota	Element kit oil, fuel and sub assy & motor oil for private works repairs	$319.12
EFT692	19/12/18	Goldline Distributors	Great Beyond Cafe Goods	$924.53
EFT693	19/12/18	Goldrush Tours	Goldrush tours express tickets sold during November 2018	$746.04
EFT694	19/12/18	Hitachi Construction Machinery (Aust	Fuel, oil, air & lube filters plus oil cooler	$1,100.79
EFT695	19/12/18	IT Vision	Synergy soft implementation services Fifth Instalment, November 2018	$23,432.75
EFT696	19/12/18	Jason Signmakers	Guide Posts to suit park posts driver	$4,006.87
EFT697	19/12/18	Landgate	Mining tenements roll Schedule M2018/10, 06-08-2018 to 10-10-2018	$491.40
EFT698	19/12/18	Laverton Sports Club	Beverages supplied for Shire Christmas Party	$2,760.50
EFT699	19/12/18	Laverton Supplies	Food items for youth activities	$270.77
EFT700	19/12/18	Laverton Supplies Motors	Fuel for general use and small machinery for depot operations	$209.22
EFT701	19/12/18	McMahon Burnett Transport	Freight charges	$4,063.71
EFT702	19/12/18	Momar Australia	Specialised garden sprays	$549.73
EFT703	19/12/18	National Pumps & Energy	Sykes yakka trailer pump 01-11-2018 to 07-11-2018	$3,104.64
EFT704	19/12/18	Novimex Wholesale Giftware	Oil burners, shelf sitters, candles, giftline products of GB	$998.77
EFT705	19/12/18	Office National	Stationery items for archive room	$144.55
EFT706	19/12/18	Outback Parks & Lodges	Accommodation for 03/12/2018	$99.00
EFT707	19/12/18	Outback Tilt Tray	Collection and delivery of grader blades	$550.00
EFT708	19/12/18	Peerless Jal Pty Ltd	Toilet paper, hand protection and gloves	$113.22
EFT709	19/12/18	PFD Food Services Pty Ltd	Great Beyond Cafe Goods	$1,181.80
EFT710	19/12/18	Pier Street Medical Pty Ltd	Medical Services Retainer; Quarterly payment for period 01-01-2019 to 31-03-2019	$57,221.95
EFT711	19/12/18	PsiTech Pty Ltd	Microsoft Office Professional 12 month subscription	$5,210.15

Chq/EFT	Date	Name	Description	Payment Amount
EFT712	19/12/18	Quick Bits Transport	Transport of Mitsubishi canter Laverton to Kalgoorlie	$1,320.00
EFT713	19/12/18	Quick Corporate	Desk mat cumberland and cart toner	$96.67
EFT714	19/12/18	Boomers Accommodation Village	Accommodation & meals for 11 People; Murdoch Vet Program	$4,488.00
EFT715	19/12/18	Rex Ryles	Council sitting fees October, November & December 2018 plus additional back pay for previous July, August & September 2018 quarter	$2,515.00
EFT716	19/12/18	Shawmac Pty Ltd	Progress Claim 1; Mt Weld road design upgrade	$14,196.60
EFT717	19/12/18	St John Ambulance WA Ltd	First aid training 03-11-2018 to 04-11-2018; T Indich	$159.20
EFT718	19/12/18	Sunny Sign Company Pty	PVC Guide posts	$1,350.80
EFT719	19/12/18	The Workers Shop	Uniforms for Great Beyond & Library Staff	$1,274.00
EFT720	19/12/18	Truckline	Spline solo advantage and bearing spigot	$4,870.93
EFT721	19/12/18	Westrac Pty Ltd	SOS Kit, Filters & Breather Assy	$2,220.96
EFT722	19/12/18	WML Consultants Pty Ltd	Outback Way Project Management Services up to 30 November 2018	$121,924.36
EFT723	19/12/18	Wurth Australia	Hose clamps, carburettor and throttle cleaner, windscreen wiper/blades hand held lamp, conical lubricating nipples, plug screw/brakes	$523.39
EFT724	19/12/18	Shaneane Weldon	Council attendance fees October, November & December 2018 plus deputy president allowance and additions of back pay for previous July, August & September 2018 quarter	$3,680.00
EFT725	19/12/18	Moore Stephens	Statutory compliance services; Quarterly Fee 01-10-2018 to 31-12-2018	$33,527.45
EFT726	19/12/18	T & R Homes	Progress Claim #7; Lot 231 Lancefield Street Laverton	$5,414.17
EFT727	19/12/18	Mia Hick's Consulting	Aged Accommodation Business Planning	$12,452.00
EFT728	19/12/18	Janine Rowe	Return of gym key bond	$50.00
EFT729	19/12/18	Devlin Engineering & Management	LCH; Design & Documentation of changes associated with the Stage area	$3,696.00
EFT730	19/12/18	Wood & Grieve Engineers	Design & documentation of pool concourse plus stormwater drainage	$2,750.00

Chq/EFT	Date	Name	Description	Payment Amount
EFT731	19/12/18	Rex Weldon	Council sitting fees October, November & December 2018 plus additional back pay for previous July, August & September 2018 quarter	$2,515.00
EFT732	19/12/18	Robyn Smith	Reimbursement - Supplies for Christmas party, Unit 7, 5 Burt Street & General kitchen admin/councillor supplies	$731.85
EFT733	19/12/18	Hille, Thompson & Delfos	Detail survey of Mt Weld, Merolia & Racecourse road	$27,054.50
EFT734	19/12/18	Patrick John Hill	Council attendance fees October, November & December 2018 plus president allowance and additions of back pay for previous July, August & September 2018 quarter	$9,465.00
EFT735	19/12/18	Robin Prentice	Council sitting fees October, November & December 2018 plus additional back pay for previous July, August & September 2018 quarter	$2,515.00
EFT736	19/12/18	Rosemary Street	Council sitting fees October, November & December 2018 plus additional back pay for previous July, August & September 2018 quarter	$2,515.00
EFT737	19/12/18	West Coast Shade	Supply design, engineering and shop drawings for Laverton Pool	$5,390.00
EFT738	19/12/18	Sean Wells	Return of gym key bond	$50.00
EFT739	19/12/18	Jo Morgan	Return of gym key bond	$50.00
EFT740	19/12/18	Powerchill	Oval lighting; repairs to globes, damage to electrical box and door	$3,522.20
EFT741	19/12/18	Kevin Naidu	Return of gym key bond	$50.00
EFT742	19/12/18	Department of Human Services	Payroll deductions	$40.37
EFT745	21/12/18	Michael McGuire	Purchase of calendars - GBVC Merchandise	$323.00
EFT746	21/12/18	Knitwit Creations	Great Beyond Merchandise	$208.00
EFT747	21/12/18	C & A Taylor Grading Pty Ltd	Supply of plant & operators for GCR Project as per tender 07/17	$309,832.93
EFT748	21/12/18	Coffee & Tea Supplies	Great Beyond Cafe Goods	$529.25
EFT749	21/12/18	Core Business Australia Pty Ltd	Great Beyond Visitor Centre consultation	$11,000.00
EFT750	21/12/18	Desert Sands Cartage Contractors	Mechanic consumables & labour	$310.55
EFT751	21/12/18	Eastgold Dairy Distributors	Great Beyond Cafe Goods	$145.60
EFT752	21/12/18	Goldline Distributors	Great Beyond Cafe Goods	$131.08
EFT753	21/12/18	PFD Food Services Pty Ltd	Great Beyond Cafe Goods	$229.20
EFT754	21/12/18	Squire Patton Boggs (AU)	Native Title Claim Yilka #1 & #2	$1,118.70

Chq/EFT	Date	Name	Description	Payment Amount
EFT755	21/12/18	Shire of Laverton Social Club	Payroll deductions	$980.00
EFT756	21/12/18	Janine Rowe	Reimbursement for groceries purchased for youth activities	$104.36
EFT757	21/12/18	Phil Marshall	Allowance in lieu of meals and accommodation for Moore Stephens & IT Vision training per Council policy 03.10	$409.00
EFT758	21/12/18	Robyn Smith	Reimbursement for training expenses and Christmas party expenses	$1,051.01
EFT759	21/12/18	Jo Morgan	National police clearance for E Spratt - pre employment requirements	$54.30
EFT760	21/12/18	Philip Porteous	Reimburse Taxi fare to return from drop off of P336 Fuso to airport	$15.00
			EFT Payments Total	$3,006,668.94
13255	07/12/18	Renee Blair	2nd Prize residential Xmas lights Competition	$250.00
13256	07/12/18	Christopher Hedlam	1st prize Residential Xmas lights competition	$500.00
13259	12/12/18	Horizon Power - CHQ	Electricity charges 20-09-2018 to 19-11-2018	$15,509.20
13260	12/12/18	Water Corporation	Water use charges 25-09-2018 to 19-11-2018	$26,580.29
13266	19/12/18	Marvick Native Farms	Native jams and oil products - GBVC Merchandise Sales	$152.00
13267	19/12/18	digga west & Earthparts WA	Hydraulic Couplers for Backhoe	$266.20
13268	19/12/18	Horizon Power - CHQ	Electricity Charges 01/11/2018-30/11/2018; 4 Macpherson Pl	$1,803.25
13269	19/12/18	Pivotel Satellite Pty Limited	Satellite Phone charges; November 2018	$679.54
13270	19/12/18	Telstra	Landline Charges for November 01/11/2018 to 30/11/2018	$3,320.91
			Cheque Payments Total	$49,061.39
EFT743	19/12/18	Sarah Sullivan	REFUND OF CDC SPACE BOND	$200.00
EFT744	19/12/18	Sean Wells	REFUND OF HOUSING BOND; 11 MIKADO WAY	$200.00
			Trust Payments Total	$400.00
			Grand Total	$3,359,924.50

ACCOUNTS PAID AS AT 31 JANUARY 2019

Chq/EFT	Date	Name	Description	Payment Amount
DD342.1	01/01/19	WA Local Government Superannuation	Payroll deductions - F/E 01/01/2019	$12,814.17
DD342.2	01/01/19	AUSTRALIAN SUPER	Superannuation contributions - F/E 01/01/2019	$986.35
DD342.3	01/01/19	Sunsuper	Superannuation contributions - F/E 01/01/2019	$547.45
DD342.4	01/01/19	HESTA Super Fund	Superannuation contributions - F/E 01/01/2019	$73.07
DD342.5	01/01/19	HOST PLUS SUPERANNUATION FUND	Superannuation contributions - F/E 01/01/2019	$87.46
DD342.6	01/01/19	REST Superannuation	Superannuation contributions - F/E 01/01/2019	$103.57
DDPay0701	09/01/19	NAB	Payroll Direct Debit Of Net Pays - One-Off Pay (Mearns)	$2,203.32
DDPay0702	15/01/19	NAB	Payroll Direct Debit Of Net Pays - F/E 15/01/2019	$81,505.01
DDPay0703	22/01/19	NAB	Payroll Direct Debit Of Net Pays - One-Off Pay (Wasson)	$86.66
DDPay0704	29/01/19	NAB	Payroll Direct Debit Of Net Pays - F/E 29/01/2019	$80,025.63
			Direct Debit Payments Subtotal	$178,432.69
EFT766	11/01/19	Ampac Debt Recovery WA Pty Ltd	Rates debt recovery fees	$858.00
EFT767	11/01/19	Westrac Pty Ltd	Purchase of 2018 Caterpillar CS64B STD Roller (Vibratory Compactor) less Trade in of P272 VIB Roller	$118,030.00
EFT768	11/01/19	Parkitect Australia Pty Ltd	Composite Modular pump track including city armour kit and anti-vandal hardware	$24,794.00
EFT769	11/01/19	Department of Human Services	Payroll deductions - December 2018	$73.11
EFT770	21/01/19	Canine Control	Preparation, management & Coordination of the Murdoch Vet Program	$3,000.00
EFT771	21/01/19	Pindan Contracting	Progress Claim No. 7 for Laverton Community Hub Project	$435,282.71
EFT772	31/01/19	Central Regional Tafe	Payment for Traffic Management Course	$488.88
EFT773	31/01/19	Goldfields truck power	Repairs to Fuel Pump, and Air Con P336	$10,436.02
EFT774	31/01/19	Susan Kett	Paintings for GBVC Sales Floor	$140.00
EFT775	31/01/19	Collins Distributors	Sale Items for GBVC	$1,429.84

Chq/EFT	Date	Name	Description	Payment Amount
EFT776	31/01/19	Helga Watson	Candles and Melts for GBVC - Merchandise Sales	$498.00
EFT777	31/01/19	White Cliff Minerals Ltd	Refund of overpayment of various tenements	$2,557.47
EFT778	31/01/19	Ashdown Ingram	Battery Charger for workshop	$234.03
EFT779	31/01/19	Atom Supply	Consumables	$348.07
EFT780	31/01/19	Australia Post	Mail charges for December 2018	$205.29
EFT781	31/01/19	Desert Sands Cartage Contractors	Plant Hire/Contractors - Laverton White Cliff Road - Yarmana 2018 Flood Damage	$381,222.61
EFT782	31/01/19	Eastgold Dairy Distributors	Cafe Consumables	$593.30
EFT783	31/01/19	Elite Gym Hire	Gym Equipment Hire; 23-12-2018 to 23-01-2019	$660.00
EFT784	31/01/19	Gleeman Truck Parts	Window Glass for Mack P321	$319.00
EFT785	31/01/19	Goldfields Toyota	Oil and Filters for P372 & P381	$1,251.70
EFT786	31/01/19	Goldline Distributors	Consumables for Cafe	$472.46
EFT787	31/01/19	Goldrush Tours	Goldrush Bus Bookings for December	$2,133.50
EFT788	31/01/19	HI Constructions (Aust) Pty Ltd	Laverton playgroup deck & ramp progress claim 3	$15,551.02
EFT789	31/01/19	Hitachi Construction Machinery (Aust	Oil for Vehicles	$2,199.86
EFT790	31/01/19	Komatsu Australia Pty Ltd	Engine Oil for Komatsu P369 & P368	$1,543.27
EFT791	31/01/19	Landgate	Mining Tenements Schedule No M2018/12	$117.00
EFT792	31/01/19	Laverton Supplies	6 x Full Cream Milk	$29.70
EFT793	31/01/19	PFD Food Services Pty Ltd	Cafe Consumables	$694.80
EFT794	31/01/19	Quick Corporate	Stationery January 2019	$463.06
EFT795	31/01/19	Reece Pty Ltd	Pipe fittings for old police station	$44.79
EFT796	31/01/19	Stark Aviation Pty Ltd	Items for airport	$248.50
EFT797	31/01/19	The Workers Shop	Uniforms for Admin Employees	$2,146.00
EFT798	31/01/19	Total Eden	Box of 12 Hunter Sprinklers	$745.80
EFT799	31/01/19	Truckline	Hydraulic Valve for Mack	$1,029.42
EFT800	31/01/19	Westrac Pty Ltd	Clutch for Cat P294	$695.66
EFT801	31/01/19	Moore Stephens	Compilation of the Statement of Financial Activity for November 2018	$6,713.30
EFT802	31/01/19	Bridgestone Service Centre Kalgoorlie	Tractor Tyres for Backhoe	$3,183.00
			EFT Payments Subtotal	$1,020,433.17

Chq/EFT	Date	Name	Description	Payment Amount
13273	21/01/19	Horizon Power - CHQ	Electricity Charges for 31 Days 01/12/2018 to 31/12/2018	$1,857.35
13274	21/01/19	Telstra	Landline and Internet chargers 01/12/2018 to 31/12/2018	$3,855.56
13275	21/01/19	Water Corporation	Water Charges for Standpipe @ Cox St, 21/11/2018 to 19/12/2018	$212.97
13276	31/01/19	Pivotel Satellite Pty Limited	Call charges to 31/12/2018	$93.00
13277	31/01/19	Department of Transport	Registration for LA3522	$156.20
			Cheque Payments Subtotal	$6,175.08
			Grand Total	$1,205,040.94

SHIRE OF
LAVERTON
Discover the Outback Spirit

Statement of Financial Activity for the Period Ended 30 November 2018

Mr Peter Naylor
The Chief Executive Officer
Shire of Laverton
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LAVERTON WA 6440

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Dear Peter

COMPILATION REPORT TO THE SHIRE OF LAVERTON

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Laverton, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30 November 2018. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF LAVERTON

The Shire of Laverton are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Laverton we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Laverton provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Laverton. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

Moore Stephens (WA) Pty Ltd
Chartered Accountants

RUSSELL BARNES
DIRECTOR

17 December 2018

Liability limited by a scheme approved under Professional Standards Legislation. Moore Stephens WA Pty Ltd trading as agent - ABN 99 433 544 961. An independent member of Moore Stephens International Limited - members in principal cities throughout the world. The Perth Moore Stephens firm is not a partner or agent of any other Moore Stephens firm.

SHIRE OF LAVERTON

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 November 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2018

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 December 2018

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996* , *Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

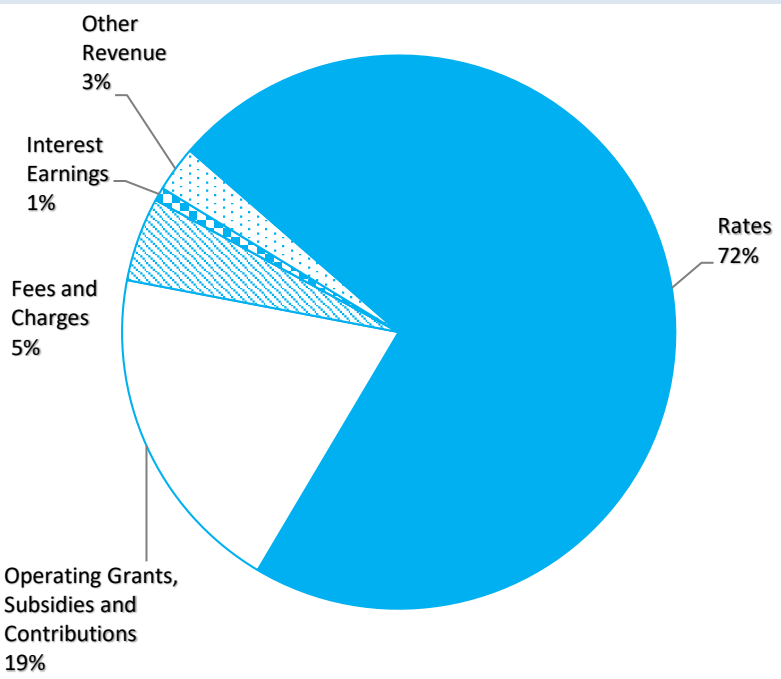
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

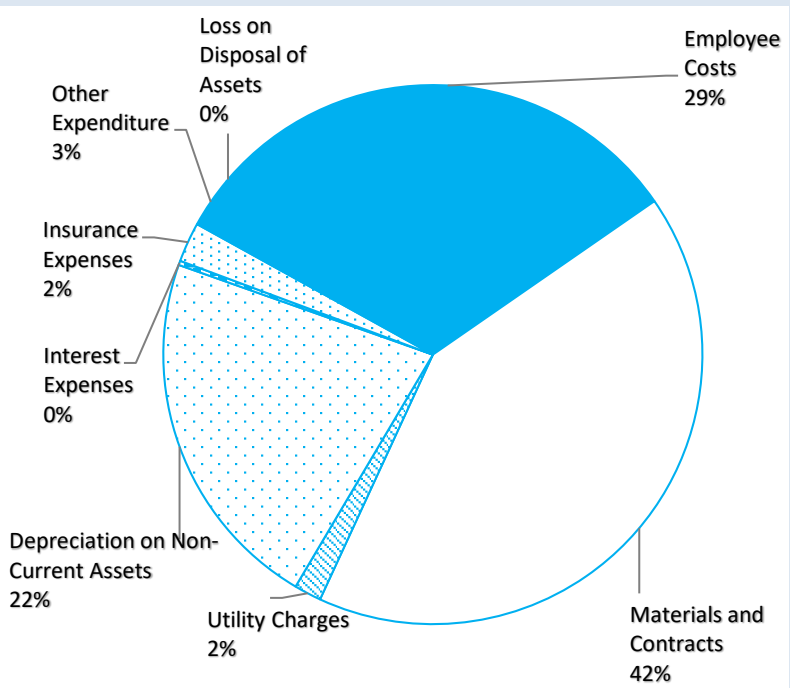
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2018

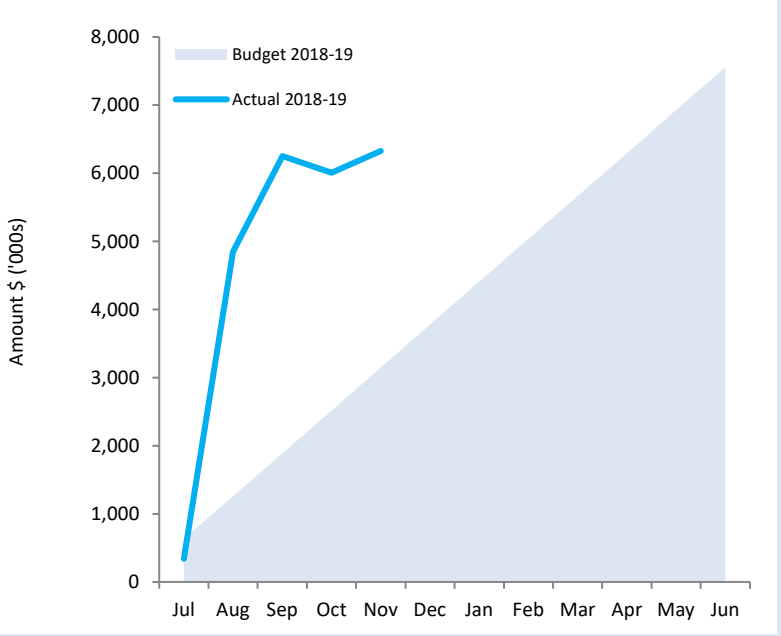
SUMMARY GRAPHS

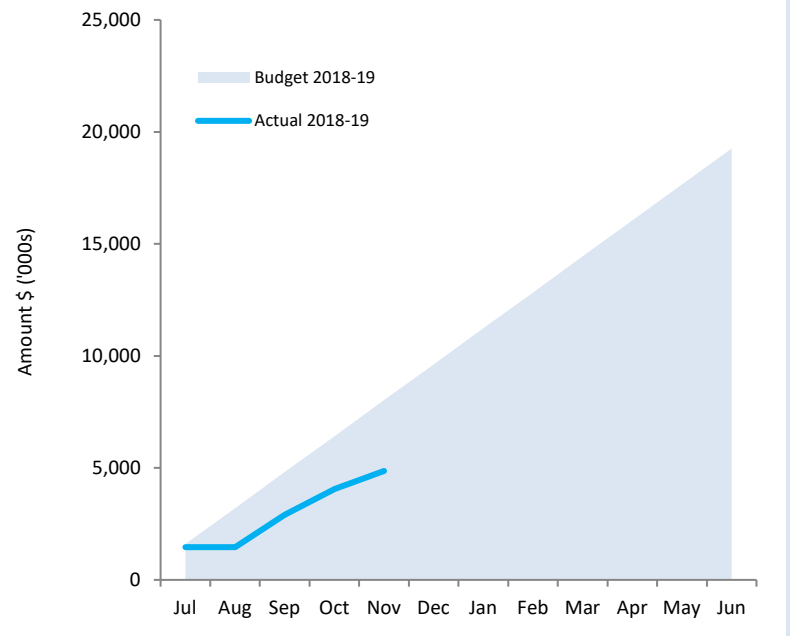
OPERATING REVENUE



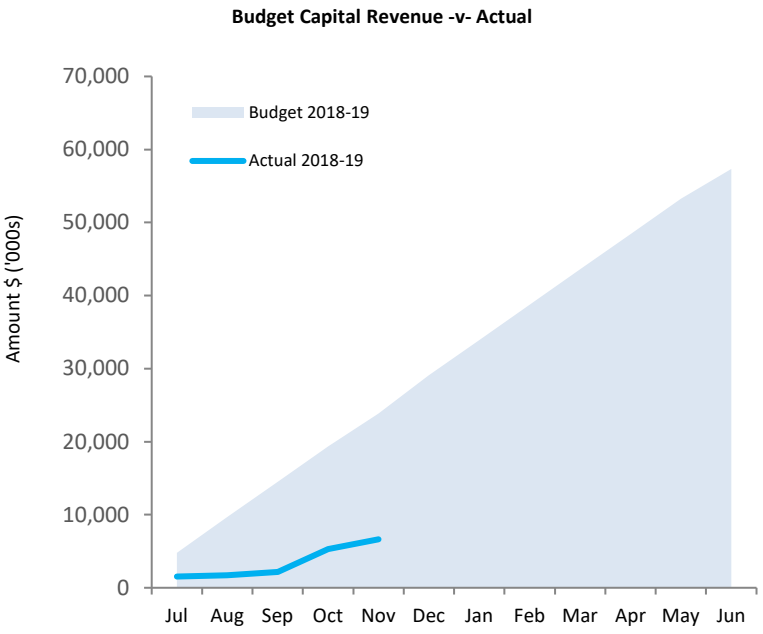
OPERATING EXPENSES



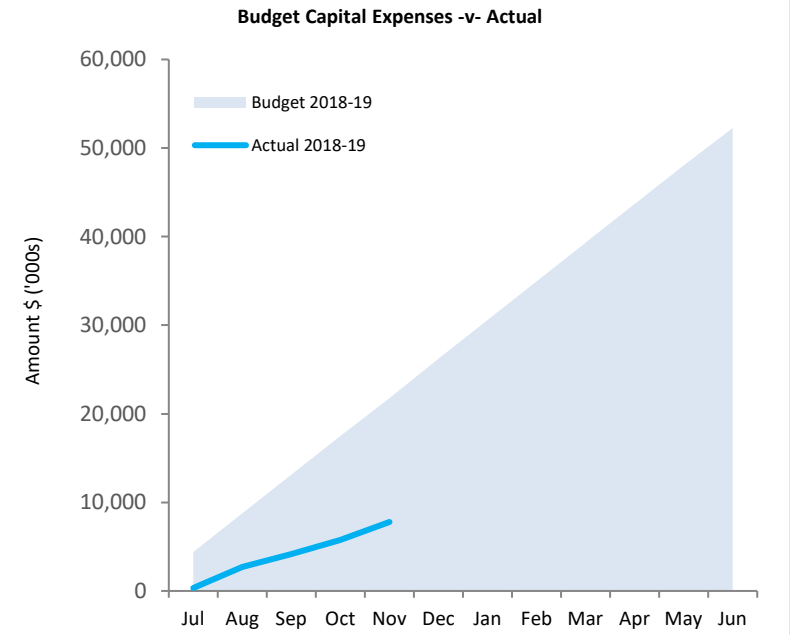




CAPITAL REVENUE



CAPITAL EXPENSES



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2018

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
GOVERNANCE	Administration and operation facilities and services to members of Council. Other costs that relate to the tasks of assessing Elected Members and Ratepayers on matters which do not concern specific Council Services.
GENERAL PURPOSE FUNDING	Rates, General Purpose Government Grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	Supervision of various laws, fire prevention, emergency services and animal control.
HEALTH	Food control, maintenance of child health clinics and health administration, and the retention of a full time doctor in Laverton.
EDUCATION AND WELFARE	Maintenance of pre-school facilities, day care centre, donations to school and assistance to welfare groups and the Youth Development Program are reported under this objective.
HOUSING	Provision of staff housing as well as private housing for the retention of professionals in Laverton.
COMMUNITY AMENITIES	Rubbish collection services, operation of rubbish tip site, noise control, administration of town planning, operation of cemeteries and maintenance of public conveniences.
RECREATION AND CULTURE	Provision of public hall, swimming pool, recreational facilities, various reserves, operation of library together with television and radio re-broadcasting facilities.
TRANSPORT	Construction and maintenance of roads, drainage, footpaths, parking facilities, traffic signs, street cleaning and operation of Laverton Airport.
ECONOMIC SERVICES	Community development, tourism and area promotion, heritage development and maintenance, Great Beyond Visitor Centre & Explorer's Hall of Fame, community resource centre and building control.
OTHER PROPERTY AND SERVICES	Private works, community bus, technical services, administration, plant operations control and miscellaneous services not able to be classified elsewhere.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening Funding Surplus(Deficit)	1(b)	3,384,183	3,384,183	**7,031,915**	3,647,732	107.79%	
Revenue from operating activities							
Governance		0	0	**65**	65		
General Purpose Funding - Rates	5	4,266,180	1,777,575	**4,563,328**	2,785,753	156.72%	▲
General Purpose Funding - Other		1,327,956	553,285	**614,702**	61,417	11.10%	▲
Law, Order and Public Safety		15,880	6,600	**5,828**	(772)	(11.70%)	
Health		107,800	44,915	**53,818**	8,903	19.82%	
Education and Welfare		298,150	124,220	**65,426**	(58,794)	(47.33%)	▼
Housing		150,000	62,490	**116,543**	54,053	86.50%	▲
Community Amenities		135,000	56,240	**100,098**	43,858	77.98%	▲
Recreation and Culture		117,600	48,990	**4,741**	(44,249)	(90.32%)	▼
Transport		663,215	276,325	**621,802**	345,477	125.03%	▲
Economic Services		355,050	147,915	**162,579**	14,664	9.91%	
Other Property and Services		119,000	49,570	**17,652**	(31,918)	(64.39%)	▼
		7,555,831	**3,148,125**	**6,326,582**			
Expenditure from operating activities							
Governance		(565,365)	(235,540)	**(170,033)**	65,507	27.81%	▲
General Purpose Funding		(516,595)	(215,220)	**(163,326)**	51,894	24.11%	▲
Law, Order and Public Safety		(168,340)	(70,105)	**(92,751)**	(22,646)	(32.30%)	▼
Health		(316,973)	(132,035)	**(117,343)**	14,692	11.13%	▲
Education and Welfare		(708,413)	(295,030)	**(220,419)**	74,611	25.29%	▲
Housing		(182,105)	(74,980)	**(237,395)**	(162,415)	(216.61%)	▼
Community Amenities		(492,446)	(205,070)	**(232,798)**	(27,728)	(13.52%)	▼
Recreation and Culture		(1,024,643)	(426,620)	**(372,079)**	54,541	12.78%	▲
Transport		(13,650,065)	(5,687,150)	**(2,970,586)**	2,716,564	47.77%	▲
Economic Services		(1,438,548)	(599,085)	**(495,242)**	103,843	17.33%	▲
Other Property and Services		(194,898)	(81,065)	**210,394**	291,459	359.54%	▲
		(19,258,391)	**(8,021,900)**	**(4,861,578)**			
Operating activities excluded from Actual							
Add Back Depreciation		2,143,100	892,915	**1,064,322**	171,407	19.20%	▲
Adjust (Profit)/Loss on Asset Disposal	6	171,571	71,480	**12,937**	(58,543)	(81.90%)	▼
Adjust Provisions and Accruals		0	0	**(2,113)**	(2,113)		
Amount attributable to operating activities		**(9,387,889)**	**(3,909,380)**	**2,540,150**			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	10	57,171,623	23,821,495	**6,605,628**	(17,215,867)	(72.27%)	▼
Proceeds from Disposal of Assets	6	164,000	28,182	**28,182**	0	0.00%	
Capital Acquisitions	7	(52,261,917)	(21,775,590)	**(7,784,729)**	13,990,861	64.25%	▲
Amount attributable to investing activities		**5,073,706**	**2,074,087**	**(1,150,919)**			
Financing Activities							
Proceeds from New Debentures		800,000	800,000	**800,000**	0	0.00%	
Transfer from Reserves	9	830,000	0	**0**	0		
Repayment of Debentures	8	(200,000)	33,057	**(33,057)**	(66,114)	200.00%	
Transfer to Reserves	9	(500,000)	0	**0**	0		
Amount attributable to financing activities		**930,000**	**833,057**	**766,943**			
Closing Funding Surplus(Deficit)	1(b)	**0**	**2,381,947**	**9,188,089**			

KEY INFORMATION
▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 13 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2018-19 year is $10,000 or 10.00% whichever is the greater.
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2018

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the *Local Government Act 1995.* Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995 . Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

INTEREST EXPENSES
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)
		$	$	$	$	%
Opening Funding Surplus (Deficit)	1(b)	3,384,183	3,384,183	**7,031,915**	3,647,732	107.79%
Revenue from operating activities						
Rates	5	4,266,180	1,777,575	**4,563,328**	2,785,753	156.72%
Operating Grants, Subsidies and Contributions	10	2,361,041	983,710	**1,233,351**	249,641	25.38%
Fees and Charges		420,700	175,235	**310,746**	135,511	77.33%
Interest Earnings		175,000	72,905	**49,729**	(23,176)	(31.79%)
Other Revenue		331,000	137,905	**169,428**	31,523	22.86%
Profit on Disposal of Assets	6	1,910	795	**0**	(795)	(100.00%)
		7,555,831	**3,148,125**	**6,326,582**		
Expenditure from operating activities						
Employee Costs		(3,961,536)	(1,650,225)	**(1,408,349)**	241,876	14.66%
Materials and Contracts		(11,720,935)	(4,882,425)	**(2,018,397)**	2,864,028	58.66%
Utility Charges		(257,550)	(106,965)	**(79,365)**	27,600	25.80%
Depreciation on Non-Current Assets		(2,143,100)	(892,915)	**(1,064,322)**	(171,407)	(19.20%)
Interest Expenses		(88,000)	(36,665)	**(12,481)**	24,184	65.96%
Insurance Expenses		(153,009)	(63,600)	**(115,965)**	(52,365)	(82.33%)
Other Expenditure		(760,780)	(316,830)	**(149,762)**	167,068	52.73%
Loss on Disposal of Assets	6	(173,481)	(72,275)	**(12,937)**	59,338	82.10%
		(19,258,391)	**(8,021,900)**	**(4,861,578)**		
Operating activities excluded from Actual						
Add back Depreciation		2,143,100	892,915	**1,064,322**	171,407	19.20%
Adjust (Profit)/Loss on Asset Disposal	6	171,571	71,480	**12,937**	(58,543)	(81.90%)
Adjust Provisions and Accruals		0	0	**(2,113)**	(2,113)	
Amount attributable to operating activities		**(9,387,889)**	**(3,909,380)**	**2,540,150**		
Investing activities						
Non-operating grants, subsidies and contributions	10	57,171,623	23,821,495	**6,605,628**	(17,215,867)	(72.27%)
Proceeds from Disposal of Assets	6	164,000	28,182	**28,182**	0	0.00%
Capital acquisitions	7	(52,261,917)	(21,775,590)	**(7,784,729)**	13,990,861	64.25%
Amount attributable to investing activities		**5,073,706**	**2,074,087**	**(1,150,919)**		
Financing Activities						
Proceeds from New Debentures		800,000	800,000	**800,000**	0	0.00%
Transfer from Reserves	9	830,000	0	**0**	0	
Repayment of Debentures	8	(200,000)	33,057	**(33,057)**	(66,114)	200.00%
Transfer to Reserves	9	(500,000)	0	**0**	0	
Amount attributable to financing activities		**930,000**	**833,057**	**766,943**		
Closing Funding Surplus (Deficit)	1(b)	**0**	**2,381,947**	**9,188,089**		

KEY INFORMATION
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

NOTE 1(a)
NET CURRENT ASSETS

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION
In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS
Short-term employee benefits
Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits
The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other long-term employee benefits (Continued)
Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

PROVISIONS
Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

INVENTORIES
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

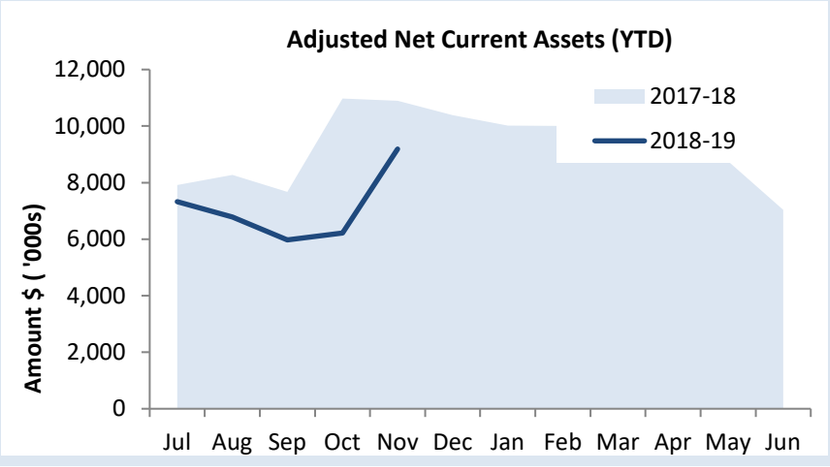
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

Adjusted Net Current Assets	Ref Note	Last Years Closing 30 Jun 2018	This Time Last Year 30 Nov 2017	Year to Date Actual 30 Nov 2018
		$	$	$
Current Assets				
Cash Unrestricted	2	2,195,028	3,244,336	2,337,405
Cash Restricted	2	5,912,906	8,749,127	4,927,468
Rates outstanding	3	261,743	1,002,574	1,163,628
Sundry debtors	3	2,464,293	435,234	3,893,677
GST receivable	3	0	0	93,720
Other receivables	3	0	0	(30,854)
Provision for doubtful debts	3	(336,838)	(329,000)	(336,838)
Accrued income	3	19,081	0	19,081
Inventories		175,760	127,551	175,760
		10,691,973	13,229,822	12,243,047
Less: Current Liabilities				
Payables	4	(893,722)	(1,635,866)	(288,622)
Provisions - employee		(295,410)	(471,644)	(295,410)
Long term borrowings		(140,087)	0	(107,030)
		(1,329,219)	(2,107,510)	(691,062)
Unadjusted Net Current Assets		**9,362,754**	**11,122,312**	**11,551,985**
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	2	(2,766,336)	(3,286,309)	(2,766,336)
Add: Long term borrowings		140,087	0	107,030
Add: Provisions - employee		295,410	471,644	295,410
Adjusted Net Current Assets		**7,031,915**	**8,307,647**	**9,188,089**

SIGNIFICANT ACCOUNTING POLICIES
Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

KEY INFORMATION
The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) compared to the budgeted surplus(deficit) represented on the budget.



This Year YTD Surplus(Deficit)
$9.19 M

Last Year YTD Surplus(Deficit)
$8.31 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

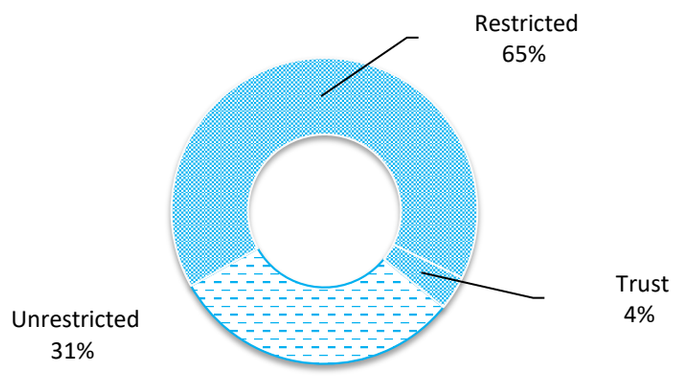
FOR THE PERIOD ENDED 30 NOVEMBER 2018

OPERATING ACTIVITIES
NOTE 2
CASH AND INVESTMENTS

Description	Type	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Municipal Bank Account	Cheque	835,205			835,205	NAB	0.00%	ongoing
Petty Cash & Cash On Hand - Administration	Petty cash	1,700			1,700	Cash on hand	0.00%	ongoing
Petty Cash & Cash On Hand - Great Beyond Visitor Centre	Petty cash	500			500	Cash on hand	0.00%	ongoing
Municipal Investment Account	Investment	1,500,000			1,500,000	NAB	0.00%	ongoing
Reserve Bank Account	Investment		2,766,336		2,766,336	NAB	2.75%	31/12/2018
Restricted Cash; Other	Investment		2,161,132		2,161,132	WATC	1.46%	ongoing
Trust Cash At Bank	Cheque			96,007	96,007	NAB	0.00%	ongoing
Trust - Cash at Bank Outback Highway	Cheque			5,340	5,340	NAB	0.00%	ongoing
Trust - Investment Outback Highway	Term deposit			171,026	171,026	NAB	2.70%	27/03/2019
Total		**2,337,405**	**4,927,468**	**272,373**	**7,537,246**			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
$7.54 M	$2.34 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

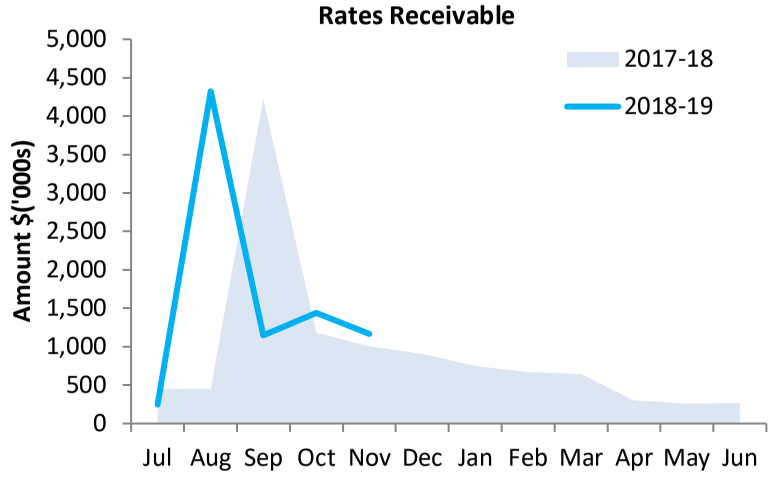
Rates Receivable	30 Jun 2018	30 Nov 18
	$	$
Opening Arrears Previous Years	473,729	261,743
Levied this year	0	4,563,328
Less Collections to date	(211,986)	(3,661,443)
Equals Current Outstanding	**261,743**	**1,163,628**
Net Rates Collectable	**261,743**	**1,163,628**
% Collected	44.7%	75.9%

Receivables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - General	0	2,042,372	1,586,634	62	264,609	3,893,677
Percentage	0%	52.5%	40.7%	0%	6.8%	
Balance per Trial Balance						
Sundry debtors						3,893,677
GST receivable						93,720
Other receivables						(30,854)
Provision for doubtful debts						(336,838)
Accrued income						19,081
Total Receivables General Outstanding						**3,638,786**

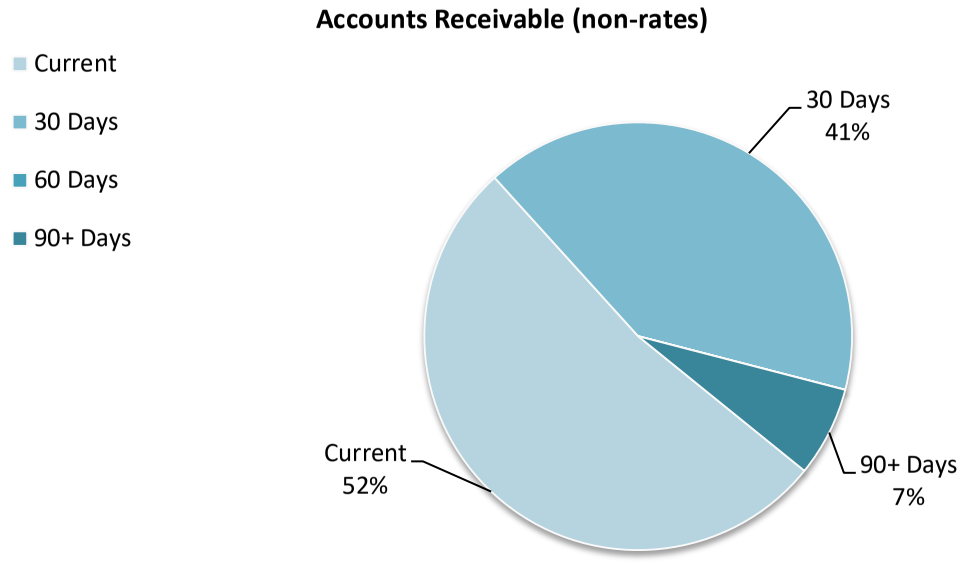
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
75.9%	$1,163,628



Debtors Due
$3,638,786

Over 30 Days
48%

Over 90 Days
6.8%

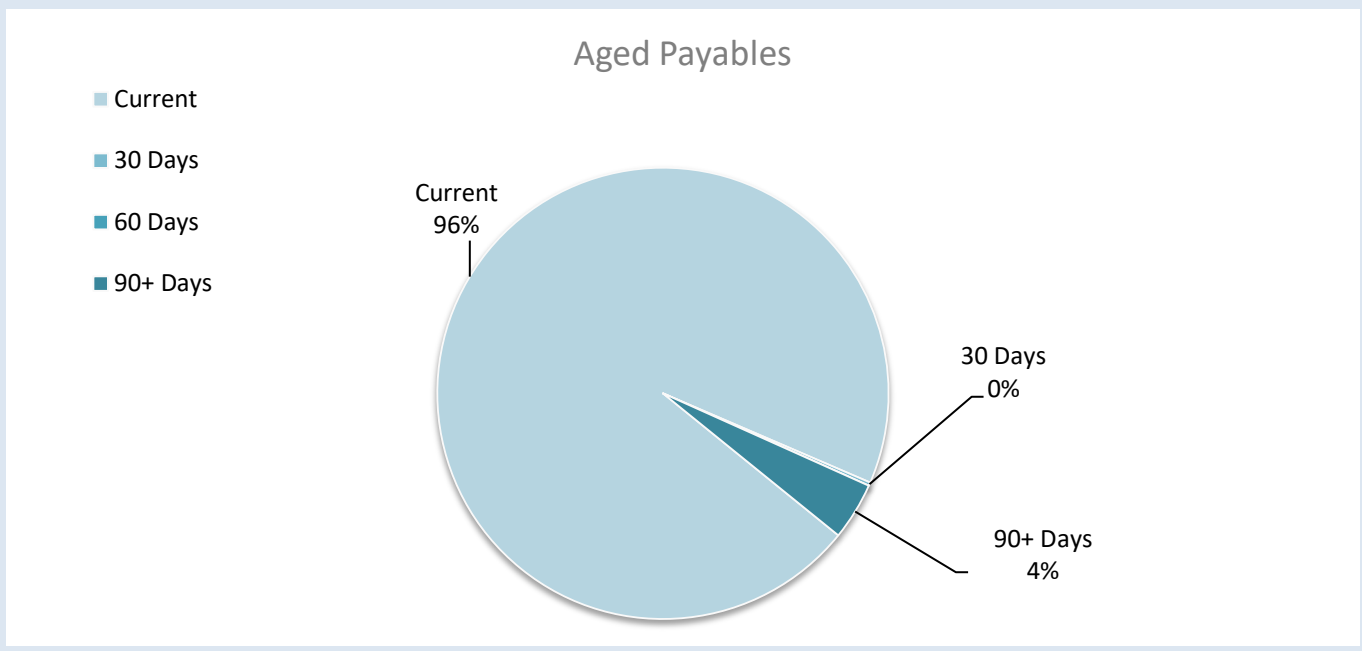
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

OPERATING ACTIVITIES
NOTE 4
Payables

Payables - General	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - General	(570)	124,237	320	0	5,350	129,337
Percentage	(0.40%)	96.1%	0.2%	0%	4.1%	
Balance per Trial Balance						
Sundry creditors						129,337
Accrued interest on debentures						8,772
ATO liabilities						85,173
Payroll creditors						985
Other payables						64,355
Total Payables General Outstanding						**288,622**
Amounts shown above include GST (where applicable)						

KEY INFORMATION

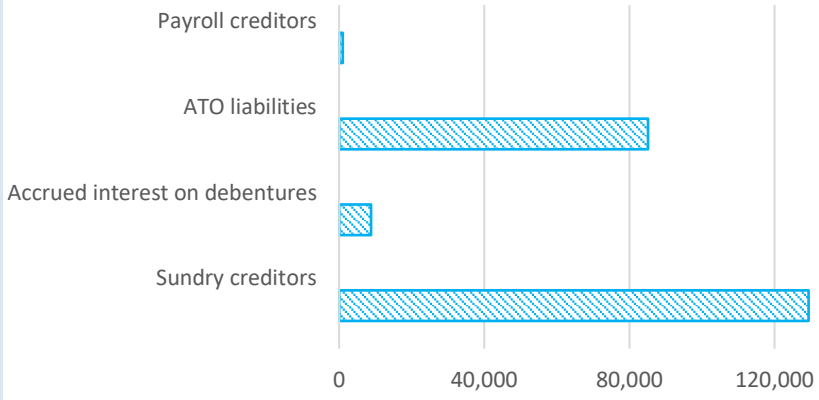
Trade and other payables respresent liaibilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

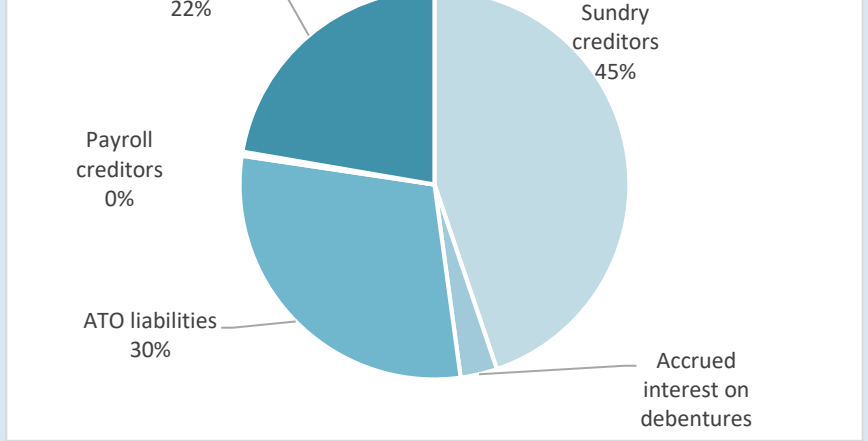


Creditors Due
$288,622

Over 30 Days
4%

Over 90 Days
4.1%



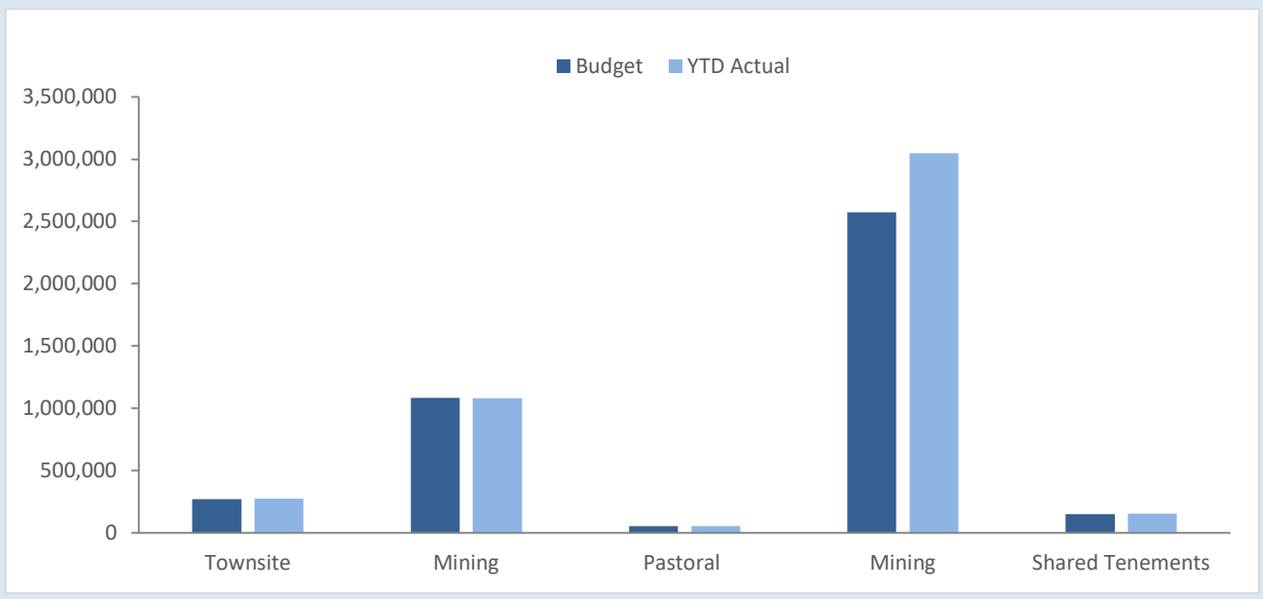


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

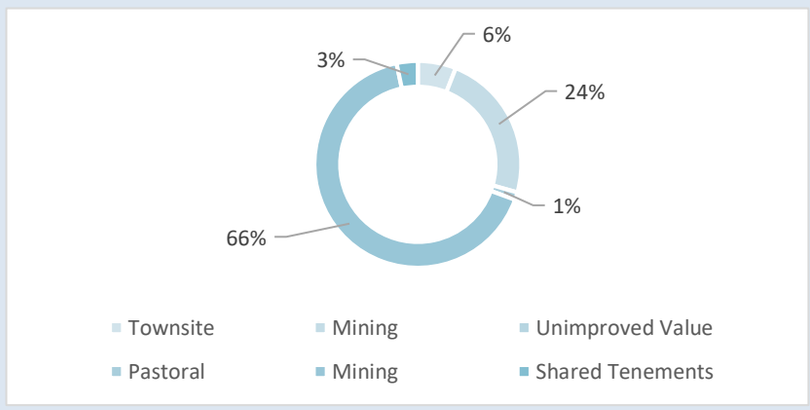
OPERATING ACTIVITIES
NOTE 5
RATE REVENUE

General Rate Revenue				Budget				YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	$			$	$	$	$	$	$	$	$
Differential General Rate											
Gross Rental Value											
Townsite	0.111600	178	2,447,628	273,155	0	0	273,155	273,157	2,438	0	275,595
Mining	0.086200	12	12,580,457	1,084,435	0	0	1,084,435	1,084,439	(5,772)	0	1,078,667
Unimproved Value											
Pastoral	0.094100	17	581,775	54,745	0	0	54,745	54,745	0	0	54,745
Mining	0.159200	734	16,169,962	2,574,258	0	0	2,574,258	2,589,286	460,193	(747)	3,048,732
Shared Tenements	0.159200	28	948,462	150,995	0	0	150,995	150,995	1,383	0	152,378
Sub-Total		969	32,728,284	4,137,588	0	0	4,137,588	4,152,622	458,242	(747)	4,610,117
Minimum Payment	**Minimum $**										
Gross Rental Value											
Townsite	304	49	16,767	14,896	0	0	14,896	13,192	0	0	13,192
Mining	304	1	20	304	0	0	304	304	0	0	304
Unimproved Value											
Pastoral	304	3	3,000	912	0	0	912	912	0	0	912
Mining	304	349	336,320	106,096	0	0	106,096	104,272	0	0	104,272
Shared Tenements	304	21	13,343	6,384	0	0	6,384	1,672	0	0	1,672
Sub-Total		**423**	**369,450**	**128,592**	**0**	**0**	**128,592**	**120,352**	**0**	**0**	**120,352**
Discount							0				(167,141)
Amount from General Rates							**4,266,180**				**4,563,328**
Total General Rates							**4,266,180**				**4,563,328**

KEY INFORMATION
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



General Rates		
Budget	**YTD Actual**	**%**
$4.27 M	**$4.56 M**	**1.0697**

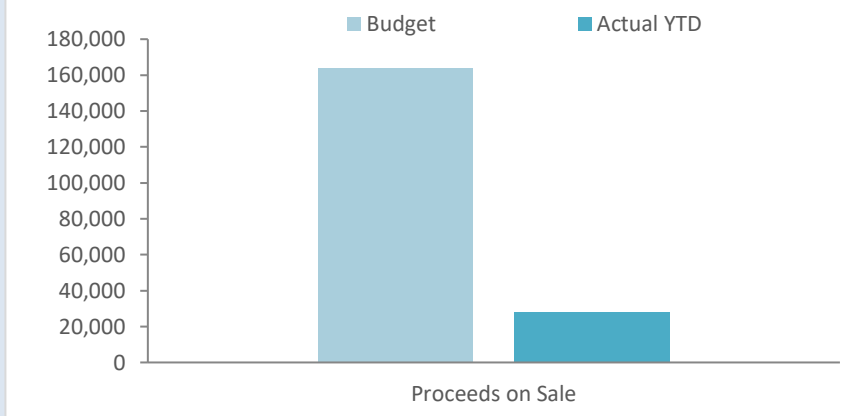


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Recreation and culture								
	P300 Ford Ranger 4x4	16,143	10,000	0	(6,143)	0	0	0	0
	Transport								
	40032 Maintenance trailer accomm #1	1,045	2,000	955	0	0	0	0	0
	P260 Maintenance trailer accomm #2	1,045	2,000	955	0	0	0	0	0
	P272 Cat CS64 vibe roller	168,077	45,000	0	(123,077)	0	0	0	0
	P294 Prime mover	71,219	55,000	0	(16,219)	0	0	0	0
	P335 Nissan Patrol T/back	11,570	10,000	0	(1,570)	0	0	0	0
	P338 Nissan Navara Ute	21,841	10,000	0	(11,841)	0	0	0	0
	Other property and services								
	P297 Toyota Prado Admin EMCCS	44,631	30,000	0	(14,631)	41,119	28,182	0	(12,937)
		335,571	**164,000**	**1,910**	**(173,481)**	**41,119**	**28,182**	**0**	**(12,937)**

KEY INFORMATION



Proceeds on Sale		
Annual Budget	**YTD Actual**	**%**
$164,000	**$28,182**	**17%**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

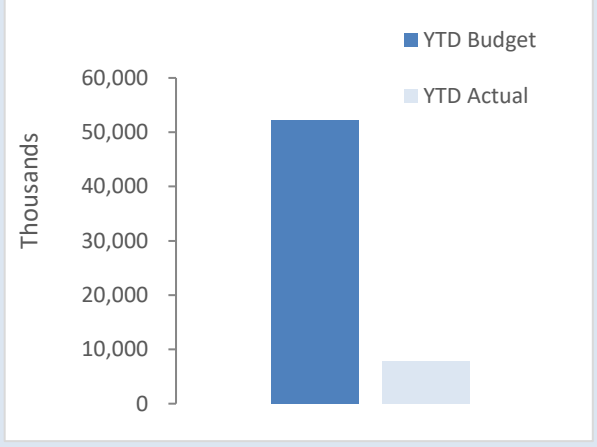
INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Land	**30,000**	**12,500**	**0**	(12,500)
Land & Buildings	**4,323,790**	**1,801,540**	**1,629,106**	(172,434)
Furniture & Fittings	**128,123**	**53,370**	**99,561**	46,191
Plant & Equipment	**790,400**	**329,310**	**78,905**	(250,405)
Infrastructure Roads	**43,400,808**	**18,083,590**	**4,721,235**	(13,362,355)
Infrastructure Other	**3,504,894**	**1,460,330**	**1,233,382**	(226,948)
Infrastructure Parks & Ovals	**50,000**	**20,825**	**22,540**	1,715
Infrastructure Footpaths & Cycleways	**33,902**	**14,125**	**0**	(14,125)
Capital Expenditure Totals	**52,261,917**	**21,775,590**	**7,784,729**	**(13,990,861)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**57,171,623**	**23,821,495**	**6,605,628**	(17,215,867)
Borrowings	**800,000**	**800,000**	**800,000**	0
Other (Disposals & C/Fwd)	**164,000**	**28,182**	**28,182**	0
Cash Backed Reserves				
Aquatic facilities reserve	**125,000**	**0**	**0**	0
Great Beyond reserve	**30,000**	**0**	**0**	0
Council building reserve	**560,000**	**0**	**0**	0
Economic development reserve	**30,000**	**0**	**0**	0
Coach house renovation reserve	**85,000**	**0**	**0**	0
Contribution - operations	**(6,703,706)**	**(2,874,087)**	**350,919**	3,225,006
Capital Funding Total	**52,261,917**	**21,775,590**	**7,784,729**	**(13,990,861)**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	$52.26 M	$7.78 M	15%

Capital Grant	Annual Budget	YTD Actual	% Received
	$57.17 M	$6.61 M	12%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total
Level of Completion Indicators

0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Actual
Expenditure over Actual highlighted in red.

% of Completion # *Level of completion indicator, please see table at the end of this note for further detail.*

% of Completion		Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	Capital Expenditure					
	Land & Buildings					
0.00	4050210	ANIMAL - Building; Capital	5,000	2,080	0	2,080
1.93	4080210	PRESCHOOL - Building; Capital	50,000	20,820	13,720	7,100
0.04	4080310	OTHERED - Building; Capital	50,000	20,820	896	19,924
0.00	4080410	COM DEV - Building; Capital	52,000	21,665	57	21,608
2.94	4090110	STF HOUSE - Building; Capital	448,000	186,665	282,915	-96,250
1.37	4110110	HALLS - Building; Capital	720,000	300,000	1,109,052	-809,052
0.19	4110210	SWIM - Building ; Capital	2,803,790	1,168,245	187,041	981,204
1.39	4120110	ROADC - Building; Capital	20,000	8,330	4,852	3,478
0.37	4130310	HERITAGE - Building; Capital	175,000	72,915	19,884	53,031
1.00	4130410	GREAT BEYOND - Building; Capital	0	0	4,985	-4,985
1.00	4140410	ADMIN - Building; Capital	0	0	5,705	-5,705
9.45	**Land & Buildings Total**		**4,323,790**	**1,801,540**	**1,629,106**	**172,434**
	Plant & Equipment					
0.00	4110330	REC OTHER - Plant & Equipment; Capital	40,000	16,665	0	16,665
0.06	4120330	PLANT - Plant & Equipment; Capital	665,000	277,070	15,120	261,950
1.67	4120430	AERO - Plant & Equipment; Capital	8,150	3,395	8,426	-5,031
0.00	4130530	CRC - Plant & Equipment; Capital	10,245	4,265	0	4,265
0.00	4140230	PWOH - Plant & Equipment; Capital	7,005	2,915	0	2,915
1.82	4140430	ADMIN - Plant & Equipment; Capital	60,000	25,000	55,359	-30,359
0.32	**Plant & Equipment Total**		**790,400**	**329,310**	**78,905**	**250,405**
	Infrastructure Other					
1.34	4050380	OLOPS - Infrastructure Other	20,000	8,330	4,772	3,558
0.00	4080480	COM DEV - Infrastructure Other	18,200	7,580	0	7,580
0.36	4100380	COM AMEN - Infrastructure Other; Capital	30,000	12,490	3,323	9,167
5.14	4110280	SWIM - Infrastructure Other; Capital	3,000,000	1,250,000	1,046,402	203,598
2.47	4110380	TV - Infrastructure Other	15,000	6,250	10,500	-4,250
0.00	4110580	REC OTHER - Infrastructure Other	10,000	4,165	0	4,165
0.47	4120173	ROADC - Infrastructure Other	136,694	56,935	18,136	38,799
1.89	4120480	AERO - Infrastructure Other	170,000	70,830	150,250	-79,420
0.00	4130180	ECON DEV - Infrastructure Other	75,000	31,250	0	31,250
0.00	4130280	TOURISM - Infrastructure Other	30,000	12,500	0	12,500
5.43	**Infrastructure Other Total**		**3,504,894**	**1,460,330**	**1,233,382**	**226,948**
	Furniture & Fittings					
0.00	4110420	LIBRARIES - Furniture & Fittings	5,000	2,080	0	2,080
0.00	4130420	GREAT BEYOND - Furniture & Fittings; Capital	53,000	22,080	0	22,080
1.35	4130520	CRC - Furniture & Fittings	5,000	2,080	8,020	-5,940
1.42	4140420	ADMIN - Furniture & Fittings; Capital	65,123	27,130	91,541	-64,411
2.16	**Furniture & Fittings Total**		**128,123**	**53,370**	**99,561**	**-46,191**
	Infrastructure Parks & Ovals					
13.14	4110570	REC OTHER - Infrastructure Parks & Gardens; Capital	50,000	20,825	22,540	-1,715
13.14	**Infrastructure Parks & Ovals Total**		**50,000**	**20,825**	**22,540**	**-1,715**
	Infrastructure Roads					
0.00	4120141	ROADC - Sealed; Council Funded	166,815	69,495	0	69,495
0.77	4120148	ROADC - Gravel; Roads to Recovery Funded	1,830,055	762,505	331,509	430,996
0.31	4120151	ROADC - Sealed; Regional Road Group Funded	40,500,000	16,875,000	4,010,138	12,864,862
3.00	4120152	ROADC - Gravel; Regional Road Group Funded	467,572	194,800	292,109	-97,309
0.00	4120158	ROADC - Gravel; Black Spot Funded	289,700	120,700	0	120,700
3.31	4120165	ROADC - Gravel; Other Grant Funding	146,666	61,090	87,479	-26,389
0.35	**Infrastructure Roads Total**		**43,400,808**	**18,083,590**	**4,721,235**	**13,362,355**
	Infrastructure Footpaths & Cycleways					
0.00	4120172	ROADC - Footpaths	33,902	14,125	0	14,125
0.00	**Infrastructure Footpaths & Cycleways Total**		**33,902**	**14,125**	**0**	**14,125**
	Land					
0.00	4130109	ECON DEV - Land; Capital	30,000	12,500	0	12,500
0.00	**Land Total**		**30,000**	**12,500**	**0**	**12,500**
0.56	**Grand Total**		**52,261,917**	**21,775,590**	**7,784,729**	**13,990,861**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

FINANCING ACTIVITIES
NOTE 8
BORROWINGS

Repayments - Borrowings

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	01-07-18	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	$	$	$	$	$	$	$	$	$
Housing									
Loan 79B Executive Housing	90,187	0	0	33,057	30,000	57,130	60,187	10,192	6,000
Loan 81 Burt St Group Housing	261,950	0	0	0	40,000	261,950	221,950	0	16,000
Loan 82 Staff Housing	0	250,000	250,000	0	20,000	250,000	230,000	0	20,000
Recreation and culture									
Loan 83 Swimming Pool	0	550,000	550,000	0	30,000	550,000	520,000	0	30,000
Economic services									
Loan 80 Underground Power	396,057	0	0	0	80,000	396,057	316,057	1,453	16,000
	748,194	800,000	800,000	33,057	200,000	1,515,137	1,348,194	11,645	88,000
Total	748,194	800,000	800,000	33,057	200,000	1,515,137	1,348,194	11,645	88,000

All debenture repayments were financed by general purpose revenue.

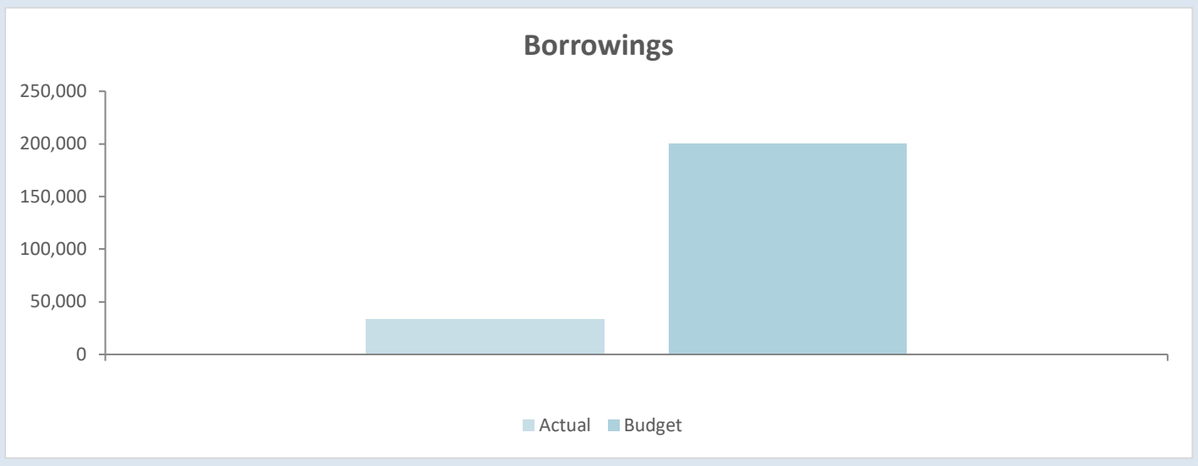
New Borrowings 2018-19

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Loan 82 staff housing	250,000	250,000	WATC	Debenture	10	0	3	250,000	250,000	0
Loan 83 swimming pool	550,000	550,000	WATC	Debenture	10	0	3	550,000	450,000	0
	800,000	800,000				0		800,000	700,000	0

Unspent Borrowings

The Shire has no unspent debenture funds as at 30th June 2017, nor is it expected to have unspent funds as at 30th June 2018.

KEY INFORMATION
All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



Principal Repayments	
$33,057	
Interest Earned	**Interest Expense**
$49,729	$11,645
Reserves Bal	**Principal Outstanding**
$2.77 M	$1.52 M

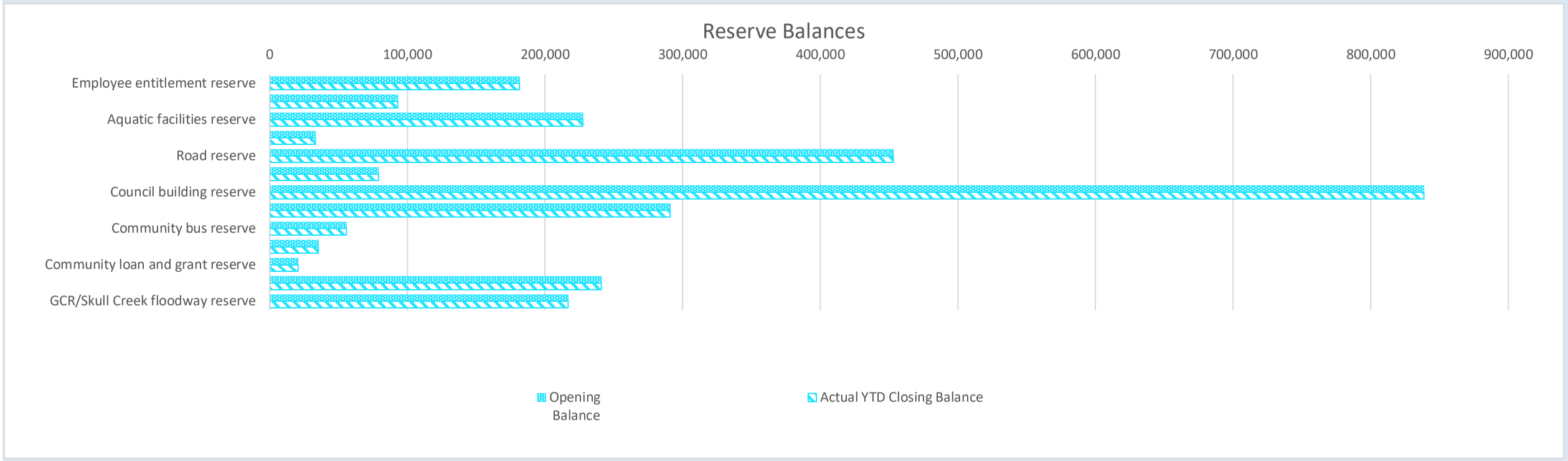
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$		$	$
Employee entitlement reserve	181,379	0	0	0	0	0	0	181,379	181,379
Plant replacement reserve	93,014	0	0	200,000	0	0	0	293,014	93,014
Aquatic facilities reserve	227,646	0	0	0	0	(125,000)	0	102,646	227,646
Aerodrome reserve	33,223	0	0	100,000	0	0	0	133,223	33,223
Road reserve	453,085	0	0	0	0	0	0	453,085	453,085
Great Beyond reserve	79,066	0	0	0	0	(30,000)	0	49,066	79,066
Council building reserve	838,718	0	0	200,000	0	(560,000)	0	478,718	838,718
Economic development reserve	291,006	0	0	0	0	(30,000)	0	261,006	291,006
Community bus reserve	55,656	0	0	0	0	0	0	55,656	55,656
Town site revitalisation reserve	35,358	0	0	0	0	0	0	35,358	35,358
Community loan and grant reserve	20,638	0	0	0	0	0	0	20,638	20,638
Coach house renovation reserve	240,825	0	0	0	0	(85,000)	0	155,825	240,825
GCR/Skull Creek floodway reserve	216,722	0	0	0	0	0	0	216,722	216,722
	2,766,336	**0**	**0**	**500,000**	**0**	**(830,000)**	**0**	**2,436,336**	**2,766,336**

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

Grant Provider	Adopted Budget Operating	Adopted Budget Capital	YTD Budget	Annual Budget (d)	Budget Variations (e)	Expected (d)+(e)	YTD Actual Revenue (b)
	$	$	$				$
General purpose funding							
WA Grants Commission - General Grant	752,483	0	313,530	752,483	0	752,483	379,253
WA Grants Commission - Road Grant	379,173	0	157,985	379,173	0	379,173	180,848
Rates - Reimbursement of debt collection costs	20,000	0	8,330	20,000	0	20,000	410
Law, order, public safety							
DFES operational grant	2,380	0	990	2,380	0	2,380	470
Other contributions	2,000	0	830	2,000	0	2,000	4,000
Health							
Preventions - Reimbursements	2,500	0	1,040	2,500	0	2,500	0
Other contributions	105,000	0	43,750	105,000	0	105,000	52,020
Education and welfare							
Youth Services Contributions	0	0	0	0	0	0	618
Youth Services Grants	125,000	0	52,080	125,000	0	125,000	61,549
Community Development Contributions	41,200	0	17,165	41,200	0	41,200	0
Community Development Grants	116,950	0	48,725	116,950	0	116,950	0
Youth Services Reimbursements	15,000	0	6,250	15,000	0	15,000	0
Housing							
Staff rental reimbursements	20,000	0	8,330	20,000		20,000	4,394
Housing grants	100,000	0	41,665	100,000	0	100,000	100,000
Recreation and culture							
Halls grants	0	678,272	282,610	678,272	0	678,272	0
Swimming Pools operating grant	0	3,850,000	1,604,165	3,850,000	0	3,850,000	0
TV Radio reimbursements	5,000	0	2,080	5,000	0	5,000	2,637
Other contributions	110,000	0	45,830	110,000	0	110,000	0
Transport							
Regional Roads Group (MRWA)	0	311,174	129,655	311,174	0	311,174	146,988
Roads to Recovery	0	1,615,660	673,190	1,615,660	0	1,615,660	417,500
Black Spot Grant	0	193,133	80,470	193,133	0	193,133	77,253
Other grants	0	40,500,000	16,875,000	40,500,000	0	40,500,000	3,705,996
Remote access roads	86,666	0	36,110	86,666	0	86,666	208,101
Flood damage	0	9,946,384	4,144,325	9,946,384	0	9,946,384	2,257,891
Road contribution income	111,200	0	46,330	111,200	0	111,200	0
Direct Road Grant MRWA	108,439	0	45,180	108,439	0	108,439	176,244
Aero grants	25,000	0	10,415	25,000	0	25,000	0
Economic services							
Economic development reimbursements	50	0	20	50	0	50	0
Tourism reimbursements	3,000	0	1,250	3,000	0	3,000	0
Heritage grants	0	60,000	25,000	60,000	0	60,000	0
Great Beyond grants	0	17,000	7,080	17,000	0	17,000	0
CRC contributions	130,000	0	54,165	130,000	0	130,000	58,777
CRC grants	5,000	0	2,080	5,000	0	5,000	0
Other property and services							
Fuel Tax Credits Grant Scheme	95,000	0	39,580	95,000	0	95,000	4,030
TOTALS	**2,361,041**	**57,171,623**	**24,805,205**	**59,532,664**	**0**	**59,532,664**	**7,838,980**
SUMMARY							
Operating grants, subsidies and contributions	2,361,041	0	983,710	2,361,041	0	2,361,041	1,233,351
Non-operating grants, subsidies and contributions	0	57,171,623	23,821,495	57,171,623	0	57,171,623	6,605,628
TOTALS	**2,361,041**	**57,171,623**	**24,805,205**	**59,532,664**	**0**	**59,532,664**	**7,838,980**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2018

NOTE 11
TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01-07-18	Amount Received	Amount Paid	Closing Balance 30 Nov 2018
	$	$	$	$
Housing bonds	2,660	0	(860)	**1,800**
BCITF	0	1,200	(1,200)	**0**
Unclaimed monies	1,000	0	0	**1,000**
Youth advisory committee	1,029	0	0	**1,029**
Clubs and discos	1,530	0	0	**1,530**
North East Goldfields LCDC	14,333	0	0	**14,333**
Sport & recreation grant funds	6,000	0	0	**6,000**
Donations received	9,044	0	0	**9,044**
Outback Highway development fund	176,366		0	**176,366**
Department of Transport	0	58,887	0	**58,887**
Builders Services Levy	2,384	1,007	(1,007)	**2,384**
	214,346	**61,094**	**(3,067)**	**272,373**

KEY INFORMATION

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2018

NOTE 13
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2018-19 year is $10,000 or 10.00% whichever is the greater.

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	$	%			
Revenue from operating activities					
General Purpose Funding - Rates	2,785,753	156.72%	▲	Timing	
General Purpose Funding - Other	61,417	11.10%	▲	Timing	
Education and Welfare	(58,794)	(47.33%)	▼	Timing	
Housing	54,053	86.50%	▲	Timing	
Community Amenities	43,858	77.98%	▲	Timing	
Recreation and Culture	(44,249)	(90.32%)	▼	Timing	
Transport	345,477	125.03%	▲	Timing	
Other Property and Services	(31,918)	(64.39%)	▼	Timing	
Expenditure from operating activities					
Governance	65,507	27.81%	▲	Timing	
General Purpose Funding	51,894	24.11%	▲	Timing	
Law, Order and Public Safety	(22,646)	(32.30%)	▼	Timing	
Health	14,692	11.13%	▲	Timing	
Education and Welfare	74,611	25.29%	▲	Timing	
Housing	(162,415)	(216.61%)	▼	Timing	
Community Amenities	(27,728)	(13.52%)	▼	Timing	
Recreation and Culture	54,541	12.78%	▲	Timing	
Transport	2,716,564	47.77%	▲	Timing	
Economic Services	103,843	17.33%	▲	Timing	
Other Property and Services	291,459	359.54%	▲	Timing	
Investing Activities					
Non-operating Grants, Subsidies and Contribu	(17,215,867)	(72.27%)	▼	Timing	
Capital Acquisitions	13,990,861	64.25%	▲	Timing	

KEY INFORMATION

MOORE STEPHENS

Mr Peter Naylor
The Chief Executive Officer
Shire of Laverton
PO Box 42
LAVERTON WA 6440

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2 The Esplanade
Perth, WA 6000

PO Box 5785
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Dear Peter

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2018

We advise that we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 30 November 2018 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated that our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation* 34(1) (d).

COMMENTS/SUGGESTIONS

As per the attached table for management points.

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the Statutory Monthly Financial Statements by completing Note 13 – Major Variations by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

We noted no other matters we wish to draw to management's attention.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely

RUSSELL BARNES
DIRECTOR

17 December 2018

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Shire of Laverton
Management Information Report

Period Ending
30 November. 2018

Topic	Item	First Identified	Explanation	Action Required	Priority
Cash	Reconciliation	Sept. 2018	The amount of restricted municipal cash is $2,161,132 as at the 30th November 2018 as disclosed at Note 2 of the attached Statement of Financial Activity for the Shire of Laverton. These restricted funds represent monies held for the purpose of the Community Hub Project. The actual balance of the investment is $2,163,794 as per the statement from the WA Treasury Corporation and represents a variation to the attached statements of $2,662.	We recommend all cash held be reconciled monthly to ensure movements in investments and interest earned are accounted for.	High
Investments	Accruals	Nov. 2018	The investment for the Reserves cash matures on 31st December 2018. No interest accrual for the investment has been recognised in the accounts.	We recommend investments be reconciled each month as a process and interest on investments be accrued to the end of the period.	High
Budget	Monthly Budget	July 2018	We have not received a year to date budget allocation. The year to date budget allocation used in this financial statement is estimated at 5/12th of the annual budget.	A monthly year to date budget allocation to be provided.	High
Trust Account	Interest	April 2018	All trust interest is deposited to the Municipal bank account.	We recommend all trust interest be retained in the trust account and attributed to the relevant trust liabilities in accordance with Section 6.9 (3)(a) of the Local Government Act.	High

Approval: _____ Russell Barnes, Director

Date of Issue: 17 December 2018

Shire of Laverton
Management Information Report

Period Ending
30 November. 2018

Topic	Item	First Identified	Explanation	Action Required	Priority
Trust Account	Reconciliation	Oct. 2018	No reconciliation of the trust fund bank statements and investments has been received.	We recommend the trust bank account be reconciled to the bank statements and investments. Procedures and systems should be implemented to ensure the recognition of trust transactions to trust creditors and for these to be reconciled.	High
Debtors	Reconciliation	Oct. 2018	No reconciliation of the sundry debtors ledger to the general ledger has been received. The difference between the aged trial balance received and the general ledger is $1,249,437.	We recommend the subsidiary ledgers be reconciled each period to the general ledger.	High
Creditors	Reconciliation	Oct. 2018	No reconciliation of the sundry creditors ledger to the general ledger has been received. The difference between the aged trial balance received and the general ledger is $4,500.	We recommend the subsidiary ledgers be reconciled each period to the general ledger.	High
Liabilities	Department of Transport collections	Oct. 2017	No reconciliation of the transport collections account has been received.	We recommend this account be reconciled to the movements in transport collections.	Medium
Liabilities	Emergency Services Levy	Oct. 2017	No reconciliation of the ESL account has been received.	We recommend this account be reconciled to the rate book and to the amount outstanding with DFES.	Medium

Approval: _____ Russell Barnes, Director

Date of Issue: 17 December 2018

Topic	Item	First Identified	Explanation	Action Required	Priority
Debtors	Overdue	Jun. 2018	Debtors totalling $1,851,243 are outstanding 30 days or more.	We recommend debtors be reviewed regularly and action taken to recover the debts as per council policy.	Medium
Allocations	Under/overallocation	Oct. 2017	The Plant Operation costs are over allocated by $156,465, Public Works Overheads are over allocated by $272,843. Administration costs under allocated by $140,515. The net over allocated result is $288,793. The overallocation has contributed to a negative amount of $210,394 being reported in the expenses for Other Property and Services. The impact to the statements is an overstatement of the cost of works and services.	We recommend the overhead allocations be reviewed and adjusted (where appropriate) regularly.	Medium
Funding surplus		July 2018	At the time of preparing the attached Statement of Financial Activity, the Annual Financial Report for 30 June 2018 has not been finalised, therefore the closing surplus may change from the current $7,031,915 due to year end and audit adjustments.	None required	Low

Shire of Laverton
Management Information Report

Period Ending
30 November. 2018

Topic	Item	First Identified	Explanation	Action Required	Priority
Information not Provided	Support	Nov. 2017	a. Reconciliation of debtors b. Reconciliation of creditors c. Reconciliation of trust, reserves and investments d. Reconciliation of credit cards e. Reconciliation of fixed assets to general ledger f. Reconciliation of payroll liabilities.	Please supply the reconciliation support items listed for next month.	

Approval: _____ Russell Barnes, Director

Date of Issue: 17 December 2018

SHIRE OF LAVERTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Budget Amendments

Budget Page No	COA	Description	Council Resolution	Comment	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					$	$	$	$
7	**Opening Carried Forward Surplus (Deficit)**			See #3110210 below				**3,146,570**
43	3030130	Rates Levied		Mining Tenements - Shared - Minimums should be $152 not $304 as per budget			(3,192)	**3,143,378**
44	3030210	Financial Assistance Grant - General		Adjustment to Final Allocation		6,022		**3,149,400**
	3030211	Financial Assistance Grant - Roads					(17,478)	**3,131,922**
46	2050212	Animal Control Expenses						**3,131,922**
		W341 Continuation Murdoch Vet microchipping & consult services		Reallocation within account - No net effect on Budget		4,000		**3,135,922**
		W349 Animal Control; Contract Ranger				4,000		**3,139,922**
		W350 Animal Control; Shire Staff					(8,000)	**3,131,922**
49	2070287	Preventative Services Health - Other Expenses		Public Health Plan			(11,000)	**3,120,922**
51	2080188	YOUTH - Building Operating Expenses						**3,120,922**
		BO028 Laverton Community Hub - Youth Facilities - Operating		Job Numbers created after budget to reflect accurate use of Council buildings				**3,120,922**
	2080189	YOUTH - Building Maintenance						**3,120,922**
		BM028 Laverton Community Hub - Youth Facilities - Maintenance						**3,120,922**

SHIRE OF LAVERTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Budget Amendments

Budget Page No	COA	Description	Council Resolution	Comment	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
52	2080288	PRESCHOOL - Building Operations		Use of Buildings no longer exists - refer to above		8,000		**3,128,922**
	2080289	PRESCHOOL - Building Maintenance				8,000		**3,136,922**
53	2080388	OTHERED - Building Operations						**3,136,922**
		BO034 - Playgroup Office & Toilet; 14 Duketon Street; Toilet Block; Operating		Incorrect Job Number shown in Budget - BO/BM033 - see below - no financial effect on Budget				**3,136,922**
	2080389	OTHERED - Building Maintenance						**3,136,922**
		BM034 - Playgroup Office & Toilet; 14 Duketon Street; Toilet Block; Maintenance						**3,136,922**
54	2080488	COM DEV - Building Operations						**3,136,922**
		BO031 - Community Services; 12 MacPherson Place; Office & Shed - Operating					(9,000)	**3,127,922**
		BO033 - COM DEV - Building Operations - CDC Office Operating		Job Numbers created after budget to reflect accurate use of Council buildings. Reallocation within account - No net effect on Budget		9,000		**3,136,922**
	2080489	COM DEV - Building Maintenance						**3,136,922**
		BM031 - Community Services; 12 MacPherson Place; Office & Shed - Maintenance					(15,000)	**3,121,922**
		BM033 - COM DEV - Building Maintenance - CDC Office Maintenance				15,000		**3,136,922**
	3080410			CDC Grant Funding - Final Claim 2017/2018		30,000		**3,166,922**

SHIRE OF LAVERTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Budget Amendments

Budget Page No	COA	Description	Council Resolution	Comment	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
57/50	2090288	BO018 - 6-8 Duketon Street; Other Housing; currently Doctor's residence - Operating						**3,166,922**
	2070388	BO018 - 6-8 Duketon Street; Other Housing; currently Doctor's residence - Operating		Job Numbers moved from Housing Other to Health Other to reflect current use of house/building - No financial effect on Budget				**3,166,922**
	2090289	BM018 - 6-8 Duketon Street; Other Housing; currently Doctor's residence - Maintenance						**3,166,922**
	2070389	BM018 - 6-8 Duketon Street; Other Housing; currently Doctor's residence - Maintenance						**3,166,922**
58	3100100	SANITATION - Domestic Refuse Collection Charges		Net Budget Provision made			(28,000)	**3,138,922**
	3100120	SANITATION - Commercial Collection Charge				28,000		**3,166,922**
	4100180	SANITATION - Infrastructure Other		Tip Fence			(50,000)	**3,116,922**
59	2100252	Planning Consultants		TPS No 2 Review ~ $4,500 - Budget impact nil - Absorbed as part of Consultants allocation				**3,116,922**
62	3110210	SWIM - Grants		R4R Grant monies received 2016 rebudgeted			(3,000,000)	**116,922**
	4110280	IO328 Laverton Community Hub; Stage 1A; Swimming Pool Bowls		Hub Project monies expended 2017/2018		500,000		**616,922**
				Water Slide Addition			(20,000)	**596,922**

SHIRE OF LAVERTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Budget Amendments

Budget Page No	COA	Description	Council Resolution	Comment	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
63	2110388	TV RADIO - Other TV RADIO Facilities Building Operations		Incorrect Job Number shown in Budget - BO/BM055 - part of Housing Budget (page 55) - no financial effect on Budget				**596,922**
		BO051 - TV/Radio Rebroadcasting Facilities; Operating						**596,922**
	2110389	TV RADIO - Other TV RADIO Facilities Building Maintenance						**596,922**
		BM051 - TV/Radio Rebroadcasting Facilities; Maintenance						**596,922**
64	2110488	LIBRARIES - Library Building Operations		Incorrect Job Number shown in Budget - BO/BM053 - no financial effect on Budget				**596,922**
		BO049 - Library; Operating						**596,922**
	2110489	LIBRARIES - Library Building Maintenance						**596,922**
		BM049 - Library Maintenance						**596,922**
65	2110565	REC OTHER - Parks & Gardens Maintenance/Operations		Job Number omitted from Budget in error				**596,922**
		W300 - Administration Office; Garden & Surrounds					(25,000)	**571,922**
	2110588	REC OTHER - Other Rec Facilities Building Operations		Job Numbers created after budget. Jobs will become "active" at completion of major works. Unknown effect on Budget at this point				**571,922**
		BO027 - Laverton Community Hub - Recreation Facilities - Operating						**571,922**
	2110589	REC OTHER - Other Rec Facilities Building Maintenance						**571,922**
		BM027 - Laverton Community Hub - Recreation Facilities - Maintenance						**571,922**

SHIRE OF LAVERTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Budget Amendments

Budget Page No	COA	Description	Council Resolution	Comment	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
66	4110570	IP301 - Leahy Park Pump Track						**571,922**
67	3120117	ROADC - Other Grants - Remote Access Roads		Increase in State Govt. funding. Federal Govt. funding omitted from Budget. See Expenditure below.		193,334		**765,256**
	3120113	ROADC - Other Grants - Great Central Road		MRWA to take back Balance of Funds/Job			(35,000,000)	**(34,234,744)**
68	4120148	ROADC - Gravel; Roads to Recovery Funded						**(34,234,744)**
		RTR801 - Mt Weld/Merolia/Racecourse Roads		Expenditure matched to income - Refer #3120111		46,800		**(34,187,944)**
69	4120165	ROADC - Gravel; Other Grant Funding						**(34,187,944)**
		RAR087 - Great Central Road (RAAR) 8520 - PN21100784 - C/Over					(20,000)	**(34,207,944)**
		RAR009 - Bandya-Mulga Queen Road (RAAR) 8380 - PN21100782		Increase in Expenditure on Road Improvements to match grant funding			(86,667)	**(34,294,611)**
		RAR070 - Old Laverton Road (RAAR) 8390 - PN21100783					(26,667)	**(34,321,278)**
	4120151	RRG087 - Great Central Road - PN21113635		MRWA to take back Balance of Funds/Job		35,000,000		**678,722**
				Augusta Street - Telstra Hub/Pit Works ex Main Street Upgrade			(11,400)	**667,322**

SHIRE OF LAVERTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Budget Amendments

Budget Page No	COA	Description	Council Resolution	Comment	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
70	2120217	ROADM - Maintenance; Town Streets		Job Number omitted from Budget in error				**667,322**
		W325 - Road Verge maintenance					(30,000)	**637,322**
	3120210	Direct Road Grant (MRWA)		Increase in annual direct grant received (State wide)		67,805		**705,127**
72	3120420	AERO - Airport Landing Fees & Charges		Increased Income		50,000		**755,127**
	3120430	AERO - Sale of Aviation Fuel		Increased Income - net figure		30,000		**785,127**
73	4120480	IO329 - Runway Lighting Replacement		Budget Overrun			(5,250)	**779,877**
		TBC - Apron/Taxiway Works		Net of Grants - $750,000 total construction - 50% Grant Funded			(375,000)	**404,877**
76	2130388	HERITAGE - Building Operations						**404,877**
		BO045 - Old Gaol/Museum - 14 Erlistoun St - Operating		Job Numbers omitted from Budget in error			(1,000)	**403,877**
	2130389	HERITAGE - Building Maintenance						**403,877**
		BM045 - Old Gaol/Museum - 14 Erlistoun St - Maintenance					(1,000)	**402,877**
	3130310	HERITAGE - Grants - Coach House Remedial Works		Grant not being pursued			(60,000)	**342,877**
	4130310	HERITAGE - Building; Capital						**342,877**
		BC043 - Coach House Restoration		Works Scaled back		60,000		**402,877**
		BC045 - Old Court Hose Building Upgrade		"Church" Renovation Works			(50,000)	**352,877**

SHIRE OF LAVERTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Budget Amendments

Budget Page No	COA	Description	Council Resolution	Comment	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
77	2130465	GREAT BEYOND - Maintenance/Operations		"Duplicated" job number - W307 shown in Recreation (page 65)				**352,877**
		W307 - Great Beyond Visitor Centre; Garden & Surrounds				15,000		**367,877**
78	2130588	CRC - Building Operations		Floor Rental not shown as a "Service Contract" in Budget				**367,877**
		BO061 - Community Resource Centre					(11,400)	**356,477**
78	2130540	CRC - Advertising & Promotion		No allocation made in 2018/2019 Budget			(15,000)	**341,477**
79	4130510	BC013 - Construct new CRC		Consideration for 2019/2020 Budget ???			(400,000)	**(58,523)**
		Reserve Transfer/Purchase of Building		Allowance of $150,000 to purchase existing building at Land Value only - funded from Building Reserve - No net Budget Impact				**(58,523)**
80	2130735	RURAL - Noxious Weed Control						**(58,523)**
		W352 - Contribution to GNRBA - Cactus & Biosecurity Control		Change of name to Cactus, Feral Animal & Biosecurity Control - No budget impact				**(58,523)**
84	2140452	ADMIN - Consultants		Industrial Relations Costs - Absorbed as part of Consultants allocation				**(58,523)**

SHIRE OF LAVERTON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2019

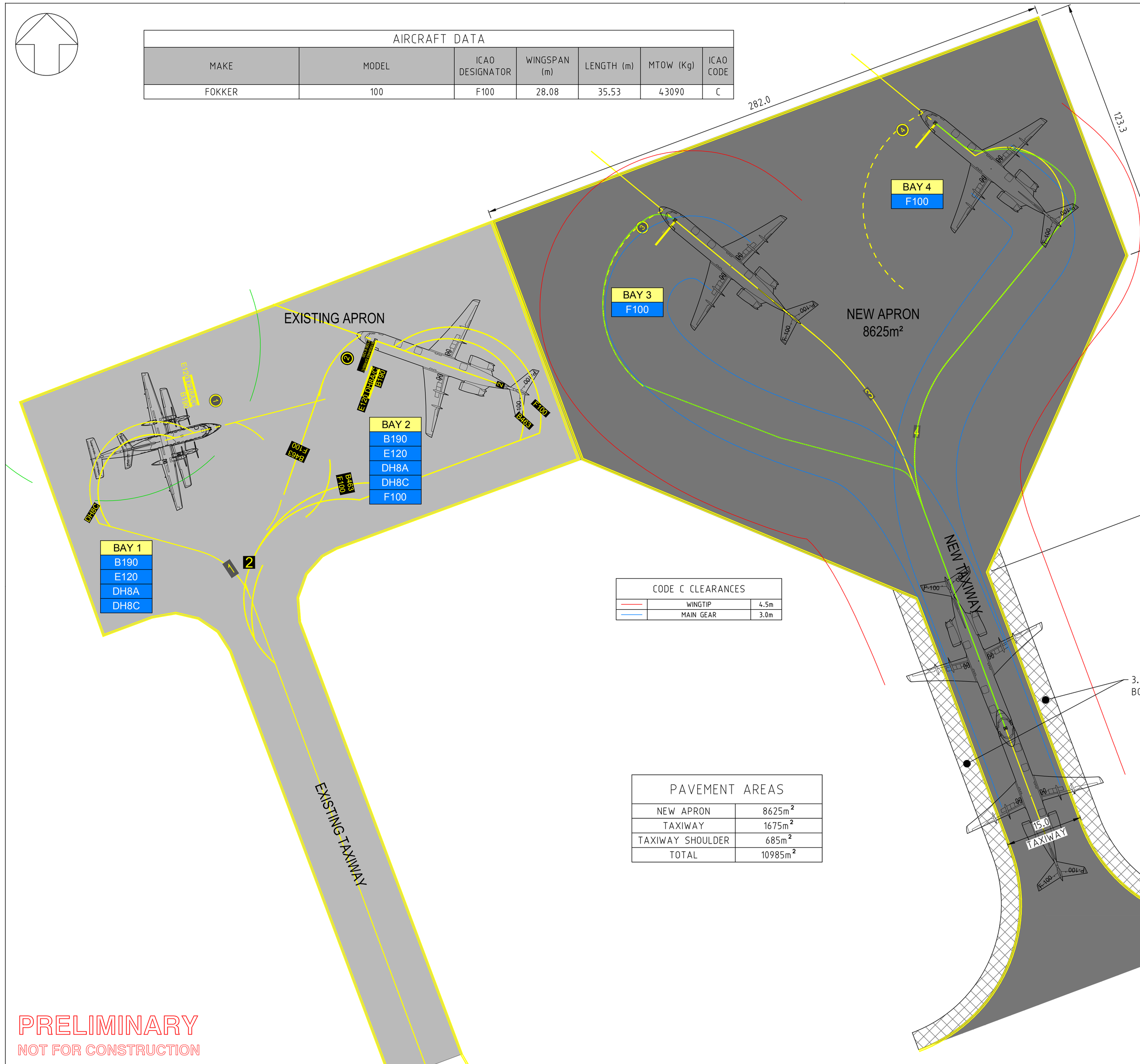
NOTE 11. BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Budget Amendments

Budget Page No	COA	Description	Council Resolution	Comment	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
85		ADMIN - Capital - Various		Carpet			(12,000)	**(70,523)**
				Painting			(8,000)	**(78,523)**
				Generator/Connection - cost TBA - offset by grant				**(78,523)**
				Broadband Connection			(25,000)	**(103,523)**
		Swimming Pool/Private Works		Pool Manager's salary & on-costs charged to Leonora for the pool season		10,000		**(93,523)**
85	4140420	ADMIN Furniture & Fittings		Synergy Soft Installation/Conversion - 1st Instalment due 30 June 2018 not brought to account at 30 June as per agreement			(95,955)	**(189,478)**
85 & 78		Auto Doors - Admin Office & GBVC		Rubek Auto doors installed as part of DAIP			(21,380)	**(210,858)**
		Housing Maintenance - ex 2017/2018 ???		Works Orders issued in 2017/2018 not brought to account as Accrual at Balance Day			(60,000)	**(270,858)**
								(270,858)
					0	**36,084,961**	**(39,502,389)**	**(270,858)**

AIRCRAFT DATA						
MAKE	MODEL	ICAO DESIGNATOR	WINGSPAN (m)	LENGTH (m)	MTOW (Kg)	ICAO CODE
FOKKER	100	F100	28.08	35.53	43090	C



NOTES:

1. DESIGNED IN COMPLIANCE WITH THE 'MANUAL OF STANDARDS PART 139 - AERODROMES' (MOS 139).
2. DIMENSIONS ARE IN METRES UNLESS OTHERWISE NOTED.

REFERENCE CIVIL AVIATION ORDER 20.9

DURING FUELLING OPERATIONS, THE AIRCRAFT AND GROUND FUELLING EQUIPMENT SHALL BE SO LOCATED THAT NO FUEL TANK FILLING POINTS OR VENT OUTLETS LIE:

a. WITHIN 5m OF ANY SEALED BUILDING;
b. WITHIN 6m OF OTHER STATIONARY AIRCRAFT;
c. WITHIN 15m OF ANY EXPOSED PUBLIC AREA;
d. WITHIN 15m OF ANY UNSEALED BUILDING IN THE CASE OF AIRCRAFT WITH MAXIMUM TAKE-OFF WEIGHT IN EXCESS OF 5700kg or
e. WITHIN 9m OF ANY UNSEALED BUILDING IN THE CASE OF AIRCRAFT WITH A MAXIMUM TAKEOFF WEIGHT NOT EXCEEDING 5700kg.

AN AIRCRAFT ENGINE SHALL NOT BE STARTED OR OPERATED:

A. WITHIN 5 METRES (17ft) OF ANY SEALED BUILDING; OR
B. WITHIN 8 METRES (25ft) OF OTHER AIRCRAFT; OR
C. WITHIN 15 METRES (50ft) OF ANY EXPOSED PUBLIC AREA; OR
D. WITHIN 15 METRES (50ft) OF ANY UNSEALED BUILDING IN THE CASE OF AN AIRCRAFT WITH A MAXIMUM TAKE-OFF WEIGHT EXCEEDING 5700kg (12566lb); OR
E. WITHIN 8 METRES (25ft) OF ANY UNSEALED BUILDING IN THE CASE OF AN AIRCRAFT WITH A MAXIMUM TAKE-OFF WEIGHT NOT EXCEEDING 5700kg (12566lb);

AND TURBINE ENGINES, IN ADDITION, SHALL NOT BE OPERATED WITHIN THE APPROPRIATE DISTANCE SPECIFIED BELOW OF ANY OTHER AIRCRAFT, FUELLING EQUIPMENT OR EXPOSED PUBLIC AREAS WHICH LIE TO THE REAR OF AND WITHIN A 15 DEGREE ARC EITHER SIDE OF THE EXHAUST OUTLET AXIS OF THAT ENGINE:

ENGINE TYPE	POWER CONDITION	MINIMUM DISTANCE METRES
TURBO PROP	AT OR BELOW NORMAL SLOW TAXIING POWER	15 (50ft)
	AT POWER NEEDED TO INITIATE MOVEMENT OF A STATIONARY AIRCRAFT	23 (75ft)
TURBO JET	AT OR BELOW NORMAL SLOW TAXIING THRUST	30 (100ft)
	AT POWER NEEDED TO INITIATE MOVEMENT OF A STATIONARY AIRCRAFT	46 (150ft)

PAVEMENT AREAS	
NEW APRON	8625m²
TAXIWAY	1675m²
TAXIWAY SHOULDER	685m²
TOTAL	10985m²

50 0 50 100 150 Metres

SCALE 1 : 2,500

PRELIMINARY

NOT FOR CONSTRUCTION

REV	DATE	AMENDMENTS	DRG. NO.	REFERENCE DRAWING
A	12/10/18	ISSUED FOR CLIENT REVIEW		

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CLIENT: SHIRE OF LAVERTON — THE STURT PEA SHIRE

	BY	DATE
DRAWN :	A.B.	11/10/18
DESIGNED :		
CHECKED :	J.G.	12/10/18
ORIGINATOR :		
COMPANY :		
APPROVED :		

TITLE
LAVERTON AERODROME (YLTN)
WESTERN AUSTRALIA
EXPANSION OF APRON PROJECT
OPTION 2 PLAN

SCALE 1:2,500 @ A1

DRAWING No. LTN-181-DR-002

REV A

Cad File: S:\Aerodromes\Laverton\Drawings\Cad\181 APRON EXTENSION\LTN-181-DR-002.dwg 12-Oct-18 - 03:41:04 PM

A1 Border v1.4

Laverton Airport Apron Expansion - Preliminary Budget Estimation

Item	Description	Unit	Qty	Unit Rate	TOTAL	Notes
1.0	**FEASIBILITY & DESIGN**					
1.1	Survey (provided by Shire)	LS	1	0.00	$ -	
1.2	Geotechnical Investigation and Soil Testing	LS	1	15,000.00	$ **15,000.00**	
1.3	Detailed Geometric & Pavement Design and Documentation	LS	1	35,000.00	$ **35,000.00**	
1.4	Designer Construction Phase Support	LS	1	5,000.00	$ **5,000.00**	
	Sub Total				$ **55,000.00**	
2.0	**CONSTRUCTION PRELIMINARIES**					
2.1	Civil Contractor Mobilisation / Demobilisation	LS	1	50,000.00	$ **50,000.00**	
2.2	Method Statements and Contractor's Management Systems and Plans	LS	1	5,000.00	$ **5,000.00**	
2.3	Survey	LS	1	15,000.00	$ **15,000.00**	
2.4	Soil Testing, QA/QC	LS	1	15,000.00	$ **15,000.00**	
2.5	Supervision and Project Management	LS	1	10,000.00	$ **10,000.00**	
2.6	Fuel & Personnel Transport	LS	1	10,000.00	$ **10,000.00**	
2.7	Accommodation and Messing	LS	1	35,000.00	$ **35,000.00**	Assumed 140 man days at $250 per day
2.8	Insurances, Bonds and Levies	Item	1	10,000.00	$ **10,000.00**	
	Sub Total				$ **150,000.00**	
3.0	**SITE PREPARATION**					
3.1	Clear and grub vegetation and remove to designated stockpiles within 5km from the airstrip battery limits	m2	0	0.70	$ -	
3.2	Topsoil recovery (up to 100 mm depth) from cut/fill areas and remove to designated stockpile within 5km from the airstrip battery limits	m2	0	0.40	$ -	
	Sub Total				$ -	
4.0	**BULK EARTHWORKS, PAVEMENTS & RUNWAY STRIP**					
4.1	Cut and fill to Apron Expansion	m3	4,000	10.50	$ **42,000.00**	Assumed volume of 400mm cut to spoil for the pavement box-out
4.2	Subgrade - Compact (95% MMDD), proof roll and trim - 300mm depth	m2	10,000	5.00	$ **50,000.00**	
4.3	Sub-base Layer - Load, haul, place, spread, moisture condition and compact (98% MMDD - 200mm thick) - Runway, Jet Blast Area, Taxiway	m3	2,000	40.00	$ **80,000.00**	
4.4	Basecourse Layer - Load, haul, place, spread, moisture condition and compact (100% MMDD - 200mm thick) - Runway, Jet Blast Area, Taxiway	m3	2,000	50.00	$ **100,000.00**	
4.5	Trim and Proof Roll Basecourse Layer	m2	10,000	0.43	$ **4,300.00**	
	Sub Total				$ **276,300.00**	
5.0	**SURFACING - BITUMEN SPRAY SEAL**					
5.1	Supply and Spray Prime Coat at 0.6l/m2 (50/50 Cutback Bitumen)	m2	10,000	2.50	$ **25,000.00**	Binder spray rate approx. 0.6 l/m2 (@15°C).
5.2	Supply and Spray First Coat Seal C320 Bitumen, Cover and Roll 10mm Aggregate	m2	10,000	5.25	$ **52,500.00**	Binder spray rate approx. 1.5 l/m2 (@15°C) and aggregate spread rate approx. 130 m2/m3
5.3	Supply and Spray Second Coat Seal C320 Bitumen, Cover and Roll 7mm Aggregate	m2	10,000	4.30	$ **43,000.00**	Binder spray rate approx. 1.2 l/m2 (@15°C) and aggregate spread rate approx. 200 m2/m3
5.4	Supply and Spray CRS Emulsion Dilute Fog Seal, Cover and Roll Sand	m2	10,000	1.80	$ **18,000.00**	Binder diluted with potable water (4:1 Emulsion & Water). Binder spray rate approx. 0.6 l/m² and sand spread rate approx. 250 m²/m³. Assumed potable water available on site at no cost to Contractor.
	Sub Total				$ **138,500.00**	
6.0	**FUEL RESISTANT SEAL (AIRCRAFT PARKING BAYS)**					
6.1	Mobilisation & Demobilisation (Ex Perth)	LS	1	5,000.00	$ **5,000.00**	
6.2	Fuel Resistant Seal - 2x Aircraft Parking Bays	m2	1,800	27.00	$ **48,600.00**	Carried out 4-6 weeks after bitumen sealing is completed to ensure appropriate curing.
	Sub Total				$ **53,600.00**	
7.0	**LINEMARKING**					
7.1	Mobilisation & Demobilisation (Ex Perth)	LS	1	5,000.00	$ **5,000.00**	
7.2	Supply and Install aerodrome linemarkings	LS	1	20,000.00	$ **20,000.00**	
	Sub Total				$ **25,000.00**	
8.0	**LIGHTING**					
8.1	Relocate taxiway edge lights for corner widening	LS	1	10,000.00	$ **10,000.00**	
	Sub-total				$ **10,000.00**	
				TOTAL ESTIMATE ex GST	$ **708,400.00**	

Request for Tender

Request for Tender:	Supply of Plant and Operators for the extension and construction of the aircraft parking apron at the Shire of Laverton's Airport.

Deadline:	2pm Monday 1st April 2019

Address for Delivery:	In person – In a sealed envelope deposited in the Tender Box at the Shire Office, 9 MacPherson Place, Laverton Post – In a sealed envelope and addressed to the CEO, Shire of Laverton, PO Box 42, Laverton WA 6440 Email submissions only addressed to tenders@laverton.wa.gov.au

RFT Number:	05-18/19

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Attachments

A – Design Drawings
B – Supply of Goods and the Provision of General Services Contract

Part 1 READ AND KEEP THIS PART

1 Conditions of Tendering

1.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Tender or is attached as part of this tender document.
Contractor:	Means the person or persons, corporation or corporations whose Tender is accepted by the Principal including the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
Deadline:	The deadline for lodgement of your Tender as detailed on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract for the *[Supply of Goods and/or Provision of General Services] provided or nominated* in Part *3.*
Offer:	Your offer to supply the Requirements.
Principal:	Shire of Laverton ("The Shire")
Request OR RTF OR Request for Tender	This document.
Requirement:	The Services, Equipment and Labour requested by the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Tender.
Special Conditions:	The additional contractual terms.
Specification:	The Statement of Requirements that the Principal requests you to provide if selected.
Tender:	Completed Offer form, response to the Selection Criteria and Attachments.
Tenderer:	Someone who has or intends to submit an Offer to the Principal.

1.2 Tender Documents

This Request for Tender is comprised of the following parts:

Part 1 – Conditions of Tendering *(read and keep this part)*.

Part 2 – Specification and/or plans/drawings *(read and keep this part)*.

Part 3 – General Conditions of Contract *(read and keep this part)*.

Part 4 – Special Conditions of Contract *(read and keep this part)*.

Part 5 – Tenderer's Offer *(complete and return this part)*.

Part 1	**READ AND KEEP THIS PART**

Schedules – (*complete and include / return with Part 5*)

Separate Documents

a) Addenda and any other special correspondence issued to Tenderers by the Principal.

b) Any other policy or document referred to but not attached to the Request.

1.3 How to Prepare Your Tender

Tenderers must:

a) Carefully read all parts of this document;

b) Ensure you understand the Requirements;

c) Complete and return the Offer (Part 5) in all respects and include all Attachments;

d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria; and

e) Lodge your Tender before the Deadline.

1.4 Contact Persons

Tenderers should not rely on any information provided by any person other than the person listed below:

Name:	Les Vidovich – Executive Manager Technical Services, Shire of Laverton
Telephone:	(08) 9031 1202 or 0427 448 512
Email:	emts@laverton.wa.gov.au

1.5 Customs Duty

The Tenderer shall allow for any customs duty and premise applicable to all imported materials, plant and equipment required in connection with the works in its Tender.

1.6 Site Allowances

This contract is not subject to adjustment for Site allowances.

1.7 Lodgement of Tenders and Delivery Method

The Tender must be lodged by the Deadline. The Deadline for this request is 2pm Monday 1st April 2019. The Tender shall be lodged as follows:

- In person – In a sealed envelope marked “RFT 05-18/19 Supply of Plant and Operators for Apron Construction at Laverton Airport deposited in the Tender Box at the Shire Office, 9 MacPherson Place, Laverton.

Part 1 READ AND KEEP THIS PART

- Post – In a sealed envelope marked 'RFT 04-18/19 Supply of Plant and Operators for Apron Construction at Laverton Airport and addressed to the CEO, Shire of Laverton, PO Box 42 Laverton WA 6440.

- Email - To be submitted in electronic format via e-mail to tenders@laverton.wa.gov.au to be received by the specified deadline with all file names labelled with the tender number and title. All submitted documents shall be of a non-editable file format (such as PDF). It is the Tenderer's responsibility to allow enough time for transmittal of all submitted tender documents such that they are received before the deadline.

Tenderers must ensure that they have provided signed copies of their Tender. All pages must be numbered consecutively and the Tender must include an index. Any brochures, pamphlets or supplementary documents can be attached separately.

1.8 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

a) It is not submitted before the Deadline; or

b) It is not submitted at the place/by the method specified in the Request; or

c) It may be rejected if it fails to comply with any other requirements of the Request.

1.9 Late Tenders

Tenders received:

a) After the Deadline; or

b) In a place or method other than that stipulated in this Request;

will not be accepted for evaluation.

1.10 Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

1.11 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a court order.

All Tenderers will be given particulars of the successful Tenderer(s) or be advised that no Tender was accepted.

Part 1 READ AND KEEP THIS PART

1.12 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.13 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request, including the Special Conditions of Contract will have precedence.

1.14 Alternative Tenders

All Alternative Tenders must be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract, must in all cases arising, be clearly marked "ALTERNATIVE TENDER".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed or added "General or other Conditions of Contract" shown on the reverse side of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an "Alternative Tender".

1.15 Tenderers to Inform Themselves

Tenderers will be deemed to have:

a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;

b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;

c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;

d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and

e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

Part 1 READ AND KEEP THIS PART

1.16 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

1.17 Risk Assessment

The Principal may have access to and give consideration to:

a) any risk assessment undertaken by any credit rating agency;

b) any financial analytical assessment undertaken by any agency; and

c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and to otherwise meet their obligations under any proposed Contract.

The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

1.18 Evaluation Process

This is a Request for Tender. Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. Completed Offer Form and Attachments) may be excluded from evaluation.

b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated, (e.g. tendered prices and other relevant whole of life costs are considered).

c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

Part 1 READ AND KEEP THIS PART

1.19 Selection Criteria

The Contract may be awarded to a Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory.

A Tender demonstrating greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.20 Compliance Criteria

These criteria are detailed within Part 5 of this document and will not be point scored. Each Tender will be assessed on a Yes/No basis, as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Tender from consideration.

1.21 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within Part 5 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

1.22 Value Considerations

The evaluation panel will make a series of value judgements based on the capability of the Tenderers to complete the Requirements and a number of factors will be considered including:

a) the qualitative ranking of each Tenderer; and

b) the pricing submitted by each Tenderer.

Once the Tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender in order to determine the Tender which is most advantageous to the Principal.

The tendered price will be considered along with related factors affecting the total cost to the Principal (e.g. the lifetime operating costs of goods or the Principal’s contract management costs may also be considered in assessing the best value for money outcome).

Part 1 READ AND KEEP THIS PART

1.23 Regional Price Preference

Councils purchasing policy 02.18 is applicable to this tender where required.

1.24 Price Basis

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Hence variation mechanism's such as Rise and Fall are not applicable.

Tendered prices are to exclude Goods and Services Tax (GST). The GST will be added by the Principal.

1.25 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.26 Canvassing of Officials

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.27 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 5 and whose execution appears on the Offer Form in Part 5 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.28 Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.29 Tender Opening

Tenders will be opened in the office of the Principal, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held in Laverton on or as soon as practicable after the Deadline.

Part 1 READ AND KEEP THIS PART

1.30 Monetary Values

Monetary Values that appear in the Tender (such as provisional sums, prime cost amounts, value of Principal supplied items etc.) are net values. They do not include Goods and Services Tax (GST).

1.31 In House Tenders

The Principal does not intend to submit an In-house Tender.

Part 2 READ AND KEEP THIS PART

2 Specification

2.1 Contract Requirements in Brief

This contract is for the supply of plant and operators for the undertaking of an extension to the aircraft parking apron at the Shire of Laverton's airport. Specific requirements are detailed in the tender document and design drawings. These drawings are included at Attachment A.

The works associated with this contract are expected to commence in July 2019 and are to be completed by the end of December 2019. With the final contractor invoicing being received by January 2020 for acquittal.

A full statement of the services required under the proposed contract appears under sections 2.4 to 2.6 of this Part 2 Specification.

2.2 Introduction and Objectives

The Objectives of the Contract include the following:

2.2.1 To complete the works within the stipulated timeframe and in compliance with the specifications, drawings and associated tender documents.

2.2.2 To undertake the works in a safe, cost effective and efficient manner with minimal nuisance and disturbance to the surrounding local environment in order to achieve an acceptable standard of performance in accordance with industry standards and standards required by the specifications and drawings.

2.2.3 To maintain regular and effective communication between the Contractor, Superintendent, Superintendent's Representatives and the Principal to ensure compliant delivery of the works required under the contract.

2.3 Definitions

Below is a summary of some of the important defined terms used in this Part:

Contractor's Representative:	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
Principal's Representative/ Superintendent:	Means any Officer or person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract. This may include particular Shire of Laverton employees who have local knowledge in relation to the works site and its surrounds.
Works or Services:	Means the Services, which the Contractor is required to provide to the Principal under the terms of the Contract;
Superintendent:	To be appointed by the Shire of Laverton
Superintendent's Representative:	Also known as Superintendents Site Supervisor(s), means any officer or person duly authorised by the Superintendent, in writing, to act on their behalf as their representative on site.

Part 2 READ AND KEEP THIS PART

2.4 Scope of Work

The works are located approximately 1 kilometre east of Laverton on Great Central Road at the Shire of Laverton's airport.

The range of works to be undertaken by the contractor include:

- Mobilisation to site and establishment
- Box out to subgrade level and compaction test
- Import of suitable material and compact
- Construct to design plan (attached)
- Compaction Test
- Water bind for sealing
- Clean up of site and demob

The Principal intends to appoint a single Superintendents Representative / Site Supervisor to work closely with the respective Contractors Representatives / Site Supervisor on site to oversee the delivery of the works. The respective responsibilities of the Superintendents Site Supervisor, Contractors Supervisor and the Superintendent are detailed under Section 2.5.3.

Whilst not specifically listed in the works schedule and inherent part of the works includes the sourcing of gravel sheeting material from pits including nominal clearing (to extend or deepen existing pits or create new pits in non-vegetated areas) topsoil stripping and stockpiling, removal and stockpile of overburden, pushing up and stockpiling suitable gravel sheeting material for use on the apron and subsequent rehabilitation of the pit including replacement and shaping of overburden and topsoil.

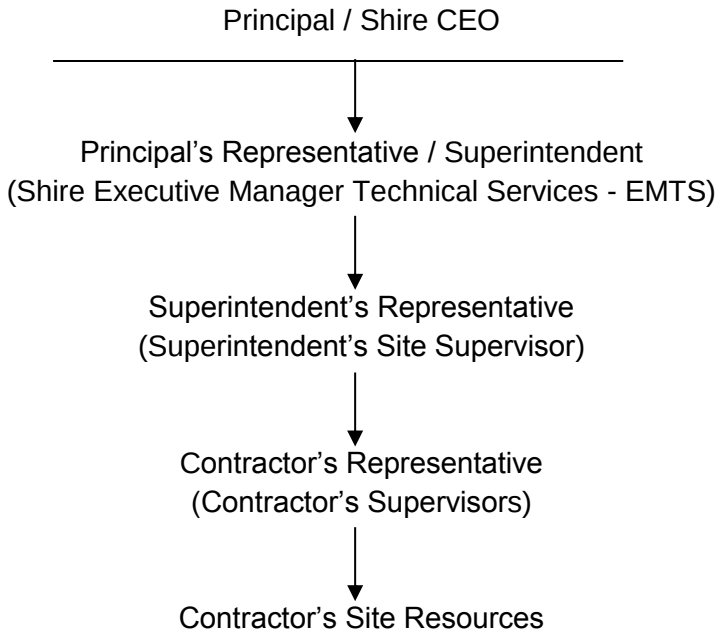
The Shire will advise on the availability of some possible water sources nominated for the tenderers to investigate. The contractor is provide all associated infrastructure including pumps, generators, standpipes and turkeys nest as required.

Part 2 READ AND KEEP THIS PART

2.5 Specific Requirements of the Contract

2.5.1 Contract Management Details

Project management structure will be as follows:



2.5.2 Works, Claims and Payments Process

Works under this RFT will be planned, programmed and undertaken via the following process;

2.5.2.1. Prior to commencement of works on site an initial kick-off meeting will be held in the Shire offices at Laverton to discuss the scope of works, the works processes and scheduling, documentation, reporting and contract process meetings etc and any other technical or logistical matters relevant to the contract. All parties listed in the management structure above will be represented at this initial kick-off meeting. The opportunity will be taken to jointly inspect the works site for the purpose of clarifying any matters as required.

2.5.2.2 Claims and payments for this Plant and Labour hire contract will be processed as follows;

Valuation of claims will be calculated on the following basis:

- Tendered hourly rate for various items of Plant & Equipment (including operator) to be multiplied by number of productive hours in use. Hours to be determined via reference to machine hour meter readings or alternatively as agreed by the Superintendent's Site Supervisor.

Part 2 READ AND KEEP THIS PART

- Payment for supply, installation, fuelling and maintenance of water supply equipment including pumps, standpipes and generators will be based upon tendered daily rates (for all equipment combined) per water source site. The cost of providing and maintaining plant servicing and refuelling vehicles and operators is to be allowed for in tendered plant rates for other items of plant and will be paid as part of productive plant hours. There will be no separate hourly rate applicable to these plant servicing items.
- There will be no separate payment for any plant, equipment or labour Standby due to inclement or wet weather or any other circumstance. Allowance for any non-productive plant or labour hours is to be covered in the tendered lump sum amounts for other items.
- All mobilisation and demobilisation costs to and from the works site are to be tendered as lump sum figure and will be paid upon completion of each component.
- Daily travel time between depot / accommodation base and the worksite and return is deemed to be included in the rates for productive hours. There will be no separate payment for daily travel time between depot / accommodation camp and the worksite and return.
- Preparation of a traffic management plan shall be tendered as a single lump sum and paid via first claim following submission to the Superintendents Site Representative and approval.
- Costs of all other General items including accommodation and messing, compliance with legislation and statutes and insurances are to be allowed for in tendered plant rates and will be paid as part of productive plant hours.

Invoices submitted with claims for payment shall be accompanied by copies of the Daily Resource Record. The value of each Claim for Payment to the Contractor is to be agreed and authorised by the Superintendent. Claims are to be submitted on a fortnightly basis and the corresponding payment will be processed within 30 days following receipt of a compliant claim.

2.5.2.3 Progress of the works will be monitored as follows:

The superintendent and superintendent's site representative will monitor productivity, efficiency and works progress. Any failure to achieve and maintain acceptable rates of productivity, efficiency and works progress, whilst also achieving acceptable work standards will be actioned in accordance with the terms of the contract and the General Conditions of Contract.

2.5.3 Supervision and Performance

The respective roles and responsibilities of the Superintendent's Site Supervisor, Contractor/Contractor's Supervisor and the Superintendent with respect to supervision and performance management are as follows:

Part 2 READ AND KEEP THIS PART

2.5.3.1 Superintendent's Site Supervisor

The Superintendent's Site Supervisor will jointly inspect on a regular basis, with the Contractor's Supervisor those components of works partially of fully complete to determine compliance with the requirements of the contract and percentage of completion for the purpose of determining progress payments

Non-compliant works will be subject to re-work as directed by the Superintendent's Site Representative and all such re-work shall be at the Contractors expense. Identification of Non-compliant work and Rework instruction shall be issued by the Superintendent's Site Representative by way of written site instructions.

2.5.3.2 Contractor/Contractor's Supervisor

The Contractor's nominated Supervisor is to be available on site at all times during works cycles and will be responsible for management of the works and Contractors resources to ensure that all works are completed to an acceptable standard (per the requirements of the contract) and within the contract timeframe. The Contractor's Supervisor will also be required to liaise closely and on a regular basis with the Superintendent's Site Supervisor. This includes participation in joint inspections, determination of works complete and receiving and agreeing to written instructions from the Superintendent's Site Supervisor.

Responsibilities of the Contractor's Supervisor extend to monitoring and addressing any contract performance issues by way of work standards, productivity, efficiency and works progress.

2.5.3.3 Superintendent

The Superintendent's role and responsibility is to administer the contract in accordance with the Terms of the contract and the Conditions of Contract. That involves close liaison and communication with the Superintendent's Site Supervisor including visits to site as required. The Superintendent will also be responsible for convening, attending and conducting regular Contract progress meetings with the Contractor's Representative and Principal's Representative (as required).

The Superintendent's role also includes assessment and approval of the Contractor's claims based on Contractor submitted invoices and claims schedule cross-referencing against progress records from site.

2.5.4 Plant and Operators

2.5.4.1 Machinery and Equipment

The Contractor shall ensure that all items of plant and equipment mobilised to site are fully licensed for their particular use and maintained, serviced and operated in compliance with manufacturers and suppliers operating guidelines including recommended safe work methods. The Contractor shall also comply with all legislative and regulatory requirements relevant to the activities proposed to be conducted. These requirements may include but are not necessarily limited to:

- Current road train permits (to be carried in the vehicle) relevant to public roads proposed to be used
- A functioning machine hour meter

Part 2 READ AND KEEP THIS PART

- Flashing amber beacons appropriately mounted and maintained for visibility
- Two-way radio communications
- Fully enclosed air-conditioned cabins fitted with approved roll over protection structure.
- Appropriately lined and bunded fuel tanks for spillage containment in accordance with regulations.

Failure to comply with these requirements will deem the particular item of plant unable to be retained on the work site.

The Contractor is responsible for ensuring that plant and equipment is maintained to a safe, efficient and reliable condition and securely stored or parked up when not in use.

2.5.4.2 Operator Competencies

All operators of plant and equipment must hold current licences and qualifications relevant to the works being undertaken and be suitably qualified, skilled and competent to operate in compliance with Worksafe Regulations, Industry and OSH standards and any other relevant legislative and regulatory requirements.

Details of operators' proficiencies, certifications and licences etc. are to be provided with the tender submission as part of the response to Qualitative Criteria "Key Personnel Experience and Overall Capacity"

2.5.5 Materials

The supply of all consumables, temporary and permanent materials shall be the responsibility of the Contractor. Possible sources of gravel base course material, rock spalls (as required) and water will be advised by the Principal.

The contractor will be responsible for providing and setting up pumps, standpipe etc. as required for filling the contractors water trucks and or tanks.

2.5.6 Accommodation and Messing

The Contractor shall be responsible for the provision accommodation, messing and ancillary facilities for the support of Contractors personnel and sub-contractors associated with the contract works.

Should a tender submission propose accommodation other than from a permanently established facility in Laverton then a detailed submission will be required demonstrating compliance with all relevant Legislation, Statutes and Regulations and will be subject to approval of the Principal.

2.5.7 Construction Standards and Specification

The construction of works shall be undertaken in accordance with the design drawings.

2.5.7.1 Set Out of Works

The Principal will set out the apron extension project once only via the use of suitable visible markers (pegs, stakes, fence droppers etc.) including a coloured flagging system to identify different work types.

Part 2 READ AND KEEP THIS PART

Further specific set out and pegging required to facilitate the construction works will be the responsibility of the Contractor including provision of materials and consumables. The Contractor will also be responsible for removal of all markers, stakes and pegs upon completion of works prior to leaving the site.

2.5.7.2 Earthworks & Drainage

Materials for Earthworks and Subgrade

Materials sourced from excavations will need to be deemed suitable by the Superintendents Site Supervisor for use in earthworks and construction of the subgrade layer. The following Particle Size Distribution specification (Table 1) will be used as a guide by the Superintendents Site Supervisor in determining suitability of earthworks / subgrade material from the sources. It will be permissible, subject to the approval of the Superintendents Site Supervisor, to blend and mix on site, materials from different sources in order to achieve the required standard of material.

AS Sieve Size (mm)	% Passing by Mass
37.5	70 – 100
23.6	20 – 100
0.075	0 – 20

Table 1 - PSD Specification for Earthworks / Subgrade Material

The portion of the material passing the 0.425 mm sieve for imported material shall have a linear shrinkage not exceeding 1.0%. Any sampling and testing required against these parameters is to be carried out in accordance with the standard.

Earthworks and Subgrade Construction

Construction / reinstatement works typically requires the finished formation / subgrade to be shaped to provide a typical 3% cross-fall with a tolerance of + 0.5% / - 0.5%. The Contractor and Superintendents Site Representative will be guided by the Principals representative / Shire EMTS with regard to the requirements for the subgrade.

Material is to be combined and mixed including the addition of water to bring to optimum moisture content to facilitate compaction and shaping to produce the typical cross-section details per the drawings. The compacted, shaped and finished subgrade surface will form the base for re-sheeting on sections when re-sheeting is required.

Earthworks material shall be placed uniformly in layers without variation in material type or quality. Earthworks material shall be mixed and compacted in layers not greater than 300 mm or less than 100 mm compacted thickness including addition of moisture to achieve optimum moisture content (OMC). Where there is a requirement to work a material depth of less than 100 mm compacted thickness the underlying material shall be scarified to create a working depth of material which meets the minimum thickness requirement. During the entire compaction process the Characteristic Moisture Content of the earthworks material shall be maintained within -2% to +2% of OMC.

Part 2 READ AND KEEP THIS PART

The compaction effort used for subgrade construction shall be between 4 to 8 passes of a self-propelled vibrating roller of minimum 16 tonne deadweight. The degree of compaction required will be dependent upon the type and weight of roller and the characteristics of the material being compacted. The shaped and finished subgrade shall be of sufficient consistency and density such that proof rolling under the load of a fully laden water truck does not result in any structural deformation or heaving.

The completed subgrade surface is to be approved by the Superintendents Site Supervisor for finished shape and compaction in accordance with the requirements of this specification prior to the Contractor commencing the importation of sheeting material.

The finished subgrade surface is to be maintained by the Contractor in its conforming condition until commencement of pavement construction. That includes watering as required to prevent deterioration of the surface under load or due to weather elements. Deformities such as loose or dusty surface material, rutting and cracking are to be controlled during this period. In instances where this duty has been neglected by the Contractor to the degree requiring re-work of the subgrade layer the costs associated with reinstatement to its previously approved condition shall be borne by the Contractor.

For the purpose of this re-instatement the depth of the subgrade layer to be re-worked will be deemed to be a minimum of 100mm compacted thickness.

Drainage

Any drainage structures including table drains, off-shoot drains, levees, and drainage blocks are to be reinstated to the shapes and specifications shown on the drawing. The typical drainage detail drawing indicates a specified shape and cross-section for table drains and offshoot drains. Any existing table drains will need to be cleaned out (including removal of silt build up) and deepened if they are less than the desirable depth below edge of subgrade level to re-instate flow of storm water. Similar applies to off-shoot drains.

The drawing also may show the details required for the placement of rock protection. The Contractor is responsible for cartage of the rock spalls from the source location using trucks and trailers suitable for rock cartage. Rock spalls are to be sized, placed and compacted using excavators and / or suitable tracked equipment such that the finished surface of the rock is within a tolerance of +100mm / -50mm of the design surface per drawing.

2.5.7.3 Pavement Sheeting

Sheeting Material

The sourcing of gravel shall endeavour to locate a material consisting of a well graded gravel-sand mixture with a relatively low plasticity. Ideally the material should have a maximum Liquid Limit of 35 and a Plasticity Index of 8 to 12 and the Particle Size Distribution of the gravel material is to be assessed against the following (Table 2) specification as a guide.

Part 2 READ AND KEEP THIS PART

AS Sieve Size (mm)	% Passing by Mass
26.5	100
2.36	50 – 80
0.075	0 – 10

Table 2- PSD Specification for Gravel Sheeting Material (where available)

The portion of the material passing the 0.425 mm sieve for imported material shall ideally have a linear shrinkage not exceeding 1.5 %. Any sampling and testing is to be carried out in accordance with the relevant standard. The ratio of % passing 0.075mm to % passing 2.36mm (i.e. fines to sand ratio) should ideally be in the range of 0.2 to 0.4.

All sourced gravel material shall be free from clods, roots, sticks, stumps and any vegetation, conglomerates or other deleterious materials. The material should also be selected to have no oversized particles greater than 50 mm dimension. Where oversized particles exist they will need to be resized by use of grid rollers and other suitable equipment with any remaining oversized particles removed and discarded to pits prior to commencement of the laying in and compaction process.

Pavement / Sheeting Construction

Following the winning, transportation and stockpiling of gravel sheeting material and any re-sizing required, the process is to involve grader wet mixing of the material using the lowest salt content water available to achieve optimum moisture content. Moisture conditioning of the material by curing in windrows may be required, depending on the nature and consistency of the material, in order to achieve a uniform distribution of moisture throughout.

The compaction effort used for pavement sheeting shall be between 4 to 8 passes of a self-propelled vibrating roller of minimum 16 tonne deadweight. The degree of compaction required will be dependent upon the type and weight of roller and the characteristics of the material being compacted.

The shaped and finished pavement shall be of sufficient consistency and density such that proof rolling under the load of a fully laden water truck does not result in any structural deformation or heaving.

The finished pavement surface shall be in a uniformly bound condition with no evidence of layering, disintegration or surface scoring or excessive cracking. The finished surface shall be dense, even textured and tightly bound.

The completed pavement sheeting surface is to be approved by the Superintendents Site Supervisor for finished shape and compaction in accordance with the requirements of this specification.

Failure to meet the requirements of the specification will require re-work of the pavement sheeting material to a minimum compacted depth at the Contractors cost.

Part 2 READ AND KEEP THIS PART

2.5.8 Traffic and Safety

Prior to the commencement of works on site the Contractor is required to submit a Traffic Management Plan (TMP) specific to the relevant Works parcel.

The TMP shall be compliant with the requirements of the Code of Practice and it shall be certified by an appropriately accredited person. The TMP is to be submitted to the Principal for approval.

The Contractor will have sole responsibility for supply, erection, maintenance and removal of all warning signs and any ancillary control devices as stipulated in the approved TMP. All items of plant working on the site shall be fitted with appropriate safety and visibility devices and such devices are to be maintained in proper working order at all times.

Any breaches of the approved TMP may result in suspension of the works or part of the works and the Superintendents Site Supervisor will have authority to do so. Any protracted breaches of the TMP and the requirements of the contract in general relation to traffic management will be dealt with by the Superintendent under the provisions of the Conditions of Contract including the possibility of termination of the contract.

The works undertaken by the Contractor shall be conducted in a safe and efficient manner at all times in accordance with all current and relevant Acts and Regulations, Local Laws, and relevant Australian Standards. These include but are not necessarily limited to the Occupational Health & Safety Act and Regulations and Worksafe WA Regulations.

All Operators and staff engaged by the Contractor to work on site must receive appropriate induction addressing all traffic, health and safety matters relevant to the Works parcel and work sites within it before commencing works on site. Evidence is to be provided to the Superintendents Site Supervisor that this has occurred. Current and ongoing traffic, health and safety matters are to be regularly updated and addressed through ongoing interaction with staff and operators via such mechanisms as toolbox and site meetings evidenced by recorded minutes.

All Operators and staff engaged by the Contractor to work on site shall be issued with, utilise and wear the required and approved personal protective equipment (PPE) relevant to the task being performed in accordance with the relevant Sections of the OH&S Act, Regulations and procedures. All PPE is to be supplied and replaced as required by the Contractor and care must be taken to ensure that all employees and other visitors to the site are not exposed to hazards.

Furthermore, an important requirement for working on site is to provide and fit appropriate communication devices (such as two way radios) to all items of plant and staff vehicles and to maintain them in proper working order at all times.

The Contractor and all employees and sub-contractors are to take care not to damage assets and facilities which are located in the vicinity of or within the works sections and may include such as items as signage, lighting, drainage structures, property gates and fences, etc. The Contractor will be responsible for replacement or re-instatement of any damaged items at the cost of the Contractor. Aside from the specific requirements outlined in this clause all traffic and safety related matters are to be in compliance with all relevant Legislation, Statutes and Regulations.

Part 2 READ AND KEEP THIS PART

2.5.9 Environment

Equipment movements shall be restricted to those areas essential for undertaking works. Dust generation resulting from activities is to be minimised by use of water suppression. Aside from the specific requirements outlined in this clause all operations are to be conducted in full compliance with all relevant Environmental Legislation, Statutes and Regulations. All roadworks activities shall be carried out in an environmentally responsible manner to ensure that:

- Plant items are confined to within the works site and are not parked or moved on areas near the runway.
- Off-road drains and levees etc. are positioned and shaped so as not to cause erosion;
- Hydrocarbon contaminants and waste are disposed of in accordance with relevant legislation and not left within the works area.
- Areas having declared rare flora or fauna or noxious weeds present are not disturbed
- Areas know to have cultural, ethnographic or archaeological significance are not disturbed

Failure to comply with the environmental provisions of this Section may result in activities being suspended until such time as the matter is addressed. The Superintendent's Site Supervisor in the first instance shall have responsibility in this regard and should the matter not be resolved on site it will be escalated to the Superintendent for appropriate action in accordance with the Conditions of Contract.

2.5.10 Administration and Reporting

As an integral part of the contract regular and accurate record keeping is essential. The Contractor, Superintendent's Site Supervisor and Superintendent all have important roles to play in the administration and record keeping associated with this contract.

The following outlines the records required, the process and timing of the records to be kept and the responsibilities of the various parties. It is in the best interest of all parties, including the Principal that this process is followed diligently and consistently throughout the period of the contract.

Prior to commencement of work and at regular intervals during the project, the Superintendents Site Supervisor will meet with the Contractors Supervisor to discuss the proposed works and schedule. This will include agreement on which water sources will be used and where sheeting materials will be sourced from. Whilst there is no specific pro-forma for documenting the agreed works it may become necessary to create and use a works schedule form but only if the method of regular meetings, inspections and agreements is not functioning effectively.

The Superintendents Site Supervisor will complete a Daily Site Diary which will become a formal record of works completed and resources utilised. The Superintendents Site Supervisor will also note any activities or observations relevant to the works and contract. Whilst not formally required under the contract the Contractors Supervisor is also encouraged to maintain their own personal daily diary.

The Superintendents Site Supervisor will also complete a Works Audit Sheet after inspecting completed sections of work in the presence of the Contractors Supervisor who will co-sign the form. The Superintendents Site Supervisor will also take photographic records and both the Works Audit Sheet and photographs will become a formal record of works completed.

Part 2 READ AND KEEP THIS PART

Should any non-conformances be identified which require re-work then the relevant section of work will need to be re-inspected following completion of remedial works by the Contractor and re-submission. A further Works Audit Sheet will then need to be completed to confirm compliance with the requirements of the tender and specification.

The Daily Site Diary, Works Audit Sheet and Photographic records will be submitted to the Superintendent in bulk on a regular basis. These will be used as references to substantiate Contractors claims for payment and the Principals acquittal and recoup of funding. At the time of submitting these records the Site Supervisor will also meet with the Superintendent to provide an overall update on the activities, progress and status of the relevant works.

The Superintendents Site Supervisor will be provided with an overall update from the Superintendent as to the status of funds available vs funds spent for the project as a whole. The Superintendents Site Representative will then convey this information to the Contractor on site to assist with planning.

Apart from involvement in the Superintendents duties and record keeping the Contractor is also required to maintain daily dockets and timesheets as formal record of plant and labour utilised. These are to be endorsed and co-signed by the Superintendents Site Supervisor on a daily basis. The Contractor, utilising their on-site administration staff and office equipment is also required to maintain a Daily Resource Record in electronic format listing all activities and hours of all plant and labour resources.

This daily recording of resource records will need to be compatible with the Resource Summary Sheet. That summary sheet is to be compiled by the Contractor and submitted to the Superintendent's Site Supervisor.

These resource records will need to be submitted together with Invoices for the Superintendent to be able to cross reference and reconcile the daily details against the total value of the Invoice. It is in the best interest of the Contractor to ensure that these records are complete and that the total amounts match the value of the invoice. Any errors or inconsistencies identified by the Superintendent will result in the need for amendment of either the invoice or the Daily Resource Record or Resource Summary Sheet and re-submission with consequent delays to the processing of the Invoice. To assist in the minimisation of errors the Superintendents Site Representative will undertake a check of dockets and timesheets against the Daily Resource Record and Invoice and sign off prior to submission to the Superintendent.

The Contractor will have the opportunity to create then present and discuss a draft version of the Daily Resource Record sheet at the initial site meeting following appointment of the contractor.

Apart from records relating to completed works, resources, expenditure and invoicing the Contractor is also required to maintain records or minutes of any:

- Pre-start meetings
- OSH meetings and incident reports
- Toolbox meetings

2.6 Implementation Timetable

The works associated with this contract are expected to commence in June 2019 and are to be completed by the end of December with the final contractor invoicing being received in January 2020 for acquittal.

Part 2 READ AND KEEP THIS PART

Following receipt of formal notification of award by the Principal, expected by May 2019, the successful contractor(s) shall commence plans for mobilisation to site in June 2019.

During this initial site visit period there will be meetings convened in Laverton between the various parties (including the respective Contractors representatives) to confirm contractual arrangements, overall works schedules and milestones and to clarify administrative matters such as work cycle dates, the names and contact details of the representatives of the various parties and the processes and deadlines associated with keeping and submission of records and claims / invoices.

The opportunity will also be taken at this time to discuss and agree with the Roadworks contractor on matters such as water sources, gravel locations and any other technical or logistical matters relevant to the contract.

Part 3 READ AND KEEP THIS PART

3 General Conditions of Contract

The General Conditions of Contract applicable to this Tender are based on the standard WALGA template for the "Supply of Goods and the Provision of General Services" and is included at Attachment B.

3.1 Insurances

The Contractor is required to have in place the following insurances totally indemnifying the Principal against all damages or losses incurred as a result of and for the duration of the contract works. Details of all such insurance policies are to be provided with the tender using the pro-forma at Schedule 2 together with copies of certificates of currency and these are to be included in the attachment labelled "Risk Assessment" as referenced under Section 5.2.1 Compliance Criteria.

- Employee Insurance Cover / Workers Compensation as provided for by the Act at Common Law in the minimum amount of $50M
- Public and Product Liability insurance cover in the minimum amount of $20M per incident and $20M in the aggregate
- Plant, Equipment & Vehicle insurance cover (including fire, theft and damage cover) in the minimum amount of $30M

3.2 Period of Contract and Termination

The contract is to be completed on supply of the specified requirements defined by expenditure of the available funds for the relevant works as outlined under section 2.4.

However, in the event the Contractor fails to meet the obligations of the contract the Principal may terminate the contract under the recommendation of the Superintendent and in accordance with the Conditions of contract prior to expenditure of the total funding allocated to the relevant works parcel.

4 Special Conditions of Contract

4.1 Advertisements and Promotions on Site

The Contractor may erect on the Site or permit to be erected on Site only those signs:

a) required by law;

b) specified in the Contract documents; and

c) required to identify the Contractor's premises

The Contractor shall not erect on Site, or permit to be erected on site, any other sign, advertisement, promotion or other display without the written approval of the Superintendent.

4.2 Work Not Included

The re-instatement of any existing damaged airport infrastructure which requires repair or replacement is not included in this contract.

4.3 Publicity

The Contractor shall not issue any information, publication, document or article for publication in any media which includes details of the work under the Contract without the written approval of the Principal.

4.4 Materials and Work

4.4.1 Working Hours, Days and Work Cycles

The Work to be performed under the contract shall be subject to execution within certain working hours, days and cycles to be agreed upon during the initial site meeting but will generally be confined to a maximum of 12 hours per day but limited to daylight hours and restrictions under the State Government Noise Regulations.

The Contractor shall be liable for any additional costs the Principal may incur as a result of work outside the agreed hours.

4.4.2 Goods and Services Tax (GST)

For the purposes of this clause:

a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.

b) "GST Act" means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation's Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.

c) "Supply" and "taxable supply" have the same meanings as in the GST Act.

Part 4 READ AND KEEP THIS PART

Where the Requirement's, the subject of this Request, or any part thereof is a taxable supply under the GST Act, the price, fee or rates tendered by the Tenderer shall be inclusive of all applicable GST at the rate in force for the time being.

In evaluating the Tenders, the Principal shall be entitled (though not obliged) to take into account the effect of the GST upon each Tender.

Part 5 COMPLETE AND RETURN THIS PART

5 Tenderer's Offer

5.1 Form of Tender

The Chief Executive Officer
Shire of Laverton
PO Box 42
Laverton WA 6440

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN: _____ ACM (if any) _____

Telephone No: _____ Facsimile No: _____

Email _____

In response to Request for Tender (RFT) 05-1819 Supply of Plant & Operators for the extension and construction of the aircraft parking apron at the Shire of Laverton's Airport.

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this _____ day of _____ 20___

Signature of authorised signatory of Tenderer: _____

Name of authorised signatory: _____
(BLOCK LETTERS)

Position: _____

Telephone Number: _____

Authorised signatory Postal Address: _____

Email Address: _____

Part 5	**COMPLETE AND RETURN THIS PART**

5.2 Selection Criteria

5.2.1 Compliance Criteria

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria:

Description of Compliance Criteria		
a)	Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b)	Compliance with the Specification contained in the Request.	Yes / No
c)	Compliance with the Start date and Delivery period.	Yes / No
d)	Risk Assessment	Yes / No
Tenderers must address the following information in an attachment and label it "Risk Assessment":		
i)	An outline of your organisational structure inclusive of any branches and number of personnel.	Yes / No
ii)	If companies are involved, attach their current ASC company extracts search including latest annual return.	Yes / No
iii)	Provide the organisation's directors/company owners and any other positions held with other organisations.	Yes / No
iv)	Provide a summary of the number of years your organisation has been in business.	Yes / No
v)	Attach details of your referees. You should give examples of work provided for your referees where possible.	Yes / No
vi)	Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.	Yes / No
vii)	Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.	Yes / No
viii)	Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted. *Complete the pro-forma at Schedule 1 and include with the "Risk Assessment" attachment for this requirement.*	Yes / No

Part 5 COMPLETE AND RETURN THIS PART

ix) Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	Yes / No
x) Are you presently able to pay all your debts in full as and when they fall due?	Yes / No
xi) Are you currently engaged in litigation as a result of which you may be liable for $50,000 or more? If Yes please provide details.	Yes / No
xii) In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.	Yes / No
The insurance requirements for this Request are stipulated in Part 3 of this Request. Tenderers are to supply evidence of their insurance coverage including, insurer, policy No, expiry date, value and type of insurance. *Complete the pro-forma at Schedule 2 and include with the "Risk Assessment" attachment for this requirement. Copies of Certificates of Currency are also to be attached*. If Tenderer holds "Umbrella Insurance" please ensure a breakdown of the required insurances are provided.	

5.2.2 Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

a) All information relevant to your answers to each criterion are to be contained within your Tender;

b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;

c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and

d) Tenderers are to address each issue outlined within a qualitative criterion.

A. Organisational Experience and Capacity Tenderers must address the following information in an attachment and label it "**Organisational Experience and Capacity**":	**Weighting < 30%> Tick if attached**
- Details of similar work previously undertaken including reference to dates, value of works and time taken to complete and evidence of having achieved outcomes.	☐

Part 5 COMPLETE AND RETURN THIS PART

- Reference sheet or list of relevant previously completed projects. *Complete the pro-forma at Schedule 3 and include with the "Organisational Experience & Capacity" attachment*.	☐
- Provide referees who can substantiate previous experience and demonstrated capability of the organisation. *Complete the pro-forma at Schedule 4 and include with the "Organisational Experience & Capacity" attachment*.	☐
- Demonstrated capacity of organisation to resource the work i.e. current workload vs forecast workload including this contract. *Complete the pro-forma at Schedule 5 and include with the "Organisational Experience & Capacity" attachment*.	☐

B. Experience with Working in Rural and Remote Areas Tenderers must address the following information in an attachment and label it **"Road Construction Experience in Rural and Remote Areas"**:	**Weighting < 20% > Tick if attached**
- Nominate specific examples in previous projects reference sheet including reference to sealed road construction experience and projects. *Complete as part of Pro-forma at Schedule 3*.	☐
- Provide details of Organisation's Occupational, Health and Safety record and systems with particular relevance to works in rural and remote areas.	☐

C. Key Personnel Experience and Overall Capacity Tenderers must address the following information in an attachment and label it **"Key Personnel Experience and Overall Capacity"**:	**Weighting < 30% > Tick if attached**
- Provide details of past experience of key staff including Supervisory, Administrative and operators of key items of plant (e.g. grader, dozer, field mechanic). *Complete the pro-forma at Schedule 6 and include with the "Key Personnel Experience and Overall Capacity" attachment*	☐
- Provide CV's or as a minimum, employment history (including reference to projects worked on and roles undertaken), years of experience and qualifications or relevant memberships for key personnel.	☐
- Provide referees who can substantiate previous experience and demonstrated capability of key personnel. *Complete as part of pro-forma at Schedule 6.*	☐

Part 5 COMPLETE AND RETURN THIS PART

- Provide specific reference to and past experience of nominated administrative staff who will be responsible for maintaining daily plant, labour and works progress records in close liaison with the Superintendent's Site Supervisor as well as reconciling those records against Summary sheets and Contractors Invoicing. *Complete as part of pro-forma at Schedule 6.*	☐
- Include reference to the organisation's capacity to provide back-up resources for key personnel should the need arise. *Complete as part of pro-forma at Schedule 6.*	☐
- Provide details for employment and training opportunities for Local Aboriginal and Torres Strait Islanders	☐

D. Extent and Condition of Road Construction Plant & Mechanical Support Tenderers must address the following information in an attachment and label it **"Extent and Condition of Road Construction Plant & Mechanical Support"**:	**Weighting < 20% > Tick if attached**
- Identify total numbers of each type of plant available for this project for assessment against the nominated list and numbers within the Tender schedule. *Complete the pro-forma at Schedule 7 and include with the "Extent and Condition of Road Construction Plant & Mechanical Support" attachment*	☐
- Nominate age or hours of each item of plant or some indication of condition or reliability. *Complete as part of Pro-forma at Schedule 7.*	☐
- Specifically detail the items of mechanical support and refuelling equipment available for this project. *Complete as part of Pro-forma at Schedule 7*.	☐
- Identify any particular items of plant or attachment which are considered to have special or advantageous application to the works and locations identified within this tender.	☐

5.3 Price Information

Tenderers must complete the following "Price Schedule".

Before completing the Price Schedule tenderers should ensure they have read this entire Request.

The Price Schedule is broken down into general items and then a listing of plant items which are required to be hired under this contract. The General items include lump sum amounts for such items as mobilisation and demobilisation to Laverton, accommodation and messing costs, insurances, compliance with legislation and preparation of traffic management plans.

Part 5 COMPLETE AND RETURN THIS PART

The schedule requires rates to be provided for each specified item of plant whilst in productive use (including operator), payment for plant hire will be made based on machine hours worked, as per the machines hour meter, not machine hours on site.

Tenderers are required to price all items specified in the Price Schedule.

All tendered plant and labour rates as well as amounts for General items are to be Exclusive of GST. The GST will be added by the Principal later.

All rates and lump sums tendered in the Price Schedule shall be deemed to include allowance for the following ancillary expenses as there are no specific items listed for these;

- All facilities required to cater for personnel including, accommodation, messing, power, potable water and consumables.
- All mechanical services, workshops and refuelling required for support of all plant and equipment listed in the Price schedule, in proper working order at all times.
- All costs associated with contract administration, reporting and office related activities in accordance with Section 2.5.10 including daily on-site requirements and contractual requirements from the Contractors base.
- A suitably experienced and competent civil roadworks Supervisor provided with a suitably equipped 4WD vehicle (including reliable mobile field communications with operators and personnel to co-ordinate all activities on site on a day to day basis) for exclusive use by the Supervisor.

Tender submissions which fail to satisfy all of these requirements may be considered non-conforming.

All rates and lump sums tendered in the Price Schedule shall be based on the working hours, days and cycles generally outlined under Section 4.4.1.

Part 5 COMPLETE AND RETURN THIS PART

5.3.1 Price Schedule

PRICE SCHEDULE – GENERAL ITEMS

Contractor's Name

Allow for all general items as follows	Units	Qty	Amount ($)
Mobilisation and Demobilisation of all plant and equipment to and from Laverton	Item	1	
Allow for all accommodation and messing	Item	1	Included in productive plant rates
Allow for all insurances required under the contract	Item	1	Included in productive plant rates
Allow for compliance with all legislation, statutes and regulations	Item	1	Included in productive plant rates
Prepare Traffic Management Plan	Item	1	

Part 5 COMPLETE AND RETURN THIS PART

PRICE SCHEDULE – PLANT HIRE ITEMS

Note: Items indicated are estimates only

Contractor's Name

Plant Hire Item	No. of Plant items possibly required	Unit	Hourly Rate Per Plant item ($/hr)
DOZER (D7 or similar)	1		
Productive operating hours		Hour	
GRADER (140H or similar)	1		
Productive operating hours		Hour	
BOBCAT/SKIDSTEER	1		
Productive operating hours		Hour	
FRONT END LOADER (2.0-3.0m³ Bucket)	1		
Productive operating hours		Hour	
FRONT END LOADER (4.0-5.0m³ Bucket)	1		
Productive operating hours		Hour	
45 TONNE EXCAVATOR - with rock breaker attachment	1		
Productive operating hours		Hour	
35 TONNE EXCAVATOR - with rock breaker attachment	1		
Productive operating hours		Hour	
VIBRATORY PADFOOD ROLLER - Min. 16t deadweight	1		
Productive operating hours		Hour	
VIBRATORY SMOOTH DRUM ROLLER - Min. 16t deadweight	1		
Productive operating hours		Hour	
GRID ROLLER - 12t-16t static roller weight (including tractor)	1		
Productive operating hours		Hour	
MULTI-TYRED ROLLER - Min 16t deadweight	1		
Productive operating hours		Hour	
WATER CART - Min 25 kL	1		
Productive operating hours		Hour	
ROAD TRAIN WATER CART – Min 50 kL	1		
Productive operating hours		Hour	
SIDE-TIPPER – Single (18m³)	1		
Productive operating hours		Hour	
ROAD TRAIN SIDE-TIPPER - Double (36m³)	1		

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Productive operating hours		Hour	
ROAD TRAIN SIDE-TIPPER - Triple (54m³)	1		
Productive operating hours		Hour	
WATER SUPPLY EQUIPMENT AT A WATER SOURCE SITE – including standalone standpipe with 150mm transfer pump, 3-phase submersible pump including power generator as required	1		
Rate per site for all equipment including maintenance and refuelling		Day	

PRICE SCHEDULE – ADDITIONAL NON-SPECIFIED ITEMS BEING OFFERED

Contractor's Name

Item	No. of Plant items	Unit	Hourly Rate Per Plant item ($/hr)
ITEM			
Productive operating hours		Hour	
Mobilisation and demob for single item		Item	
ITEM			
Productive operating hours		Hour	
Mobilisation and demob for single item		Item	
ITEM			
Productive operating hours		Hour	
Mobilisation and demob for single item		Item	
ITEM			
Productive operating hours		Hour	
Mobilisation and demob for single item		Item	

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6 Schedules

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SCHEDULE 1 - NOMINATED SUBCONTRACTORS (IF APPLICABLE)

The names of subcontractors proposed to be engaged for the contract together with relevant details are required to be listed below.

Note that all nominated sub-contractors are required to be covered under the relevant insurance requirements of the contract and are to hold all current registrations and licenses as required by law and under the provisions of the contract for the works to be carried under sub-contract.

Sub-contractors will not be permitted to commence work on site until evidence of compliance with these conditions is provided to the Superintendent or Superintendent's Site Supervisor.

NAME AND ADDRESS OF SUBCONTRACTOR	DESCRIPTION OF WORKS PROPOSED TO BE SUBCONTRACTED	PLANT ITEMS AND NUMBER OF PERSONNEL TO BE SUBCONTRACTED	PREVIOUS SIMILAR WORKS / PROJECTS THIS SUBCONTRACTOR HAS BEEN ENGAGED IN.

SCHEDULE 2 - INSURANCES

Provide details of insurances currently held by the tenderer / contractor (including coverage of any proposed subcontractors) for proposed works under the Contract.

INSURANCE TYPE	POLICY NO	EXTENT OF COVER		EXPIRY DATE	NAME OF INSURER
		Per Incident ($AUS)	In Aggregate ($AUS)		
Employee Insurance / Workers Compensation cover					
Plant, Equipment & Vehicle cover (including fire, theft and damage cover)					
Public & Product Liability cover					

Certificates of Currency to be attached

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SCHEDULE 3 - PREVIOUSLY COMPLETED PROJECTS

Complete the following details and submit with *"Organisational Experience & Capacity"* attachment.

Name / Description of Project	Value (approx.)	Duration (approx.)	Client

SCHEDULE 4 - REFEREES

Provide contact details of referees who can substantiate the Tenderer's capabilities in undertaking the works required under the contract based on past experiences and submit with *the "Organisational Experience & Capacity"* attachment

REFEREE 1.

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

REFEREE 2.

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

REFEREE 3.

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

Part 5 COMPLETE AND RETURN THIS PART

SCHEDULE 5 – CURRENT PROJECT COMMITMENTS

Complete the following details and submit with *"Organisational Experience & Capacity"* attachment.

Name / Description of Project	Start Date	Project Duration	Project Value	Client / Contact Name / Contact Details

SCHEDULE 6 – KEY PERSONNEL

Complete the following details and submit with *"*Key Personnel Experience and Overall Capacity*"* attachment.

SUPERVISORY STAFF (Including Contractor's Supervisor and Leading Hands)

Name	Previous Experience / Projects	Previous Roles / Tasks	Years Exper.	Quals / Certif.	Ref. Name / Contact No	CV incl. Y/N

Part 5 COMPLETE AND RETURN THIS PART

SCHEDULE 6 (cont'd) – KEY PERSONNEL

Complete the following details and submit with *"*Key Personnel Experience and Overall Capacity*"* attachment.

KEY OPERATORS (Including Grader & Dozer operators and Field Mechanic)

Name	Previous Experience / Projects	Previous Roles / Tasks	Years Exper.	Quals / Certif.	Ref. Name / Contact No	CV incl. Y/N

SCHEDULE 6 (cont'd) – KEY PERSONNEL

Complete the following details and submit with "Key Personnel Experience and Overall Capacity" attachment.

ADMINISTRATION STAFF (Responsibility for Record keeping and reporting)

Name	Previous Experience / Projects	Previous Roles / Tasks	Years Exper.	Quals / Certif.	Ref. Name / Contact No	CV incl. Y/N

Part 5 COMPLETE AND RETURN THIS PART

SCHEDULE 7 - LIST OF PLANT AND RELATED ITEMS

Complete the following details and submit with "Extent and Condition of Road Construction Plant & Mechanical Support" attachment.
Include all ancillary equipment (pumps, standpipes, generators & mechanical support items).
Use more than one page as required

Plant Item	Make & Model	Year /Age	Hour Meter Reading	Registration No	Condition / Reliability

Rosemary Street
Laverton WA 6440

28 February 2019

Cr Patrick Hill
Shire President
Laverton Shire Council
PO Box 42
LAVERTON WA 6440

Dear Patrick,

Resignation

It is with regret that I must tender my resignation from Council, effective from the end of today's Ordinary Meeting of Council.

As you will be aware, I have given up the lease on the Post Office Agency and closed my clothing business at the Desert Inn. The house in Craiggie Street has been sold and I have moved out of the Shire and am no longer a resident, although I do still hold property here at this stage and am still a ratepayer. Now that I am no longer living in town, I do not feel I can suitably represent the Laverton residents and I am not in a position to be able to travel to and from Laverton each month to attend Council meetings.

I have greatly enjoyed my time on Council and have learnt a great deal about the workings of local government and am pleased to have had the opportunity to represent residents' and business owners' interests and to bring their concerns to Council. I would like to thank you, the Council and the staff of the Shire for all of your assistance, and wish the town all the best for the future.

Yours sincerely,

ROSEMARY STREET