



## **SHIRE OF LAVERTON**

# **AGENDA**

**FOR THE ORDINARY MEETING OF COUNCIL**

**TO BE HELD**


**23 NOVEMBER 2017**

**COMMENCING AT 5:00PM**

**SHIRE OF LAVERTON  
NOTICE OF ORDINARY COUNCIL MEETING**

Dear Council Member,

The next Ordinary Meeting of the Shire of Laverton Council will be held on Thursday 23 November 2017 at the Shire Council Chambers, commencing at 5:00pm.



\_\_\_\_\_

Pascoe Durtanovich  
Acting Chief Executive Officer

17/11/2017

\_\_\_\_\_

Date

**DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Laverton for any act, omission or statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting.

**FINANCIAL INTEREST  
(Effective 1 July 1996)**

A financial interest occurs where a Councillor, or person with whom the Councillor is closely associated, has direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An indirect financial interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

**Councillors should declare an interest:**

- a) In a written notice given to the CEO before the meeting; or**
- b) At the meeting immediately before the matter is discussed**

A member who has declared an interest must not:

- \* preside at the part of the meeting relating to the matter; or
- \* participate in, or be present during any discussion or decision making procedure relating to the matter,

Unless the member is allowed to do so under Section 5.68 or 5.69, *Local Government Act 1995*.

Ref: *Local Government Act 1995* Division 6 – Disclosure of Financial Interest. Specifically Sections 5.60, 5.61, 5.65 and 5.67

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## ATTACHMENTS

ATTACHMENT NO	DESCRIPTION	PAGE NO
OMC171123-10.1.A	President's Report	To be tabled
OMC171123-10.2.A	Elected Member's Report – Cr Deanne Ross	Appended
OMC171123-11.2.5.A	Statement of Financial Activity for the Period Ended 31 October 2017	Appended
OMC171123-11.3.1.A	RFT 11/17 Tender Documentation	Appended
OMC171123-11.3.1.B	RFT 11/17 Lighting Specifications	Appended
OMC171123-11.3.1.C	RFT 11/17 Lighting Design	Appended
OMC171123-11.5.2.A	Probably cost summary	To be tabled
OMC171123-11.5.2.B	Architectural drawings	To be tabled
OMC171123-11.5.4.A	Copy of Policy 05.14 Employee Housing Subsidy	Appended
OMC171123-11.5.7.A	Current Policy 05.15 Payment to Employees in Addition to Contract or Award	Appended
OMC171123-11.5.9.A	Minutes of the Audit Committee Meeting held 23 November 2017	To be tabled

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# **AGENDA**

## **FOR ORDINARY MEETING OF COUNCIL TO BE HELD AT 5:00PM THURSDAY 23 NOVEMBER 2017 IN THE SHIRE OF LAVERTON COUNCIL CHAMBERS**

**1. DECLARATION OF OPENING**

**2. ANNOUNCEMENT OF VISITORS**

**3. RECORD OF ATTENDANCE**

**3.1 PRESENT**

Cr P Hill	President
Cr S Weldon	Deputy President
Cr R Ryles	Councillor
Cr D Ross	Councillor
Cr R Prentice	Councillor
Cr R Weldon	Councillor
Cr R Street	Councillor
Mr P Durtanovich	Acting Chief Executive Officer
Mr G Stanley	Executive Manager Corporate & Community Services
Mr L Vidovich	Executive Manager Technical Services
Miss T Farlow	Executive Assistant to the CEO

**3.2 APOLOGIES**

Nil

**3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

**4. APPLICATIONS FOR LEAVE OF ABSENCE**

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

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

Nil.

**6. PUBLIC QUESTION TIME**

There were no notifications of any Public Questions at the time of preparing this Agenda.

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

There were no items listed for consideration behind closed doors at the time of preparing this Agenda.

**8. CONFIRMATION OF MINUTES**

<b>8.1 ORDINARY MEETING OF COUNCIL – 26 OCTOBER 2017 (FILE REF: 793)</b>
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**VOTING REQUIREMENTS**

Simple majority decision of Council required.

**OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council held on 26 October 2017, be confirmed as a true and correct record of proceedings.**

<b>8.2 SPECIAL MEETING OF COUNCIL – 03 NOVEMBER 2017 (FILE REF: 793)</b>
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**VOTING REQUIREMENTS**

Simple majority decision of Council required.

**OFFICER RECOMMENDATION**

**That the Minutes of the Special Meeting of Council held on 03 November 2017, be confirmed as a true and correct record of proceedings.**

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS**

There were no petitions/deputations or presentations listed for the meeting at the time of preparing this Agenda.

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

<b>10.1 PRESIDENT'S REPORT (FILE REF: 198)</b>
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There was no item received for this section at the time of Agenda distribution however the President's report will be tabled at the meeting.

**VOTING REQUIREMENTS**

Simple majority decision of Council required.

**OFFICER RECOMMENDATION**

**That the President's report (Attachment OMC171123-10.1.A) as tabled, be received.**

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<b>10.2 OTHER MEMBERS' REPORTS (FILE REF: 55)</b>
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Cr Deanne Ross has submitted an Elected Member's Reports for the month preceding this meeting and other Elected Members' Reports may be tabled by Councillors for acceptance at this meeting.

**VOTING REQUIREMENTS**

Simple majority decision of Council required.

**OFFICER RECOMMENDATION**

**That the Elected Member's Report(s) from Cr Deanne Ross and Cr \_\_\_\_\_ (Attachments OMC171123-10.2.A, \_\_\_ & \_\_\_) be received.**

**11. REPORTS OF COMMITTEES AND OFFICERS**

**11.1 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR BUSINESS**

There were no items listed for this section at the time of printing this Agenda.

**11.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES – FINANCE AND ADMINISTRATION BUSINESS**

**11.2.1 ACCOUNTS PAID AS AT 31 OCTOBER 2017 (FILE REF: 1091)**

**SUBMISSION TO:** Ordinary Meeting of Council, 23 November 2017  
**DISCLOSURE OF INTEREST:** None  
**OWNER/APPLICANT:** Shire of Laverton  
**AUTHOR:** Robyn Smith, Finance and Administration Manager  
**SENIOR OFFICER:** Graham Stanley, Executive Manager Corporate and Community Services  
**PREVIOUS MEETING REFERENCE:** Not applicable

**MATTER FOR CONSIDERATION**

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

**ATTACHMENTS**

Nil

**APPLICANT'S SUBMISSION**

Not applicable.

**BACKGROUND**

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

Creditor	Type	Date	Description	Amount
AirBP	Debit	16/10/17	Avgas	-51,272.52
Allied Projects - EFT		9/10/17	Community Hub	-10,560.00
		23/10/17		-10,560.00
Anderson Munro & Wyllie - EFT		9/10/17	Audit fees	-12,389.29
		23/10/17		-1,925.00
Armadale Lock & Key Service - EFT		23/10/17	Locks & Keys	-1,128.50
Asgard Investors Services		18/10/17	Super	-658.53
		31/10/17		-250.90
Ashdown Ingram - EFT		23/10/17	Parts & repairs	-128.76
Asphalt In A Bag - EFT		2/10/17	Asphalt	-1,718.75
Atom Supply - EFT		2/10/17	Part & Repairs	-375.63
Austral Mercantile Collection - EFT		23/10/17	Debt recovery	-6,711.71
Australia Post - EFT		18/10/17	Postage	-657.53



<b>Creditor</b>	<b>Type</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
Australian Super - EFT		18/10/17	Super	-1,323.86
		31/10/17		-839.25
Australian Wildflower Seeds - EFT		23/10/17	Seeds GB	-512.20
BOC Limited - EFT		9/10/17	Gas bottle hire	-83.93
		23/10/17		-81.20
Boulia Desert Sands Motel-EFT		23/10/17	Accommodation Outback Way AGM	-869.50
Bridgestone Australia - EFT		9/10/17	Tyres	-752.88
		23/10/17		-648.53
Built by Geoff Fencing - EFT		23/10/17	Pickets, wire	-1,203.40
Bunnings Group Limited - EFT		2/10/17	Sundry tool, housing repairs	-1,904.03
		9/10/17		-877.49
C&A Taylor Grading Pty Ltd - EFT		9/10/17	Great Central Road	-261,002.50
		18/10/17		-231,018.70
CBUS - EFT		18/10/17	Super	-211.46
Chefmaster Australia - EFT		2/10/17	Bags	-375.75
Child Support Agency -		2/10/17	Child Support Agency -	-455.06
Child Support Agency		2/10/17	Child Support Agency -	-307.64
		30/10/17		-307.64
Coastal Midwest Transport - EFT		18/10/17	Freight	-274.37
Coffee & Tea Supplies - EFT		9/10/17	Coffee GB	-760.65
		23/10/17		-346.95
Complete Services Pty Ltd - EFT		23/10/17	Supply & fit windscreen	-654.50
Concept Media - EFT		9/10/17	Advertising GB	-359.70
Cooper Fluid Systems - EFT		23/10/17	Hyd Fluid	-204.60
Courier Australia - EFT		2/10/17	Freight	-74.48
		18/10/17		-1,821.49
		23/10/17		-256.10
Covs Auto, Mining & Industrial - EFT		23/10/17	Parts & repairs	-873.42
CREDIT CARD PURCHASES		4/10/17	Credit cards	-8,333.10
Curtin University-EFT		18/10/17	Merch for Mental Health Week	-193.60
Dept Fire & Emergency Services - EFT		13/10/17	ESL September	-10,009.88
Dept of Parks and Wildlife - EFT		23/10/17	Park passes	-237.60
Dept of Transport	Debit	2/10/17	Licensing	-635.10
	Debit	3/10/17		-2,977.60
	Debit	4/10/17		-764.75
	Debit	5/10/17		-39.10
	Debit	6/10/17		-158.25
	Debit	9/10/17		-418.30

<b>Creditor</b>	<b>Type</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
	Debit	10/10/17		-790.25
	Debit	11/10/17		-5,837.45
	Debit	12/10/17		-292.90
	Debit	16/10/17		-1,536.00
	Debit	16/10/17		-617.95
	Debit	18/10/17		-550.00
	Debit	25/10/17		-2,805.35
	Debit	25/10/17		-989.65
	Debit	26/10/17		-302.40
	Debit	27/10/17		-1,809.25
	Debit	30/10/17		-413.50
	Debit	31/10/17		-665.90
Desert Inn Hotel - EFT		2/10/17	Meals	-465.00
		23/10/17		-476.00
Desert Sands Cartage - EFT		13/10/17	Dozer hire	-25,634.95
Diggawest & Earthparts WA - EFT		23/10/17	Parts & repairs	-896.12
Downer EDI ENGINEERING - EFT		18/10/17	CCTV	-70,380.45
e-Fire & Safety - EFT		23/10/17	Extinguisher Service	-1,688.50
Eagle Petroleum (WA) - EFT		23/10/17	Fuel	-76,508.37
Eastgold Dairy Distributors - EFT		2/10/17	Food GB	-321.30
		9/10/17		-393.40
		23/10/17		-312.70
Elite Gym Hire - EFT		13/10/17	Gym equip hire	-660.00
Fairfax Media Publications P/L - EFT		2/10/17	Advert GB	-218.08
First National Real Estate - EFT		18/10/17	Rent CRC	-2,090.00
Fitzgerald Strategies - EFT		9/10/17	HR advice	-4,297.00
Flex Industries Pty Ltd - EFT		23/10/17	Parts & repairs	-578.53
Force Equipment-EFT		9/10/17	Parts & repairs	-16,412.00
Forman Brothers - EFT		9/10/17	Various repairs	-2,223.98
		23/10/17		-4,075.39
Gary Buckmaster - EFT		9/10/17	GB gate & 1 Mikado Patio	-2,440.00
Goldfields Toyota - EFT		23/10/17	Parts DFES Truck (to be recouped)	-468.38
Goldfields Truck Power - EFT		23/10/17	Parts & repairs	-1,450.80
Goldline Distributors - EFT		9/10/17	Food GB	-655.13
		23/10/17		-1,265.32
Goldrush Tours - EFT		9/10/17	Bus tickets	-963.05
Gresleyabas -EFT		9/10/17	Community Hub	-259,823.16
GSM Mining Company		27/10/17	Rates refund	-848.55
H Sunter-Smith and Co - EFT		2/10/17	Accommodation Curtin Vollies	-450.00

<b>Creditor</b>	<b>Type</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
Harvey Norman Kalgoorlie - EFT		9/10/17	Printer CEO office, TV Burt St units	-563.00
Hesperian Press - EFT		9/10/17	GB Merchandise	-1,882.05
HESTA Super Fund - EFT		18/10/17	Super	-107.38
		31/10/17		-71.59
Hitachi Construction Machinery - EFT		9/10/17	Parts & repairs	-748.88
		23/10/17		-296.74
Horizon Power	13107	6/10/17	Power bills	-19,427.13
	13109	13/10/17		-1,731.66
Horizon Surveys - EFT		23/10/17	Tip Survey	-550.00
HostPlus Super - EFT		18/10/17	Super	-538.67
		31/10/17		-550.55
Intrust Super - EFT		18/10/17	Super	-921.51
		31/10/17		-1,085.43
Investec Asset Finance & Leasing Pty Ltd	Debit	16/10/17	Printer & Copier charges	-6,287.28
Isaac Stout - EFT		27/10/17	Reimbursement	-385.17
JCB Construction Equipment Australia-EFT		9/10/17	Backhoe parts	-7,260.00
Jezaire Kelly - EFT		27/10/17	Reimbursement	-364.60
Kelyn Training Services - EFT		18/10/17	Training S Wells	-755.00
Kevin Naidu EFT		27/10/17	Reimbursement	-221.10
Komatsu Australia Pty Ltd-EFT		23/10/17	Parts & repairs	-111.29
Kott Gunning Lawyers - EFT		23/10/17	Legal advice	-5,813.72
Kulbardi Hill Consulting - EFT		9/10/17	Laverton Brochure	-3,179.00
Landgate - EFT		23/10/17	Land inquiries	-165.60
Laurinda Hill - EFT		2/10/17	Reimbursement	-990.18
Laverton Supplies Motors-EFT		9/10/17	Various supplies	-163.97
		23/10/17		-90.01
Laverton Supplies WA- EFT		9/10/17	Various supplies	-124.18
		23/10/17		-69.50
LGIS WA - EFT		23/10/17	Insurance	-72,774.27
Marketforce - EFT		2/10/17	Advertising	-572.55
		23/10/17		-974.76
MCG Architects Pty Ltd - EFT		2/10/17	Great Beyond upgrade	-16,665.00
McGarry Associates-EFT		2/10/17	Community Hub	-7,040.00
McMahon Burnett Transport - EFT		9/10/17	Freight	-77.35
MNG McMullen Nolan Group Pty Ltd - EFT		2/10/17	Rates refund	-2,750.00

<b>Creditor</b>	<b>Type</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
Moore Stephens - EFT		18/10/17	Accounting fees	-31,081.05
Mount Romance-EFT		9/10/17	GB Merchandise	-407.37
National Australia Bank		11/10/17	Payroll	-72,630.41
National Australia Bank	Debit	16/10/17	Bank charges	-9.50
	Debit	17/10/17		-50.74
National Australia Bank		25/10/17	Payroll	-85,197.61
	Debit	31/10/17		-86.40
	Debit	31/10/17		-101.13
	Debit	31/10/17		-40.00
	Debit	31/10/17		-100.72
National Pumps & Energy - EFT		9/10/17	Stand pipe hire Gt Central	-1,736.24
		13/10/17		-20,155.52
		27/10/17		-5,728.80
Nicholas Fuamatu - EFT		18/10/17	Reimbursement	-120.17
Paradise Lawns - EFT		9/10/17	Stump grinding 12 Weld	-605.00
Parmelia Hilton - EFT		2/10/17	Accommodation WALGA Week	-5,514.00
Peerless Jal Pty Ltd - EFT		9/10/17	Cleaning products	-215.11
		23/10/17		-185.11
Pete's Carpet Cleaning - EFT		9/10/17	Carpet cleaning GB	-180.00
Petty Cash Tin - Shire of Laverton	13106	4/10/17	Various	-345.95
PFD Food Services Pty Ltd - EFT		2/10/17	Food GB	-157.25
		9/10/17		-374.60
		23/10/17		-1,078.30
Pivotel Satellite Pty Limited	13116	24/10/17	Satellite phones	-647.63
Powerchill - EFT		23/10/17	Power points 8 Craiggie & CRC	-638.00
PsiTech Pty Ltd - EFT		2/10/17	IT Charges & licences	-8,547.00
Puzzle Consulting - EFT		9/10/17	Community Hub	-1,496.00
Quadrio Earthmoving Pty Ltd - EFT		5/10/17	Main St upgrade	-466,097.00
		9/10/17		-5,445.00
		27/10/17		-466,137.68
Quality Inn Railway - EFT		23/10/17	Accommodation S Wells training	-159.00
Quick Corporate - EFT		2/10/17	Stationery	-306.35
		9/10/17		-137.21
R1i Services - EFT		18/10/17	UPS monitor & switch	-704.02
Ray Martin - EFT		18/10/17	Reimbursement	-658.85
Reece Pty Ltd - EFT		23/10/17	Shower crew caravan	-1,030.11
Rex Weldon - EFT.		9/10/17	Councillor sitting fees	-2,350.00
Robin Prentice - EFT.		27/10/17	Councillor sitting fees	-2,350.00
Robyn Smith - EFT		9/10/17	Reimbursement	-435.28
		27/10/17		-632.37

<b>Creditor</b>	<b>Type</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
Sean Wells - EFT		27/10/17	Training costs advancement	-543.53
Shaneane Weldon - EFT		9/10/17	Councillor sitting fees	-3,475.00
Shawmac Pty Ltd - EFT		9/10/17	Gt Central Road design	-4,801.50
Shenton Enterprises Pty Ltd - EFT		9/10/17	Plaques	-541.45
Shire of Leonora - EFT		9/10/17	Health Officer fees	-3,507.50
Sigma Chemicals - EFT		23/10/17	Pool chemicals	-914.10
Squire Patton Boggs - EFT		18/10/17	Native Title Claim	-10,280.60
Star Track Express - EFT		2/10/17	Freight	-107.95
		9/10/17		-5.22
Subiaco Business Centre-EFT		18/10/17	Native Title Claim	-247.50
Sun Super		18/10/17	Super	-40.00
		31/10/17		-40.00
Sunsuper - EFT		18/10/17	Super	-421.47
		31/10/17		-396.83
Telstra	13117	24/10/17	Various phone bills	-4,865.40
The Repurpose Circus - EFT		9/10/17	GB Merchandise	-360.00
The Wanneroo Agricultural Machinery - EFT		23/10/17	Parts & repairs	-38.74
Town Planning Innovations-EFT		23/10/17	Town planning advice	-742.50
Truckline - EFT		9/10/17	Parts & repairs	-1,619.05
		23/10/17		-861.66
VisiMax Safety Products - EFT		9/10/17	Dog traps	-854.40
Visit Merchandise Pty Ltd - EFT		23/10/17	GB Merchandise	-4,764.65
WA Local Government Association - EFT		9/10/17	WALGA Week & training R Smith	-5,644.03
WA Super - EFT		18/10/17	Super	-25,150.91
		31/10/17		-26,808.19
Warburton Roadhouse-EFT		23/10/17	Accommodation P Durtanovich	-220.00
Water Corporation	13108	6/10/17	Various water bills	-11,224.70
	13118	24/10/17		-12,857.21
Wayfound - EFT		18/10/17	Town Signage	-52,026.70
Westnet Pty Ltd	13105	2/10/17	Internet charge	-179.50
Westrac Pty Ltd - EFT		9/10/17	Parts & repairs	-1,662.70
Winc. Australia Pty Ltd-EFT		9/10/17	Stationary	-435.95
WML Consultants Pty Ltd - EFT		9/10/17	Various projects	-7,722.00
		18/10/17		-46,153.88
Wurth Australia Pty Ltd - EFT		9/10/17	Parts & repairs	-1,037.12
Xmas-Mil Display Products Pty. Ltd-EFT		9/10/17	Xmas	-2,878.70
<b>Total</b>				<b>-2,695,724.68</b>

## STATUTORY ENVIRONMENT

### *Local Government (Financial Management) Regulations 1996)*

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

## POLICY IMPLICATIONS

Council has no policies in respect to this matter.

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS

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

## CONSULTATION

Not applicable.

## COMMENT

A listing of payments made providing more detail will be tabled for information at the meeting..

## VOTING REQUIREMENTS

Simple majority decision of Council required.

## OFFICER RECOMMENDATION

**That Council acknowledges receipt of the list of payments made under Delegation 21 as per the submitted list totalling \$2,695,724.68 and summarised as following:**

<b>Cheque Numbers</b>	<b>13105 – 13118</b>	<b>\$51,279.17</b>
<b>Direct Debit Payments</b>	<b>01/10/2017 – 31/10/2017</b>	<b>\$57,559.80</b>
<b>Licensing Transfers</b>	<b>01/10/2017 – 31/10/2017</b>	<b>\$21,603.70</b>
<b>Bank Fees</b>	<b>01/10/2017 – 31/10/2017</b>	<b>\$388.49</b>
<b>VISA Payments</b>	<b>28/09/2017 – 27/10/2017</b>	<b>\$8,333.10</b>
<b>EFT Payments</b>	<b>01/10/2017 – 31/10/2017</b>	<b>\$2,398,732.40</b>
<b>Salary and Wages</b>	<b>01/10/2017 – 31/10/2017</b>	<b>\$157,828.02</b>
	<b>Total Payments</b>	<b>\$2,695,724.68</b>

<b>11.2.2 OUTSTANDING DEBTORS REPORT AS AT 31 OCTOBER 2017 (FILE REF: 0033)</b>
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<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	None
<b>OWNER/APPLICANT:</b>	Shire of Laverton
<b>AUTHOR:</b>	Robyn Smith, Finance and Administration Manager
<b>SENIOR OFFICER:</b>	Graham Stanley, Executive Manager Corporate and Community Services
<b>PREVIOUS MEETING REFERENCE:</b>	Not applicable

### **MATTER FOR CONSIDERATION**

The presentation of a report indicating the outstanding Debtor Balances as at the end of the previous month.

### **ATTACHMENTS**

Nil

### **APPLICANT'S SUBMISSION**

Not applicable.

### **BACKGROUND**

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

### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

Reg. 5(1) (a) – The Chief Executive Officer is to establish efficient systems and procedures for the proper collection of all money owing to the local government.

### **POLICY IMPLICATIONS**

Council has no policies in respect to this matter.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

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## CONSULTATION

Not applicable.

## COMMENT

The balance of Outstanding Debtors at 31 October 2017 is \$4,247,616.98. A detailed list of Debtor Balances is provided in the October 2017 Information Bulletin.

The total debtor balance includes:

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
<b>General Debtors</b>	127,709.54	21,719.85	235,172.29	1,007.51	57,982.37	443,591.56
<b>Doubtful Debt</b>	0.00	0.00	0.00	0.00	-329,000.00	-329,000.00
<b>Rates</b>	-125,137.17	-7,444.73	3,949,031.94	0.00	-2,633,687.69	1,182,762.35
<b>TOTAL</b>	<b>2,572.37</b>	<b>14,275.12</b>	<b>4,184,204.23</b>	<b>1,007.51</b>	<b>-2,904,705.32</b>	<b>1,297,353.91</b>

## VOTING REQUIREMENTS

Simple majority decision of Council required.

## OFFICER RECOMMENDATION

**That the report of Outstanding Debtors as at 31 October 2017 be received.**



**11.2.3 REIMBURSEMENT OF EXPENSES AS AT 15 NOVEMBER 2017 (FILE REF: 1091)**

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	None
<b>OWNER/APPLICANT:</b>	Shire of Laverton
<b>AUTHOR:</b>	Natasha Fuamatu, Accounts Officer
<b>SENIOR OFFICER:</b>	Graham Stanley, Executive Manager Corporate and Community Services
<b>PREVIOUS MEETING REFERENCE:</b>	Not applicable

**MATTER FOR CONSIDERATION**

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

**ATTACHMENTS**

Nil

**APPLICANT'S SUBMISSION**

Not applicable.

**BACKGROUND**

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

<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Jezaire Kelly, CRC Assistant and Receptionist	Meals & Travel fares to Attend Department of Transport Training	364.60
Kevin Naidu, Youth Officer	Supplies for Youth Centre Activities	221.10
Laurinda Hill, Great Beyond Manager	Fuel Costs to Attend Annual Tourism Conference	537.58
Laurinda Hill, Great Beyond Manager	Purchase of Mounting Sheets for Museum Display	10.50
Laurinda Hill, Great Beyond Manager	Meals Whilst Attending Annual Tourism Conference	442.10
Nicholas Fuamatu, Town Crew General Hand/Operator	Fuel Costs to Pick Up Equipment & Materials for Mechanic	120.17
Raymond Martin, Temporary Pool Manager	Fuel Costs to Drive to Laverton in Preparation of Season	658.85

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Robyn Smith, Finance & Administration Manager	Purchases of Office Equipment, Youth Activity Equipment & Accommodation	435.28
Robyn Smith, Finance & Administration Manager	Travel & Meal Costs & Accommodation whilst Attending Finance Course	632.37
Sean Wells, Engineering Technical Officer	Meal Costs, Travel Allowance & Personal Accommodation Allowance for Worksite Traffic Management Refresher Training	543.53
<b>TOTAL</b>		<b>\$3,966.08</b>

### **STATUTORY ENVIRONMENT**

As per adopted Council Policy 03.11 – Reimbursement of Expenses.

### **POLICY IMPLICATIONS**

Policy 03.11 - Reimbursement of Expenses.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

### **CONSULTATION**

Not applicable.

### **COMMENT**

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

### **VOTING REQUIREMENTS**

Simple majority decision of Council required.

### **OFFICER RECOMMENDATION – REIMBURSEMENT OF EXPENSES \$3,966.08**

**That Council acknowledge the reimbursement of expenses already paid in accordance with Policy No. 3.11 amounting to \$3,966.08.**

**11.2.4 BANK RECONCILIATION REPORT AS AT 31 OCTOBER 2017 (FILE REF: 1193)**

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	None
<b>OWNER/APPLICANT:</b>	Not applicable
<b>AUTHOR:</b>	Graham Stanley, Executive Manager Corporate and Community Services
<b>SENIOR OFFICER:</b>	Pascoe Durtanovich, Acting Chief Executive Officer
<b>PREVIOUS MEETING REFERENCE:</b>	Not applicable

**MATTER FOR CONSIDERATION**

The report presented reflects the reconciliation of the Council's bank accounts, including invested funds, as at 30 September 2017.

**ATTACHMENTS**

Nil

**APPLICANT'S SUBMISSION**

Not applicable.

**BACKGROUND**

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

**STATUTORY ENVIRONMENT**

***Local Government (Financial Management) Regulations 1996***

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

**POLICY IMPLICATIONS**

Council has no policies in respect to this matter.

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

## CONSULTATION

Not applicable.

## COMMENT

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

### SHIRE OF LAVERTON BANK RECONCILIATION AS AT 31 OCTOBER 2017

	MUNICIPAL FUND	OBH DEV. FUND (HELD IN TRUST ACCOUNT)	INVESTMENT - RESERVES	RESTRICTED CASH FUND (TRUST)
<b>Balance as per General Ledger :</b>				
A01101 Municipal Fund	1,009,212.12			
A1102 Unrestricted Short Term Investment	510,061.62			
A01110 Term Deposit Reserves/Muni			3,286,309.27	
A1000 Restricted Cash Fund				39,771.28
A1104 LA Community Hub Investment	5,456,098.58			
A1001 Outback Highway Tourism Fund		6,473.89		
A1002 Outback Hwy Development Fund		166,755.38		
	<b>6,975,372.32</b>	<b>173,229.27</b>	<b>3,286,309.27</b>	<b>39,771.28</b>
<b>Balance as per Bank Statement</b>	6,974,928.65	173,229.27	3,286,309.27	39,771.28
<b>Adjustments</b>				
Un-receipted Income				
Outstanding Deposits	1,230.85			
	6,976,159.50	173,229.27	3,286,309.27	39,771.28
Less Outstanding Cheques/Withdrawal	787.18			
<b>Reconciled Balance</b>	<b>6,975,372.32</b>	<b>173,229.27</b>	<b>3,286,309.27</b>	<b>39,771.28</b>
Variance	0.00	0.00	0.00	0.00

## VOTING REQUIREMENTS

Simple majority decision of Council required.

## OFFICER RECOMMENDATION

**That Council accept the Bank Reconciliation Report as at 31 October 2017, as outlined above.**

**11.2.5 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED  
31 OCTOBER 2017 (FILE REF: 1193)**

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	None
<b>OWNER/APPLICANT:</b>	Not applicable
<b>AUTHOR:</b>	Graham Stanley, Executive Manager Corporate and Community Services
<b>SENIOR OFFICER:</b>	Pascoe Durtanovich, Acting Chief Executive Officer
<b>PREVIOUS MEETING REFERENCE:</b>	Not applicable

**MATTER FOR CONSIDERATION**

To accept the Statement of Financial Activity for the period ended 31 October 2017.

**ATTACHMENTS**

OMC171123-11.2.5.A Statement of Financial Activity for the period ending 31 October  
2017

**APPLICANT'S SUBMISSION**

Not applicable.

**BACKGROUND**

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

Variances between budgeted and actual expenditure, including the required Material Variances of plus or minus 10% and \$10,000, which is the limit set as per Council Resolution, should be reported on.

**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

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

**POLICY IMPLICATIONS**

Council has no policies in respect to this matter.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

### **CONSULTATION**

Not applicable.

### **COMMENT**

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

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

### **VOTING REQUIREMENTS**

Simple majority decision of Council required.

### **OFFICER RECOMMENDATION**

**That the Statement of Financial Activity for the period ended 31 October 2017, as presented (Attachment OMC171123-11.2.5.A), be accepted.**

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## **11.3 EXECUTIVE MANAGER TECHNICAL SERVICES BUSINESS**

<b>11.3.1 RFT 11/17 LIGHTING UPGRADE – LAVERTON AIRPORT (FILE REF: 1029)</b>
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<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter
<b>OWNER/APPLICANT:</b>	Not applicable
<b>AUTHOR:</b>	Sean Wells, Engineering Technical Officer
<b>SENIOR OFFICER:</b>	Les Vidovich, Executive Manager Technical Services
<b>PREVIOUS MEETING REFERENCE:</b>	Minute OMC161211 of Ordinary Meeting of Council held on 15 December 2016 Minute OMC170212 of Ordinary Meeting of Council held on 23 February 2017

### **MATTER FOR CONSIDERATION**

To re-advertise the previous Lighting Upgrade Tender (RFT01-17) for the Laverton Airport as more than 6 months have passed since the original tender was advertised.

### **ATTACHMENTS**

- OMC1711-11.3.1.A RFT 11/17 Tender Documentation
- OMC1711-11.3.1.B RFT 11/17 Lighting Specifications
- OMC1711-11.3.1.C RFT 11/17 Lighting Design

### **APPLICANT'S SUBMISSION**

Not applicable.

### **BACKGROUND**

In April 2015 an Aerodrome Electrical Technical Inspection was undertaken by Aerodrome Compliance and Civil Pty Ltd (ACC) with a number of non-compliant issues identified for the airport's lighting system.

The main deficiency noted by ACC was that the runway edge lights were not to industry standard and were not maintaining the correct luminary output. This improvement formed the catalyst for Council's grant application to the Department of Transport through the Regional Airports Development Scheme (RADS).

Council was successful in obtaining these funds and as a result Tender 01-17 was called for the lighting upgrade to be completed to design specifications. When the Tender submissions were assessed, all were found to be priced at double or more than the budgeted allocation.

An application was made to carry over the RADS funding to 2017/18 and increase the funded amount to allow the project to proceed. The Department of Transport approved the funding increase and carry over and the Shire is now in a position to proceed with the lighting works.

As it has been more than 6 months since the close of Tender 01-17, it is a requirement that tenders be re-invited in accordance with Part 4 (11) of the *Local Government (Functions and General) Regulations 1996*.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

*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 has no policies in respect to this matter.

## **FINANCIAL IMPLICATIONS**

Council has allocated \$450,000.00 in its 2017/18 budget to complete the works, of which 50% is funded by the Department of Transport through the Regional Airport Development Scheme.

## **STRATEGIC IMPLICATIONS**

This Tender does not contain any notable strategic implications

## **CONSULTATION**

Aerodrome Compliance & Civil Pty Ltd; and  
Department of Transport – Regional Airport Development Scheme

## **COMMENT**

The upgrade of the lighting at Laverton Airport is required to bring the site up to the required standards. The proposed locations of these lights have been positioned to allow any future widening or lengthening of the airstrip and are in accordance with any works proposed through the Shire of Laverton Airport Master Plan.

Due to an early December Ordinary Meeting of Council date, it is not possible to advertise and then assess the tenders in time for the next meeting, therefore it is proposed that the advertising be deferred until mid-January with the item returning to Council in February 2018.

It is also proposed that in addition to the normal tender advertising process, those companies who responded to the previous Tender 01-17 be directly contacted and invited to resubmit a tender.



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## **VOTING REQUIREMENTS**

Simple majority decision of Council required.

## **OFFICER RECOMMENDATION**

**That Council:**

- 1. Receives the Request for Tender 11/17 - Lighting Upgrade document for the Laverton Airport.**
- 2. Approves the Selection Criteria and Weightings as follows:**

**Relevant Experience – 50%**

- (a) Provide details of similar work;**
- (b) Provide scope of the Tenderer's involvement including details of outcomes.**

**Key Personnel – 30%**

- (a) Their role in the performance of the Contract;**
- (b) Curriculum vitae;**
- (c) Membership to any professional or business association;**
- (d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and**
- (e) Any additional information.**

**Occupational Safety and Health – 20%**

- (a) A statement outlining how the tenderer manages safety and health requirements including examples of compliance, e.g. Lost Time Injury statistics over the past 3 years.**
- (b) A copy of the table of contents of their Occupational Safety & Health Management Plan.**
- (c) A sample Job Safety Analysis (JSA) for the type of project to be encountered on this project.**

- 3. Endorse the calling of Tenders in January 2018 for the Lighting Upgrade at the Laverton Airport, with the item being brought back to the February 2018 Ordinary Meeting of Council.**
- 4. In addition to the standard advertising process, contact and invite the following companies to submit a tender for RFT 11/17 who previously submitted a quotation for RFT 01/17, these being:**
  - a. Aerodrome Management Services**
  - b. Airport Alliance**
  - c. Complete Underground Power Installations**
  - d. GBTK Projects**
  - e. Elite Electrical**

- f. Measurement Control Engineering**
- g. PWT Electrical**

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## **11.4 EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES – COMMUNITY DEVELOPMENT BUSINESS**

There were no items listed for discussion for this section at the time of printing this Agenda.

## **11.5 CHIEF EXECUTIVE OFFICER BUSINESS**

<b>11.5.1 LAVERTON COMMUNITY HUB PROJECT (FILE REF: 0948)</b>
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<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter
<b>OWNER/APPLICANT:</b>	Not applicable
<b>AUTHOR:</b>	Pascoe Durtanovich, Acting Chief Executive Officer
<b>PREVIOUS MEETING REFERENCE:</b>	Not applicable

### **MATTER FOR CONSIDERATION**

To receive completed plans, specifications and costing for the Laverton Community Hub Project and to determine amendment to the Project to bring it within budget.

### **ATTACHMENTS**

OMC171123-11.5.1.A Working Drawings and Quantity Surveyor Estimates (to be tabled)

### **APPLICANT'S SUBMISSION**

Not applicable.

### **BACKGROUND**

The Laverton Community Hub Project was a \$12.8M project of which the Shire was seeking \$8M from Royalties for Regions. The balance of the project was being met by Lotterywest (\$675,000), the Department of Sport and Recreation (\$820,000) and the Shire (\$3.3M). The Department for Regional Development funding application was approved in June 2016, with the Financial Assistance Agreement (FAA) being signed off by the Shire and State Government on 28 June 2016.

On signing of the FAA, an amount of \$5,359,280 was deposited by the State Government on 30 June 2016 into an account in the Shire's name, held by the WA Treasury, awaiting draw-down as agreed milestones were achieved.

Council commenced the project by engaging an 'interim' Project Manager to progress the project to the point of appointing a permanent Project Manager and to further refine the project design. The interim Project Manager completed these tasks by November 2016 at a cost of \$30,000.

On the strength of the signed FAA, in December 2016 Council appointed a Project Manager (Allied Projects) under a contract for \$329,000 (excluding GST) to deliver the project (including Project Management and Project Superintendence) and also appointed the Architects (Gresley Abas Architects) on a contract to the value of \$590,800 (excluding GST) to prepare the construction plans and specifications to enable the Shire to call tenders for the construction.

The plans, specifications and tender documents have now been completed, however the projected cost of \$16.4M is far in excess of the project budget. There also concern that with the change of government, the State funding commitment may not be honoured.

## **STATUTORY ENVIRONMENT**

Not applicable.

## **POLICY IMPLICATIONS**

Council has no policies in respect to this matter.

## **FINANCIAL IMPLICATIONS**

As stated previously in this report, the Community Hub is a \$12.8M budget project. To date, \$950,000 has been spent on project management and preparation of plans and specifications, leaving a balance of \$11.85M for the construction. Expenditure to date has been from the Shire's \$3.3M contribution. The balance of the Shire contribution is proposed to be funded by a combination of general revenue, loan and reserve funds.

## **STRATEGIC IMPLICATIONS**

Goal 1.1 A strong sense of community pride and ownership.

Goal 1.3 Encourage a more active and engaged community.

## **CONSULTATION**

Not applicable.

## **COMMENT**

If the Project is to proceed, substantial cost savings will have to be achieved. This can only be done by deleting some aspects of the project and reviewing the costings provided by the Quantity Surveyor.

The Project consists of several components, namely:

- Aquatic Centre (Pool)
- Aquatic Centre (Building)
- Recreation Centre
- Laver Place (Landscaping/Access)
- Youth Centre
- Outdoor Courts

Councillors have previously indicated that should there be a budget shortfall, the priority components would be the Swimming Pool and Recreation Centre. The estimated cost for these components is \$13.5M however there is scope to reduce the costs without compromising the work proposed.

It is recommended that Council consider the overall project in detail and review the costing with a view to reducing the scope of the project and hence the cost of the project and then submit a revised proposal to the Department of Regional Development and the relevant Minister.

### **VOTING REQUIREMENTS**

Simple majority decision of Council required.

### **OFFICER RECOMMENDATION**

**That Council review the scope of works and cost estimates for the Community Hub Project with the view to reducing the overall cost to within the remaining budget of \$11.85M.**

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<b>11.5.2 STAGE 2 EXPANSION OF GREAT BEYOND VISITOR CENTRE (FILE REF: 0884)</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 23 November 2017  
**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter  
**OWNER/APPLICANT:** Not applicable  
**AUTHOR:** Pascoe Durtanovich, Acting Chief Executive Officer  
**SENIOR OFFICER:** Not applicable  
**PREVIOUS MEETING REFERENCE:** Minute OMC1612-14.2 of the Ordinary Meeting of Council held on 15 December 2016

**MATTER FOR CONSIDERATION**

To receive architectural drawings and costings for the Great Beyond Visitor Centre Expansion, determine a Shire contribution to the project and appoint a consultant to prepare a funding application.

**ATTACHMENTS**

OMC171123-11.5.2.A Probable cost summary  
OMC171123-11.5.2.B Architectural drawings

**APPLICANT'S SUBMISSION**

Not applicable

**BACKGROUND**

The Shire received funding of \$72,500 for the development of plans for the Stage 2 Expansion of the Great Beyond Visitor Centre. On 15 December 2016, Council appointed MCG Architects to undertake the work. Plans have now been completed, together with probable project cost.

**STATUTORY ENVIRONMENT**

Apart from adherence to the Shire of Laverton Purchasing Policy 02.18, commented on below, there are no statutory requirements, however if external funding is obtained and the project proceeds, the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* in respect to Tenders will apply.

**POLICY IMPLICATIONS**

Policy 02.18 Purchasing requires that three written quotes be obtained for purchases from \$10,000 to \$49,999.

Three quotes have been received from consultants for the preparation of a funding application.

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## **FINANCIAL IMPLICATIONS**

The 2017/2018 Budget does not include a funding allocation for the Visitor Centre Expansion Project. Any Shire contribution determined would be funded in 2018/2019 via Reserve funds and general revenue.

The cost for the preparation of a funding application will be met from the consultancy allocation in the current budget.

## **STRATEGIC IMPLICATIONS**

### Shire of Laverton Strategic Community Plan

Outcome 2.1 Sustainable Tourism\* Strategy 2.1.2 – Continue to provide and enhance tourism services and infrastructure.

## **CONSULTATION**

Not applicable

## **COMMENT**

Council is required to address three issues. Firstly, the probable cost of \$2.489M is excessive however there is scope to significantly reduce this. It is recommended that an interim working group be established to review the plans and costings prior to application for funding being submitted. Secondly, Council needs to determine the Shire's contribution so this commitment can be incorporated in the application for funding. It is recommended that this be set at \$500,000.

Finally, Council needs to appoint a consultant to prepare a funding application. The application for funding will be submitted to the Building Better Regions Fund (BBRF), which closes 15 December 2017. Other funding avenues will be investigated at the same time.

The three quotes received are:

- Puzzle Consulting: \$16,500 plus GST
- Core Business: \$10,450 plus GST
- Grants Empire: \$10,296 GST inclusive

## **VOTING REQUIREMENTS**

Simple majority decision of Council required for Recommendation 1.

Absolute majority decision of Council required for Recommendation 2.

### **OFFICER RECOMMENDATION 1**

**That:**

- 1. An interim Working Group of Cr \_\_\_\_\_, Cr \_\_\_\_\_, the Chief Executive Officer and the Great Beyond Visitor Centre Manager be established to review the plans and costings for the Great Beyond Visitor Centre additions and renovations.**
- 2. Core Business be appointed to prepare a funding application, for submission to the Building Better Regions Fund, at a cost of \$10,450 plus GST.**

### **OFFICER RECOMMENDATION 2**

**That a Shire of Laverton financial contribution of \$500,000 be made for the additions and refurbishment of the Great Beyond Visitor Centre.**



**11.5.3 LAVERTON PRE-PRIMARY BUILDING RESERVE 34883 (FILE REF: 0265)**

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter
<b>OWNER/APPLICANT:</b>	Not applicable
<b>AUTHOR:</b>	Pascoe Durtanovich, Acting Chief Executive Officer
<b>SENIOR OFFICER:</b>	Not applicable
<b>PREVIOUS MEETING REFERENCE:</b>	Not applicable

**MATTER FOR CONSIDERATION**

Council approval is requested for the building on Reserve 34883, previously used as a pre primary centre, to be used as office space for the implementation of the Cashless Card Program in Laverton.

**ATTACHMENTS**

Nil

**APPLICANT'S SUBMISSION**

Nil

**BACKGROUND**

For a number of years the building in question was used as the Laverton Pre-Primary Centre by lease to the Education Department. Twelve to eighteen months ago the Education Department relinquished tenancy of the building in favour of housing the Pre-Primary children on the Laverton School grounds. Since that time the building has remained vacant.

Council did, through MCG Architects, assess the suitability of the building for use by the Community Resource Centre. The estimated cost to upgrade and refurbish the building for this purpose is \$740,000.

**STATUTORY ENVIRONMENT**

The vesting purpose of the Reserve is Pre School Centre and Infant Health Centre and as such, the use of the building as office space is contrary to the vesting, however, given the temporary nature of the proposed use, this is not seen as a problem.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

A quote for upgrading the building to a standard suitable for use as an office is pending. The cost will be met by the Federal Government.

## **STRATEGIC IMPLICATIONS**

Nil

## **CONSULTATION**

Not applicable.

## **COMMENT**

The Department of Social Services is responsible for the rollout of the Cashless Card Program. Local Governments involved have been requested to provide office space to house up to two staff to assist the community to transition to the Cashless Card system.

The officers will be employed by the Shire of Laverton and the cost of same will be met by the Department of Social Services. It is expected that the office space may be required for a period of up to twelve months.

Whilst Council has not formally considered the plans proposed by MCG Architects for the building to be upgraded for use by the Community Resource Centre, the estimated cost of \$740,000 is obviously out of the question. Therefore it is recommended that the plans be noted and no further action taken at this stage. It is also recommended that approval be granted for the building to be used as office space for the implementation of the Cashless Card Program.

## **VOTING REQUIREMENTS**

Simple majority decision of Council required for both Recommendation 1 and Recommendation 2.

## **OFFICER RECOMMENDATION 1**

**That the plans and costings prepared by MCG Architects for the upgrading of the building on Reserve 34883 be noted and no further action be taken at this stage.**

## **OFFICER RECOMMENDATION 2**

**That the building situated on Reserve 34883 be approved for use as office space for the implementation of the Cashless Card Program.**

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<b>11.5.4 POLICY REVIEW – 05.14 EMPLOYEE HOUSING SUBSIDY (FILE REF: 0095)</b>
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<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>OWNER/APPLICANT:</b>	Not Applicable
<b>AUTHOR:</b>	Cherie Delmage, Finance
<b>SENIOR OFFICER:</b>	Pascoe Durtanovich, Acting Chief Executive Officer
<b>PREVIOUS MEETING REFERENCE:</b>	Minute OMC150917 of Ordinary Meeting of Council 17 September 2015

### **MATTER FOR CONSIDERATION**

To review Council Policy 05.14 Employee Housing Subsidy.

### **ATTACHMENTS**

OMC171123-11.5.4.A Copy of Policy 05.14 Employee Housing Subsidy.

### **APPLICANT'S SUBMISSION**

Not applicable.

### **BACKGROUND**

At the Ordinary Meeting of Council of 17 September 2015, Council Policy 05.14 Employee Subsidy Housing was reaffirmed.

The difficulty in attracting and retaining staff in remote locations such as Laverton often means that the Shire is required to offer additional incentives, with one of these being employee housing. An employee housing subsidy can be a determining factor for potential employees with the added benefit of staff residing within the Shire and becoming part of the community.

The concern with the current Policy is that the higher benefit is received by employees renting within the Shire rather than those who are purchasing (or own) their own home.

As it stands, the current Policy provides \$60 per week for an employee who is purchasing their own residence in Laverton and \$120 per week for an employee who is renting.

For the long term benefit of the Shire, it makes sense that if a housing subsidy is to be provided, staff that show their commitment to Laverton by purchasing housing within the Shire should receive the higher or at least the same benefit.

### **STATUTORY ENVIRONMENT**

Nil

## **POLICY IMPLICATIONS**

If the Officer's Recommendation is supported, Council Policy 05.14 Employee Housing Subsidy will be amended.

## **FINANCIAL IMPLICATIONS**

Currently the Shire has three employees who receive the maximum subsidy and four who receive the minimum subsidy.

If this recommendation is supported, the subsidy currently being paid to employees will increase from \$31,200pa to \$43,680pa, an increase of \$12,480pa, resulting in an over expenditure of \$7,000 in this financial year.

## **STRATEGIC IMPLICATIONS**

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

## **CONSULTATION**

Consultation has occurred with the ACEO.

## **COMMENT**

Wherever possible, the Shire provides employees with housing. When Shire owned housing is not appropriate or available, staff are required to either rent privately or purchase. Providing this subsidy may assist in reducing the need for the Shire to provide staff housing by encouraging staff to purchase their own.

Without knowing the reasoning behind the variation in subsidy levels in the current Policy, the Policy seems discriminatory.

Council should encourage staff to purchase and reside in their own accommodation within Laverton, thus increasing their engagement and connection with the Shire and community. A reasonable housing subsidy will help in this regard.

## **VOTING REQUIREMENTS**

Simple majority decision of Council required.

## **OFFICER RECOMMENDATION**

**That Council Policy 05.14 Employee Housing Subsidy; Part 1. Subsidy Basis; be amended by deleting reference to maximum and minimum rate and Part 2 Subsidy Amount be amended by deleting Part 2 and substituting Part 2 as follows:**

**The amount of the housing subsidy will having the following limits:**

- **Employees renting private accommodation**                      **\$120.00 per week**
- **Employees residing in their own accommodation**            **\$120.00 per week**

**All payments are conditional on the residence being within the Shire of Laverton.**

**11.5.5 IT SOFTWARE – UPDATE ON NEW SYSTEM PROPOSAL (FILE REF: 1231)**

<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>OWNER/APPLICANT:</b>	Not Applicable.
<b>AUTHOR:</b>	Cherie Delmage, Finance
<b>SENIOR OFFICER:</b>	Pascoe Durtanovich, Acting Chief Executive Officer
<b>PREVIOUS MEETING REFERENCE:</b>	Minute SMC171103.08 of the Special Meeting of Council held on 03 November 2017

**MATTER FOR CONSIDERATION**

To provide additional information regarding the IT Software Proposal which has been received since the last report was provided to Council.

**ATTACHMENTS**

Nil

**APPLICANT'S SUBMISSION**

Not applicable.

**BACKGROUND**

At the Special Meeting of Council held on 3 November 2017, it was resolved:

*'That Council:*

- 1. Approve the reallocation of funds within the 2017/2018 Annual Budget as follows:*

<i>CP18509 Maintenance Trailer – Accommodation</i>	<i>130,000</i>
<i>CP18312 Office IT Renewal</i>	<i>24,000</i>

*to*

<i>CP18001 IT Software &amp; Hardware Upgrade</i>	<i>154,000</i>
---	----------------
- 2. Authorise the Acting Chief Executive Officer to commence the process of changing the Shire of Laverton's IT Software from its current system to that of IT Vision SynergySoft.'*

Since this report was last presented to Council, additional information has been obtained which requires an update to Council to allow for clear and transparent decision making.

**STATUTORY ENVIRONMENT**

It has been brought to our attention that IT Vision is not currently on the WALGA Preferred Supplier List. IT Vision have been a WALGA Preferred Supplier for many years and it was only in June 2017 that their contract expired.

**Local Government (Functions & General) Regulations 1996:**

- (2) *Tenders to not have to be publicly invited according to the requirements of this Division if –*
- (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program*
- (f) *the local government has good reason to believe that because of the unique nature of the goods or services required or for any other reason , it is unlikely that there is more than one potential supplier*

**POLICY IMPLICATIONS**

Council Administration Policy – 02.18 Purchasing applies.

**FINANCIAL IMPLICATIONS**

At the time of writing this report, no additional financial implications are indicated.

**STRATEGIC IMPLICATIONS**

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

**CONSULTATION**

Consultation has occurred with the ACEO, IT Vision and staff from the WALGA Preferred Supplier program.

**COMMENT**

Whilst WALGA have accepted IT Vision as a Preferred Supplier, contract documentation has not yet been completed. The signing of the contract is expected to occur within the next two weeks. This means that at the time of writing the original report, IT Vision were not on WALGA's Preferred Suppliers List and cannot be considered as such until both parties have signed a contract.

From discussions with representatives from both IT Vision and WALGA, it is expected that documentation will be signed with IT Vision back on the WALGA Preferred Panel at the time of the Ordinary Meeting of Council to be held 23 November 2017.

To ensure compliance, it is this Officer's Recommendation that Part 2 of Council Resolution SMC171103.08 be rescinded and a new Council decision made regarding the matter.

To ensure that the Shire meets its regulatory requirements and for transparency, information was sought from other IT Software providers as listed on the WALGA Preferred Supplier list and an email sent to three other listed organisations seeking quotes for the provision of similar goods.

At the time of writing this report, only one quote has been received (Attachment OMC171123-11.5.5.B).

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It is still the recommendation of this officer that the Shire of Laverton proceed with the changeover to IT Vision SynergySoft once they are confirmed to the WALGA Preferred Suppliers List for the following reasons:

1. The system is the most widely used throughout Western Australia in local government authorities which results in:
  - the ability to attract staff already skilled in the software;
  - the ability to 'share' staff with other Councils;
  - IT Vision's experience in dealing with both small and large Councils; and
  - Familiarity for auditors in and accounting support services in dealing with a common software.
2. There are several major concerns when considering the implementation of new software which is always a significant cost (both financial and resource) regardless of the provider chosen. Aside from initial and ongoing costs, these are:
  - Familiarity with the specifics of Western Australian Local Government requirements;
  - Training availability and accessibility;
  - Support availability and accessibility;
  - Ease of use; and
  - Ongoing user/licence fees.

In conversations with other providers and users of other systems, other providers appear to be better suited to smaller Councils and also, are not predominantly Western Australian focussed organisations. Due to this and the additional above notes, Council could use 2(f) *of the Tender Regulations (see Statutory Environment)* in this instance.

Due to the amount of WA Councils currently using SynergySoft (118) it ensures that Officers within Councils can more readily seek assistance from each other and provide support.

IT Vision also has an extremely active User Group at a cost of \$650 per annum that enables templates and other such documentation to be shared and created using combined efforts.

## **VOTING REQUIREMENTS**

Absolute majority decision of Council required for Recommendation 1.

Simple majority decision of Council required for Recommendation 2.

## **OFFICER RECOMMENDATION 1**

**That Resolution SMC171103.08 of the Special Meeting of Council held on 3 November 2017 be rescinded.**

## **OFFICER RECOMMENDATION 2**

### **That Council:**

- 1. Approve the reallocation of funds within the 2017/2018 Annual Budget as follows:**

<b>CP18509 Maintenance Trailer – Accommodation funds</b>	<b>130,000</b>
<b>CP18312 Office IT Renewal</b>	<b>24,000</b>

**to**

<b>CP18001 IT Software &amp; Hardware Upgrade</b>	<b>154,000</b>
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- 2. Authorise the Acting Chief Executive Officer to commence the process of changing the Shire of Laverton's IT Software from its current system to that of IT Vision SynergySoft.**



<b>11.5.6 REALLOCATION OF FUNDS – FAIR VALUE ACCOUNTING COMPLIANCE (FILE REF: 0568)</b>
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<b>SUBMISSION TO:</b>	Ordinary Meeting of Council, 23 November 2017
<b>DISCLOSURE OF INTEREST:</b>	The author has no financial interest in this matter.
<b>OWNER/APPLICANT:</b>	Not Applicable.
<b>AUTHOR:</b>	Cherie Delmage, Finance
<b>SENIOR OFFICER:</b>	Pascoe Durtanovich, Acting Chief Executive Officer
<b>PREVIOUS MEETING REFERENCE:</b>	Not Applicable

### **MATTER FOR CONSIDERATION**

To consider a budget reallocation of funds to enable the Shire of Laverton to ensure that all classes of assets are valued as per Regulation 17A of the Local Government (Financial Management) Regulations 1996 to meet our compliance requirements as of 30 June 2018.

### **ATTACHMENTS**

Nil

### **APPLICANT'S SUBMISSION**

Not applicable.

### **BACKGROUND**

Regulations were introduced (see Statutory Environment) which required all Western Australian local governments to implement the process of ensuring that all assets of a Council were entered into their financials at Fair Value.

Fair Value Accounting has been divided into three distinct classes with the intent being that one class is revalued every year and that the cycle continues over a three year period.

The first lot of Fair Value Accounting occurred for the year ending 30 June 2013 and was for Plant & Equipment; the second lot of Fair Value Accounting occurred for the year ending 30 June 2014 and was for Land & Buildings; and the third lot of Fair Value Accounting of the first three year cycle occurred for the year ending 30 June 2015.

Due to non-compliance, Council is now required to do all asset classes effective as of 30 June 2018.

Fair Value is defined in the Australian Accounting Standards Board as:

*'This Standard defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.'*

The rationale behind Fair Value is that local governments have not been reflecting the true value of fixed assets which in turn does not allow a true reflection for the cost of replacement and depreciation.

This compliance also brings Western Australian local governments in line with other states of Australia and also in line with the asset recognition test of the Australian Accounting Standards Board (AASB116 Property, Plant & Equipment).

The idea that each asset is given a 'Fair Value' i.e. what it would receive at market, whilst sound, can be difficult to apply in local governments which is why the need to engage experienced external consultants is important.

As a rule, the most significant asset contained by a local government is its road infrastructure – in this instance, there is not a 'market' for roads or bridges but we do need to ensure that its 'true' value remains. The same applies to Heritage Buildings.

Prior to Fair Value, all assets were capitalised at cost and depreciated in a straight line which meant over time, all assets (apart from when renewals and/or improvements were made) would come to a zero balance. For example:

- Town Hall – built in 1901 at a cost of one hundred pounds still being utilised by the community today; would be insured for replacement cost of a new town hall (e.g. \$1M) but its value as an asset to the local government on the financial asset register would be zero, which is not a true reflection of the asset's worth.

Whilst the implementation of Fair Value will have an impact on financial reporting, there is no real change or any impact on the organisation and its operations.

## STATUTORY ENVIRONMENT

### '17A. *Assets, valuation of for financial reports etc.*

- (1) *In this regulation — **fair value**, in relation to an asset, means the fair value of the asset measured in accordance with the AAS.*
- (2) *Subject to subregulation (3), the value of an asset shown in a local government's financial reports must be the fair value of the asset.*
- (3) *A local government must show in each financial report —*
  - (a) *for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and*
  - (b) *for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government —*
    - (i) *that are plant and equipment; and*
    - (ii) *that are —*
      - (I) *land and buildings; or*
      - (II) *infrastructure;*

*and*

(c) *for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.'*

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

The 2017/2018 Annual Budget includes an allocation of \$50,000 which has been designated for Asset Valuations Road & Other Infrastructure.

\$12,000 has already been utilised for the valuations of both Land & Buildings and Other Infrastructure (eg: playground equipment).

Quotes for other asset categories were sought and received as follows:

<b>ITEM</b>	<b>COMPANY</b>	<b>PRICE</b>
Valuation and Reporting of Plant & Equipment (Contents) Assets	Howson	6,950
	Griffin	9,100
Inspect and assess all infrastructure and produce a fair value report for road, drainage etc., including the correcting errors in RAMM and updating of RAMM with new data	Howson	52,950
	Talis	65,211
Sign Survey (Regulatory and Advisory)	Talis	3,750

A quote was also sought from Australian Valuations who, after discussion and information being provided, chose not to provide a quote.

In order to meet Fair Value requirements, a further \$40,000 to \$50,000 is required. To this end, it is recommended that funds of \$50,000 be reallocated from GL CL18106 Elevated Water Tank for this purpose. It is unlikely that any work will be undertaken on the Elevated Water Tank in this financial year.

## **STRATEGIC IMPLICATIONS**

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

## **CONSULTATION**

Consultation has occurred with:

- The ACEO
- Moore Stephens (the Shire's Financial Services Providers) and
- Anderson Munro & Wylie (the Shire's Auditors)

## **COMMENT**

The Shire of Laverton has not addressed its Fair Value Accounting requirements. As such, the value of assets along with the capacity to report accurately is inadequate.

To become compliant, the Shire must have all asset classes valued this year with the values brought in effective as of 30 June 2018.

Griffin Valuation Advisory were recently on site and conducted a review of all Shire of Laverton Land & Buildings along with Other Infrastructure e.g. playground equipment. The cost of this work being undertaken with the provision of two final reports to enable us to update our financials is \$12,000.

An amount of \$50,000 has been included in GL: E145095 Consultants & Contractors to cover the cost of Asset Valuations Roads & Other Infrastructure.

It is recommended that further funds of \$50,000 be allocated to ensure the Shire meets its obligations.

The cost of having the Shire of Laverton's infrastructure valued is significant for several reasons:

- The data in Roman/RAMMS has not been updated for many years;
- The data in Roman/RAMMS is incomplete with missing parameters; and
- The size of the Shire of Laverton that is required to be covered to conduct a physical assessment of all our road networks.

In future, a budget allocation will be made each year to cover the cost of having the relevant class valued. Plant & Equipment will be able to be valued in-house next financial year but funds will need to be allocated in the 2019/2020 budget for land and buildings as the cycle continues.

## **VOTING REQUIREMENTS**

Absolute majority decision of Council required for Recommendation 1.

Simple majority decision of Council required for Recommendation 2.

## **OFFICER RECOMMENDATION 1**

**That Council reallocate \$50,000 from GL: CL18106 Elevated Water Tank to GL E145095 Consultants & Contractors.**

## **OFFICER RECOMMENDATION 2**

**That Council:**

- 1. Appoint Talis to undertake an infrastructure inventory and condition survey; update of Shire databases and asset registers; and valuation of Infrastructure based on current condition at a cost of \$65,211;**

- 2. Appoint Talis to undertake a regulatory advisory sign survey at a cost of \$3,420; and**
- 3. Appoint Griffin to undertake a valuation of Plant & Equipment at a cost of \$9,100.**

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<b>11.5.7 POLICY CORRECTION – 05.15 PAYMENT TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD (FILE REF: 0095)</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 23, November, 2017  
**DISCLOSURE OF INTEREST:** All permanent employees of the Shire of Laverton  
**OWNER/APPLICANT:** Not applicable  
**AUTHOR:** Pascoe Durtanovich, Acting Chief Executive Officer  
**SENIOR OFFICER:** Not applicable  
**PREVIOUS MEETING REFERENCE:** Minute OCM170720. Of Ordinary Meeting of Council held on 20 July 2017

**MATTER FOR CONSIDERATION**

To correct misprint in Policy 05.15 Payment To Employees In Addition To Contract And Award

**ATTACHMENTS**

OMC171103-11.5.7.A Current Adopted Policy 05.15 Payment to Employees in Addition to Contract or Award

**APPLICANT'S SUBMISSION**

Not applicable.

**BACKGROUND**

The reviewed policy was adopted at the July, 2017 Ordinary Council meeting.

In the Value of Gratuity Gift table under length of service 3-5 years should be \$500 not \$800.

**STATUTORY ENVIRONMENT**

Not applicable

**POLICY IMPLICATIONS**

Following Council's decision Policy 05.15 will be corrected accordingly.

**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**

As the policy was adopted by council resolution a council resolution is required to make the correction.

## **VOTING REQUIREMENTS**

Simple majority decision of Council required.

## **OFFICER RECOMMENDATION**

**That Policy 05.15 Payment on Termination to Employees in Addition to Contract and Award be corrected by deleting \$800 under 3-5 years length of service and substituting \$500.**

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<b>11.5.8 REMOVAL COSTS FOR CHIEF EXECUTIVE OFFICER (FILE REF: 1187)</b>
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**SUBMISSION TO:** Ordinary Meeting of Council, 23 November 2017  
**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter  
**OWNER/APPLICANT:** Not applicable  
**AUTHOR:** Pascoe Durtanovich, Acting Chief Executive Officer  
**SENIOR OFFICER:** Not applicable  
**PREVIOUS MEETING REFERENCE:** Nil

**MATTER FOR CONSIDERATION**

Council approval is requested to amend the Contract of Employment for the new Chief Executive Officer to enable an increase in the maximum amount payable by Council for removal expenses.

**ATTACHMENTS**

Nil

**APPLICANT'S SUBMISSION**

Not applicable

**BACKGROUND**

The Contract of Employment between the Shire of Laverton and Mr Peter Naylor states that the Shire will pay removal costs up to a maximum of \$5,000.

Two quotes were obtained, one from Grace Removals of \$5,728 (including GST) and the other from Allied Pickfords for \$8,423. Both quotes were based on the inventory provided to them.

The quote from Grace Removals was accepted, however, when the furniture was picked up there were more items than originally documented, resulting in an increased cost for service of \$1,946.

**STATUTORY ENVIRONMENT**

Contract of Employment

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

\$17,200 was included in the 2017/2018 Budget for staff recruitment, however \$14,000 has already been expended therefore the removal costs for the CEO should be treated as unbudgeted expenditure.



## **STRATEGIC IMPLICATIONS**

Nil

## **CONSULTATION**

Not applicable

## **COMMENT**

Every effort is made to provide a correct inventory when seeking quotes. In this instance there are significantly more items than originally advised, hence the additional cost. The total of additional items is in dispute and the exact amount will not be known until an inventory is done when unloading so there may be a reduction in the additional cost quoted.

## **VOTING REQUIREMENTS**

Simple majority decision of Council for officer recommendation 1.

Absolute majority decision of Council required for officer recommendation 2.

## **OFFICER RECOMMENDATION 1**

**That Schedule 2 Item 12 of the Contract of Employment between the Shire of Laverton and Mr Peter Naylor be amended to read “up to the value of \$8,000.**

## **OFFICER RECOMMENDATION 2**

**That unbudgeted expenditure of up to \$8,000 be authorised for the Chief Executive Officer’s relocation expenses.**

**11.5.9 MINUTES OF AUDIT COMMITTEE MEETING – 23 NOVEMBER 2017 (FILE REF: 1229)**

**SUBMISSION TO:** Ordinary Meeting of Council, 23 November 2017  
**DISCLOSURE OF INTEREST:** The author has no financial interest in this matter  
**OWNER/APPLICANT:** Not applicable  
**AUTHOR:** Pascoe Durtanovich, Acting Chief Executive Officer  
**SENIOR OFFICER:** Not applicable  
**PREVIOUS MEETING REFERENCE:** Not applicable

**MATTER FOR CONSIDERATION**

Minutes of the Audit Committee meeting which was held on 23 November 2017 and recommendations therein.

**ATTACHMENTS**

OMC171123-11.5.9.A Minutes of the Audit Committee Meeting held 23 November 2017

**APPLICANT'S SUBMISSION**

Not applicable.

**BACKGROUND**

An Audit Committee Meeting was held on 23 November 2017 to accept the Audit Reports for the Year Ended 30 June 2017 and accept the Annual Report for the Year Ended 30 June 2017. Council therefore needs to receive the Minutes of the Audit Committee Meeting held on 23 November 2017 and consider the Committee's recommendations.

The recommendations to Council arising from the Audit Committee Meeting were as follows:

- AC171123.02** That it be recommended to Council that the Annual Management Letter and Independent Auditor's Report for the year ended 30 June 2017, as prepared by Auditor Billy-Joe Thomas, and appended as Attachments AC171123-4.1A and AC171123-4.1B, be accepted;
- AC171123.03** That it be recommended to Council that the Annual Report for the Year Ended 30 June 2017 be accepted.

The Minutes of the Audit Committee Meeting held on 23 November 2017 are now presented (Attachment OMC171123-11.5.9.A) to Council for consideration.

**STATUTORY ENVIRONMENT**

**Local Government Act 1995**

Sections 7.1.A, B & C - Outline the rules for the establishment and conduct of the Audit 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 Reports contained within the Minutes of the Audit Committee Meeting give the background for the three recommendations. The Audit 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;

Absolute majority decision of Council required for Recommendation 3;

Simple majority decision of Council required for Recommendation 4.

### **OFFICER RECOMMENDATION 1**

**That Council accept the Minutes of the Audit Committee Meeting held on 23 November 2017.**

### **OFFICER RECOMMENDATION 2**

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

**AC171123.02 That the Annual Management Letter and Independent Auditor's Report for the year ended 30 June 2017, as prepared by Auditor Billy-Joe Thomas, be accepted;**

### **OFFICER RECOMMENDATION 3**

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

**AC171123.03 ... that the Annual Report for the Year Ended 30 June 2017 appended as Attachment AC171123-4.2.A, be accepted.**

#### **OFFICER RECOMMENDATION 4**

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

**AC171123.04 ... that a general meeting of electors be held on Thursday 14 December 2017 in the Council Chambers commencing at 4:00pm (December Ordinary Meeting of Council day) to present the Annual Report for the year ended 30 June 2017 to the electors.**

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

At the time of preparing this Agenda there were no motions from Elected Members of which previous notice has been given.

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

At the time of preparing this Agenda there was no business of an urgent nature to be introduced by decision of the meeting.

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

At the time of preparing this Agenda there were no items listed for consideration behind closed doors.

**15. NEXT MEETING**

The next Ordinary Meeting of Council will be held on Thursday, 14 December 2017 at the Shire of Laverton Council Chambers, commencing at 5.00pm.

**16. CLOSURE OF MEETING**

# ATTACHMENTS

**ORDINARY MEETING OF COUNCIL  
23 NOVEMBER 2017  
CR DEANNE ROSS**

**OCTOBER 2017**

**Tuesday 31 October 2017**

- Pascoe Durtanovich, Stevo Koeman, Tamara Hill and myself met at the Playgroup to have a look and discussion on cleaning it up and checking the repairs that were carried out, with a view to starting a weekly Mothers Group.

**NOVEMBER 2017**

**Thursday 02 November 2017**

- Tamara Hill, Chloe Ryles and myself spent two hours cleaning the Playgroup.

**Friday 03 November 2017**

- Attended the Special Meeting of Council and then went on to the BBQ Street Party. It was great to see so many turn up and the street looks wonderful.

**Tuesday 07 November 2017**

- I spent two hours cleaning the Playgroup.

**Wednesday 15 November 2017**

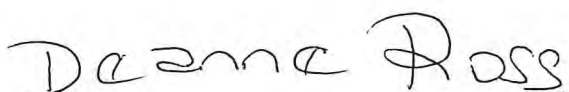
- I spent another two hours cleaning the Playgroup. Geoff Turra is going to donate his time and a black lino floor strip to replace the metal strip that has lifted and which is dangerous.

**Thursday 16 November 2017**

- Plan to attend the first Cashless Card Working Group Meeting.

**Saturday 18 November 2017**

- Plan to attend the Shire Christmas Party.



Cr Deanne Ross



SHIRE OF  
**LAVERTON**  
*Discover the Outback Spirit*

# **Statement of Financial Activity for the Period Ended 31 October 2017**



Mr Pascoe Durtanovich  
The Chief Executive Officer  
Shire of Laverton  
PO Box 42  
LAVERTON WA 6440

### **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 31 October 2017. 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.

### **OTHER MATTERS**

No other matters were noted.

  
Moore Stephens (WA) Pty Ltd  
Chartered Accountants



**PAUL BREMAN**  
**DIRECTOR**

15 November 2017

**SHIRE OF LAVERTON  
MONTHLY FINANCIAL REPORT  
For the Period Ended 31 October 2017**

LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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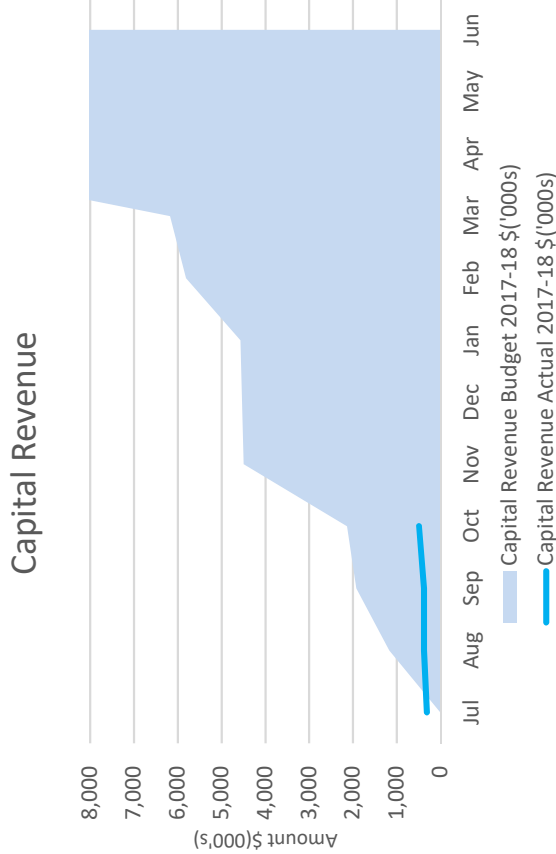
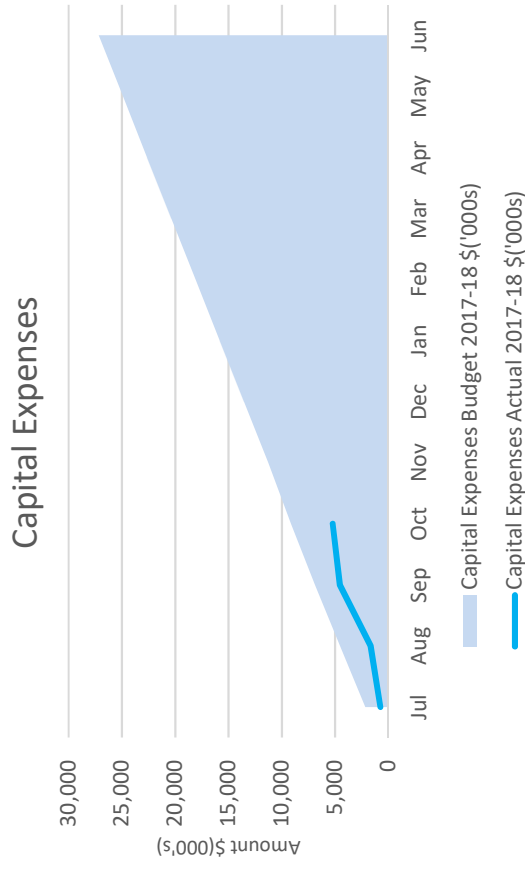
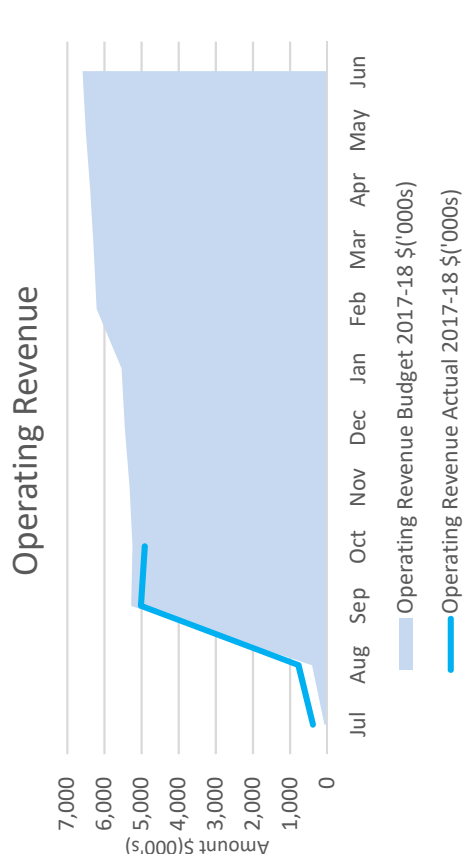
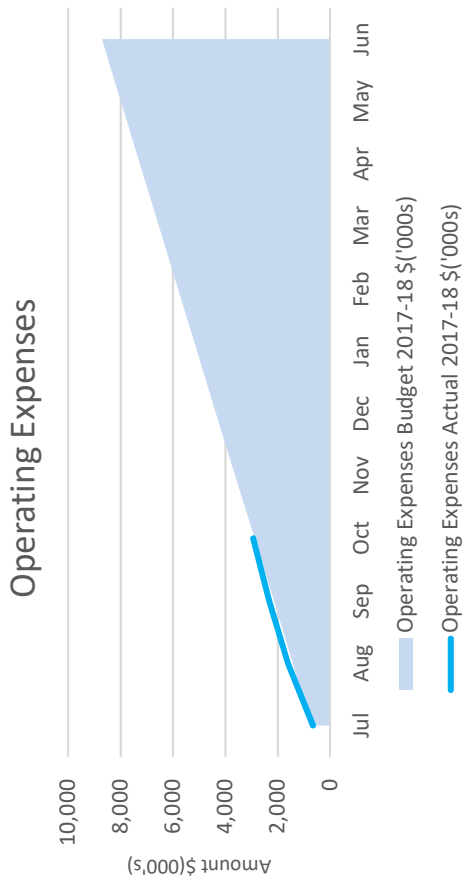
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**SHIRE OF LAVERTON**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Statutory Reporting Program**  
**For the Period Ended 31 October 2017**

	Note	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Governance		\$ 500	\$ 100	\$ 867	\$ 767	767%	
General Purpose Funding - Rates		3,912,851	3,912,851	3,905,252	(7,599)	(%)	
General Purpose Funding - Other		1,227,510	573,027	355,395	(217,632)	(38%)	▼
Law, Order, Public Safety		60,800	4,160	1,597	(2,563)	(62%)	
Health		102,800	936	0	(936)	(100%)	
Education and Welfare		152,524	152,484	45	(152,439)	(100%)	▼
Housing		45,384	15,128	14,543	(585)	(4%)	
Community amenities		124,208	120,928	103,921	(17,007)	(14%)	▼
Recreation and Culture		50,335	2,150	2,962	812	38%	
Transport		422,176	208,848	293,384	84,536	40%	▲
Economic Services		360,738	208,662	155,784	(52,878)	(25%)	▼
Other Property and Services		126,586	42,178	82,267	40,089	95%	▲
<b>Total Operating Revenue</b>		<b>6,586,412</b>	<b>5,241,452</b>	<b>4,916,017</b>	<b>(325,435)</b>		
<b>Operating Expense</b>							
Governance		(1,002,157)	(339,601)	(417,285)	(77,684)	(23%)	▲
General Purpose Funding		(496,060)	(163,504)	(137,846)	25,658	16%	▼
Law, Order, Public Safety		(268,041)	(91,795)	(60,218)	31,577	34%	▼
Health		(306,657)	(88,596)	(133,729)	(45,133)	(51%)	▲
Education and Welfare		(246,131)	(82,070)	(74,685)	7,385	9%	
Housing		(114,279)	(38,167)	(29,291)	8,876	23%	
Community Amenities		(426,162)	(142,213)	(127,339)	14,874	10%	▼
Recreation and Culture		(956,940)	(318,874)	(293,296)	25,578	8%	
Transport		(3,380,710)	(1,124,839)	(1,103,066)	21,773	2%	
Economic Services		(1,498,468)	(483,523)	(481,930)	1,593	0%	
Other Property and Services		(15,632)	(8,210)	(84,303)	(76,093)	(927%)	▲
<b>Total Operating Expenditure</b>		<b>(8,711,237)</b>	<b>(2,881,392)</b>	<b>(2,942,988)</b>	<b>(61,596)</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		2,273,070	757,688	864,006	106,318	14%	▲
Adjust (Profit)/Loss on Disposal		0	0	19,156	19,156		
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>148,245</b>	<b>3,117,748</b>	<b>2,856,191</b>	<b>(261,557)</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions		15,066,260	2,057,967	417,627	(1,640,340)	(80%)	▼
Proceeds from Disposal of Assets	4	395,909	77,727	77,727	0	0%	
<b>Total Capital Revenues</b>		<b>15,462,169</b>	<b>2,135,694</b>	<b>495,354</b>	<b>(1,640,340)</b>		
<b>Capital Expenses</b>							
Land	3	(50,000)	(16,667)	0	16,667	100%	▼
Land and Buildings	3	(7,199,381)	(2,399,794)	(334,478)	2,065,316	86%	▼
Infrastructure - Roads	3	(13,887,963)	(4,629,321)	(2,259,817)	2,369,504	51%	▼
Infrastructure - Other	3	(4,520,880)	(1,506,960)	(2,417,941)	(910,981)	(60%)	▲
Plant and Equipment	3	(1,231,570)	(481,237)	(137,948)	343,289	71%	▼
Furniture and Equipment	3	(285,800)	(95,267)	(74,782)	20,485	22%	▼
<b>Total Capital Expenditure</b>		<b>(27,175,594)</b>	<b>(9,129,245)</b>	<b>(5,224,966)</b>	<b>3,904,279</b>		
<b>Net Cash from Capital Activities</b>		<b>(11,713,425)</b>	<b>(6,993,551)</b>	<b>(4,729,612)</b>	<b>2,263,939</b>		
<b>Financing</b>							
Transfer from Reserves	7	1,860,711	100,000	100,000	0	0%	
Proceeds from Borrowings	9	250,000	0	0	0		
Repayment of Debentures	9	(133,839)	(30,947)	(30,947)	0	0%	
Transfer to Reserves	7	(105,931)	(20,308)	(20,308)	0	0%	
<b>Net Cash from Financing Activities</b>		<b>1,870,941</b>	<b>48,745</b>	<b>48,745</b>	<b>0</b>		
<b>Net Operations, Capital Financing</b>		<b>(9,694,239)</b>	<b>(3,827,058)</b>	<b>(1,824,676)</b>	<b>2,002,381</b>		
Opening Funding Surplus(Deficit)	2	9,694,239	9,694,239	9,533,449	160,790		
<b>Closing Funding Surplus(Deficit)</b>	<b>2</b>	<b>0</b>	<b>5,867,181</b>	<b>7,708,773</b>			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to the attached Explanation of Material Variances Statement for an explanation of the reasons for the variance.  
This statement is to be read in conjunction with the accompanying financial statements and notes.

**SHIRE OF LAVERTON**  
**SUMMARY GRAPHS - FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**



This information is to be read in conjunction with the accompanying financial statements and notes.

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) 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), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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.

**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.

**(b) 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.

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

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.

**(e) 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.

**(f) Cash and Cash Equivalents**

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.

**(g) Trade and Other Receivables**

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.

**(h) Inventories**

**General**

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.

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

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.

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**Note 1 (j) (Continued)**

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Depreciation Rate
Buildings	40 years
Furniture and Equipment	10 years
Plant and Equipment	3 - 10 years
Roads and Streets	35 years
Footpaths - slab	20 years
Airport	20 years
Parks and gardens equipment	35 years
Information Bay	35 years
Town Centre Facilities	35 years
Tools	10 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

*(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

*(ii) Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

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.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) 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.

**(p) Nature or Type Classifications****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 noncurrent 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.

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**Note 1 (p) (Continued)**

**Fees and Charges**

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 the These are 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.

**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 levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Program Classifications (Function/Activity)**

**Governance**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting 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 and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

**Health**

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

**Education and Welfare**

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

**Housing**

Provision and maintenance of elderly residents housing.

**Community Amenities**

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

**Recreation and Culture**

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

**Transport**

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

**Economic Services**

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

**Other Property and Services**

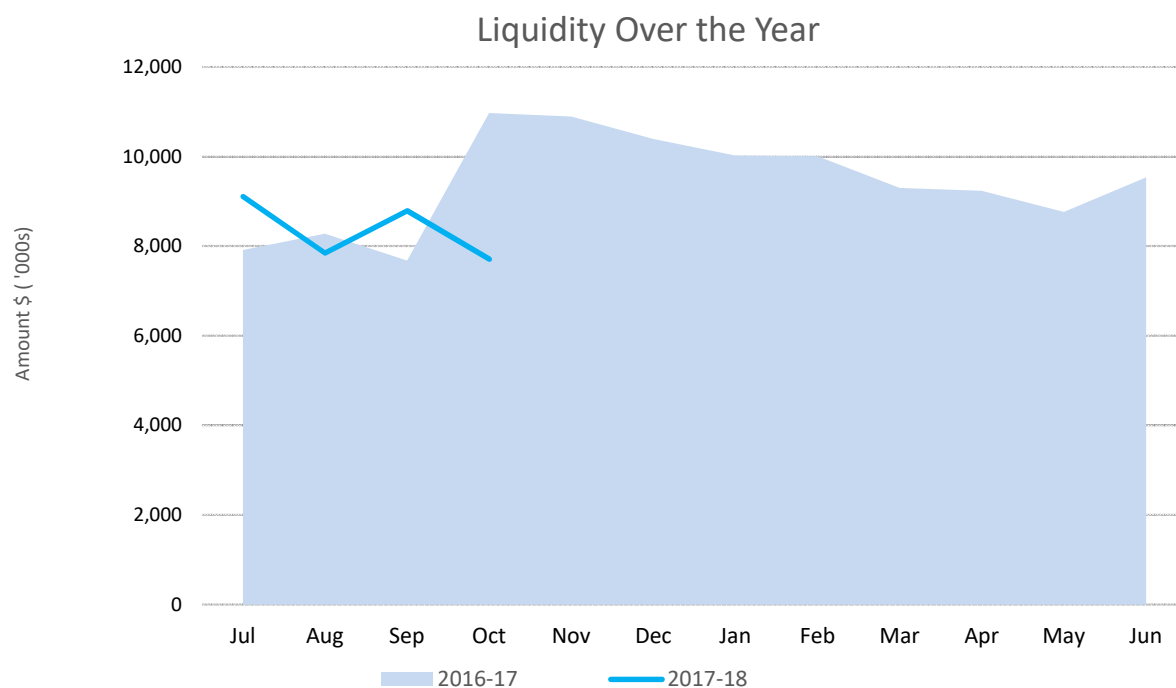
Private works operation, plant repair and operation costs and engineering operation costs.

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 2. NET CURRENT ASSETS**

Net Current Assets	Note	30 June 2017	YTD 31 Oct 2016	YTD 31 Oct 2017
		\$	\$	\$
<b>Current Assets</b>				
Cash Municipal	4	3,854,921	3,112,946	1,520,974
Cash Reserves	4	3,366,001	3,662,242	3,286,309
Restricted Municipal Cash Investments	4	5,429,735	5,377,603	5,449,604
Receivables - Rates	5	473,729	2,950,947	1,182,762
Receivables -Other	5	2,529,951	190,431	467,527
Provision for Doubtful Debts		(329,000)	(138,000)	(329,000)
Inventories		116,641	107,072	146,809
		15,441,978	15,263,241	11,724,985
<b>Less: Current Liabilities</b>				
Payables	6	(2,542,528)	(626,911)	(729,903)
Provisions		(471,644)	(424,864)	(471,644)
<b>Less: Cash Reserves</b>	7	(3,366,001)	(3,662,242)	(3,286,309)
<b>Add: Provision expected to remain uncleared</b>		471,644	424,864	471,644
<b>Net Current Funding Position</b>		<b>9,533,449</b>	<b>10,974,088</b>	<b>7,708,773</b>

Positive=Surplus (Negative=Deficit)



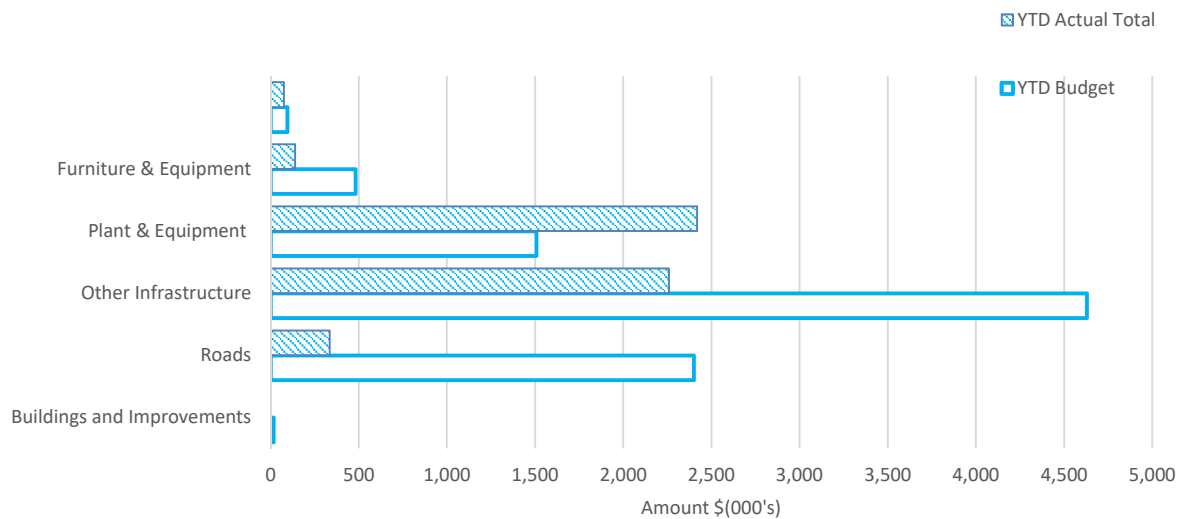


**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 3. CAPITAL - ACQUISITIONS AND FUNDING**

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended Annual Budget	YTD Budget (d)	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land		0	0	50,000	16,667	0	16,667
Buildings and Improvements		331,978	2,500	7,199,381	2,399,794	334,478	2,065,316
Roads		0	2,259,817	13,887,963	4,629,321	2,259,817	2,369,504
Other Infrastructure		2,417,941	0	4,520,880	1,506,960	2,417,941	(910,981)
Plant & Equipment		0	137,948	1,231,570	481,237	137,948	343,289
Furniture & Equipment		74,782	0	285,800	95,267	74,782	20,485
<b>Capital Expenditure Totals</b>		<b>2,824,701</b>	<b>2,400,265</b>	<b>27,175,594</b>	<b>9,129,245</b>	<b>5,224,966</b>	<b>3,904,279</b>
<b>Capital Acquisitions Funded By</b>							
Capital Grants and Contributions				15,066,260	2,057,967	417,627	
Borrowings				400,000	0	0	
Other (Disposals & C/Fwd)				77,727	25,909	77,727	
Total Council Contribution- Cash Backed Reserves				0	0	0	
Council Contribution - Operations				11,631,607	7,045,369	4,729,612	
<b>Capital Funding Total</b>				<b>27,175,594</b>	<b>9,129,245</b>	<b>5,224,966</b>	

Capital Expenditure Program YTD



**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 3. CAPITAL ACQUISITIONS**

		Amended Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
		\$	\$	\$	\$
<b>Capital Acquisitions</b>					
<b>Building and Improvements</b>					
	New House for Doctor 2x2 unit			0	0
	Early Childhood Precinct	50,000	16,667	4,500	(12,167)
	1 Mikado Way - Back Patio	2,000	667	1,860	1,193
	Staff Housing Upgrade	50,000	16,667	0	(16,667)
	House for ENCCS	600,000	200,000	0	(200,000)
	14 Erliston Street (Old Police House)	33,500	11,167	2,500	(8,667)
	Community Hub	6,068,881	2,022,960	306,254	(1,716,706)
	Electrical upgrade -Depot	20,000	6,667	0	(6,667)
	Great Beyond Building	130,000	43,333	19,364	(23,969)
	Coach House Restoration	145,000	48,333	0	(48,333)
	Renovations to Pre- Primary Building	100,000	33,333	0	(33,333)
	<b>TOTAL - Building and Improvements</b>	<b>7,199,381</b>	<b>2,399,794</b>	<b>334,478</b>	
<b>Land</b>					
	Surplus ALT Land	30,000	10,000	0	(10,000)
	UCL Land in Hawkins Place	20,000	6,667	0	(6,667)
	<b>TOTAL - Land</b>	<b>50,000</b>	<b>16,667</b>	<b>0</b>	
<b>Plant &amp; Equipment</b>					
	Dog Pound Upgrade	5,000	1,667	0	(1,667)
	Rubbish Truck incl Compactor	309,500	103,167	0	(103,167)
	Depot Fuel Facility - Second hand storage tank and Hard Stand for fuel tank	38,000	12,667	0	(12,667)
	New mower	25,000	8,333	0	(8,333)
	Trailer for maintenance accomodation	130,000	43,333	0	(43,333)
	Ford Ranger Utility	31,070	31,070	31,070	0
	Bobcat/skidsteer	85,000	28,333	0	(28,333)
	Town Crew 2 door Utility	28,000	9,333	0	(9,333)
	Prime mover	280,000	93,333	0	(93,333)
	Toyota Landcruiser GXL (CEO)	75,000	75,000	74,288	(712)
	Toyota Landcruiser GXL (EMTS)	75,000	25,000	0	(25,000)
	Toyota Prado GXL (EMCCS)	60,000	20,000	0	(20,000)
	Nissan X-Trail	36,000	12,000	32,590	20,590
	Hyundai iMax People mover	45,000	15,000	0	(15,000)
	Pressure washer	3,200	1,067	0	(1,067)
	Tyre inflation cage	5,800	1,933	0	(1,933)
				0	
	<b>TOTAL - Plant &amp; Equipment</b>	<b>1,231,570</b>	<b>481,237</b>	<b>137,948</b>	
<b>Furniture &amp; Equipment</b>					
	Security Surveillance Cameras, software and equipment	74,800	24,933	74,782	49,849
	Youth Officer Laptop Computer	4,000	1,333	0	(1,333)
	Screens and Audio Equipment	50,000	16,667	0	(16,667)
	Laptop for Great Beyond	3,000	1,000	0	(1,000)
	IT software & hardware upgrade	154,000	51,333	0	(51,333)
	<b>TOTAL - Furniture &amp; Equipment</b>	<b>285,800</b>	<b>95,267</b>	<b>74,782</b>	

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 3. CAPITAL ACQUISITIONS**

<b>Capital Acquisitions</b>		<b>Amended Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance (Under)/ Over</b>
<b>Building and Improvements</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Roads</b>					
MRWA RAAR - Gt Central Road	Renewal	120,000	40,000	0	(40,000)
Gt Central Road (1) Major Project carry over	Renewal	1,444,298	481,433	0	(481,433)
Gt Central Road SLK 385 - 435	Renewal	2,166,667	722,222	0	(722,222)
Bandya Road SLK 7.5-12	Renewal	171,621	57,207	188,751	131,544
Bandya Road - Creek Crossing SLK 46.2	Renewal	256,000	85,333	10,745	(74,588)
Old Laverton Rd SLK 6-27	Renewal	186,000	62,000	185,736	123,736
MacPherson & Duketon Upgrades	Renewal	166,815	55,605		(55,605)
Cemetery Carpark	Renewal	78,076	26,025		(26,025)
Laverton-Mt. Margaret Road SLK4.2-9.6	Renewal	33,000	11,000	18,627	7,627
Federal Black Spot Grant - Old Laverton Rd	Renewal	331,400	110,467	6,207	(104,260)
Floodway SLK 6.2 - 7.5					
Gt. Central Road Major SLK 385-435- State Allocation	Renewal	1,500,000	500,000	1,796,719	1,296,719
RAAR Gt. Central Road SLK 37-43	Renewal	167,500	55,833	18,825	(37,008)
Bandaya Road NDRRA 6070009	Renewal	46,999	15,666	0	(15,666)
Flora-Mt Weld Rd NDRRA 6070013	Renewal	562,635	187,545	0	(187,545)
Erlistoun - Nambi Rd - NDRRA 6070035	Renewal	34,235	11,412	0	(11,412)
Erlistoun Rd NDRRA 6070008	Renewal	212,604	70,868	0	(70,868)
G. Central Rd - NDRRA 6070087	Renewal	739,275	246,425	0	(246,425)
Lake Wells Rd - NDRRA 6070027	Renewal	373,061	124,354	0	(124,354)
Laverton- Bypass Rd - NDRRA 6070074	Renewal	102,736	34,245	0	(34,245)
Lancefield Diversion Rd - NDRRA 6070110	Renewal	39,372	13,124	0	(13,124)
Laverton MT. Margaret Rd - NDRRA 6070003	Renewal	83,090	27,697	34,207	6,510
Merolia Rd NDRRA 6070005	Renewal	400,813	133,604	0	(133,604)
Mt Weld Rd - NDRRA 6070006	Renewal	381,593	127,198	0	(127,198)
Old Laverton Rd NDRRA 6070070	Renewal	622,115	207,372	0	(207,372)
Prenti Downs Rd NDRRA 607055	Renewal	57,551	19,184	0	(19,184)
White Cliffs- Yamarna Rd NDRRA 6070053	Renewal	755,120	251,707	0	(251,707)
White Cliffs NDRRA 6070007	Renewal	2,855,387	951,796	0	(951,796)
<b>TOTAL - Roads</b>		<b>13,887,963</b>	<b>4,629,321</b>	<b>2,259,817</b>	
<b>Other Infrastructure</b>					
Solar Lighting	New	50,000	16,667	0	(16,667)
War Memorial Lighting	New	10,000	3,333	0	(3,333)
Oval Bore Water Supply to Oval Tank	New	40,000	13,333	0	(13,333)
War Memorial Garden - fencing	New	20,000	6,667	0	(6,667)
Racecourse Power Supply	New	140,000	46,667	0	(46,667)
Leahy Park Upgrade	Upgrade	72,000	24,000	0	(24,000)
Runway Lighting Replacement	Renewal	450,000	150,000	0	(150,000)
Main St Civil Works Stage 1B Part B	New	94,711	31,570	0	(31,570)
Main St Civil Works Stage 1B Part A	New	3,444,169	1,148,056	2,326,852	1,178,796
Town Entry Statements and Other Signage	New	100,000	33,333	91,089	57,756
Elevated Water Tank/Lookout	New	100,000	33,333	0	(33,333)
<b>TOTAL - Other Infrastructure</b>		<b>4,520,880</b>	<b>1,506,960</b>	<b>2,417,941</b>	<b>(2,102,939)</b>
		<b>27,175,594</b>	<b>9,129,245</b>	<b>5,224,966</b>	

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 3. CAPITAL DISPOSALS**

**Assets Disposed**

Description Disposed Asset	Fair Value	Accum Depr	Proceeds	Amended Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	Comments
	\$	\$	\$	\$	\$	\$	
<b>Plant and Equipment</b>							
P282 John Deere 770 Grader LA3278				0			
P289 John Deere 770 Grader LA3263				0			
P238 Amman Multi-wheeler Roller LA3082				0			
P263 John Deer Backhoe Loader LA3089				0			
P232 2006 Toro Front Deck Mower LA3204				0			
P303 2012 John Deere 770 Construction Grader LA3289				0			
Mtce Grader Accomodation Trailer (1)				0			
Mtce Grader Accomodation Trailer (2)				0			
P292 2011 Ford Ranger Ute	24,000	12,026	5,227	0	(6,747)	(6,747)	
P294 2010 CAT Prime Mover				0			
P232 Melrose Bobcat Skid Steer Loader				0			
P271 Ute 1DMY896				0			
P269 Inter Eagle Prime Mover				0			
P248 2007 Tri-Star Water Tanker				0			
P346 Ute 153 LA				0			
Fuso Rubbish Truck				0			
P360 EMTS Landcruiser				0			
P222 Toyota Landcruiser Tray Back Utility				0			
P225 Admin Pool Vehicle 157 LA	15,000	15,000	4,318	0	4,318	4,318	
P9458 CEO Landcruiser	93,305	8,396	68,182	0	(16,727)	(16,727)	
	<b>132,305</b>	<b>35,422</b>	<b>77,727</b>	<b>0</b>	<b>(19,156)</b>	<b>(2,429)</b>	

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 4. CASH AND INVESTMENTS**

Bank Accounts	Municipal		Reserves	Trust	Total Amount	Institution	Interest Rate	Details
	Municipal	Restricted						
(a) <b>Cash Deposits</b>	\$	\$	\$	\$	\$			
Municipal Account	1,009,212				1,009,212	NAB	Variable	Cheque Acc
Short Term Investments	510,062				510,062	NAB	2.51%	28.2.2018
Trust Account				39,771	39,771	NAB	Variable	Cheque Acc
Outback Highway Development Fund				6,474	6,474	NAB	Variable	Cheque Acc
Outback Highway Investment				166,755	166,755	NAB	2.49%	29.12.2017
Cash on Hand	1,700				1,700	N/A	N/A	On Hand
(b) <b>Other Investments</b>								
OCDF -Community Hub Project		5,449,604			5,449,604	WATC	1.45%	Ongoing
Reserves - Term Deposit 77-216-3432			3,286,309		3,286,309	NAB	2.49%	29.12.2017
<b>Total</b>	<b>1,520,974</b>	<b>5,449,604</b>	<b>3,286,309</b>	<b>213,000</b>	<b>10,469,887</b>			

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

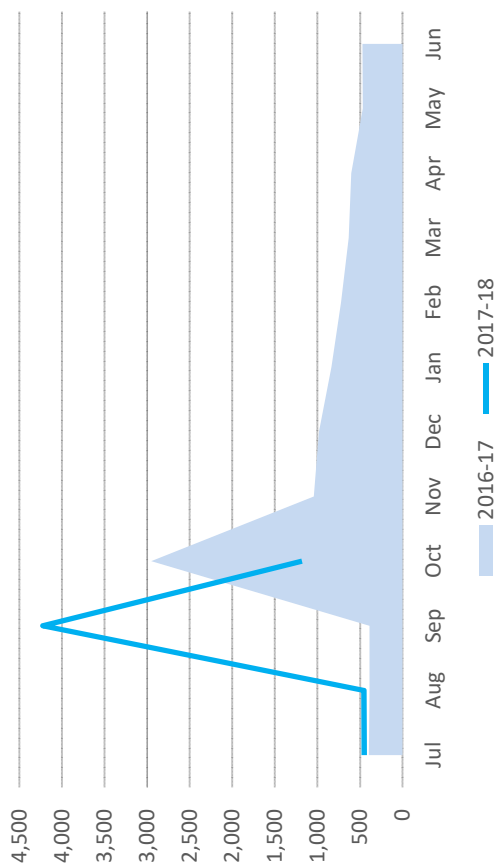
**NOTE 5. RECEIVABLES**

Receivables - Rates and Other Rates Receivable	YTD 31 Oct 2017	30 June 2016
	\$	\$
Opening Arrears Previous Years	473,729	286,855
Levied this year	3,905,252	3,563,644
Less Collections to date	(3,196,219)	(3,425,071)
<b>Equals Current Outstanding</b>	<b>1,182,762</b>	<b>473,729</b>
<b>Net Rates Collectable</b>	<b>1,182,762</b>	<b>473,729</b>
% Collected	72.99%	88.95%

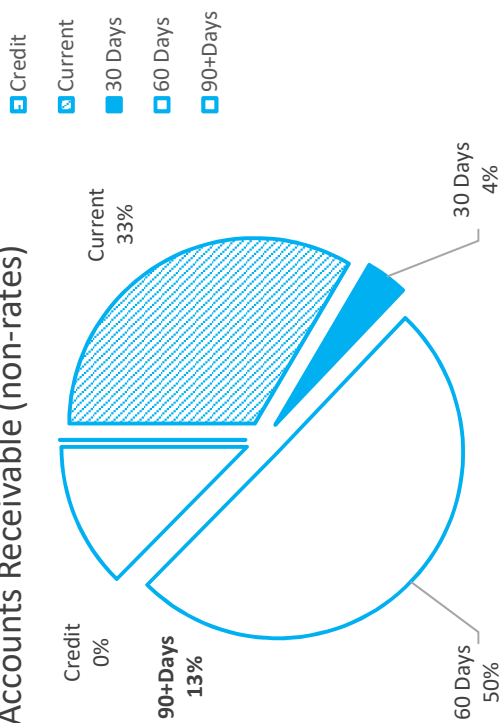
Receivables - General	Credit	Current	30 Days	60 Days	90+Days	Total
Receivables - General	\$ 0	\$ 156,395	\$ 16,970	\$ 235,172	\$ 58,990	\$ 467,527
Other Receivables and prepayments						
<b>Total Receivables General Outstanding</b>						<b>467,527</b>

Amounts shown above include GST (where applicable)

**Rates Receivable**



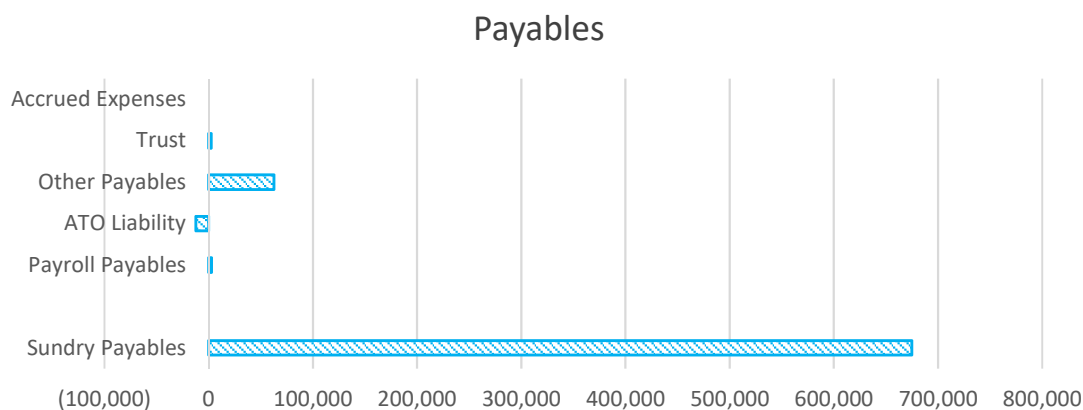
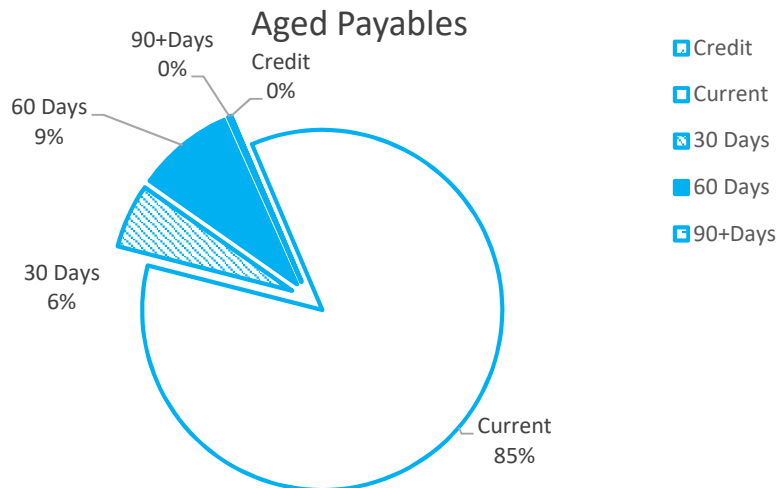
**Accounts Receivable (non-rates)**



**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 6. PAYABLES**

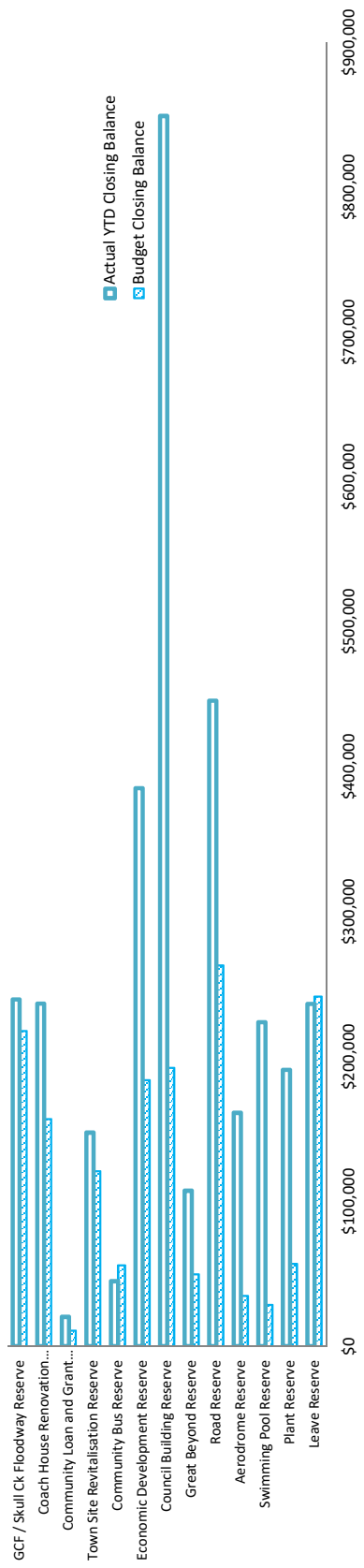
<b>Payables</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - General	0	575,914	38,939	57,985	1,887	674,725
Balances per Trial Balance						<b>674,725</b>
<b>Sundry Payables</b>						<b>674,725</b>
Payroll Payables						2,746
ATO Liability						(12,395)
Other Payables						62,547
Trust						2,280
Accrued Expenses						0
<b>Total Payables General Outstanding</b>						<b>55,178</b>
<b>Amounts shown above include GST (where applicable)</b>					<b>Total Payables</b>	<b>729,903</b>



**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 7. CASH BACKED RESERVE**

Reserves	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Reference	Budget Closing Balance	Actual YTD Closing Balance
Leave Reserve	\$ 234,665	\$ 6,688	\$ 1,416	\$ 0	\$ 0	\$ 0	\$ 0		\$ 241,353	\$ 236,081
Plant Reserve	189,555	5,402	1,144	0	0	(138,000)	0		56,957	190,699
Swimming Pool Reserve	222,149	6,331	1,340	0	0	(200,000)	0		28,480	223,489
Aerodrome Reserve	160,076	4,562	966	0	0	(130,000)	0		34,638	161,042
Road Reserve	542,125	15,451	3,271	0	0	(294,711)	(100,000)		262,865	445,396
Great Beyond Reserve	106,616	3,039	643	0	0	(60,000)	0		49,655	107,259
Council Building Reserve	843,999	24,054	5,092	0	0	(676,000)	0		192,053	849,091
Economic Development Reserve	382,767	10,909	2,309	0	0	(210,000)	0		183,676	385,076
Community Bus Reserve	44,554	1,270	268	10,000	0	0	0		55,824	44,822
Town Site Revitalisation Reserve	146,507	4,175	884	0	0	(30,000)	0		120,682	147,391
Community Loan and Grant Reserve	20,140	574	122	0	0	(10,000)	0		10,714	20,262
Coach House Renovation Reserve	235,010	6,698	1,418	0	0	(85,000)	0		156,708	236,428
GCF / Skull Ck Floodway Reserve	237,838	6,778	1,435	0	0	(27,000)	0		217,616	239,273
	<b>3,366,001</b>	<b>95,931</b>	<b>20,308</b>	<b>10,000</b>	<b>0</b>	<b>(1,860,711)</b>	<b>(100,000)</b>	<b>0</b>	<b>1,611,221</b>	<b>3,286,309</b>





**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 8. RATING INFORMATION**

RATE	Differential General Rate	Rate in \$	Number of Properties	Rateable Value \$	YTD Actual				Budget		
					Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate
GRV Townsite	0.1094	2,420,452	180	264,797	(2,890)	0	261,907	264,797	0	0	264,797
GRV Mining	0.0845	12,580,500	12	1,063,052	0	0	1,063,052	1,063,052	0	0	1,063,052
UV Pastoral	0.0923	581,775	17	53,698	1640	0	55,338	53,698	0	0	53,698
UV Mining	0.1516	16,313,233	729	2,546,496	(74,620)	0	2,471,876	2,473,086	73,410	0	2,546,496
<b>Sub-Totals</b>		<b>31,895,960</b>	<b>938</b>	<b>3,928,043</b>	<b>(75,870)</b>	<b>0</b>	<b>3,852,173</b>	<b>3,854,634</b>	<b>0</b>	<b>0</b>	<b>3,928,044</b>
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV Townsite	294	17,014	49	14,700	0	0	14,700	14,406	0	0	14,406
GRV Mining	294	20	1	294	0	0	294	294	0	0	294
UV Pastoral	294	0	1	0	0	0	0	294	0	0	294
UV Mining	294	330,328	334	98,196	0	0	98,196	98,196	0	0	98,196
UV Shared Tenements	147	1,420	11	1,617	88,407	0	90,024	1,617	0	0	1,617
<b>Sub-Totals</b>		<b>348,782</b>	<b>396</b>	<b>114,807</b>	<b>88,407</b>	<b>0</b>	<b>203,214</b>	<b>588</b>	<b>0</b>	<b>0</b>	<b>114,807</b>
<b>Total</b>		<b>32,244,742</b>	<b>1,334</b>	<b>4,042,850</b>	<b>12,537</b>	<b>0</b>	<b>4,055,387</b>	<b>588</b>	<b>0</b>	<b>0</b>	<b>4,042,851</b>
Discounts							(150,135)				(125,000)
Concessions							0				(5,000)
<b>Amount from General Rates</b>							<b>3,905,252</b>				<b>3,912,851</b>
							<b>3,905,252</b>				<b>3,912,851</b>

**SHIRE OF LAVERTON**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 October 2017**

**NOTE 9. INFORMATION ON BORROWINGS**

**(a) Debenture Repayments**

Movement in debentures and interest between the beginning and the end of the current financial year.

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Actual	2017/18 Budget	2017/18 Actual	2017/18 Budget	2017/18 Actual	2017/18 Budget	2017/18 Actual	2017/18 Budget
<b>Housing</b>									
Loan 79B Two Executive Houses	116,793	0	26,606	13,102	26,606	103,691	90,187	3,586	6,227
Loan 81 Burt St Group Housing	298,914	0	36,963	17,845	36,963	281,069	261,951	7,476	13,678
Loan 82 Staff House	0	250,000	0	0	0	0	250,000	0	1,815
<b>Economic Services</b>									
Loan 80 Main St Project Funding	466,327	0	70,270	0	70,270	466,327	396,057	0	17,456
	<b>882,034</b>	<b>250,000</b>	<b>133,839</b>	<b>30,947</b>	<b>133,839</b>	<b>851,087</b>	<b>998,195</b>	<b>11,062</b>	<b>39,176</b>

All debenture repayments will be financed by general purpose revenue.

**SHIRE OF LAVERTON**  
**MONTHLY FINANCIAL REPORT**  
For the Period Ended 31 October 2017

**NOTE 9. INFORMATION ON BORROWINGS (Continued)**

(b) New debentures 2016/17.

Particulars/Purpose	Amount Borrowed Budget	Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used Budget	Balance Unspent \$
Staff House Loan 82	250,000	WATC	Debenture	10	unknown	3.28	250,000	0
	250,000				0		250,000	0

(c) Unspent Debentures

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.

(d) Overdraft

The Shire does not have an overdraft facility. It is not anticipated a facility will be required during 2017/18.

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 10. GRANTS AND CONTRIBUTIONS**

Grants	Grant Provider	Approval (Y/N)	2017-18		2016-17 Budget		Variations Additions / (Deletions) Operating Capital	Recoup Status	
			Budget	Operating	Operating	Capital		Received	Not Received
			\$	\$	\$	\$	\$	\$	\$
<b>General Purpose Funding</b>									
I032010 Grants Commission	WALGCC	Y	696,207	696,207	0	0	0	174,052	522,155
I032020 Local Road Grants	WALGCC	Y	272,071	272,071	0	0	0	108,017	164,054
<b>Governance</b>									
I041050 Outback Highway Reimbursement	OBHW		0	0	0	0	0	0	0
<b>Law, Order, Public Safety</b>									
I051125 Contributions and Donations	DFES	Y	2,000	2,000	0	0	0	903	1,097
I053005 Grant Income	Various		0	0	0	0	0	0	0
I054015 Contribution towards Flood Management Plan			50,000	50,000	0	0	0	0	50,000
I053006 Contribution Solar Powered Lights			74,800	74,800	0	0	0	0	0
I053007 Grant for Public Open Space CCTV	WA Police		74,800	74,800	0	0	0	0	74,800
<b>Health</b>									
I074010 Mining Company Subsidy	Various		100,000	100,000	0	0	0	0	100,000
<b>Education &amp; Welfare</b>									
I085005 Youth Worker Grant	DPC		151,974	151,974	0	0	0	0	151,974
I085010 Youth Worker Grant Misc			0	0	0	0	0	0	0
I085100 Youth & Recreation Services	Granny Smith		0	0	0	0	0	0	0
I087020 Grant Income	Minara		0	0	0	0	0	0	0
I088010 Grant Early Childhood Precinct			0	0	0	0	0	0	0
<b>Housing</b>									
I091050 Insurance Claim Old Police House			0	0	0	0	0	0	0
<b>Recreation and Culture</b>									
I112006 Grant for Community Hub	DSR CSRFF		212,500	212,500	0	0	0	0	212,500
I113015 Govt Grants - Education Dept Oval	Dept Ed		40,000	40,000	0	22,057	0	62,057	0
I113070 Laverton Community Hub	DSR/CSRFF		0	0	0	0	0	0	0
I113048 Contribution Racecourse Power Connection	GEDC		90,000	90,000	0	0	0	0	90,000
I119010 Reimbursements	TAB		500	500	0	0	0	0	500
I119010 Reimbursements	Mining Cos		4,000	4,000	0	0	0	0	4,000
I119020 Contributions & Donations (Leahy Park)	MEEDAC		72,000	72,000	0	0	0	0	72,000
<b>Transport</b>									
<b>MRWA Funding</b>									
I121020 Government Grant - Project Based Grants	MRWA RRG		441,667	441,667	0	0	0	285,067	156,600
I121025 CR18414	MRWA RAAR		40,000	40,000	0	0	0	0	40,000
I121030 Direct Grants	MRWA		102,176	102,176	0	75,241	0	102,176	75,241
I032020 CR18414	LGGC - RAAR		80,000	80,000	0	0	0	0	80,000
I121065 Federal Black Spot	MRWA		331,400	331,400	0	0	0	132,560	198,840
<b>Subtotal</b>			2,761,295	1,418,928	1,342,367	97,298	0	864,832	1,993,761

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 10. GRANTS AND CONTRIBUTIONS**

Grants	Grant Provider	Approval (Y/N)	2017-18		2016-17 Budget		Variations Additions / (Deletions) Operating Capital	Recoup Status	
			Budget	Operating	Operating	Capital		Received	Not Received
			\$	\$	\$	\$	\$	\$	\$
<b>Other Streets/Roads Funding</b>									
I121045 Roads to Recovery	RAAR		1,142,039	0	1,142,039	0	0	0	1,142,039
I121048 Funding for Flood Damage	WANDRRA		7,113,186	0	7,113,186	0	0	0	7,113,186
I121066 CR18416, CR18417, CR17405	Fed DOTARS		3,566,668	0	3,566,668	0	0	0	3,566,668
I121066 CR18411	MWRA		1,500,000	0	1,500,000	0	0	0	1,500,000
I123001 Insurance Claims			0	0	0	0	0	0	0
<b>Aerodrome Funding</b>									
I126030 Runway Lighting	Dept Transport		225,000	0	225,000	0	0	0	225,000
<b>Economic Services</b>									
<b>Community Development</b>									
I133061 Screens and Audio Equipment			17,000	0	17,000	0	0	0	17,000
I131039 Solar Panels			100,000	0	100,000	0	0	0	100,000
I131042 Coach House Restore Façade			60,000	0	60,000	0	0	0	60,000
<b>Community Resource Centre</b>									
I134045 CRC Support Unit Funding	Dept Reg.Gov		129,911	129,911	0	0	0	60,237	69,674
I134065 Christmas Lights Competition	Horizon Power		2,500	2,500	0	0	0	0	2,500
I134065 Trainee Grants	Dept. of Employ.		1,500	1,500	0	1,000	0	2,500	0
I134065 Other CRC Grants	Minara		1,500	1,500	0	0	0	0	1,500
<b>TOTALS</b>			<b>16,620,599</b>	<b>1,554,339</b>	<b>15,066,260</b>	<b>98,298</b>	<b>0</b>	<b>927,569</b>	<b>15,791,328</b>

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 11. BUDGET AMENDMENTS**

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

**Budget Amendments**

COA	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
<b>Opening Carried Forward Surplus (Deficit)</b>							
				\$	\$	\$	\$
CB18208	1 Mikado Way completion of works	5.5 30 Oct 2017	Capital Expenses		4,000		4,000
CP18514	Executive vehicle towball (150LA)	5.5 30 Oct 2017	Capital Expenses		5,000		9,000
CP18522	Pressure washer	5.5 30 Oct 2017	Capital Expenses			(3,200)	5,800
CP18523	Tyre inflation cage	5.5 30 Oct 2017				(5,800)	0
CP18509	Maintenance trailer - accommodation	5.7 30 Oct 2017	Capital Expenses		130,000		130,000
CF18312	Office IT renewal	5.7 30 Oct 2017	Capital Expenses		24,000		154,000
CF18313	IT software & hardware upgrade	5.7 30 Oct 2017	Capital Expenses			(154,000)	0
				0	163,000	(163,000)	0
<b>Amended Budget Cash Position as per Council Resolution</b>							
				0	163,000	(163,000)	0

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 12. 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 1 Jul 17	Amount Received	Amount Paid	Closing Balance 31 Oct 17
	\$	\$	\$	\$
Housing Bonds	5,190	0	0	5,190
Building Levies	2,384	0	0	2,384
Youth Advisory Council	1,029	0	0	1,029
Laverton Clubs and Discos	1,530	0	0	1,530
Donations Received	9,044	0	0	9,044
North East G/fields LCDC holding	14,333	0	0	14,333
Sport & Recreation Grant Funds	6,000	0	0	6,000
Outback Hwy Development Fund	172,207	1,022	0	173,229
Unclaimed Monies	261	0	0	261
	211,978	1,022	0	213,000

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 13. EXPLANATION OF MATERIAL VARIANCES**

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local Government (Financial Management) Regulation 34(1) (d). ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of 10%.

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Operating Revenues</b>					
Governance	767	767.00%			No Material Variance
General Purpose Funding - Rates	(7,599)	(0.19%)			No Material Variance
General Purpose Funding - Other	(217,632)	(37.98%)	▼	Timing	Income appears down due to the time of the second instalment of the Local Government Financial Assistance Grants which are due in November.
Law, Order, Public Safety	(2,563)	(61.61%)			No Material Variance
Health	(936)	(100.00%)			No Material Variance
Education and Welfare	(152,439)	(99.97%)	▼	Timing	The variance is due to the timing of the Youth Service Grant.
Housing	(585)	(3.87%)			No Material Variance
Community amenities	(17,007)	(14.06%)	▼	Timing	The variance is due to the timing of the Payment for the Mt Margaret Rubbish Service.
Recreation and Culture	812	37.77%			No Material Variance
Transport	84,536	40.48%	▲	Timing	The Income appears higher due to the timing of Main Roads Grants claims.
Economic Services	(52,878)	(25.34%)	▼	Timing	Revenue appears to be down but this is due to the timing of the CRC Operating grant.
Other Property and Services	40,089	95.05%	▲	Permanent	Admin reimbursements are up \$10.3K on budget due to Insurance reimbursements of Workers Comp premiums, Commissions are up \$12.5k due to Insurance rebates; Fuel tax credits are \$3.5K ahead of budget; Private works are \$1K ahead of budget; PWO reimbursements for workers Comp are up \$6.6K and there is a \$6.2K Long Service Leave Reimbursement from the former CEO's previous Council.
<b>Total Operating Revenue</b>	<b>(325,435)</b>	<b>0.00%</b>			
<b>Operating Expense</b>	<b>0</b>				
Governance	(77,684)	(22.88%)	▲	Timing	The variance is due to a much higher admin allocation due to the payout of the CEO's leave entitlements pushing up the amount to be allocated. This will rectify itself at the end of the year when the leave accrual adjustments are processed as the cost of most of the accumulated leave was accrued over previous years.
General Purpose Funding	25,658	15.69%	▼	Timing	The variance is due to the timing of anticipated rates write-offs.
Law, Order, Public Safety	31,577	34.40%	▼	Timing	Expenditure is down. \$25.7K of the variance is due to the timing of works to do with the flood management plan. \$7.2K of the variance is due to the timing of Fire Control expenses which traditionally occur in November and over summer.
Health	(45,133)	(50.94%)	▲	Timing	Expenditure is up on YTD budget. This is mainly a timing issue related to the timing of subsidy payments for the Doctor Service . 50% of the budget has been paid to the provider as we are required to pay quarterly in advance. This makes up \$47.4K of the variance.



**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 13. EXPLANATION OF MATERIAL VARIANCES**

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local Government (Financial Management) Regulation 34(1) (d). ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of 10%.

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
Education and Welfare	7,385	9.00%			No Material Variance
Housing	8,876	23.26%			No Material Variance
Community Amenities	14,874	10.46%	▼	Timing	Rubbish collection and refuse site maintenance costs are down \$18.1K and town planning down \$2.8K offset by increased public convenience costs following the reopening of the Leahy Park toilets \$5.4K.
Recreation and Culture	25,578	8.02%			No Material Variance
Transport	21,773	1.94%			No Material Variance
Economic Services	1,593	0.33%			No Material Variance
Other Property and Services	(76,093)	(926.83%)	▲	Timing	The variance is due to under recoveries of Public Works Overheads due to staff vacancies on the works crew \$125.4K; over recoveries of plant operating costs due to lower fuel, parts & repairs, tyres and repair wages costs (\$34.2K); an over recovery of Administration costs (\$24.4K); a Workers Comp payment of \$6.6K and increased private works costs of \$2.6K
<b>Total Operating Expenditure</b>	<b>(61,596)</b>	<b>0.00%</b>			
<b>Funding Balance Adjustments</b>	<b>0</b>	<b>0.00%</b>			
Add back Depreciation	106,318	14.03%	▲	Permanent	Depreciation is greater than budgeted for due to new plant additions.
Adjust (Profit)/Loss on Disposal	19,156		▲	Permanent	\$16.7K relates to the sale of the CEO Land Cruiser; \$6.7k relates to the trade in of a works ute and this is offset by \$4.3K from the trade of the CDM's Holden Cruze.
Adjust Provisions and Accruals	0				
Adjust Deferred Rates	0				
<b>Net Cash from Operations</b>	<b>(261,557)</b>	<b>0.00%</b>			
<b>Capital Revenues</b>	<b>0</b>	<b>0.00%</b>			
Grants, Subsidies and Contributions	(1,640,340)	(79.71%)	▼	Timing	Note10 shows the grants & contributions. Many of the grants aren't anticipated to be received until the second half of the year and the variances are all due to timing issues at this stage.
Proceeds from Disposal of Assets	0	0.00%			
<b>Total Capital Revenues</b>	<b>(1,640,340)</b>	<b>0.00%</b>			
<b>Capital Expenses</b>	<b>0</b>	<b>0.00%</b>			
Land	16,667	100.00%	▼	Timing	Allowances for the ALT Land & TV Hut site in Hawkes Place haven't been utilised due to delays with the land becoming available. See Note 3 "Capital Acquisitions" for further details.
Land and Buildings	2,065,316	86.06%	▼	Timing	The variance is due to the timing of works on the community hub; Emccs House, Coach House & Pre-Primary. These works won't occur until in the New Year. See Note 3 "Capital Acquisitions" for further details.
Infrastructure - Roads	2,369,504	51.18%	▼	Timing	Road expenditure appears to be down but this is due to the flood damage works which won't commence until the last 4 months of 2017/18. See Note 3 "Capital Acquisitions" for further details.

**SHIRE OF LAVERTON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2017**

**NOTE 13. EXPLANATION OF MATERIAL VARIANCES**

Details and explanations of the material variances reflected on the Statement of Financial Activity are provided below as required by Local Government (Financial Management) Regulation 34(1) (d). ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of 10%.

Reporting Program	Variance	Variance	Var.	Timing/ Permanent	Explanation of Variance
Infrastructure - Other	(910,981)	(60.45%)	▲	Timing	The Main Street Works are nearing completion but the budget has been allocated over the whole year hence it shows a YTD over expenditure. Likewise with the town entry statements. This YTD over expenditure has been partially offset by the rest of the Other Infrastructure projects because they haven't started yet. See Note 3 "Capital Acquisitions" for further details.
Plant and Equipment	343,289	71.33%	▼	Timing	All plant purchases to date are on or under budget. A number of the purchases won't occur until later in the year hence it is showing expenditure to be under the YTD budget. See Note 3 "Capital Acquisitions" for further details.
Furniture and Equipment	20,485	21.50%	▼	Timing	Expenditure is down awaiting purchase of equipment for the Gt Beyond and It equipment. See Note 3 "Capital Acquisitions" for further details.
<b>Total Capital Expenditure</b>	<b>3,904,279</b>	<b>0.00%</b>			
<b>Net Cash from Capital Activities</b>	<b>2,263,939</b>	<b>0.00%</b>			
<b>Additional Comments</b>					
Note 2 - Net Current Assets					
Note 3 - Capital					
Note 4 - Cash					
Note 5 - Receivables					
Note 6 - Payables					
Note 7 - Reserves					
Note 8 - Rates					
Note 9 - Borrowings					
Note 10 Grants					
Note 11 - Budget Amendments					
Note 12 - Trust					

**Shire of Laverton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 October 2017**

**SUPPLEMENTARY REPORTS**

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15/11/17  
Accrual Basis

## Shire of Laverton Balance Sheet As of 31 October 2017

	Oct 31, 17	Jun 30, 17	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Chequing/Savings</b>			
<b>A01100 · Cash at Bank</b>			
A01101 · Unrestricted Municipal Bank	1,009,212.12	3,344,857.77	(2,335,645.65)
A01102 · Unrestricted Short Term Invest	510,061.62	508,462.53	1,599.09
A01104 · Restricted Invest. LCHP	5,449,603.88	5,429,735.29	19,868.59
<b>Total A01100 · Cash at Bank</b>	<b>6,968,877.62</b>	<b>9,283,055.59</b>	<b>(2,314,177.97)</b>
<b>A01110 · Reserved Cash</b>			
A1111 · Aerodrome Reserve Account	161,042.20	160,076.39	965.81
A1112 · Leave Reserve Account	236,080.70	234,664.87	1,415.83
A1113 · Road Reserve Account	445,395.72	542,124.85	(96,729.13)
A1114 · Plant Reserve Account	190,698.83	189,555.16	1,143.67
A1115 · Swimming Pool Reserve Account	223,489.58	222,149.26	1,340.32
A1116 · Council Building Reserve	849,091.11	843,998.90	5,092.21
A1117 · Great Beyond Reserve	107,259.57	106,616.32	643.25
A1118 · Bus Reserve	44,822.40	44,553.59	268.81
A1119 · Townsite Revitalisation Reserve	147,390.47	146,506.53	883.94
A1120 · Community Loan & Grant Reserve	20,261.70	20,140.19	121.51
A1121 · Economic Development Reserve	385,076.25	382,766.85	2,309.40
A1123 · Coach House Renovation Reserve	236,428.13	235,010.21	1,417.92
A1124 · GCR/Skull Ck Floodway Reserve	239,272.61	237,837.63	1,434.98
<b>Total A01110 · Reserved Cash</b>	<b>3,286,309.27</b>	<b>3,366,000.75</b>	<b>(79,691.48)</b>
<b>Total Chequing/Savings</b>	<b>10,255,186.89</b>	<b>12,649,056.34</b>	<b>(2,393,869.45)</b>
<b>Accounts Receivable</b>			
<b>A01120 · ACCOUNTS RECEIVABLE</b>			
A01122 · Prov Doubtful Debts	(329,000.00)	(329,000.00)	0.00
A01120 · ACCOUNTS RECEIVABLE - Other	1,622,468.51	2,602,554.25	(980,085.74)
<b>Total A01120 · ACCOUNTS RECEIVABLE</b>	<b>1,293,468.51</b>	<b>2,273,554.25</b>	<b>(980,085.74)</b>
<b>Total Accounts Receivable</b>	<b>1,293,468.51</b>	<b>2,273,554.25</b>	<b>(980,085.74)</b>
<b>Other Current Assets</b>			
A01105 · Petty Cash and Cash on Hand	1,700.00	1,600.00	100.00
A01131 · Prepayments - Other	0.00	57,623.79	(57,623.79)
A01132 · Interest Receivable Accrued	9,364.94	6,471.00	2,893.94
A01133 · Accrued Jet Fuel Revenue	0.00	224,049.00	(224,049.00)
A01134 · Other Accrued Income	18,456.00	112,982.00	(94,526.00)
A01190 · STOCK ON HAND	146,809.06	116,641.10	30,167.96
<b>Total Other Current Assets</b>	<b>176,330.00</b>	<b>519,366.89</b>	<b>(343,036.89)</b>
<b>Total Current Assets</b>	<b>11,724,985.40</b>	<b>15,441,977.48</b>	<b>(3,716,992.08)</b>

**Shire of Laverton**  
**Balance Sheet**  
As of 31 October 2017

	<u>Oct 31, 17</u>	<u>Jun 30, 17</u>	<u>\$ Change</u>
<b>Fixed Assets</b>			
<b>A0151 · Land</b>			
<b>A015100 · Land at Valuation</b>	903,000.00	903,000.00	0.00
<b>A01512 · At Cost</b>	<u>118,228.57</u>	<u>118,228.57</u>	<u>0.00</u>
<b>Total A0151 · Land</b>	1,021,228.57	1,021,228.57	0.00
<b>A0152 · Buildings and Improvements</b>			
<b>A015200 · Buildings at valuation</b>	5,090,000.00	5,090,000.00	0.00
<b>A015202 · Improvements at Valuation</b>	3,217,000.00	3,217,000.00	0.00
<b>A01521 · Accum.Deprn - Buildings</b>	(1,981,121.35)	(1,847,091.86)	(134,029.49)
<b>A01522 · At Cost</b>			
<b>CB17 · Building Additions 16-17</b>			
<b>CB17202 · Laverton Community Hub</b>	339,355.61	339,355.61	0.00
<b>CB17204 · 14 Erlistoun St (Old Police Hou</b>	24,587.27	24,587.27	0.00
<b>CB17206 · Early Childhood Precinct</b>	80,120.45	80,120.45	0.00
<b>CB17209 · Staff Housing Upgrading</b>	5,685.50	5,685.50	0.00
<b>CB17214 · Great Beyond Building</b>	<u>8,850.00</u>	<u>8,850.00</u>	<u>0.00</u>
<b>Total CB17 · Building Additions 16-17</b>	458,598.83	458,598.83	0.00
<b>CB18 · Building Additions 17-18</b>			
<b>CB18202 · Laverton Community Hub</b>	306,253.62	0.00	306,253.62
<b>CB18204 · 14 Erlistoun ST (OLd Police Hou</b>	2,500.00	0.00	2,500.00
<b>CB18206 · Early Childhood Precinct</b>	4,500.00	0.00	4,500.00
<b>CB18208 · 1 Mikado Way C/O 16/17</b>	1,860.00	0.00	1,860.00
<b>CB18214 · Great Beyond Building</b>	<u>19,364.18</u>	<u>0.00</u>	<u>19,364.18</u>
<b>Total CB18 · Building Additions 17-18</b>	334,477.80	0.00	334,477.80
<b>A01522 · At Cost - Other</b>	<u>1,408,139.01</u>	<u>1,408,139.01</u>	<u>0.00</u>
<b>Total A01522 · At Cost</b>	<u>2,201,215.64</u>	<u>1,866,737.84</u>	<u>334,477.80</u>
<b>Total A0152 · Buildings and Improvements</b>	8,527,094.29	8,326,645.98	200,448.31
<b>A0153 · Infrastructure - Roads</b>			
<b>A01531 · Accumulated Deprn - Infra</b>	(34,893,195.17)	(34,526,528.49)	(366,666.68)
<b>A01533 · At Cost</b>			
<b>CR17 · IR Additions 2016-17</b>			
<b>CR17401 · RAAR - Bandy Rd 21100782</b>	90,056.89	90,056.89	0.00
<b>CR17404 · Bandy Rd Dr Grant P/N 21100732</b>	162,288.82	162,288.82	0.00
<b>CR17405 · GT Central Rd(I) Major 21100777</b>	1,492,742.84	1,492,742.84	0.00
<b>CR17406 · RAAR-Old Laverton Rd SLK 24.0-</b>	32,542.36	32,542.36	0.00
<b>CR17408 · Municipal Funds- Lake Wells Rd</b>	100,531.69	100,531.69	0.00
<b>CR17411 · Gt Cent Rd C/O 15-16 21100777</b>	286,448.65	286,448.65	0.00
<b>CR17414 · Gt Central Rd SLK- 67.9 - 72.0</b>	120,137.19	120,137.19	0.00
<b>CR17415 · Gt Central Rd RAAR SLK 35.0-42.</b>	123,133.86	123,133.86	0.00
<b>CR17416 · Gt Central Rd (I) Federal OHDC</b>	<u>775,049.62</u>	<u>775,049.62</u>	<u>0.00</u>
<b>Total CR17 · IR Additions 2016-17</b>	3,182,931.92	3,182,931.92	0.00

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15/11/17  
Accrual Basis

## Shire of Laverton Balance Sheet As of 31 October 2017

	Oct 31, 17	Jun 30, 17	\$ Change
<b>CR18 · IR Additions 2017-18</b>			
CR18401 · RAAR - Bandy Rd 21113870	188,750.46	0.00	188,750.46
CR18402 · Bandy Road RRG 2112037	10,744.50	0.00	10,744.50
CR18403 · Old Laverton Rd(l) RRG 21113869	185,736.43	0.00	185,736.43
CR18406 · RRG-Old Laverton/Mt Margret Rd	34,207.25	0.00	34,207.25
CR18407 · Old Laverton Rd NBSP 21112358	6,207.50	0.00	6,207.50
CR18414 · MRWA RAAR Gt Central Rd	18,824.92	0.00	18,824.92
CR18416 · Gt Central Rd (l) Federal OHDC	1,796,719.13	0.00	1,796,719.13
CR18429 · Lav-Mt Marg Rd FD 6070003	18,627.29	0.00	18,627.29
<b>Total CR18 · IR Additions 2017-18</b>	<b>2,259,817.48</b>	<b>0.00</b>	<b>2,259,817.48</b>
<b>A01533 · At Cost - Other</b>	<b>69,972,017.17</b>	<b>69,972,017.17</b>	<b>0.00</b>
<b>Total A01533 · At Cost</b>	<b>75,414,766.57</b>	<b>73,154,949.09</b>	<b>2,259,817.48</b>
<b>Total A0153 · Infrastructure - Roads</b>	<b>40,521,571.40</b>	<b>38,628,420.60</b>	<b>1,893,150.80</b>
<b>A0154 · Furniture &amp; Equipment</b>			
A015400 · F & E Management Valuation	53,693.91	53,693.91	0.00
A01541 · Accumulated Deprn - F&E	(106,390.37)	(92,015.41)	(14,374.96)
<b>A01542 · At Cost</b>			
<b>CF17 · Furniture Additions 16-17</b>			
CF17301 · Public Open Space Security Surv	63,982.24	63,982.24	0.00
CF17304 · GB Coffee Machine	7,350.00	7,350.00	0.00
CF17305 · GB Laptop	2,726.88	2,726.88	0.00
CF17310 · CRC Computer	10,150.80	10,150.80	0.00
CF17312 · IT Desktop Computers	1,750.80	1,750.80	0.00
<b>Total CF17 · Furniture Additions 16-17</b>	<b>85,960.72</b>	<b>85,960.72</b>	<b>0.00</b>
<b>CF18 · Furniture Additions 17-18</b>			
CF18301 · Public Open Space Security Surv	74,782.23	0.00	74,782.23
<b>Total CF18 · Furniture Additions 17-18</b>	<b>74,782.23</b>	<b>0.00</b>	<b>74,782.23</b>
<b>A01542 · At Cost - Other</b>	<b>299,557.69</b>	<b>299,557.69</b>	<b>0.00</b>
<b>Total A01542 · At Cost</b>	<b>460,300.64</b>	<b>385,518.41</b>	<b>74,782.23</b>
<b>Total A0154 · Furniture &amp; Equipment</b>	<b>407,604.18</b>	<b>347,196.91</b>	<b>60,407.27</b>
<b>A0155 · Infrastructure - Other</b>			
A01551 · Accumulated Deprn. - Inf Other	(2,008,652.36)	(1,908,652.36)	(100,000.00)
<b>A01552 · At Cost</b>			
<b>CIO17 · IO Additions 2016-17</b>			
CI17102 · Oval Bore Water Supply To Tank	91,122.58	91,122.58	0.00
CI17105 · Airport Drainage and Flood Mit	49,098.15	49,098.15	0.00
CI17108 · Runway Lighting Replacement	7,288.83	7,288.83	0.00
CI17109 · Main St Proj Stage 1B Part B	25,288.75	25,288.75	0.00
CI17113 · Main St Stage 1B Part A	847,927.94	847,927.94	0.00
CI17114 · Town Entry Statements & Other S	100,147.40	100,147.40	0.00
<b>Total CIO17 · IO Additions 2016-17</b>	<b>1,120,873.65</b>	<b>1,120,873.65</b>	<b>0.00</b>

**Shire of Laverton**  
**Balance Sheet**  
As of 31 October 2017

	<u>Oct 31, 17</u>	<u>Jun 30, 17</u>	<u>\$ Change</u>
<b>CIO18 · IO Additions 2017-18</b>			
CI18113 · Main St Stage 1B Part A	2,326,851.61	0.00	2,326,851.61
CI18114 · Town Entry Statements & Other S	91,089.00	0.00	91,089.00
<b>Total CIO18 · IO Additions 2017-18</b>	<u>2,417,940.61</u>	<u>0.00</u>	<u>2,417,940.61</u>
<b>A01552 · At Cost - Other</b>	<u>4,606,011.84</u>	<u>4,606,011.84</u>	<u>0.00</u>
<b>Total A01552 · At Cost</b>	<u>8,144,826.10</u>	<u>5,726,885.49</u>	<u>2,417,940.61</u>
<b>Total A0155 · Infrastructure - Other</b>	6,136,173.74	3,818,233.13	2,317,940.61
<b>A0156 · Plant &amp; Equipment</b>			
<b>A015600 · P &amp; E Management Valuation</b>	1,942,909.60	2,075,214.76	(132,305.16)
<b>A01561 · Accumulated Depn - P&amp;E</b>	(1,594,101.95)	(1,463,160.86)	(130,941.09)
<b>A01562 · At Cost</b>			
<b>CP17 · Plant Additions 16-17</b>			
CP17505 · Construction Crew Accommodation	86,593.65	86,593.65	0.00
CP17507 · Town Crew 2-door Tipper	28,906.00	28,906.00	0.00
CP17508 · Maintenance Grader	405,000.00	405,000.00	0.00
CP17509 · Construction Grader	405,000.00	405,000.00	0.00
CP17510 · Multi-wheel Roller	177,265.00	177,265.00	0.00
CP17511 · Backhoe/Loader	190,300.00	190,300.00	0.00
CP17513 · Road Crew Boss Bore Machine	72,000.00	72,000.00	0.00
CP17515 · Executive Vehicle CEO	93,305.16	93,305.16	0.00
CP17516 · Road Crew Toilets & Trailer	11,305.01	11,305.01	0.00
CP17517 · Community Service Off Road BBQ	26,610.00	26,610.00	0.00
CP17518 · 4WD Trayback Works Supervisor	59,732.47	59,732.47	0.00
<b>Total CP17 · Plant Additions 16-17</b>	<u>1,556,017.29</u>	<u>1,556,017.29</u>	<u>0.00</u>
<b>CP18 · Plant Additions 17-18</b>			
CP18512 · Parks & Gardens Utility	31,070.00	0.00	31,070.00
CP18515 · CEO Vehicle	74,287.51	0.00	74,287.51
CP18520 · Community Dev Manager Vehicle	32,589.54	0.00	32,589.54
<b>Total CP18 · Plant Additions 17-18</b>	<u>137,947.05</u>	<u>0.00</u>	<u>137,947.05</u>
<b>A01562 · At Cost - Other</b>	<u>1,060,051.70</u>	<u>1,060,051.70</u>	<u>0.00</u>
<b>Total A01562 · At Cost</b>	<u>2,754,016.04</u>	<u>2,616,068.99</u>	<u>137,947.05</u>
<b>Total A0156 · Plant &amp; Equipment</b>	3,102,823.69	3,228,122.89	(125,299.20)
<b>A0157 · Tools</b>			
<b>A01571 · Accumulated Depn - Tools</b>	(3,282.25)	(3,075.00)	(207.25)
<b>A015722 · Management Valuation</b>	4,050.00	4,050.00	0.00
<b>Total A0157 · Tools</b>	<u>767.75</u>	<u>975.00</u>	<u>(207.25)</u>
<b>A0158 · Improvements</b>			
<b>A01581 · Acc Depn - Improvements</b>	(81,139.56)	0.00	(81,139.56)
<b>Total A0158 · Improvements</b>	<u>(81,139.56)</u>	<u>0.00</u>	<u>(81,139.56)</u>

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Accrual Basis

## Shire of Laverton Balance Sheet

As of 31 October 2017

	Oct 31, 17	Jun 30, 17	\$ Change
<b>A0159 · Golf Course</b>			
A01590 · At Valuation	52,000.00	52,000.00	0.00
<b>Total A0159 · Golf Course</b>	<b>52,000.00</b>	<b>52,000.00</b>	<b>0.00</b>
<b>A0160 · Race Course</b>			
A01600 · At Valuation	28,000.00	28,000.00	0.00
<b>Total A0160 · Race Course</b>	<b>28,000.00</b>	<b>28,000.00</b>	<b>0.00</b>
<b>A0161 · Playground Equipment</b>			
A01610 · At Valuation	39,000.00	39,000.00	0.00
A01611 · Acc Deprn - Payground Equipment	(12,113.26)	(10,890.00)	(1,223.26)
<b>Total A0161 · Playground Equipment</b>	<b>26,886.74</b>	<b>28,110.00</b>	<b>(1,223.26)</b>
<b>Total Fixed Assets</b>	<b>59,743,010.80</b>	<b>55,478,933.08</b>	<b>4,264,077.72</b>
<b>Other Assets</b>			
A0180 · Work in Progress Buildings	6,775.73	6,775.73	0.00
A0181 · Work in Progress Main Street	163,840.22	163,840.22	0.00
A0182 · Work in Progress Town Oval Bore	600.70	600.70	0.00
A0183 · Work in Prog. Entry Statement	1,392.56	1,392.56	0.00
<b>Total Other Assets</b>	<b>172,609.21</b>	<b>172,609.21</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>71,640,605.41</b>	<b>71,093,519.77</b>	<b>547,085.64</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
L01215 · SUNDRY CREDITORS	674,726.27	1,862,928.43	(1,188,202.16)
<b>Total Accounts Payable</b>	<b>674,726.27</b>	<b>1,862,928.43</b>	<b>(1,188,202.16)</b>
<b>Credit Cards</b>			
L01210 · Mr Steven John Deckert	0.00	2,893.47	(2,893.47)
L01211 · Mr Graham Phillip Stanley	1,455.30	4,178.42	(2,723.12)
L01213 · Les Vidovich	1,383.64	0.00	1,383.64
L01214 · Pascoe Durtanovich	2,340.54	0.00	2,340.54
<b>Total Credit Cards</b>	<b>5,179.48</b>	<b>7,071.89</b>	<b>(1,892.41)</b>
<b>Other Current Liabilities</b>			
<b>2100 · Payroll Liabilities</b>			
<b>L000 · Superannuation Subtotal</b>			
L01262 · Superannuation	(17,708.62)	(17,708.62)	0.00
L999 · Superannuation New	17,712.25	17,712.25	0.00
<b>Total L000 · Superannuation Subtotal</b>	<b>3.63</b>	<b>3.63</b>	<b>0.00</b>
L01240 · Child Support Liability	0.00	743.95	(743.95)
L01256 · Personal Deductions	871.62	1,413.23	(541.61)
L01261 · Transfer to Trust Account	2,280.00	2,165.00	115.00
L01263 · Social Club	1,870.00	450.00	1,420.00
L01266 · PAYG Tax	53,661.82	109,811.82	(56,150.00)
<b>Total 2100 · Payroll Liabilities</b>	<b>58,687.07</b>	<b>114,587.63</b>	<b>(55,900.56)</b>



## Shire of Laverton Balance Sheet As of 31 October 2017

	<u>Oct 31, 17</u>	<u>Jun 30, 17</u>	<u>\$ Change</u>
2200 · Tax Payable	(66,057.27)	(74,847.01)	8,789.74
L01216 · Accrued Expenses	0.00	510,284.41	(510,284.41)
L0122 · Employee Entitlements			
L01225 · Annual Leave	289,576.06	289,576.06	0.00
L01226 · LSL Liability Current	182,067.54	182,067.54	0.00
L01235 · Accrued Wages Liability	0.00	92,104.12	(92,104.12)
Total L0122 · Employee Entitlements	<u>471,643.60</u>	<u>563,747.72</u>	<u>(92,104.12)</u>
L01221 · Borrowings - Current	102,892.11	133,838.90	(30,946.79)
L01222 · Accrued Interest	0.00	10,405.94	(10,405.94)
L01233 · Transport (DPI)	4,243.65	2,019.39	2,224.26
L01236 · Rates to be refunded	1,622.20	1,622.20	0.00
L01244 · Deposits paid (Key & General)	6,963.16	6,227.71	735.45
L01258 · ESL Levied	44,420.24	9,965.68	34,454.56
L01268 · Great Beyond Cash Holdings	118.50	158.50	(40.00)
Total Other Current Liabilities	<u>624,533.26</u>	<u>1,278,011.07</u>	<u>(653,477.81)</u>
Total Current Liabilities	1,304,439.01	3,148,011.39	(1,843,572.38)
Long Term Liabilities			
L01230 · Provision - Employee LSL	58,958.14	58,958.14	0.00
L01710 · Loan Liability	748,194.93	748,194.93	0.00
Total Long Term Liabilities	<u>807,153.07</u>	<u>807,153.07</u>	<u>0.00</u>
<b>TOTAL LIABILITIES</b>	<u>2,111,592.08</u>	<u>3,955,164.46</u>	<u>(1,843,572.38)</u>
<b>NET ASSETS</b>	<u>69,529,013.33</u>	<u>67,138,355.31</u>	<u>2,390,658.02</u>
<b>EQUITY</b>			
3000 · Opening Bal Equity	19,759,536.74	19,679,845.26	79,691.48
3900 · *Retained Earnings	39,983,082.56	35,546,985.18	4,436,097.38
L01900 · Reserved Equity			
L01901 · Revaluation Reserve	4,109,426.74	4,109,426.74	0.00
L01904 · Aerodrome Reserve	161,042.20	160,076.39	965.81
L01905 · Leave Reserve	236,080.70	234,664.87	1,415.83
L01907 · Plant Reserve	190,698.83	189,555.16	1,143.67
L01909 · Road Reserve	445,395.72	542,124.85	(96,729.13)
L01911 · Swimming Pool Reserve	223,489.58	222,149.26	1,340.32
L01916 · Council Buildings Reserve	849,091.11	843,998.90	5,092.21
L01917 · Great Beyond Reserve Equity	107,259.57	106,616.32	643.25
L01918 · Bus Reserve Equity	44,822.40	44,553.59	268.81
L01919 · Townsite Revitalisation Reserve	147,390.47	146,506.53	883.94
L01920 · Community Loan & Grant Reserve	20,261.70	20,140.19	121.51
L01921 · Economic Development Reserve	385,076.25	382,766.85	2,309.40
L01923 · Coach house Renovation Reserve	236,428.13	235,010.21	1,417.92
L01924 · GCR/Skull Creek Floodway	239,272.61	237,837.63	1,434.98
Total L01900 · Reserved Equity	<u>7,395,736.01</u>	<u>7,475,427.49</u>	<u>(79,691.48)</u>
Net Income	2,390,658.02	4,436,097.38	(2,045,439.36)
<b>TOTAL EQUITY</b>	<u>69,529,013.33</u>	<u>67,138,355.31</u>	<u>2,390,658.02</u>

**Shire of Laverton**  
**Statement of Comprehensive Income by Nature and Type**  
**July 1, 2017 to 31 October, 2017**

	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>Revenue</b>				
Rates	3,905,252.78	3,912,851.00	(7,598.22)	3,912,851.00
Fees and Charges	259,671.37	327,015.00	(67,343.63)	738,124.00
Interest earnings	53,599.74	84,028.00	(30,428.26)	237,932.00
Non-op Grants, subs & contrib	417,626.80	2,057,967.00	(1,640,340.20)	15,066,260.00
Operating Grants, subs & Contrib	509,942.00	872,700.00	(362,758.00)	1,554,839.00
Other Revenue	183,234.35	44,858.00	138,376.35	142,666.00
Profit on Asset Disposal	4,318.18			
<b>Total Revenue</b>	<u>5,333,645.22</u>	<u>7,299,419.00</u>	<u>(1,965,773.78)</u>	<u>21,652,672.00</u>
<b>Exp</b>				
Materials and Contracts	(882,313.28)	(616,160.00)	(266,153.28)	(1,916,451.00)
Employee Costs	(1,184,931.42)	(1,103,193.00)	(81,738.42)	(3,309,601.00)
Depreciation non-current asset	(864,006.16)	(757,688.00)	(106,318.16)	(2,273,070.00)
Insurance expenses	(183,619.87)	(64,541.00)	(119,078.87)	(193,635.00)
Interest Expense	(7,977.87)	(13,060.00)	5,082.13	(39,176.00)
Utility Charges	(89,916.17)	(112,655.00)	22,738.83	(337,922.00)
Loss on Asset Disposal	(23,472.20)	0.00	(23,472.20)	0.00
Other expenditure	(176,937.84)	(214,095.00)	37,157.16	(641,382.00)
Alloc				
Admin Allocated	0.00			
POC	189,634.89	0.00	189,634.89	0.00
PWOH	155,872.61	0.00	155,872.61	0.00
Wages	124,680.11			
<b>Total Alloc</b>	<u>470,187.61</u>	<u>0.00</u>	<u>470,187.61</u>	<u>0.00</u>
<b>Total Exp</b>	<u>(2,942,987.20)</u>	<u>(2,881,392.00)</u>	<u>(61,595.20)</u>	<u>(8,711,237.00)</u>
<b>Unclassified</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>TOTAL</b>	<u><u>2,390,658.02</u></u>	<u><u>4,418,027.00</u></u>	<u><u>(2,027,368.98)</u></u>	<u><u>12,941,435.00</u></u>

**Shire of Laverton**  
**Statement of Comprehensive Income by Program**  
**July 1, 2017 to 31 October, 2017**

	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>Income</b>				
103 · GENERAL PURPOSE FUNDING	4,260,646.89	4,525,878.00	(265,231.11)	5,220,361.00
104 · GOVERNANCE	867.55	100.00	767.55	500.00
105 · LAW ORDER & PUBLIC SAFETY	1,596.53	78,960.00	(77,363.47)	135,600.00
107 · HEALTH	0.00	936.00	(936.00)	102,800.00
108 · EDUCATION & WELFARE	45.45	152,484.00	(152,438.55)	152,524.00
109 · HOUSING	14,543.14	15,128.00	(584.86)	45,384.00
110 · COMMUNITY AMENITIES	103,921.40	120,928.00	(17,006.60)	124,208.00
111 · RECREATION & CULTURE	2,962.28	286,650.00	(283,687.72)	424,835.00
112 · TRANSPORT	711,010.89	1,690,515.00	(979,504.11)	14,782,136.00
113 · ECONOMIC SERVICES	155,783.98	385,662.00	(229,878.02)	537,738.00
114 · OTHER PROPERTY & SERVICES	82,267.11	42,178.00	40,089.11	126,586.00
<b>Total Income</b>	<b>5,333,645.22</b>	<b>7,299,419.00</b>	<b>(1,965,773.78)</b>	<b>21,652,672.00</b>
<b>Gross Profit</b>	<b>5,333,645.22</b>	<b>7,299,419.00</b>	<b>(1,965,773.78)</b>	<b>21,652,672.00</b>
<b>Expense</b>				
E03 · GENERAL PURPOSE FUNDING.	137,845.61	163,504.00	(25,658.39)	496,060.00
E04 · GOVERNANCE.	417,285.32	339,601.00	77,684.32	1,002,157.00
E05 · LAW ORDER & PUBLIC SAFETY.	60,218.34	91,795.00	(31,576.66)	268,041.00
E07 · HEALTH.	133,729.41	88,596.00	45,133.41	306,658.00
E08 · EDUCATION & WELFARE.	74,684.63	82,070.00	(7,385.37)	246,130.00
E09 · HOUSING.	29,290.62	38,167.00	(8,876.38)	114,278.00
E10 · COMMUNITY AMENITIES.	127,338.76	142,213.00	(14,874.24)	426,164.00
E11 · RECREATION & CULTURE.	293,296.13	318,874.00	(25,577.87)	956,940.00
E12 · TRANSPORT.	1,103,066.29	1,124,839.00	(21,772.71)	3,374,935.00
E13 · ECONOMIC SERVICES.	481,929.50	483,523.00	(1,593.50)	1,498,469.00
E14 · OTHER PROPERTY & SERVICES.	84,302.59	8,210.00	76,092.59	21,405.00
<b>Total Expense</b>	<b>2,942,987.20</b>	<b>2,881,392.00</b>	<b>61,595.20</b>	<b>8,711,237.00</b>
<b>Net Income</b>	<b>2,390,658.02</b>	<b>4,418,027.00</b>	<b>(2,027,368.98)</b>	<b>12,941,435.00</b>

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Accrual Basis

## Shire of Laverton

### Statement of Comprehensive Income by Program (Detailed)

July 1, 2017 to 31 October, 2017

	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>Income</b>				
<b>I03 · GENERAL PURPOSE FUNDING</b>				
<b>I031 · Rates</b>				
<b>I031005 · GRV</b>				
5.1 · GRV Townsite	261,907.71	264,798.00	(2,890.29)	264,798.00
5.2 · GRV Minesite	1,063,052.25	1,063,052.00	0.25	1,063,052.00
I031005 · GRV - Other	0.01		0.01	
<b>Total I031005 · GRV</b>	<b>1,324,959.97</b>	<b>1,327,850.00</b>	<b>(2,890.03)</b>	<b>1,327,850.00</b>
<b>I031010 · UV</b>				
10.1 · UV Pastoral	53,697.84	53,698.00	(0.16)	53,698.00
10.2 · UV Mining	2,550,390.78	2,546,496.00	3,894.78	2,546,496.00
I031010 · UV - Other	1,640.00		1,640.00	
<b>Total I031010 · UV</b>	<b>2,605,728.62</b>	<b>2,600,194.00</b>	<b>5,534.62</b>	<b>2,600,194.00</b>
<b>I031015 · GRV - Minimum</b>				
15.1 · GRV Town Mins	14,700.00	14,406.00	294.00	14,406.00
15.2 · GRV Mining Mins	0.00	294.00	(294.00)	294.00
I031015 · GRV - Minimum - Other	294.00		294.00	
<b>Total I031015 · GRV - Minimum</b>	<b>14,994.00</b>	<b>14,700.00</b>	<b>294.00</b>	<b>14,700.00</b>
<b>I031020 · UV - Minimum</b>				
20.1 · UV Pastoral Mins	0.00	294.00	(294.00)	294.00
20.2 · UV Mining Mins	98,196.00	98,196.00	0.00	98,196.00
20.3 · UV Mining Shared	1,617.00	1,617.00	0.00	1,617.00
<b>Total I031020 · UV - Minimum</b>	<b>99,813.00</b>	<b>100,107.00</b>	<b>(294.00)</b>	<b>100,107.00</b>
I031025 · Instalment Interest	9,085.28	10,000.00	(914.72)	10,000.00
I031030 · Non Payment Penalty	3,098.59	3,000.00	98.59	15,000.00
I031035 · Rates Administration Fee	25.00	750.00	(725.00)	750.00
I031040 · Account Enquiries	404.54	110.00	294.54	550.00
I031045 · Discount Allowed	(150,135.33)	(125,000.00)	(25,135.33)	(125,000.00)
<b>I031046 · Interim Rates</b>				
<b>46.1 · GRV Interims</b>				
46.1.1 · GRV Townsite Interims	(0.01)		(0.01)	
<b>Total 46.1 · GRV Interims</b>	<b>(0.01)</b>		<b>(0.01)</b>	
<b>46.2 · UV Interims</b>				
46.2.3 · UV Shared Tenement Interims	88,407.03		88,407.03	
46.2 · UV Interims - Other	(78,514.50)		(78,514.50)	
<b>Total 46.2 · UV Interims</b>	<b>9,892.53</b>		<b>9,892.53</b>	
<b>Total I031046 · Interim Rates</b>	<b>9,892.52</b>		<b>9,892.52</b>	
I031055 · Rate Concession	0.00	(5,000.00)	5,000.00	(5,000.00)
I031060 · Legal Expenses Recovered	10,210.05	4,000.00	6,210.05	20,000.00
<b>Total I031 · Rates</b>	<b>3,928,076.24</b>	<b>3,930,711.00</b>	<b>(2,634.76)</b>	<b>3,959,151.00</b>

**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
 July 1, 2017 to 31 October, 2017

	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>I032 · Other GPF</b>				
I032010 · Grants Commisson	174,051.75	348,103.50	(174,051.75)	696,207.00
I032020 · Local Road Grants	108,017.75	176,035.50	(68,017.75)	352,071.00
I032030 · Interest on Investments - Muni	23,002.37	19,000.00	4,002.37	57,000.00
I032035 · Int on Invest - R4R Grant funds	0.00	20,001.00	(20,001.00)	60,001.00
I032040 · Interest on Investments - Reser	0.00			
I032045 · Interest - Aerodrome Reserve	1,318.16	1,522.00	(203.84)	4,562.00
I032050 · Interest - Leave Reserve	1,932.36	2,232.00	(299.64)	6,688.00
I032055 · Interest - Plant Reserve	1,560.91	1,802.00	(241.09)	5,402.00
I032060 · Interest - Road Reserve	4,245.37	5,155.00	(909.63)	15,451.00
I032065 · Interest - Swim Pool Reserve	1,829.30	2,115.00	(285.70)	6,331.00
I032070 · Interest - Council Build Reserv	6,949.97	8,022.00	(1,072.03)	24,054.00
I032074 · Interest - Great Beyond Reserve	877.93	1,015.00	(137.07)	3,039.00
I032075 · Interest - Coach House Ren Res	1,935.21	2,234.00	(298.79)	6,698.00
I032076 · Interest - Eco Develop Reserve	3,151.93	3,637.00	(485.07)	10,909.00
I032078 · Interest - Comm. Bus Reserve	366.88	430.00	(63.12)	1,270.00
I032079 · Interest - Community Loan Res	165.84	198.00	(32.16)	574.00
I032081 · Interest - Townsite Rev Reserve	1,206.42	1,399.00	(192.58)	4,175.00
I032082 · Interest GCR/Skull Cr F Reserve	1,958.50	2,266.00	(307.50)	6,778.00
<b>Total I032 · Other GPF</b>	<u>332,570.65</u>	<u>595,167.00</u>	<u>(262,596.35)</u>	<u>1,261,210.00</u>
<b>Total I03 · GENERAL PURPOSE FUNDING</b>	4,260,646.89	4,525,878.00	(265,231.11)	5,220,361.00
<b>I04 · GOVERNANCE</b>				
I041 · Governance - Membership				
I041010 · Reimbursements - Members	867.55	100.00	767.55	500.00
<b>Total I041 · Governance - Membership</b>	<u>867.55</u>	<u>100.00</u>	<u>767.55</u>	<u>500.00</u>
<b>Total I04 · GOVERNANCE</b>	867.55	100.00	767.55	500.00
<b>I05 · LAW ORDER &amp; PUBLIC SAFETY</b>				
I051 · Fire Prevention				
I051125 · Contributions & Donations	903.00	2,000.00	(1,097.00)	2,000.00
I051126 · Contributions & Donations Other	0.00	0.00	0.00	0.00
I051130 · Fire Control Charges	370.12	1,500.00	(1,129.88)	7,500.00
<b>Total I051 · Fire Prevention</b>	<u>1,273.12</u>	<u>3,500.00</u>	<u>(2,226.88)</u>	<u>9,500.00</u>
I052 · Animal Control				
I052110 · Fines & Penalties	0.00	60.00	(60.00)	300.00
I052120 · Impounding Fees	10.00	100.00	(90.00)	500.00
I052130 · Dog Registrations	313.41	500.00	(186.59)	500.00
<b>Total I052 · Animal Control</b>	<u>323.41</u>	<u>660.00</u>	<u>(336.59)</u>	<u>1,300.00</u>
I053 · Other Law Order & Public Safety				
I053006 · Contrib. Solar Powered Lights	0.00	0.00	0.00	0.00
I053007 · Grant- Public Open Space CCTV	0.00	74,800.00	(74,800.00)	74,800.00
<b>Total I053 · Other Law Order &amp; Public Safety</b>	<u>0.00</u>	<u>74,800.00</u>	<u>(74,800.00)</u>	<u>74,800.00</u>
I054 · Emergency Managemnt & Recovery				
I054015 · Cont. - Flood Management Plan	0.00	0.00	0.00	50,000.00
<b>Total I054 · Emergency Managemnt &amp; Recovery</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
<b>Total I05 · LAW ORDER &amp; PUBLIC SAFETY</b>	1,596.53	78,960.00	(77,363.47)	135,600.00

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## Shire of Laverton

### Statement of Comprehensive Income by Program (Detailed)

July 1, 2017 to 31 October, 2017

	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>I07 · HEALTH</b>				
<b>I074 · Admin. &amp; Inspections</b>				
I074005 · Charges - Food Vendors	0.00	100.00	(100.00)	300.00
I074010 · Mining Company Subsidy	0.00	0.00	0.00	100,000.00
I074011 · Medical Practice Receipts	0.00	836.00	(836.00)	2,500.00
<b>Total I074 · Admin. &amp; Inspections</b>	<b>0.00</b>	<b>936.00</b>	<b>(936.00)</b>	<b>102,800.00</b>
<b>Total I07 · HEALTH</b>	<b>0.00</b>	<b>936.00</b>	<b>(936.00)</b>	<b>102,800.00</b>
<b>I08 · EDUCATION &amp; WELFARE</b>				
<b>I085 · Youth Worker</b>				
I085005 · Youth Worker Grant	0.00	151,974.00	(151,974.00)	151,974.00
I085010 · Youth Services Reimbursement	45.45	10.00	35.45	50.00
I085100 · Youth & Recreation Services	0.00	500.00	(500.00)	500.00
<b>Total I085 · Youth Worker</b>	<b>45.45</b>	<b>152,484.00</b>	<b>(152,438.55)</b>	<b>152,524.00</b>
<b>Total I08 · EDUCATION &amp; WELFARE</b>	<b>45.45</b>	<b>152,484.00</b>	<b>(152,438.55)</b>	<b>152,524.00</b>
<b>I09 · HOUSING</b>				
<b>I091 · Staff Housing</b>				
I091005 · Reimbursements	4,733.14	4,000.00	733.14	12,000.00
I091010 · Staff Housing Rental	8,160.00	9,828.00	(1,668.00)	29,484.00
<b>Total I091 · Staff Housing</b>	<b>12,893.14</b>	<b>13,828.00</b>	<b>(934.86)</b>	<b>41,484.00</b>
<b>I092 · Other Housing</b>				
I092005 · Housing Rental - Other	1,650.00	1,300.00	350.00	3,900.00
I092050 · Insurance Claim Old Police Hse	0.00	0.00	0.00	0.00
<b>Total I092 · Other Housing</b>	<b>1,650.00</b>	<b>1,300.00</b>	<b>350.00</b>	<b>3,900.00</b>
<b>Total I09 · HOUSING</b>	<b>14,543.14</b>	<b>15,128.00</b>	<b>(584.86)</b>	<b>45,384.00</b>
<b>I10 · COMMUNITY AMENITIES</b>				
<b>I101 · Sanitation - Townsite Refuse Co</b>				
I101005 · Charges Household Collection	74,952.00	104,608.00	(29,656.00)	104,608.00
I101010 · Charges Commercial Collection	27,552.00	100.00	27,452.00	500.00
I101015 · Charges Industrial Collection	20.00		20.00	
I101020 · Sale of Bins	120.00	0.00	120.00	0.00
I101025 · Septic Tank Fees	0.00	30.00	(30.00)	150.00
I101030 · Liquid Waste Disposal Fees	0.00	50.00	(50.00)	250.00
I101040 · Mt Margaret Rubbish Collection	0.00	15,500.00	(15,500.00)	15,500.00
I101045 · Contribution to Plant Purchase	0.00	0.00	0.00	0.00
<b>Total I101 · Sanitation - Townsite Refuse Co</b>	<b>102,644.00</b>	<b>120,288.00</b>	<b>(17,644.00)</b>	<b>121,008.00</b>
<b>I102 · Other Community Amenities</b>				
I102105 · Charges Cemetery By-Laws	900.00	540.00	360.00	2,700.00
<b>Total I102 · Other Community Amenities</b>	<b>900.00</b>	<b>540.00</b>	<b>360.00</b>	<b>2,700.00</b>
<b>I106 · T.P &amp; Regional Develop</b>				
I106010 · Town Planning Fees	377.40	100.00	277.40	500.00
<b>Total I106 · T.P &amp; Regional Develop</b>	<b>377.40</b>	<b>100.00</b>	<b>277.40</b>	<b>500.00</b>
<b>Total I10 · COMMUNITY AMENITIES</b>	<b>103,921.40</b>	<b>120,928.00</b>	<b>(17,006.60)</b>	<b>124,208.00</b>

**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
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	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>I11 · RECREATION &amp; CULTURE</b>				
<b>I111 · Public Halls and Civic Centres</b>				
I111005 · Charges - Hall Hire	1,547.73	250.00	1,297.73	750.00
<b>Total I111 · Public Halls and Civic Centres</b>	<b>1,547.73</b>	<b>250.00</b>	<b>1,297.73</b>	<b>750.00</b>
<b>I112 · Swimming Areas &amp; Beaches</b>				
I112010 · Charges - Pool Admissions	150.00	500.00	(350.00)	2,500.00
<b>Total I112 · Swimming Areas &amp; Beaches</b>	<b>150.00</b>	<b>500.00</b>	<b>(350.00)</b>	<b>2,500.00</b>
<b>I113 · Other Recreation</b>				
I113015 · Grant - Education Dept Oval	0.00	0.00	0.00	40,000.00
I113048 · Contribut'n to Racecourse Power	0.00	0.00	0.00	90,000.00
I113050 · Community Gym Subscriptions	764.55	500.00	264.55	2,500.00
I113065 · Cont - Racecourse Power Connect	0.00	0.00	0.00	0.00
I113070 · Grants - Laverton Community Hub	0.00	212,500.00	(212,500.00)	212,500.00
<b>Total I113 · Other Recreation</b>	<b>764.55</b>	<b>213,000.00</b>	<b>(212,235.45)</b>	<b>345,000.00</b>
<b>I115 · Library</b>				
I115005 · Lost Books	0.00	0.00	0.00	85.00
<b>Total I115 · Library</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>85.00</b>
<b>I119 · TV &amp; Radio Rebroadcasting</b>				
I119010 · Reimbursements	500.00	100.00	400.00	500.00
I119011 · Reim. Mining Company	0.00	800.00	(800.00)	4,000.00
I119020 · Cont. Digital TV Conversion	0.00	72,000.00	(72,000.00)	72,000.00
<b>Total I119 · TV &amp; Radio Rebroadcasting</b>	<b>500.00</b>	<b>72,900.00</b>	<b>(72,400.00)</b>	<b>76,500.00</b>
<b>Total I11 · RECREATION &amp; CULTURE</b>	<b>2,962.28</b>	<b>286,650.00</b>	<b>(283,687.72)</b>	<b>424,835.00</b>
<b>I12 · TRANSPORT</b>				
<b>I121 · Roads &amp; Streets</b>				
I121020 · Govt Grant - Project Based Gran	285,066.80	0.00	285,066.80	974,539.00
I121025 · Aboriginal Access Roads Grant	0.00	0.00	0.00	0.00
I121027 · RAAR Carry Over	0.00			167,500.00
I121030 · Government Grant - Direct Grant	102,176.00	102,176.00	0.00	102,176.00
I121035 · Contributions to Roadworks Main	0.00	481,667.00	(481,667.00)	481,667.00
I121048 · Funding for Flood Damage	0.00			7,113,186.00
I121065 · Federal Black Spot Funding	132,560.00	0.00	132,560.00	331,400.00
I121066 · OHDC Grant Fund. for Gt Cent.Rd	0.00	1,000,000.00	(1,000,000.00)	5,066,668.00
<b>Total I121 · Roads &amp; Streets</b>	<b>519,802.80</b>	<b>1,583,843.00</b>	<b>(1,064,040.20)</b>	<b>14,237,136.00</b>
<b>I123 · Plant Costs</b>				
I123001 · Insurance Claims	103,240.30	0.00	103,240.30	0.00
I123005 · Gain on Disposal of Assets	0.00			
<b>Total I123 · Plant Costs</b>	<b>103,240.30</b>	<b>0.00</b>	<b>103,240.30</b>	<b>0.00</b>
<b>I126 · Aerodrome</b>				
I126005 · Landing Fees	87,967.65	56,672.00	31,295.65	170,000.00
I126012 · Fuel Sales	0.14	50,000.00	(49,999.86)	150,000.00
I126030 · RADS Grants	0.00	0.00	0.00	225,000.00
<b>Total I126 · Aerodrome</b>	<b>87,967.79</b>	<b>106,672.00</b>	<b>(18,704.21)</b>	<b>545,000.00</b>
<b>Total I12 · TRANSPORT</b>	<b>711,010.89</b>	<b>1,690,515.00</b>	<b>(979,504.11)</b>	<b>14,782,136.00</b>

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## Shire of Laverton

### Statement of Comprehensive Income by Program (Detailed)

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	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>I13 · ECONOMIC SERVICES</b>				
<b>I131 · Economic Development</b>				
<b>I1310 · Heritage Development</b>				
I131012 · History Walk Grant	0.00	0.00	0.00	0.00
I131042 · Coach House Remedial Works	0.00	60,000.00	(60,000.00)	60,000.00
I131060 · Influential Families	0.00	0.00	0.00	0.00
<b>Total I1310 · Heritage Development</b>	<b>0.00</b>	<b>60,000.00</b>	<b>(60,000.00)</b>	<b>60,000.00</b>
I131010 · Reimbursements	0.00	10.00	(10.00)	50.00
I131035 · Proceeds of Sale of Assets	4,318.18			
I131036 · Purchase of Land	0.00	0.00	0.00	0.00
I131038 · Commercial Properties	10,000.00	10,000.00	0.00	30,000.00
I131039 · Economic Development Contrib.	0.00	100,000.00	(100,000.00)	100,000.00
I131051 · Grant Funds Main Street Project	0.00	0.00	0.00	0.00
I131052 · Grant Funds Underground Pwr	0.00	0.00	0.00	0.00
I131062 · Laverfest sales	145.45	300.00	(154.55)	300.00
<b>Total I131 · Economic Development</b>	<b>14,463.63</b>	<b>170,310.00</b>	<b>(155,846.37)</b>	<b>190,350.00</b>
<b>I132 · Tourism/Area Promotion</b>				
I132010 · Police House Admission	119.00	40.00	79.00	120.00
I132050 · Reimbursements	0.00	1,000.00	(1,000.00)	3,000.00
<b>Total I132 · Tourism/Area Promotion</b>	<b>119.00</b>	<b>1,040.00</b>	<b>(921.00)</b>	<b>3,120.00</b>
<b>I133 · Great Beyond Explorers Centre</b>				
I133005 · Cafe Sales	35,401.56	29,336.00	6,065.56	88,000.00
I133010 · Entrance Fees	3,415.45	3,000.00	415.45	9,000.00
I133015 · Merchandise Sales	24,778.27	20,000.00	4,778.27	60,000.00
I133020 · Sale of GQDT Books	72.64	0.00	72.64	0.00
I133026 · Sale of Outback Way Atlas	1,134.91	836.00	298.91	2,500.00
I133030 · Sale of Laverton Calendars	0.00	100.00	(100.00)	500.00
I133035 · Sale of Outback Angles Video	127.27	100.00	27.27	100.00
I133040 · Sale of Centenary Video	400.00			
I133050 · Goldrush Tours	4,494.54	6,937.00	(2,442.46)	12,937.00
I133062 · Gov Grants – Great Beyond	0.00	17,000.00	(17,000.00)	17,000.00
I133 · Great Beyond Explorers Centre - Other	0.00	0.00	0.00	0.00
<b>Total I133 · Great Beyond Explorers Centre</b>	<b>69,824.64</b>	<b>77,309.00</b>	<b>(7,484.36)</b>	<b>190,037.00</b>
<b>I134 · Community Resource Centre</b>				
I134010 · CRC Memberships	18.18	0.00	18.18	0.00
I134020 · Sturt Pea Advertising	1,462.71	936.00	526.71	2,800.00
I134025 · Secretarial/Internet Access	887.75	400.00	487.75	2,000.00
I134030 · Equipment & Conference Area Hir	0.00	46.00	(46.00)	230.00
I134035 · Sale of Stock	0.00	20.00	(20.00)	100.00
I134040 · General Income	1,044.09	836.00	208.09	2,500.00
I134045 · CRC Support Unit Funding	60,236.50	129,911.00	(69,674.50)	129,911.00
I134050 · Licensing Agent - Commissions	2,147.31	3,272.00	(1,124.69)	9,800.00
I134065 · CRC Operating Grants	5,000.00	1,100.00	3,900.00	5,500.00
I134066 · Express Yourself Printing	0.00	30.00	(30.00)	150.00
I134067 · DPS Photo Lab	58.17	40.00	18.17	120.00
<b>Total I134 · Community Resource Centre</b>	<b>70,854.71</b>	<b>136,591.00</b>	<b>(65,736.29)</b>	<b>153,111.00</b>



**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
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	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>I135 · Building Control</b>				
I135005 · Building Permits	0.00	200.00	(200.00)	500.00
<b>Total I135 · Building Control</b>	<u>0.00</u>	<u>200.00</u>	<u>(200.00)</u>	<u>500.00</u>
<b>I136 · Other</b>				
I136005 · Caravan Park Registration Fees	522.00	212.00	310.00	620.00
<b>Total I136 · Other</b>	<u>522.00</u>	<u>212.00</u>	<u>310.00</u>	<u>620.00</u>
<b>Total I13 · ECONOMIC SERVICES</b>	155,783.98	385,662.00	(229,878.02)	537,738.00
<b>I14 · OTHER PROPERTY &amp; SERVICES</b>				
<b>I141 · Private Works</b>				
I141005 · Charges - Private Works	5,913.08	3,000.00	2,913.08	9,000.00
I141006 · Charges Pwks - Fuel Sales Contr	0.00	0.00	0.00	0.00
I141010 · Community Bus Hire	1,466.82	3,336.00	(1,869.18)	10,000.00
<b>Total I141 · Private Works</b>	<u>7,379.90</u>	<u>6,336.00</u>	<u>1,043.90</u>	<u>19,000.00</u>
<b>I143 · Public Works Overheads</b>				
I143010 · Reimbursements	6,578.25	165.00	6,413.25	165.00
I143060 · Profit on disposal of assets	0.00			
<b>Total I143 · Public Works Overheads</b>	<u>6,578.25</u>	<u>165.00</u>	<u>6,413.25</u>	<u>165.00</u>
<b>I144 · Plant Operation Costs</b>				
I144010 · Charges - Sale of Scrap	0.00	100.00	(100.00)	500.00
I144020 · Reimbursements	0.00	100.00	(100.00)	500.00
I144030 · Fuel Tax Credits Income	35,192.00	31,672.00	3,520.00	95,000.00
<b>Total I144 · Plant Operation Costs</b>	<u>35,192.00</u>	<u>31,872.00</u>	<u>3,320.00</u>	<u>96,000.00</u>
<b>I145 · Administration</b>				
I145010 · Reimbursements	10,813.55	500.00	10,313.55	1,500.00
I145020 · Commissions	15,802.51	3,301.00	12,501.51	9,901.00
I145030 · Photocopies & Facsimiles	0.00	4.00	(4.00)	20.00
<b>Total I145 · Administration</b>	<u>26,616.06</u>	<u>3,805.00</u>	<u>22,811.06</u>	<u>11,421.00</u>
<b>I148 · Unclassified</b>				
I148010 · LSL Income from Other Councils	6,201.90		6,201.90	
I148020 · Suspense - Income	299.00		299.00	
<b>Total I148 · Unclassified</b>	<u>6,500.90</u>		<u>6,500.90</u>	
<b>Total I14 · OTHER PROPERTY &amp; SERVICES</b>	<u>82,267.11</u>	<u>42,178.00</u>	<u>40,089.11</u>	<u>126,586.00</u>
<b>Total Income</b>	<u>5,333,645.22</u>	<u>7,299,419.00</u>	<u>(1,965,773.78)</u>	<u>21,652,672.00</u>
<b>Gross Profit</b>	5,333,645.22	7,299,419.00	(1,965,773.78)	21,652,672.00

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**Shire of Laverton**  
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	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>Expense</b>				
<b>E03 · GENERAL PURPOSE FUNDING.</b>				
<b>E031 · Rates</b>				
E031005 · Rate Advertising	229.74	0.00	229.74	1,500.00
E031010 · Legal Expenses	15,458.84	5,000.00	10,458.84	25,000.00
E031020 · Valuation Expenses	535.30	5,000.00	(4,464.70)	13,000.00
E031025 · Rate Printing, Postage & Statio	391.76	2,000.00	(1,608.24)	2,000.00
E031040 · Rates Written Off	0.00	63,668.00	(63,668.00)	191,000.00
E031200 · Admin Allocation - Rates	98,541.47	72,207.00	26,334.47	216,599.00
<b>Total E031 · Rates</b>	<b>115,157.11</b>	<b>147,875.00</b>	<b>(32,717.89)</b>	<b>449,099.00</b>
<b>E032 · Other</b>				
E032005 · Bank Charges	1,332.85	832.00	500.85	2,500.00
E032010 · Title Searches	0.00	40.00	(40.00)	200.00
E032200 · Admin Allocation - Other GPF	20,136.52	14,757.00	5,379.52	44,261.00
E032 · Other - Other	8.18		8.18	
<b>Total E032 · Other</b>	<b>21,477.55</b>	<b>15,629.00</b>	<b>5,848.55</b>	<b>46,961.00</b>
<b>E03 · GENERAL PURPOSE FUNDING. - Other</b>	<b>1,210.95</b>			
<b>Total E03 · GENERAL PURPOSE FUNDING.</b>	<b>137,845.61</b>	<b>163,504.00</b>	<b>(25,658.39)</b>	<b>496,060.00</b>
<b>E04 · GOVERNANCE.</b>				
<b>E041 · Membership</b>				
E041005 · Members Conference Expenses	12,220.03	11,668.00	552.03	25,000.00
E041010 · Election Expenses	1,060.00	6,168.00	(5,108.00)	8,500.00
E041015 · Subscriptions	8,653.10	3,352.00	5,301.10	10,053.00
E041020 · Donations	60.00	2,768.00	(2,708.00)	8,300.00
E041025 · Insurance - Members	4,801.43	1,592.00	3,209.43	4,779.00
E041030 · Outback Highway Development Exp	25,135.45	8,332.00	16,803.45	25,000.00
E041035 · Other Expenses	3,075.40	1,700.00	1,375.40	8,500.00
E041040 · Public Relations	1,178.47	5,270.00	(4,091.53)	15,808.00
E041045 · President's Allowance	4,425.00	5,900.00	(1,475.00)	17,700.00
E041050 · Members Travel Expenses	5,152.59	1,332.00	3,820.59	4,000.00
E041055 · Deputy President's Allowance	1,125.00	1,476.00	(351.00)	4,425.00
E041065 · Attendance Fees	13,825.00	23,916.00	(10,091.00)	71,750.00
E041070 · Refreshments & Receptions	3,370.62	6,000.00	(2,629.38)	18,000.00
E041075 · Council Chamber Maintenance	2,412.03	2,492.00	(79.97)	7,471.00
E041080 · Members Training	0.00	668.00	(668.00)	2,000.00
E041085 · Consultancies	0.00	12,336.00	(12,336.00)	37,000.00
E041090 · Regional Local Government	10,400.00	4,500.00	5,900.00	13,500.00
E041091 · GVROC Records Facility	0.00	5,336.00	(5,336.00)	16,000.00
E041200 · Admin Allocation - Members	320,158.01	234,579.00	85,579.01	703,723.00
E041298 · Depn - Membership	233.19	216.00	17.19	648.00
<b>Total E041 · Membership</b>	<b>417,285.32</b>	<b>339,601.00</b>	<b>77,684.32</b>	<b>1,002,157.00</b>
<b>Total E04 · GOVERNANCE.</b>	<b>417,285.32</b>	<b>339,601.00</b>	<b>77,684.32</b>	<b>1,002,157.00</b>

**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
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	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>E05 · LAW ORDER &amp; PUBLIC SAFETY.</b>				
<b>E051 · Fire Prevention</b>				
E051005 · Insurance - Fire Control	3,000.00	1,000.00	2,000.00	3,000.00
E051010 · Fire Control Expenses	177.38	1,945.00	(1,767.62)	12,685.00
E051020 · Fire Control - Shire Properties	903.65	10,641.00	(9,737.35)	15,870.00
E051200 · Admin Allocation - Fire Control	1,644.67	1,205.00	439.67	3,615.00
E051298 · Depn - Fire Control	2,257.21	452.00	1,805.21	1,360.00
<b>Total E051 · Fire Prevention</b>	<b>7,982.91</b>	<b>15,243.00</b>	<b>(7,260.09)</b>	<b>36,530.00</b>
<b>E052 · Animal Control</b>				
E052010 · Dog Pound Maintenance	1,204.32	840.00	364.32	2,518.00
E052015 · Control Expenses - Other	0.00	2,140.00	(2,140.00)	6,400.00
E052020 · Dog Control Expenses	4,789.26	6,705.00	(1,915.74)	20,113.00
E052200 · Admin Allocation - Animal Contr	3,411.69	2,507.00	904.69	7,499.00
E052298 · Depn - Animal Control	0.00	168.00	(168.00)	500.00
<b>Total E052 · Animal Control</b>	<b>9,405.27</b>	<b>12,360.00</b>	<b>(2,954.73)</b>	<b>37,030.00</b>
<b>E053 · Crime Prevention</b>				
E053010 · Crime Prevention Strategies	25,766.71	16,336.00	9,430.71	49,012.00
E053011 · CCBO - Superannuation	979.31	2,696.00	(1,716.69)	8,087.00
E053012 · Community Liaison- M/V Expenses	1,614.54	1,080.00	534.54	5,240.00
E053013 · Crime Prevention - CCBO Other	2,792.10	2,676.00	116.10	8,016.00
E053014 · Community Liaison - Subsidies	0.00	168.00	(168.00)	500.00
E053016 · Community Liaison - Housing	1,170.92	0.00	1,170.92	0.00
E053017 · Community Liaison - FBT	0.00	668.00	(668.00)	2,000.00
E053018 · Short Term Camp Fac. - Op. Exp	2,465.31	4,583.00	(2,117.69)	13,725.00
E053019 · Community Engagement	0.00	2,836.00	(2,836.00)	8,500.00
E053030 · Commun Serv's Office Exp CLO Sh	625.06	1,558.00	(932.94)	4,662.00
E053090 · Loss on Disposal of Assets	0.00	0.00	0.00	0.00
E053200 · Admin Allocation - Crime Preven	4,885.68	3,587.00	1,298.68	10,739.00
E053298 · Crime Prevention - Deprecn	2,530.53	2,332.00	198.53	7,000.00
<b>Total E053 · Crime Prevention</b>	<b>42,830.16</b>	<b>38,520.00</b>	<b>4,310.16</b>	<b>117,481.00</b>
<b>E054 · Emergency Management &amp; Recovery</b>				
E054020 · Skull Creek Flood Mngement Plan	0.00	25,672.00	(25,672.00)	77,000.00
<b>Total E054 · Emergency Management &amp; Recovery</b>	<b>0.00</b>	<b>25,672.00</b>	<b>(25,672.00)</b>	<b>77,000.00</b>
<b>Total E05 · LAW ORDER &amp; PUBLIC SAFETY.</b>	<b>60,218.34</b>	<b>91,795.00</b>	<b>(31,576.66)</b>	<b>268,041.00</b>
<b>E07 · HEALTH.</b>				
<b>E074 · Admin. &amp; Inspections</b>				
E074005 · Health - Other Expenses	90.91	100.00	(9.09)	300.00
E074010 · Doctor's Vehicle Expenses	624.47	589.00	35.47	1,265.00
E074015 · Doctor's House - 6 Duketon Stre	5,416.79	4,174.00	1,242.79	12,508.00
E074020 · Health Expenses Inspection	6,708.78	5,112.00	1,596.78	15,332.00
E074025 · Medical Practice Subsidy	53,254.20	37,368.00	15,886.20	112,100.00
E074030 · Doctor's Subsidy - Mining Compa	51,520.51	20,000.00	31,520.51	100,000.00
E074031 · Medical Practice Expenses	1,350.00	408.00	942.00	2,023.00
E074200 · Admin Allocation - Other Health	6,237.33	4,570.00	1,667.33	13,710.00
E074298 · Depn. - Health Admin. & Inspect	4,622.47	4,132.00	490.47	12,400.00
E074300 · Emergency Services Support	1,154.85	1,848.00	(693.15)	5,545.00
<b>Total E074 · Admin. &amp; Inspections</b>	<b>130,980.31</b>	<b>78,301.00</b>	<b>52,679.31</b>	<b>275,183.00</b>

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Accrual Basis

**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
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	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>E075 · Preventative Services</b>				
E075005 · Analytical Expenses	455.00	95.00	360.00	475.00
E075010 · Mosquito Control Industrial Are	0.00	200.00	(200.00)	1,000.00
E075015 · Pest Control	0.00	500.00	(500.00)	1,500.00
<b>Total E075 · Preventative Services</b>	<b>455.00</b>	<b>795.00</b>	<b>(340.00)</b>	<b>2,975.00</b>
<b>E077 · Other</b>				
E077005 · Flying Doctor Services	0.00	668.00	(668.00)	2,000.00
E077010 · Gratuity Payments - Registered	2,000.00	8,832.00	(6,832.00)	26,500.00
E077020 · GP Network Building Expenses	294.10			
<b>Total E077 · Other</b>	<b>2,294.10</b>	<b>9,500.00</b>	<b>(7,205.90)</b>	<b>28,500.00</b>
<b>Total E07 · HEALTH.</b>	<b>133,729.41</b>	<b>88,596.00</b>	<b>45,133.41</b>	<b>306,658.00</b>
<b>E08 · EDUCATION &amp; WELFARE.</b>				
<b>E085 · Youth &amp; Recreation Services</b>				
<b>E085060 · Youth &amp; Recreation Services</b>				
E085061 · Youth & Rec Officer Salary	20,072.06	36,049.00	(15,976.94)	108,145.00
E085062 · Youth & Rec Superannuation	5,173.35	3,284.00	1,889.35	9,846.00
E085063 · Youth & Rec - Utilities & Ins.	5,152.12	2,960.00	2,192.12	8,869.00
E085064 · Youth & Rec - Subsidies	0.00	332.00	(332.00)	1,000.00
E085065 · Youth & Rec - Training & Conf	127.44	832.00	(704.56)	2,500.00
E085066 · Youth & Rec. - Advertising	(23.71)	500.00	(523.71)	1,500.00
E085067 · Youth & Rec. - M/V Expenses	1,191.77	1,440.00	(248.23)	4,325.00
E085068 · Youth & Rec. - FBT	0.00	168.00	(168.00)	500.00
E085069 · Youth & Rec. - Other Expenses	932.51	936.00	(3.49)	2,800.00
E085070 · Youth & Rec. - Housing Alloc	1,008.30	0.00	1,008.30	0.00
E085071 · Youth Centre Operations	4,553.40	5,457.00	(903.60)	16,353.00
E085072 · Youth Ctr Activities & Programs	2,245.74	3,672.00	(1,426.26)	11,000.00
E085200 · Admin Allocation - Youth Co-Ord	20,356.26	14,920.00	5,436.26	44,744.00
E085298 · Youth Centre - Depreciation	2,426.30	2,376.00	50.30	7,124.00
<b>Total E085060 · Youth &amp; Recreation Services</b>	<b>63,215.54</b>	<b>72,926.00</b>	<b>(9,710.46)</b>	<b>218,706.00</b>
E085080 · Comm Serv Office Mtce Youth & R	625.09	1,303.00	(677.91)	3,915.00
<b>Total E085 · Youth &amp; Recreation Services</b>	<b>63,840.63</b>	<b>74,229.00</b>	<b>(10,388.37)</b>	<b>222,621.00</b>
<b>E086 · Pre-School</b>				
E086005 · Pre-School Maintenance	5,257.38	4,029.00	1,228.38	12,081.00
E086200 · Admin Allocation - Pre School	1,180.60	865.00	315.60	2,595.00
E086298 · Depn - Pre School	2,174.58	1,388.00	786.58	4,166.00
<b>Total E086 · Pre-School</b>	<b>8,612.56</b>	<b>6,282.00</b>	<b>2,330.56</b>	<b>18,842.00</b>
<b>E087 · Other Education</b>				
E087005 · Playgroup	1,417.10	961.00	456.10	2,877.00
E087200 · Admin Allocation - Other Educat	814.34	598.00	216.34	1,790.00
<b>Total E087 · Other Education</b>	<b>2,231.44</b>	<b>1,559.00</b>	<b>672.44</b>	<b>4,667.00</b>
<b>Total E08 · EDUCATION &amp; WELFARE.</b>	<b>74,684.63</b>	<b>82,070.00</b>	<b>(7,385.37)</b>	<b>246,130.00</b>

**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
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	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>E09 · HOUSING.</b>				
<b>E091 · Staff Housing</b>				
E091005 · 10 Lancefield St (1 Burt St)	5,270.49	6,962.00	(1,691.51)	20,873.00
E091010 · 2 Shirley Avenue	3,511.91	3,666.00	(154.09)	11,012.00
E091025 · 3 Mikado Way	1,195.94	3,635.00	(2,439.06)	10,907.00
E091030 · 11 Boomerang Street	1,287.47	4,047.00	(2,759.53)	12,145.00
E091035 · 8 Cable Street	1,348.79	3,968.00	(2,619.21)	11,890.00
E091040 · 15 Cable Street	1,581.69	3,608.00	(2,026.31)	10,835.00
E091045 · 6 Craiggie Street	18,668.46	7,152.00	11,516.46	21,434.00
E091050 · 8A Craiggie Street	3,378.72	4,736.00	(1,357.28)	14,213.00
E091055 · Interest Loan 79 & 81	3,227.27	7,240.00	(4,012.73)	21,720.00
E091056 · Loan Fees - Loans 79 & 81	1,428.89	1,011.00	417.89	3,027.00
E091060 · 8B Craiggie Street	1,762.51	4,242.00	(2,479.49)	12,716.00
E091065 · 2 Boomerang Street	1,290.77	3,570.00	(2,279.23)	10,708.00
E091070 · 14 Boomerang Street	1,154.43	3,586.00	(2,431.57)	10,749.00
E091075 · 11 Mikado Way	2,021.67	3,679.00	(1,657.33)	11,035.00
E091080 · 1 Mikado Way	2,455.81	3,587.00	(1,131.19)	10,767.00
E091085 · 8 Leahy Close	4,251.42	3,948.00	303.42	11,839.00
E091086 · Burt St - Group Dwelling	12,545.92	13,120.00	(574.08)	39,359.00
E091090 · Staff Housing Asset Mngmnt Plan	0.00	6,664.00	(6,664.00)	20,000.00
E091100 · Less Housing Allocated to Other	(102,632.55)	(88,492.00)	(14,140.55)	(265,484.00)
E091200 · Admin Allocated - Staff Housing	9,657.18	7,083.00	2,574.18	21,227.00
E091298 · Depn - Housing - Council Staff	35,154.17	15,000.00	20,154.17	45,000.00
<b>Total E091 · Staff Housing</b>	<b>8,560.96</b>	<b>22,012.00</b>	<b>(13,451.04)</b>	<b>65,972.00</b>
<b>E092 · Other Housing</b>				
E092001 · 14 Erlistoun Street	5,305.75	4,669.00	636.75	14,004.00
E092004 · 14 Augusta St	0.00	0.00	0.00	0.00
E092006 · 12 Weld Drive	5,559.59	4,411.00	1,148.59	13,075.00
E092200 · Admin Allocation -Other Housing	9,657.18	7,075.00	2,582.18	21,227.00
E092298 · Depn - Other Housing	207.14			
<b>Total E092 · Other Housing</b>	<b>20,729.66</b>	<b>16,155.00</b>	<b>4,574.66</b>	<b>48,306.00</b>
<b>Total E09 · HOUSING.</b>	<b>29,290.62</b>	<b>38,167.00</b>	<b>(8,876.38)</b>	<b>114,278.00</b>
<b>E10 · COMMUNITY AMENITIES.</b>				
<b>E101 · Sanitation Townsite</b>				
E101005 · Litter Control	27,408.92	26,611.00	797.92	79,832.00
E101010 · Commercial/Industrial Collectio	7,381.98	9,220.00	(1,838.02)	27,671.00
E101015 · Domestic Collection	6,785.80	12,742.00	(5,956.20)	38,231.00
E101020 · Purchase of Bins	0.00	340.00	(340.00)	1,700.00
E101025 · Refuse Site Maintenance	25,351.62	35,180.00	(9,828.38)	105,542.00
E101030 · Household Verge Collection	2,722.29	3,686.00	(963.71)	10,914.00
E101090 · Loss on Disposal of Assets	0.00	0.00	0.00	0.00
E101100 · Domestic Coll. - Mt Margaret	4,739.60	6,999.00	(2,259.40)	20,994.00
E101200 · Admin Allocation - Refuse	8,549.83	6,265.00	2,284.83	18,793.00
<b>Total E101 · Sanitation Townsite</b>	<b>82,940.04</b>	<b>101,043.00</b>	<b>(18,102.96)</b>	<b>303,677.00</b>
<b>E106 · T.P. &amp; Regional Devel</b>				
E106005 · Consultants Fees, Advertising e	1,293.75	4,500.00	(3,206.25)	12,500.00
E106200 · Admin Allocation - Town Plannin	1,416.73	1,038.00	378.73	3,114.00
<b>Total E106 · T.P. &amp; Regional Devel</b>	<b>2,710.48</b>	<b>5,538.00</b>	<b>(2,827.52)</b>	<b>15,614.00</b>

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## Shire of Laverton

### Statement of Comprehensive Income by Program (Detailed)

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	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>E107 · Other</b>				
E107005 · Cemetery Operations	7,697.81	8,843.00	(1,145.19)	26,537.00
E107011 · Grave Digging	1,129.67	1,772.00	(642.33)	5,306.00
E107015 · Public Conveniences	18,018.89	12,630.00	5,388.89	37,879.00
E107020 · Church Maintenance	61.37	836.00	(774.63)	2,500.00
E107200 · Admin Allocation - Other Commun	6,473.45	4,743.00	1,730.45	14,229.00
E107298 · Depn - Other Community Services	8,307.05	6,808.00	1,499.05	20,422.00
<b>Total E107 · Other</b>	<b>41,688.24</b>	<b>35,632.00</b>	<b>6,056.24</b>	<b>106,873.00</b>
<b>Total E10 · COMMUNITY AMENITIES.</b>	<b>127,338.76</b>	<b>142,213.00</b>	<b>(14,874.24)</b>	<b>426,164.00</b>
<b>E11 · RECREATION &amp; CULTURE.</b>				
<b>E111 · Public Halls &amp; Civic Centres</b>				
E111005 · Town Hall Operations	7,206.76	6,048.00	1,158.76	18,137.00
E111010 · Refund Hall Hire	0.00	168.00	(168.00)	500.00
E111200 · Admin Allocation - Public Halls	8,240.47	6,041.00	2,199.47	18,113.00
E111298 · Depn - Public Halls	27,474.49	24,036.00	3,438.49	72,105.00
<b>Total E111 · Public Halls &amp; Civic Centres</b>	<b>42,921.72</b>	<b>36,293.00</b>	<b>6,628.72</b>	<b>108,855.00</b>
<b>E112 · Swimming Areas</b>				
E112010 · Swimming Pool Salaries	5,564.70	27,532.00	(21,967.30)	82,593.00
E112015 · Swimming Pool Superannuation	525.38	2,616.00	(2,090.62)	7,846.00
E112020 · Swimming Pool Maintenance	13,729.20	6,428.00	7,301.20	19,271.00
E112025 · Swimming Pool Telephone	457.84	468.00	(10.16)	1,600.00
E112030 · Swimming Pool Electricity	1,047.84	5,000.00	(3,952.16)	15,000.00
E112035 · Swimming Pool Water	4,667.58	5,500.00	(832.42)	16,500.00
E112040 · Swimming Pool Chemicals	901.32	1,672.00	(770.68)	5,000.00
E112045 · Swimming Pool Insurance	6,916.08	2,304.00	4,612.08	6,916.00
E112050 · Swimming Pool Subsidies	193.81	100.00	93.81	300.00
E112200 · Admin Allocation - Swimming	6,945.69	0.00	6,945.69	0.00
E112201 · Staff Housing Allocation	3,309.74	7,677.00	(4,367.26)	23,033.00
E112298 · Depn - Swimming Pool & Beaches	5,845.70	5,400.00	445.70	16,202.00
<b>Total E112 · Swimming Areas</b>	<b>50,104.88</b>	<b>64,697.00</b>	<b>(14,592.12)</b>	<b>194,261.00</b>
<b>E113 · Other Recreation</b>				
E113005 · Racecourse and Stable Maintenan	22,579.17	11,738.00	10,841.17	35,220.00
E113010 · Parks, Gardens & Reserves	27,309.14	48,715.00	(21,405.86)	146,154.00
E113015 · Shire/Education Oval	27,511.60	33,213.00	(5,701.40)	99,645.00
E113025 · Youth Centre Repairs & Maint	126.36			
E113040 · Community Gym Operations	4,587.50	5,148.00	(560.50)	15,436.00
E113050 · Oval Changeroom-Old Court House	989.84	1,100.00	(110.16)	3,290.00
E113200 · Admin Allocation - Other Recrea	19,876.23	14,563.00	5,313.23	43,689.00
E113298 · Depn - Other Recreation	56,706.00	53,332.00	3,374.00	160,000.00
<b>Total E113 · Other Recreation</b>	<b>159,685.84</b>	<b>167,809.00</b>	<b>(8,123.16)</b>	<b>503,434.00</b>
<b>E114 · TV &amp; Radio Broadcasting</b>				
E114005 · TV Operating Expenses	8,069.57	6,455.00	1,614.57	19,350.00
E114200 · Admin Allocated - TV	814.34	598.00	216.34	1,790.00
E114298 · Depn - TV	2,742.68	2,664.00	78.68	7,990.00
<b>Total E114 · TV &amp; Radio Broadcasting</b>	<b>11,626.59</b>	<b>9,717.00</b>	<b>1,909.59</b>	<b>29,130.00</b>

**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
 July 1, 2017 to 31 October, 2017

	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>E115 · Library</b>				
E115005 · Library Costs - Salaries	6,262.63	18,108.00	(11,845.37)	54,321.00
E115010 · Library Costs - Superannuation	2,261.49	1,720.00	541.49	5,161.00
E115020 · Library Utilities & Insurance	3,025.78	2,980.00	45.78	8,940.00
E115025 · Library Subsidies	0.00	200.00	(200.00)	600.00
E115030 · Library Floor Rental	3,800.00	3,800.00	0.00	11,400.00
E115035 · Library Training/Conference Exp	0.00	1,332.00	(1,332.00)	4,000.00
E115040 · Lost Books	200.00	100.00	100.00	500.00
E115045 · Library Repairs & Maintenance	327.20	1,336.00	(1,008.80)	4,000.00
E115050 · Library - Other Expenses	3,169.85	3,516.00	(346.15)	10,550.00
E115200 · Library Admin Allocation	9,893.30	7,250.00	2,643.30	21,746.00
E115298 · Library Depreciation	16.85	16.00	0.85	42.00
<b>Total E115 · Library</b>	<u>28,957.10</u>	<u>40,358.00</u>	<u>(11,400.90)</u>	<u>121,260.00</u>
<b>Total E11 · RECREATION &amp; CULTURE.</b>	293,296.13	318,874.00	(25,577.87)	956,940.00
<b>E12 · TRANSPORT.</b>				
<b>E122 · Road Maintenance</b>				
E122005 · Shire Number Plates	0.00	0.00	0.00	0.00
E122010 · Maintenance Rural Roads	243,788.50	448,872.00	(205,083.50)	1,346,616.00
E122012 · Roads to Recovery	0.00	400.00	(400.00)	1,200.00
E122015 · Depot Maintenance	7,268.92	11,332.00	(4,063.08)	33,982.00
E122016 · Gravel Pits	0.00	3,336.00	(3,336.00)	10,000.00
E122020 · Footpath Maintenance	865.12	4,824.00	(3,958.88)	14,451.00
E122025 · Street Lights - Townsite	8,091.06	13,340.00	(5,248.94)	40,000.00
E122030 · Information Bays	5,747.77	2,788.00	2,959.77	8,367.00
E122035 · Tourism/Picnic Tables	0.00	590.00	(590.00)	1,770.00
E122040 · Drainage Works	1,790.99	1,556.00	234.99	5,654.00
E122045 · Street Trees and Tree Watering	8,857.29	6,057.00	2,800.29	18,186.00
E122050 · Traffic & Street Signs, inc Gui	1,261.31	6,744.00	(5,482.69)	20,232.00
E122055 · Maintenance - Town Streets	20,816.91	38,951.00	(18,134.09)	116,834.00
E122060 · Depot Nursery Operations	589.73	413.00	176.73	762.00
E122100 · Loss on sale of assets	6,746.43	0.00	6,746.43	0.00
E122200 · Admin Allocation - Roads	22,603.70	16,564.00	6,039.70	49,684.00
E122298 · Depreciation - Transport Other	427,842.25	366,668.00	61,174.25	1,100,000.00
<b>Total E122 · Road Maintenance</b>	<u>756,269.98</u>	<u>922,435.00</u>	<u>(166,165.02)</u>	<u>2,767,738.00</u>
<b>E126 · Aerodrome</b>				
E126005 · Airport Terminal Maintenance	6,292.07	6,871.00	(578.93)	20,614.00
E126010 · Aerodrome Operations	37,186.55	34,248.00	2,938.55	102,751.00
E126015 · Collection costs - Landing Fees	4,226.85	2,836.00	1,390.85	8,500.00
E126020 · Refuelling Facility	173,279.09	53,266.00	120,013.09	159,797.00
E126200 · Admin Allocation - Aerodromes	7,067.66	5,183.00	1,884.66	15,535.00
E126298 · Depn - Aerodromes	118,744.09	100,000.00	18,744.09	300,000.00
<b>Total E126 · Aerodrome</b>	<u>346,796.31</u>	<u>202,404.00</u>	<u>144,392.31</u>	<u>607,197.00</u>
<b>Total E12 · TRANSPORT.</b>	1,103,066.29	1,124,839.00	(21,772.71)	3,374,935.00

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Accrual Basis

## Shire of Laverton

### Statement of Comprehensive Income by Program (Detailed)

July 1, 2017 to 31 October, 2017

	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>E13 · ECONOMIC SERVICES.</b>				
<b>E131 · Community Development</b>				
E131005 · CDM Salary	0.00	16,336.00	(16,336.00)	49,012.00
E131010 · CDM Superannuation	457.70	2,695.00	(2,237.30)	8,087.00
E131015 · Utilities & Insurance	2,811.19	1,372.00	1,439.19	4,116.00
E131017 · Centrelink Building (3 Laver PI	1,996.08	2,808.00	(811.92)	8,412.00
E131018 · Land Vacant Residential	0.00	200.00	(200.00)	600.00
E131020 · Laverton Shire Web Site	14,305.45	6,664.00	7,641.45	20,000.00
E131025 · Economic Development	0.00	6,664.00	(6,664.00)	20,000.00
E131030 · Curtin Volunteers - Accom, etc	1,920.00	1,336.00	584.00	4,000.00
E131035 · Comm Develop Subsidies	0.00	200.00	(200.00)	600.00
E131037 · CDO Fringe Benefits Tax	0.00	332.00	(332.00)	1,000.00
E131040 · Comm Develop Vehicle Expenses	688.66	1,032.00	(343.34)	3,092.00
E131045 · Comm Develop Advertising	0.00	100.00	(100.00)	500.00
E131050 · CDO Training & Conference Exp	421.21	1,668.00	(1,246.79)	3,000.00
E131055 · Comm Develop - Other Expenses	446.14	536.00	(89.86)	1,600.00
E131060 · Influential Families	0.00	0.00	0.00	0.00
E131062 · Laverton Celebrations	4,200.00	7,164.00	(2,964.00)	21,500.00
E131065 · Advances to Community Groups	0.00	3,332.00	(3,332.00)	10,000.00
E131066 · Loan Interest	(2,572.15)	5,820.00	(8,392.15)	17,456.00
E131067 · Loan Fees	1,659.22	1,025.00	634.22	3,075.00
E131069 · Grant Expenditure	0.00	0.00	0.00	0.00
E131200 · Comm Develop Admin Allocation	25,665.48	18,806.00	6,859.48	56,414.00
E131201 · Staff Housing Allocation	955.41	0.00	955.41	0.00
E131298 · Comm Develop Depreciation	17,005.29	18,524.00	(1,518.71)	55,567.00
<b>Total E131 · Community Development</b>	<b>69,959.68</b>	<b>96,614.00</b>	<b>(26,654.32)</b>	<b>288,031.00</b>
<b>E132 · Tourism/Area Promotion</b>				
E132009 · Printing of Maps and Brochures	2,093.36	1,762.00	331.36	5,290.00
E132010 · Expenses and Consumables	0.00	100.00	(100.00)	500.00
E132011 · Tourism Training Conference	2,079.20	500.00	1,579.20	1,500.00
E132012 · Tourism Signage Project	0.00	3,000.00	(3,000.00)	9,000.00
E132013 · Tourism and Area Promotion	2,579.43	5,015.00	(2,435.57)	15,034.00
E132014 · Tourism & Area Advertising	3,186.87	2,855.00	331.87	8,575.00
E132015 · Visitor Centre Memberships	268.18	600.00	(331.82)	1,800.00
E132016 · Famils	0.00	168.00	(168.00)	500.00
E132200 · Admin Allocation - Tourism	814.34	598.00	216.34	1,790.00
<b>Total E132 · Tourism/Area Promotion</b>	<b>11,021.38</b>	<b>14,598.00</b>	<b>(3,576.62)</b>	<b>43,989.00</b>
<b>E133 · Heritage Dev. &amp; Maintenance</b>				
E133005 · Heritage Development	902.72	2,628.00	(1,725.28)	7,873.00
<b>E133006 · Coach House Operations</b>				
E133004 · Couch House Redevelopment Plann	0.00			50,000.00
E133008 · Depreciation on Coach House	12,949.66	11,580.00	1,369.66	34,740.00
E133006 · Coach House Operations - Other	3,903.52	3,038.00	865.52	8,368.00
<b>Total E133006 · Coach House Operations</b>	<b>16,853.18</b>	<b>14,618.00</b>	<b>2,235.18</b>	<b>93,108.00</b>



**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
 July 1, 2017 to 31 October, 2017

	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
E133009 · Display of Historic Equipment	0.00	0.00	0.00	0.00
E133010 · Windarra Heritage Trail	0.00	1,789.00	(1,789.00)	5,367.00
E133011 · Mt Morgans's Muni Chambers	914.48	804.00	110.48	2,414.00
E133015 · Golden Quest Discovery Trail	36,500.00	13,691.00	22,809.00	41,069.00
E133016 · Indigenous Heritage Trail	0.00	0.00	0.00	0.00
E133017 · Laverton History & Research	0.00	3,336.00	(3,336.00)	10,000.00
E133018 · History Walk	0.00	336.00	(336.00)	1,000.00
E133019 · Heritage Collections	256.85	9,152.00	(8,895.15)	27,435.00
E133200 · Admin Allocation - Heritage Dev	4,071.33	2,983.00	1,088.33	8,949.00
<b>Total E133 · Heritage Dev. &amp; Maintenance</b>	<b>59,498.56</b>	<b>49,337.00</b>	<b>10,161.56</b>	<b>197,215.00</b>
<b>E1330 · Great Beyond Visitor Centre</b>				
E133021 · Planning - GB Stage 2 and Cafe	58,420.00	27,356.00	31,064.00	82,060.00
E133030 · GB - Hall/Fame Salaries	66,749.47	75,244.00	(8,494.53)	225,728.00
E133035 · GB - Advertising	2,534.84	3,269.00	(734.16)	9,805.00
E133050 · GB - Superannuation	5,340.10	7,788.00	(2,447.90)	23,366.00
E133054 · Bank Charges (EFTPOS Fees)	289.74	336.00	(46.26)	1,000.00
E133055 · GB - Utilities	18,065.22	11,948.00	6,117.22	35,834.00
E133056 · GB - Professional Development	494.90	1,500.00	(1,005.10)	4,500.00
E133057 · GB - Uniforms	0.00	332.00	(332.00)	1,000.00
E133058 · Medicals, Recruitment Costs	0.00	168.00	(168.00)	500.00
E133060 · GB - Repairs & Maint	5,841.91	5,098.00	743.91	15,294.00
E133065 · GB - Souvenirs	3,384.19	1,168.00	2,216.19	3,500.00
E133066 · GB - G/rush Tours less comm	2,750.14	3,836.00	(1,085.86)	11,500.00
E133067 · GB - Merchandise	6,614.25	5,000.00	1,614.25	15,000.00
E133068 · Events, Functions & Promotions	206.23	336.00	(129.77)	1,000.00
E133070 · GB - Operating Expenses	2,600.94	3,840.00	(1,239.06)	11,500.00
E133075 · GB - Books, Cd's and Videos	3,301.55	3,336.00	(34.45)	10,000.00
E133080 · GB - Cafe Costs	16,169.82	14,672.00	1,497.82	44,000.00
E133085 · GB - T-shirts and Clothing	3,805.76	1,000.00	2,805.76	3,000.00
E133090 · GB - Signage	0.00	336.00	(336.00)	1,000.00
E133095 · GB - Maps and Map Books	1,833.19	1,336.00	497.19	4,000.00
E133096 · GB - Cleaning	2,640.77	4,138.00	(1,497.23)	12,711.00
E133097 · Admin Allocation - G/Beyond	9,893.30	7,250.00	2,643.30	21,746.00
E133098 · GB - Depreciation	10,430.84	9,800.00	630.84	29,402.00
E133099 · GB Staff Housing	3,309.74	2,588.00	721.74	7,766.00
<b>Total E1330 · Great Beyond Visitor Centre</b>	<b>224,676.90</b>	<b>191,675.00</b>	<b>33,001.90</b>	<b>575,212.00</b>

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**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
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	Jul - Oct 17	YTD Budget	\$ Over Budget	Annual Budget
<b>E134 · Community Resource Centre</b>				
E134005 · CRC Salaries	45,523.68	45,568.00	(44.32)	136,706.00
E134010 · CRC Superannuation	6,383.79	5,504.00	879.79	16,510.00
E134015 · Repairs & Maintenance	2,815.60	5,014.00	(2,198.40)	15,043.00
E134020 · Utilities & Insurance	6,358.27	3,162.00	3,196.27	9,480.00
E134021 · Bank Charges (EFTPOS Fees)	178.93	100.00	78.93	500.00
E134025 · Functions, Events & Promotions	3,398.11	8,800.00	(5,401.89)	26,400.00
E134030 · Training & Conference Expenses	4,540.49	668.00	3,872.49	2,000.00
E134045 · Production of the 'Sturt Pea'	2,769.28	6,332.00	(3,562.72)	19,000.00
E134050 · Stock Purchases for Re-Sale	0.00	336.00	(336.00)	1,000.00
E134066 · Equip, Fixtures & Fittings	0.00	1,482.00	(1,482.00)	4,450.00
E134067 · Marketing & Promotions	1,363.64	590.00	773.64	1,750.00
E134068 · Professional Development	0.00	2,432.00	(2,432.00)	7,300.00
E134069 · ICT Support & Development	6,006.42	4,276.00	1,730.42	12,820.00
E134070 · Floor Rental	3,800.00	3,800.00	0.00	11,400.00
E134075 · Subsidies	150.18	568.00	(417.82)	1,700.00
E134080 · CRC Other Expenses	759.73	1,604.00	(844.27)	4,800.00
E134085 · Housing	4,943.27	4,384.00	559.27	13,155.00
E134200 · Admin Allocation - CRC	16,952.77	12,421.00	4,531.77	37,263.00
<b>Total E134 · Community Resource Centre</b>	<b>105,944.16</b>	<b>107,041.00</b>	<b>(1,096.84)</b>	<b>321,277.00</b>
<b>E135 · Building Control Expenses</b>				
E135005 · Building Control Expenses	6,708.78	5,112.00	1,596.78	15,332.00
E135200 · Admin Allocation - Building	4,120.04	3,024.00	1,096.04	9,056.00
<b>Total E135 · Building Control Expenses</b>	<b>10,828.82</b>	<b>8,136.00</b>	<b>2,692.82</b>	<b>24,388.00</b>
<b>E136 · Rural Services</b>				
E136010 · Weed Control	0.00	16,122.00	(16,122.00)	48,357.00
<b>Total E136 · Rural Services</b>	<b>0.00</b>	<b>16,122.00</b>	<b>(16,122.00)</b>	<b>48,357.00</b>
<b>Total E13 · ECONOMIC SERVICES.</b>	<b>481,929.50</b>	<b>483,523.00</b>	<b>(1,593.50)</b>	<b>1,498,469.00</b>
<b>E14 · OTHER PROPERTY &amp; SERVICES.</b>				
<b>E141 · Private Works</b>				
E141005 · Private Works	3,982.97	1,176.00	2,806.97	3,513.00
E141100 · Community Bus Expenses	12.03	1,184.00	(1,171.97)	3,537.00
E141101 · Community Bus Depn	673.97	532.00	141.97	1,602.00
E141200 · Admin Allocation - Private Work	3,175.55	2,332.00	843.55	6,980.00
<b>Total E141 · Private Works</b>	<b>7,844.52</b>	<b>5,224.00</b>	<b>2,620.52</b>	<b>15,632.00</b>

**Shire of Laverton**  
**Statement of Comprehensive Income by Program (Detailed)**  
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	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>E143 · Works Overheads</b>				
E143006 · Works Management Salary	89,035.54	132,296.00	(43,260.46)	396,892.00
E143011 · Works Management Super	11,155.01	15,920.00	(4,764.99)	47,759.00
E143025 · Depot Operational Expenses	20,116.18	17,994.00	2,122.18	53,970.00
E143030 · Superannuation of Workmen	44,198.55	49,952.00	(5,753.45)	149,859.00
E143035 · Holiday Pay	19,136.50	26,624.00	(7,487.50)	79,875.00
E143037 · Termination Payments	2,160.40		2,160.40	
E143040 · Insurance on Works	61,164.92	13,452.00	47,712.92	40,353.00
E143045 · Tech Services/Works FBT	0.00	3,332.00	(3,332.00)	10,000.00
E143050 · Protective Clothing	640.83	2,632.00	(1,991.17)	7,900.00
E143055 · Induction, Medicals	(196.00)	332.00	(528.00)	1,000.00
E143060 · Public Holidays	3,493.29	12,780.00	(9,286.71)	38,340.00
E143065 · Sick Leave	7,378.69	4,332.00	3,046.69	12,997.00
E143070 · Advertising	842.04	2,336.00	(1,493.96)	7,000.00
E143075 · Relocation Expenses	0.00	1,168.00	(1,168.00)	3,500.00
E143080 · Training & Conference Expenses	4,271.14	2,000.00	2,271.14	6,000.00
E143085 · Subsidies	12,542.72	12,984.00	(441.28)	38,950.00
E143087 · Loss on disposal	16,725.77	0.00	16,725.77	0.00
E143090 · Computer Services	9,688.39	5,000.00	4,688.39	13,000.00
E143095 · EMTS & Works Manager Vehicles	3,726.86	7,808.00	(4,081.14)	23,415.00
E143100 · Training/Meetings Town Crew	1,069.57	4,880.00	(3,810.43)	14,637.00
E143101 · Tech Services Contract Support	0.00	8,336.00	(8,336.00)	25,000.00
E143199 · Staff Housing Allocation	47,788.89	41,868.00	5,920.89	125,607.00
E143200 · Admin Allocation	159,374.89	116,778.00	42,596.89	350,314.00
E143290 · LESS PWOH ALLOCATED-PROJECTS	(391,726.36)	(486,124.00)	94,397.64	(1,458,367.00)
E143298 · Depreciation	3,490.44	4,000.00	(509.56)	12,000.00
<b>Total E143 · Works Overheads</b>	<b>126,078.26</b>	<b>680.00</b>	<b>125,398.26</b>	<b>1.00</b>
<b>E144 · Plant Cost Overheads</b>				
E144005 · Fuel & Oil	88,544.32	116,672.00	(28,127.68)	350,000.00
E144010 · Tyres & Tubes	3,793.80	9,000.00	(5,206.20)	27,000.00
E144015 · Parts and Repairs	40,003.35	79,336.00	(39,332.65)	238,000.00
E144020 · Repair Wages	98,675.04	118,512.00	(19,836.96)	355,540.00
E144025 · Workshop Operations	4,335.55	6,272.00	(1,936.45)	18,800.00
E144030 · Sundry Tools	(164.26)	4,672.00	(4,836.26)	14,000.00
E144035 · Insurance and Licences	8,640.32	11,816.00	(3,175.68)	35,455.00
E144290 · LESS POC ALLOCATED-PROJECTS	(371,311.74)	(447,678.00)	76,366.26	(1,343,022.00)
E144298 · Plant Depreciation	95,232.64	103,332.00	(8,099.36)	310,000.00
<b>Total E144 · Plant Cost Overheads</b>	<b>(32,250.98)</b>	<b>1,934.00</b>	<b>(34,184.98)</b>	<b>5,773.00</b>

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**Shire of Laverton**  
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	<u>Jul - Oct 17</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>E145 · Administration Overheads</b>				
E145005 · Employee Costs - Salaries	393,589.95	273,752.00	119,837.95	821,248.00
E145010 · Employee Costs - Superannuation	38,276.39	45,252.00	(6,975.61)	135,751.00
E145020 · Uniforms	0.00	1,664.00	(1,664.00)	5,000.00
E145025 · Employee Costs - FBT	11,970.00	8,332.00	3,638.00	25,000.00
E145030 · Employee Costs - Training	7,155.49	7,332.00	(176.51)	22,000.00
E145035 · Staff Recruitment	12,665.88	5,732.00	6,933.88	17,200.00
E145036 · Subscriptions	8,691.36	4,500.00	4,191.36	12,500.00
E145040 · Employee Costs - Subsidies	7,147.96	3,168.00	3,979.96	9,500.00
E145045 · Maintenance - Building/Office	14,943.04	15,600.00	(656.96)	46,786.00
E145050 · Office Expenses Other	2,012.39	1,440.00	572.39	4,300.00
E145055 · Vehicle Expenses	8,215.31	7,376.00	839.31	22,131.00
E145060 · Conference and Travelling	4,093.48	3,668.00	425.48	11,000.00
E145065 · Printing and Stationery	1,685.95	2,700.00	(1,014.05)	8,100.00
E145066 · Records Management Products	0.00	7,000.00	(7,000.00)	21,000.00
E145070 · Telephone Expense	4,532.81	4,672.00	(139.19)	14,000.00
E145075 · Advertising	244.01	672.00	(427.99)	2,000.00
E145080 · Maintenance - Office Equipment	9,752.84	10,336.00	(583.16)	31,000.00
E145085 · Computer Services	18,860.23	12,500.00	6,360.23	37,500.00
E145087 · Financial Management Services	52,509.00	36,672.00	15,837.00	110,000.00
E145090 · Postage and Freight	300.87	336.00	(35.13)	1,000.00
E145095 · Consultancy Fees	48,351.03	41,172.00	7,179.03	123,500.00
E145100 · Insurance - Administration	51,223.94	16,968.00	34,255.94	50,904.00
E145105 · Audit Fees	17,658.45	17,500.00	158.45	52,500.00
E145110 · Legal Expenses	9,346.00	6,672.00	2,674.00	20,000.00
E145200 · Staff Housing Allocation	40,146.28	37,064.00	3,082.28	111,191.00
E145298 · Depn - Administration General	26,938.62	24,932.00	2,006.62	74,800.00
E145300 · LESS ADMIN ALLOCATED-PROGRAMS	(814,258.72)	(596,596.00)	(217,662.72)	(1,789,780.00)
<b>Total E145 · Administration Overheads</b>	<u>(23,947.44)</u>	<u>416.00</u>	<u>(24,363.44)</u>	<u>131.00</u>
<b>E146 · Salaries Control</b>				
E146010 · Gross Total Salaries and Wages	1,048,068.69	1,142,592.00	(94,523.31)	3,427,778.00
E146020 · Reimb.- Workers Comp.	6,578.25			
E146200 · LESS SALS/WAGES ALLOCATED	(1,048,068.71)	(1,142,636.00)	94,567.29	(3,427,910.00)
<b>Total E146 · Salaries Control</b>	<u>6,578.23</u>	<u>(44.00)</u>	<u>6,622.23</u>	<u>(132.00)</u>
<b>E147 · Unclassified Items</b>				
E147900 · Suspense	0.00			
<b>Total E147 · Unclassified Items</b>	<u>0.00</u>			
<b>Total E14 · OTHER PROPERTY &amp; SERVICES.</b>	<u>84,302.59</u>	<u>8,210.00</u>	<u>76,092.59</u>	<u>21,405.00</u>
<b>Total Expense</b>	<u>2,942,987.20</u>	<u>2,881,392.00</u>	<u>61,595.20</u>	<u>8,711,237.00</u>
<b>Net Income</b>	<u><u>2,390,658.02</u></u>	<u><u>4,418,027.00</u></u>	<u><u>(2,027,368.98)</u></u>	<u><u>12,941,435.00</u></u>



## Request for Tender

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<b>Request for Tender:</b>	Lighting Upgrade – Laverton Airport
<b>Deadline:</b>	2:00pm (AWST) Friday 2 February 2018
<b>Tender Lodgement</b>	
<b>Address for Mail Delivery:</b>	Shire of Laverton 9 Macpherson Place, PO Box 42 Laverton WA 6440
<b>Electronic Mail:</b>	<a href="mailto:tenders@laverton.wa.gov.au">tenders@laverton.wa.gov.au</a> Facsimile Tenders <u>will not be accepted.</u>
<b>RFT Number:</b>	RFT 11/17

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## 1.0 Principal's Request

### 1.1 Contract Requirements in Brief

A proposed tender is to be offered by the Shire of Laverton for the upgrading of the Aerodrome Ground Lighting (**AGL**) facilities and associated infrastructure at Laverton Aerodrome.

Laverton Aerodrome is located 730 kilometres ENE of Perth and 2.5 kilometres ENE of the township of Laverton. Laverton Aerodrome comprises one sealed Code 3 runway – Rwy 07/25, and one unsealed Code 2 runway – Rwy 16/34.

Runway 07/25 is an instrument, non precision approach Code 3 runway, and is 1800m long and 30 metres wide, inside a published 90 metre wide runway strip (**RWS**). Rwy 07/25 includes Low Intensity Runway Lighting (**LIRL**) and Pilot Activated Lighting (**PAL**) on frequency 121.3 MHz.

Runway 16/34 is unlit, and does not form part of the scope of works for the proposed lighting upgrades for Laverton Aerodrome.

#### 1.1.1 Details of the Upgrade

In accordance with the Manual of Standards (**MOS**) Part 139 – Aerodromes, Section 9.1.1.1, the standards published in Chapter 9 - Visual Aids Provided by Aerodrome Lighting, do not apply to an *existing* facility until: 9.1.1.1 (b) the facility is upgraded.

MOS Part 139, Section 9.1.1.2 (c) Note1, declares that the upgrade of a facility, including an aerodrome lighting system, is the trigger for a non-compliant system to be brought into compliance with the relevant MOS standards.

Proposed upgrades to the installed aerodrome lighting systems at Laverton Aerodrome will require the Aerodrome Operator to comply with the standards as published in the Manual of Standards (**MOS**) Part 139-Aerodromes, Chapter 9.

The upgrades will require the Aerodrome Operator to comply with MOS Part 139, Section 6.2.18 – Runway Strip Width. The overall runway strip, including the flyover area must not be less than 150 metres for code 3 operations. The runway strip will comprise a 90 m graded portion with an additional fly-over area, comprising the overall runway strip width of 150m.

Although the graded portion of the runway strip (and the current location of the aerodrome markings/gable markers) will remain unchanged, the upgrade will require the relocation of any obstacles that may infringe the Obstacle Limitation Surface (OLS) in relation to the widened overall RWS. The OLS including the transitional surface is described in MOS Part 139, Section 7.3.2.6 and Table 7.1-1. The apron lighting mast currently located on the south west corner of the parking apron will be required to be modified as a part of the upgrade of the facility, so as to ensure no penetration of 14.3% side transition exists.

Runway edge lighting must be upgraded to align with the standards set out in MOS Part 139, Section 9.10.3. Longitudinal Spacing of Runway Edge Lights must be uniform, and for an instrument runway be installed at 60m spacing +0m / -5m. Primary electrical cable routes have been designed to allow for future widening of runway pavement.



## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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### 1.2 Statutory Regulations and Standards

Statutory regulations

All materials, equipment, standards and workmanship shall comply with the requirements and regulations published in:

- Civil Aviation Safety Regulations 1998 (**CASR**)
- Civil Aviation Safety Authority (**CASA**) Manual of Standards (**MOS**) Part 139 – Aerodromes
- Australian Standards AS/NZS 3000:2007

All lighting shall be installed and commissioned by an approved Lighting Contractor, who holds a valid electrical contractors licence (**EC** number).

### 1.3 General Conditions

The Laverton Aerodrome is a Certified Aerodrome with a regular public transport service (**RPT**). It is also subject to regular visits by the Royal Flying Doctor Service (**RFDS**) and private charter operations.

All works to the aerodrome must be scheduled and completed so as not to cause disruption to the normal day to day operations of the facility.

The existing aerodrome lighting system must be maintained until commissioning changeover to the new lighting system is complete.

The successful tenderer shall:

- Liaise with aerodrome staff and provide schedules for staging the works, and assist in the preparation of Method of Works plans.
- Provide an allowance for the supply of a Works Safety Officer (WSO) to oversee the safety of operations at the aerodrome during the works.

### 1.4 Tender Documents

This Request for Tender is comprised of the following parts:

- a) Section 1 – Principal's Request (read and keep this part);
- b) Section 2 – Condition of Tendering (read and keep this part);
- c) Section 3 – Specification (read and keep this part);
- d) Section 4 – Tenderer's Offer (complete and return this part);

### 1.5 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;

**Contractor:** Means the person or persons, corporation or corporations whose Tender is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations;

**Deadline:** The deadline for lodgment of your Tender;

## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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**Conditions of Contract:** Means the Conditions of Contract referred to in Clause 2.6;

**Offer:** Your offer to be selected to supply the Requirements;

**Principal:** the Shire of Laverton.

**Request or RFT or Request for Tender:** This document;

**Requirements:** The good or services requested by the Principal to be supplied by the contractor;

**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.

### 1.6 How to Prepare Your Tender

- a) Carefully read all parts of this document.
- b) Ensure you understand the Requirements.
- c) Complete and return the Offer (Part 3) in all respects and include all Attachments.
- d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria.
- e) Lodge your Tender before the Deadline.

### 1.7 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

**Email:** [emts@Laverton.wa.gov.au](mailto:emts@Laverton.wa.gov.au)

### 1.8 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 will firstly be assessed against the compliance criteria. Any tender not meeting the requirements of the compliance criteria may be rejected without further consideration. The Principal (at the Principal's sole discretion) may deem a non-compliance with the compliance criteria to be a minor non-compliance and still assess the tender or may seek further information and / or clarification from the tenderer in order to satisfy the compliance criteria.
- b) Tenders will be assessed against the Selection Criteria. Such things as qualitative criteria responses and contract costs are evaluated, e.g. tendered prices and other relevant information will be considered.
- c) The most suitable Tenderers may be short listed and may also be required to clarify their

## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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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.

### 1.9 Selection Criteria

The Principal has predetermined three sets of criteria against which the tender will be evaluated.

#### 1.9.1 Compliance Criteria

The Tender compliance criterion is detailed within Part 3 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.

#### 1.9.2 Qualitative Criteria

In determining the most advantageous Tender, the Tender Evaluation Panel will score each Tenderer’s response against the qualitative criteria detailed within Part 3 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.

NOTE: It is essential that Tenderers address each qualitative criterion. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

#### 1.9.3 Price Criteria

The third criterion considered is price. As this RFT is a fixed price lump sum contract, tenderers prices will be evaluated based on the figure nominated in the Price Schedule and the Tenderers Price information supplied.

#### 1.9.4 Criteria Weightings

Each of the Qualitative Criteria will be allocated a score out of 5 where 5 is the highest score and 0 is the lowest score. Once a score have been allocated, each criterion will have the following weightings applied.

Criteria	Weighting
Relevant Experience,	50%
Key Personnel	30%
Safety & Health Management	20%

### 1.10 Status of Price Being Offered

This is a fixed price lump sum Tender and, as such, all prices offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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Any charge not stated in the Tender as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### 1.11 The Principal's Policies That May Affect Selection

The following policy may affect selection;

- Shire of Laverton Purchasing Policy
- Shire of Laverton Regional Price Preference Policy

## 2.0 Conditions of Tendering

### 2.1 Lodgment of Tenders and Delivery Method

All Tenders (whether submitted by hard copy or electronically) must be lodged and received by the Deadline. The Deadline for this Request is **1400hrs (2pm) WST on 2<sup>nd</sup> February 2018**.

The Tender is to be:

- a) Placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request; and
- b) Marked "Private & Confidential"
- c) Either delivered by hand and placed in the Tender Box at Administration Reception, Shire of Laverton, Scotia Street, Laverton WA 6646 (by the Tenderer or the Tenderer's private agent), OR
- d) Submitted electronically in a single Adobe PDF format document via email submitted to [tenders@Laverton.wa.gov.au](mailto:tenders@Laverton.wa.gov.au).

Note that Tenders submitted by facsimile will not be accepted.

Tenderers must ensure that, where submitting hard copy tenders, they have provided 2 signed copies of their Tender (one to be marked "ORIGINAL" and bound, the other to be marked "COPY" and unbound and clipped (not stapled)).

Please note that brochures and / or promotional material are not to be submitted and will not form part of the tender assessment process. Note that if submitting electronically, only 1 PDF copy is required to be submitted.

If submitting electronically, the entire tender response is to be included within one (1) single PDF document. Tenders submitted in multiple PDF documents or documents in other formats may be excluded from the tender assessment process.

Whether submitting electronically or in hard copy, all pages of the tender submission must be numbered consecutively and the tender submission must include an index.

### 2.2 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 specified in the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

**2.3 Late Tenders**

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request; will not be accepted for evaluation.

Where tenders are submitted electronically, the received time stamp (not the sent time stamp) will be used to determine whether the tender was received prior to the tender deadline. Tenders with a received timestamp on or after the deadline will be rejected without consideration.

**2.4 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.

**2.5 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 advising that no Tender was accepted.

**2.6 Conditions of Contract**

Tenders will be deemed to have been made on the basis of and to incorporate the General Conditions of Contract, Special Conditions of Contract and AS 4906-2002 Minor Works Contract Conditions (Principal Administered).

Security	Nil
Retention %	Nil
% of guarantee	Nil
Period for payment	Nil
Public Liability Insurance by	The Contractor
Contract works Insurance by	The Contractor
Insurance for liability	\$10,000,000
Insurance excess	Payable by Contractor
Delay for weather	NA
Adjustment of time costs	Nil
Date of completion	To be agreed
Rate for liquidated damages	\$ 50 per calendar day
Defects Liability period	Nil

## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

Date for progress claim	Monthly–Date to be agreed
Interest amount	Eight (8)
Governing law	Western Australia

The Contractor shall allow to purchase a set of published contracts and complete two (2) full sets of contract documents ready for signing by both parties, including:

- Standard form of contract AS 4906-2002
- This document
- The Specification
- Any other documents relevant to the contract either submitted at Tender or through the post- Tender negotiations

### 2.6.1 Cooperation with other Service Providers

- a) Subject to clause 2.6.1 b) the Contractor must cooperate with any third party service provider appointed by the Principal where this is necessary to ensure the integrated and efficient conduct of the Principal's operations. Without limiting the foregoing, the Contractor must provide such reasonable assistance to other service providers as the Principal may request from time to time, provided that the Contractor will be entitled by prior agreement with the Principal (which will not be unreasonably withheld) to charge for costs incurred as a direct result of providing such cooperation.
- b) Nothing in this clause will require the Contractor to disclose its confidential information to a third party service provider.

### 2.6.2 Price

The Principal must pay to the Contractor the Price in accordance with clauses 2.6.2 to 2.6.14.

### 2.6.3 Variations to Price

If a formula or method for variation of the Price is specified in the Contract, then the Price may only be varied in accordance with that formula or method.

If no formula or method for variation of the Price is specified in the Contract, then the Price is fixed for the Term and cannot be varied unless agreed by the Principal and the Contractor in writing.

### 2.6.4 Timing of Invoice

If the time or times at which the Contractor must submit invoices to the Principal is or are specified in the Contract, then the Contractor must submit invoices at that time or those times. If no time or times at which the Contractor must submit invoices to the Principal is or are specified in the Contract, then the Contractor must submit invoices to the Principal at a time or times agreed between the Principal and the Contractor, provided that the Contractor must not submit any invoice later than 20 Business Days after the expiration or termination of the Principal Contract.

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### 2.6.5 Invoices

An invoice given by the Contractor to the Principal must:

- be set out in a manner that clearly identifies which Products and/or Services the invoice covers and the amount of the Price payable for those Products and/or Services, minus any Discount; and
- specify the relevant Order (if applicable).

### 2.6.6 Payment of Invoice

Subject to clauses 2.6.5 and 2.6.11, the Principal must pay the amount specified in an invoice within 30 Calendar Days after the date the invoice is received if the amount claimed in the invoice is:

- a) properly payable; and
- b) correctly calculated in accordance with the Principal Contract.

### 2.6.7 Method of Payment

The Principal may pay the amount specified in an invoice:

- a) by cheque;
- b) by electronic funds transfer to the account with a financial institution nominated by the Contractor; or
- c) by credit card.

The Contractor must not impose a surcharge on the Principal for payment by credit card.

### 2.6.8 Right to Request Further Details

If the Principal requests, the Contractor must promptly provide information and documentation sufficient to confirm that the amount specified in an invoice is calculated in accordance with the Contract.

### 2.6.9 No Obligation to Pay

The Principal has no obligation to make any payment to the Contractor unless and until:

- a) if the Contract is for the supply of a Service, the Principal has received the Service;
- b) the Principal is satisfied that no Event of Default has occurred and continues unremedied.

### 2.6.10 Incorrect Invoice before Payment

If, before payment of an invoice, the Principal or the Contractor finds that the invoice does not comply with clause 2.6.5 or clause 2.6.6 and:

- a) an Adjustment arises, then the Contractor must immediately issue an Adjustment Note; and
- b) no Adjustment arises, then the Contractor must immediately issue a correct invoice.

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### 2.6.11 Incorrect Invoice after Payment

If, after payment of an invoice, the Principal or the Contractor finds that the invoice did not comply with clause 2.6.5 or clause 2.6.6 and the Principal has paid:

- a) less than the amount that should have been paid and an Adjustment arises, then:
  - i. the Contractor must immediately issue an Adjustment Note; and
  - ii. the Principal must pay the difference to the Contractor within 30 Calendar Days after the date that the Adjustment Note is received; or
- b) less than the amount that should have been paid and no Adjustment arises, then:
  - iii. the Contractor must immediately issue a correct invoice; and
  - iv. the Principal must pay the difference to the Contractor within 30 Calendar Days after the date that the correct invoice is received; or
- c) more than the amount that should have been paid and an Adjustment arises, then the Contractor must:
  - v. immediately issue an Adjustment Note; and
  - vi. pay the difference to the Principal (including any interest paid under clause 2.6.13 in respect of that difference) within 30 Calendar Days from the time that the Principal calculates the amount of the overpayment unless the Principal elects by notice to the Contractor to offset the difference against any amount subsequently payable by the Principal to the Contractor; or
- d) more than the amount that should have been paid and no Adjustment arises, then the Contractor must:
  - vii. immediately issue a correct invoice; and
  - viii. pay the difference to the Principal (including any interest paid under clause 2.6.13 in respect of that difference) within 20 Business Days from the time that the Principal calculates the amount of the overpayment unless the Principal elects by notice to the Contractor to offset the difference against any amount subsequently payable by the Principal to the Contractor.

### 2.6.12 Timing of Payment

For the purpose of determining the date of payment under clause 2.6.13 and for the purpose of calculating any Discount applicable under the Principal Contract for settlement of accounts:

- a) if payment is by cheque – payment is taken to be made on the date on which the cheque is received by the Contractor;
- b) if payment is by electronic funds transfer – payment is taken to be made at the time the funds are sent electronically; or
- c) if payment is by credit card – payment is taken to be made on the date on which the Principal signs the credit card voucher.

### 2.6.13 Failure to Pay

If demanded by the Contractor, the Principal must pay interest on any payment not made by the Principal by the date required by clause 2.6.6 or any later date for payment agreed by the Contractor.

Interest under clause 2.6.13 is to be:



## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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- a) calculated from the due date for payment determined under clause 2.6.13 until (but not including) the date of payment (as determined under clause 2.6.12); and
- b) at the rate specified in the Contract or, if no rate is specified in the Contract, at the rate payable under the Rules of the Supreme Court on unpaid judgments.

### 2.6.14 Taxes

- a) In this clause, the expressions “consideration”, “recipient”, “supply”, “tax invoice” and “taxable supply” have the meanings given to those expressions in the GST Act.
- b) All sums payable, or consideration to be provided, under the Contract are expressed inclusive of GST.
- c) If GST is imposed on any supply made under the Contract, the recipient must pay to the Contractor an amount equal to the GST payable on the taxable supply.
- d) The amount referred to in clause 2.6.14 c) must be paid in addition to, and at the same time as, payment for the taxable supply is required to be made under the Principal Contract.
- e) If a GST-inclusive price is charged or varied under the Contract, the Contractor must provide the recipient of the supply with a valid tax invoice at or before the time of payment or variation.
- f) If the amount of GST paid or payable by the Contractor on any supply made under the Contract differs from the amount of GST paid by the recipient, because the Commissioner of Taxation lawfully adjusts the value of the taxable supply for the purpose of calculating GST, then the amount of GST paid by the recipient will be adjusted accordingly by a
- g) further payment by the recipient to the Contractor or the Contractor to the recipient, as the case requires.
- h) All duties, taxes and charges (other than GST) imposed or levied in Australia or overseas in connection with the supply of the Products and/or Services are payable by the Contractor.

### 2.7 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 Council’s resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

### 2.8 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 will have precedence.

### 2.9 Registration of Licensing of Contractors

Where an act or ordinance of the state of Western Australia requires that a Contractor (as defined by the act or ordinance) be registered or licensed to carry out the work described in the Request documents, the Tenderer shall state on the Tender Form in the space provided, its registration or license number.

The Tender may not be considered if the Tenderer fails to provide such registration or license number.

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### 2.10 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 Conditions of Contract, Special Conditions of Contract and AS 4906-2002 Minor Works Contract Conditions (Principal Administered), 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 “Conditions of Contract” shown on the reverse 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.

### 2.11 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.

### 2.12 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.

Where one or more addenda has been issued, all tenders must either complete the requested details in the addendum and return it as per the instructions in the addendum or include the completed addendum within their tender response. Failure to provide written confirmation of all addenda issued may result in rejection of the Tender.

### 2.13 Questions

Tenderers may ask questions regarding any aspect of the tender. Questions are to be submitted in writing via email to Wayne Butler [emts@Laverton.wa.gov.au](mailto:emts@Laverton.wa.gov.au). Both the question and written answer will be provided via return email to all registered Tenderers. The deadline for receiving and responding to any questions will be 4pm two working days prior to the tender deadline.

### 2.14 Risk Assessment

The Principal may have access to and give consideration to:

## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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- a) Any risk assessment undertaken by Dun and Bradstreet; or any other credit rating agency; and
- b) 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.

### **2.15 Ownership of Tenders**

All documents, materials, articles and information submitted by the Tenderer as part of or in support of a 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.

### **2.16 Canvassing of Officials**

If a Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councilors (as the case may be) or Officers 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.

### **2.17 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 3 and whose execution appears on the Offer Form in Part 3 of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

### **2.18 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.

### **2.19 Opening of Tenders**

Tenders will be opened in the Principal's offices, one hour following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders. The Tenderers & members of the public are required to give 24 hrs notice if they wish to attend. This will allow for a suitable room to be booked.

The names of the persons who submitted a 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 at 14:00hrs (2pm) WST on 2<sup>nd</sup> February 2017 in the Principal's Office or suitable meeting room at the Administration Building of the Shire of Laverton, MacPherson Place, Laverton WA 6440

### **2.20 In-house Tenders**

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

## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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### 3.0 Specifications

The Shire of Laverton (Shire) invites Tenders from suitably qualified and experienced civil contractors to undertake works for the upgrading of the Aerodrome Lighting facilities and associated infrastructure at Laverton Aerodrome

The scope of the work is to provide the following:

#### 3.1 Aerodrome Lighting

Primary cable/ducting routes will be installed on a 27.5m offset either side the runway centreline, to allow for future runway pavement widening. Series Isolating Transformer (**SIT**) pits will be installed on the primary cable route adjacent to runway light positions, to house the Series Isolating Transformers. Secondary cable will be installed from the SIT pit locations to the runway lighting positions.

Runway edge lights must be placed along both sides of the runway, in two parallel straight rows equidistant from the centreline of the runway, commencing one light spacing from the end of the runway.

Runway edge lights will be installed along the edge of the runway at a distance of not more than 3m outside the edge of the runway pavement. Runway width is 30 metres.

Installation of all runway light systems shall comply with the standards described in MOS Part 139, Section 9.10, *Runway Lighting*. Tenderers may provide alternate prices to install other suitable light fittings/fixtures.

Tenderer shall allow to:

- a) Supply and install all elevated light base footings as detailed on drawing LAV102015 - 01E Rev A
- b) Allow for saw-cutting and repairs to pavement following cable installation (incl repairs to bitumen paved areas)
- c) Supply and install new runway low intensity edge lighting
- d) Supply and install new bi-directional threshold lighting
- e) Supply and install new omni-directional green threshold lighting
- f) Supply and install new omni-directional blue taxiway edge lighting
- g) Supply and install new omni-directional yellow taxiway holding point lighting
- h) Supply and install new inset runway lights at taxiway intersection as required
- i) Allow for all trenching, installation of cabling/ducting and SIT pits
- j) Allow for reinstatement/backfill of all trenching
- k) Supply and install all primary and secondary cabling and connectors
- l) Supply and install all Series Isolating Transformers (**SIT's**) and Mains Isolating Transformer (**MIT**)
- m) Supply and install Constant Current Regulator (**CCR**), switches and other appurtenances required to complete aerodrome lighting system.
- n) Allow for full commissioning of aerodrome lighting system
- o) De-commissioning and removal of all redundant runway light fittings and cabling

#### 3.2 AGL Electrical Cubicals

- a) Supply and install new Electrical Cubicle in location TBC
- b) Supply all necessary components as detailed in Line Diagram Drawing LAV102015 - 02E Rev A
- c) Cubicle is to be 3 phase and all circuits balanced over all 3 phase circuits.

## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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- d) Supply and install new PAPI Cubicle to house new CCR and all associated hardware.

### 3.3 Apron Lighting

- a) De-commission and remove existing 12 metre apron flood lighting pole on south western edge of parking apron.
- b) Retain existing 12m pole and fitting and relocate to N/E corner of the apron parking area.
- c) Supply and install new A D Coote 9m lighting pole (or equivalent) with spigot and rag-bolt arrangement.
- d) Supply and install light fitting to match existing.
- e) Adjust light fitting to achieve required lighting characteristics on the apron, with reference to the standards published in Refer MOS Part 139, Section
- f) 9.16 (Apron Floodlighting)
- g) Supply and install new photo electric (**PE**) sensor to activate apron lighting - Clipsal 56SSR/3 or equivalent.  
**Note:** ensure that the PE sensor is adequately positioned/shielded to avoid false triggering of the contactor.
- h) De-commissioning and commissioning of revised apron lighting facilities is to be conducted so as not to interrupt normal scheduled RPT services.

MOS Part 139, Section 11.3.1 Characteristics of Apron Floodlighting states:

*"11.3.1 – To minimise the chance of an illuminated rotary propeller appearing stationary at major aerodromes, three-phase power is to be used to avoid a stroboscopic effect for the apron floodlighting."*

The primary power source at Laverton Aerodrome is currently single phase. Although cost may be a prohibitive factor, it is recommended that the Shire of Laverton investigate the option of supplying a 3 phase primary power source to the aerodrome.

### 3.4 Trenching and Civil Works

#### 3.4.1 Trenching

- a) Trenching shall be in accordance with the trenching detail shown on drawing LAV102015 - 01E Rev A.
- b) All primary ducting and cabling shall be installed to a minimum depth of 600mm.
- c) All secondary ducting and cabling shall be installed to a minimum depth of 400mm.
- d) Backfill material used backfill ducting/cable trenches shall be clean and free of oversized material and shall be backfilled and compacted in layers not exceeding 150mm.
- e) Orange electrical hazard marker tape shall be installed in all electrical trenches 150mm above top of electrical conduit.

#### 3.4.2 Runway Light Bases

- a) Footings for runway light bases shall consist of concrete slabs measuring a nominal 600mm square and 50mm thick.
- b) A central hole of 12mm in diameter shall be drilled in the centre of the slab to facilitate installation of the secondary lighting cable.

## Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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- c) Three holes of 10mm diameter shall be drilled equidistant from the central wiring hole to suit installation of raised lighting units.

### 3.4.3 Inset Runway Edge Lights

- a) Inset runway edge lights will be installed in accordance with detail shown on drawing LAV102015 - 02E Rev A.  
b) Inset edge lighting is to be sealed with BASF MasterFlow 622.  
c) Slot cuts in pavement shall be constructed in accordance with detail shown on drawing LAV102015 - 02E Rev A. Slots cuts to be sealed with Roadseal SL flexible sealant.

### 3.1.4 Series Isolating Transformer (SIT) Pits

- a) Sit pits shall be ACO Australia - Type 5 with PowerLok lid, unless approved otherwise (Part Numbers: Pit 76042; Lid 7053)  
b) Sit pits shall be installed in accordance with drawing LAV102015 - 01E Rev A.  
c) Backfill to SIT pits shall be clean and free of oversized material and shall be backfilled and compacted in layers not exceeding 150mm.

## 3.5 Runway Lighting Schedule

Table 1 below presents a schedule of the minimum lighting components to be included in the runway lighting system. The system is to be designed and installed in accordance with the Civil Aviation Safety Authority (CASA) Manual of Standards (MOS) Part 139 – Aerodromes.

### Airstrip Lighting System - Minimum Components:

	Location	Colour	Beam	Number
1.1	Runway Edge lights	White	Omni-directional	52
1.2	Runway Inset lights	White	Omni Directional	2
1.3	Threshold lights	Green/Red	Bi-directional	12
1.4	Threshold Outer lights	Green	Omni-direction	4
1.5	Taxiway Edge lights	Blue	Omni-directional	16
1.6	Taxiway Hold Point lights	Yellow	Omni-directional	2
1.7	50mm Conduit			4750m
1.8	25mm Conduit			1300m
1.9	Primary Cable – 1C x 6mm <sup>2</sup> 3kV HV Airfield primary lighting cable termite resistant sheath			4660m
1.10	Secondary Cable – 2C x 2.5mm <sup>2</sup> Flexible airfield secondary lighting cable with termite resistant sheath			1500m
1.11	AGL Lighting Cubical			
1.12	Mains Isolating Transformers			88
1.13	Series Isolating Transformer			1
1.14	SIT Pits			68
1.15	Electrical Pits (Apron Lighting)			4
1.16	Runway Light Bases			86
1.17	PAPI Control Cubical			1
1.18	Constant Current Regulator			1
1.19	A D Coote 9 metre lighting tower with rag bolt assembly			2
1.20	Apron Flood Light (to match existing)			2
1.21	16mm <sup>2</sup> 4 C+E PVC/PVC Orange Circular Cable			280m
1.22	10mm <sup>2</sup> 2C+E PVC/PVC Orange Circular Cable			180m

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### 3.6 Commissioning

On completion and installation of all lighting facilities, the tenderer will arrange the commissioning and approvals by CASA, including ground checks, flight checks and commissioning in accordance with the Manual of Standards (MOS) Part 139 – Section 9.1.15, Commissioning of Lighting Systems, and Advisory Circular (AC) 139- 04 - Commissioning of Aerodrome Lighting Systems

On completion, copies of all ground check reports, flight check reports, and light fitting laboratory test reports used to support the commissioning of lighting systems must be:

- a) filed in the aerodrome operators Aerodrome Manual; and
- b) kept in the custody, or under the control, of the aerodrome operator as long as the relevant lighting system remains in service.

At the completion of the project, the tenderer will provide as-constructed survey drawings of all new infrastructure installed at the facility. The tenderer will also supply the Shire of Laverton with a NOTAM to cover any new amendments to the AIP information, and will provide the Shire of Laverton with a modified ERSA diagram (showing the updated position of the Primary IWDI and Signal Circles) for inclusion in ERSA if applicable.

### 3.7 Drawings

The following “Issued for Tender” drawings may be used as a reference for the installation layout:

- LAV102015 - 01E Rev A
- LAV102015 - 02E Rev A

### 3.8 Storage

The storage of plant on site shall be the responsibility of the Contractor. Plant is not to be stored adjacent to the road carriageway and must be stored a safe distance from the road carriageway so has not to cause a hazard for motor vehicles that may run off the road carriageway.

### 3.9 Hours of Work

The Contractor will be required to perform works between the hours of:

Monday – Saturday 6.30am – 5.00pm

No works shall be undertaken on Sundays, public holidays unless written permission is obtained from the Principal.

### 4.0 Tenderers Offer

The Chief Executive Officer  
Shire of Laverton  
9 MacPherson Place  
**Laverton WA 6440**

Shire of Laverton RFT 01/17: Lighting Upgrade – Laverton Airport

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**RESPONDENT TO COMPLETE:**

Name of Legal Entity:	
Australian Company Number (ACN):	
Australian Business Number (ABN):	
Registered address or address of principal place of business:	
Business or Trading Name:	
Contact Person:	
Contact Person Position Title	
Email:	
Telephone (Land Line):	
Telephone (Mobile)	
Facsimile:	
Address and email for service of contractual notices:	

**Note: The Offer does not require the Respondent's signature.**

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.

#### **4.1 Tenderers Response & Checklist**

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant attachment title to assist the evaluation panel with their assessment.

**(NOTE: All pages within Section 4 are to be completed and returned to the Principal as they form part of your Tender submission).**



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Response Requirement	Details Attached?	
Attach a copy of your organisation structure and provide background information on your company and label it <b>“Organisation Structure”</b> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If companies are involved, attach their current ASC company extracts search and label it <b>“ASC Company Extracts”</b> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attach details of three referees for similar work, and label it <b>“Referees”</b> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you acting as an agent for another party? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, attach details and label it <b>“Agents”</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you acting as a trustee of a trust? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, attach details and label it <b>“Trust”</b> (a) give the name of the trust and include a copy of the trust deed (and any related documents);and (b) if there is no trust deed, provide the names and addresses of beneficiaries.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be using sub-contractors? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, in an attachment labelled <b>“Subcontractors”</b> provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) the Requirements that will be subcontracted.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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? Yes <input type="checkbox"/> No <input type="checkbox"/> 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 and label it <b>“Conflicts of Interest”</b> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your organisation have a Quality Assurance System? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide a statement describing your system and label it <b>“Quality Assurance”</b> .	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled <b>“Insurance Coverage”</b> . A copy of the Certificate of Currency is to be provided to the Principal within 7 working days of acceptance.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Response Requirement	Details Attached?
<p>Are you presently able to pay all your debts in full as and when they fall due? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>In order to demonstrate your financial ability to undertake this contract, in an attachment labelled “<b>Financial Position</b>” provide an accountant’s statement (of no more than one paragraph), which must:</p> <ul style="list-style-type: none"> <li>a) Be on the accountant’s letterhead, and</li> <li>b) Be signed by an authorised representative of the accountant, and</li> <li>c) Include your organisation’s position of financial soundness in consideration of the previous three (3) year accounting periods, and</li> <li>d) Be dated at time of tender.</li> </ul>	<p><input type="checkbox"/>      <input type="checkbox"/> Yes      No</p>
<p>The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled “<b>Insurance Coverage</b>”.</p> <p>A copy of the Certificate of Currency is to be provided to the Principal within 7 working days of acceptance.</p>	<p><input type="checkbox"/>      <input type="checkbox"/> Yes      No</p>

Response Requirement				Details Attached?
Type	Insurer	Policy Number	Value (\$)	Expiry
Public Liability				
Workers Compensation				

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## 4.2 Compliance Criteria

Please select with a yes or no whether you have complied with the following compliance criteria:

Description of Compliance Criteria	Details Attached?	
Compliance with the Specification contained in the Request.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Compliance with the Conditions of Tendering this Request.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Compliance with the Quality Assurance requirement for this Request.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Compliance with the Delivery Date.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Compliance with and completion of the Price Schedule.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 4.3 Qualitative Criteria

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

- All information relevant to your answers to each criterion are to be contained within your Tender;
- Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers are to address each issue outlined within a qualitative criterion.

Response Requirement:	Details Attached?	
<p><b>Relevant Experience:</b></p> <p>Describe your experience in completing / supplying similar</p> <p>(a) Provide details of similar work;</p> <p>(b) Provide scope of the Tenderer's involvement including details of outcomes.</p> <p>Supply details in an attachment and label it "Relevant Experience".</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No  Weighting 50%

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<p><b>Key Personnel:</b></p> <p>Tenderers should provide as a minimum information of proposed personnel to be allocated to this project, such as:</p> <p>(a) Their role in the performance of the Contract;</p> <p>(b) Curriculum vitae;</p> <p>(c) Membership to any professional or business association;</p> <p>(d) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement; and</p> <p>(e) Any additional information.</p> <p>Supply details in an attachment and label it <b>“Key Personnel”</b>.</p>	<p><input type="checkbox"/>      <input type="checkbox"/> Yes      No</p> <p>Weighting 30%</p>
<p><b>Safety &amp; Health Management</b></p> <p>Tenderer should demonstrate that they promote, manage and maintain a safe workplace for all employees, contractors and the public in accordance with the requirements of the Occupational Safety &amp; Health Act 1984. As a minimum, Tenders should provide the following;</p> <p>(a) A statement outlining how the tenderer manages safety and health requirements including examples of compliance, e.g. Lost Time Injury statistics over the past 3 years.</p> <p>(b) A copy of the table of contents of their Occupational Safety &amp; Health Management Plan.</p> <p>(c) A sample Job Safety Analysis (JSA) for the type of project to be encountered on this project.</p> <p>The above documents should be attached and labelled <b>“Safety and Health Management”</b></p>	<p><input type="checkbox"/>      <input type="checkbox"/> Yes      No</p> <p>Weighting 20%</p>

**4.4 Breakdown of Tender Sum**

Item:	Price (\$):
Supply and Installation of Aerodrome Lighting	
Supply and Installation AGL Cubicles	
Supply and Installation of Apron Lighting	
Trenching and Civil Works	
<b>Total:</b>	

## SHIRE OF LAVERTON

### LAVERTON AERODROME ELECTRICAL FACILITY UPGRADE - AERODROME LIGHTING & AIRFIELD EQUIPMENT INSTALLATION

#### Installation Work Specification



*Prepared for:*

**SHIRE OF LAVERTON**

9 MacPherson Place  
LAVERTON WA 6440

*Prepared by:*

**Aerodrome Compliance & Civil Pty Ltd**

ABN 34 601 703 995

347 West Coast Drive  
TRIGG WA 6029

Telephone 0408 768 697

**24 August 2016**

ACC-LSC-LA-0001-E-SPC-0001, Rev B



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Revision	Date	Comment	Originated by	Approved by
A	19-11-2015	Issued for client comment and internal review	MCW	RO
B	21/08/2016	Revised Apron Lighting and cable route	MCW	RO

## 1.1 INTRODUCTION

A proposed tender is to be offered by the Shire of Laverton for the upgrading of the Aerodrome Ground Lighting (**AGL**) facilities and associated infrastructure at Laverton Aerodrome.

Laverton Aerodrome is located 730 kilometres ENE of Perth and 2.5 kilometres ENE of the township of Laverton.

Laverton Aerodrome comprises one sealed Code 3 runway – Rwy 07/25, and one unsealed Code 2 runway – Rwy 16/34.

Runway 07/25 is an instrument, non precision approach Code 3 runway, and is 1800m long and 30 metres wide, inside a published 90 metre wide runway strip (**RWS**). Rwy 07/25 includes Low Intensity Runway Lighting (**LIRL**) and Pilot Activated Lighting (**PAL**) on frequency 121.3 MHz.

Runway 16/34 is unlit, and does not form part of the scope of works for the proposed lighting upgrades for Laverton Aerodrome.

### UPGRADES TO THE FACILITY

In accordance with the Manual of Standards (**MOS**) Part 139 – Aerodromes, Section 9.1.1.1, the standards published in Chapter 9 - Visual Aids Provided by Aerodrome Lighting, do not apply to an *existing* facility until: 9.1.1.1 (b) the facility is upgraded.

MOS Part 139, Section 9.1.1.2 (c) Note1, declares that the upgrade of a facility, including an aerodrome lighting system, is the trigger for a non-compliant system to be brought into compliance with the relevant MOS standards.

Proposed upgrades to the installed aerodrome lighting systems at Laverton Aerodrome will require the Aerodrome Operator to comply with the standards as published in the Manual of Standards (**MOS**) Part 139-Aerodromes, Chapter 9.

The upgrades will require the Aerodrome Operator to comply with MOS Part 139, Section 6.2.18 – Runway Strip Width. The overall runway strip, including the flyover area must not be less than 150 metres for code 3 operations. The runway strip will comprise a 90 m graded portion with an additional fly-over area, comprising the overall runway strip width of 150m.

Although the graded portion of the runway strip (and the current location of the aerodrome markings/gable markers) will remain unchanged, the upgrade will require the relocation of any obstacles that may infringe the Obstacle Limitation Surface (OLS) in relation to the widened overall RWS. The OLS including the transitional surface is described in MOS Part 139, Section 7.3.2.6 and Table 7.1-1.

The apron lighting mast currently located on the south west corner of the parking apron will be required to be modified as a part of the upgrade of the facility, so as to ensure no penetration of 14.3% side transition exists.

Runway edge lighting must be upgraded to align with the standards set out in MOS Part 139, Section 9.10.3. Longitudinal Spacing of Runway Edge Lights must be uniform, and for an instrument runway be installed at 60m spacing +0m / -5m

Primary electrical cable routes have been designed to allow for future widening of runway pavement.

## 1.2 STATUTORY REGULATIONS AND STANDARDS

### Statutory regulations

All materials, equipment, standards and workmanship shall comply with the requirements and regulations published in:

- Civil Aviation Safety Regulations 1998 (**CASR**)
- Civil Aviation Safety Authority (**CASA**) Manual of Standards (**MOS**) Part 139 – Aerodromes
- Australian Standards AS/NZS 3000:2007

All lighting shall be installed and commissioned by an approved Airfield Lighting Contractor, who holds a valid electrical contractors licence (**EC** number).

## 1.3 GENERAL CONDITIONS

The Laverton Aerodrome is a Certified Aerodrome with a regular public transport service (**RPT**). It is also subject to regular visits by the Royal Flying Doctor Service (**RFDS**) and private charter operations.

All works to the aerodrome must be scheduled and completed so as not to cause disruption to the normal day to day operations of the facility.

The existing aerodrome lighting system must be maintained until commissioning changeover to the new lighting system is complete.

The successful tenderer shall:

- Liaise with aerodrome staff and provide schedules for staging the works, and assist in the preparation of Method of Works plans.
- Provide an allowance for the supply of a Works Safety Officer (WSO) to oversee the safety of operations at the aerodrome during the works.



## 1.4 SCOPE

The scope of the work is to provide the following:

### 1.4.1 - AERODROME LIGHTING

Primary cable/ducting routes will be installed on a 27.5m offset either side the runway centreline, to allow for future runway pavement widening. Series Isolating Transformer (**SIT**) pits will be installed on the primary cable route adjacent to runway light positions, to house the Series Isolating Transformers.

Secondary cable will be installed from the SIT pit locations to the runway lighting positions.

Runway edge lights must be placed along both sides of the runway, in two parallel straight rows equidistant from the centreline of the runway, commencing one light spacing from the end of the runway.

Runway edge lights will be installed along the edge of the runway at a distance of not more than 3m outside the edge of the runway pavement. Runway width is 30 metres.

Installation of all runway light systems shall comply with the standards described in MOS Part 139, Section 9.10, *Runway Lighting*. Tenderers may provide alternate prices to install other suitable light fittings/fixtures.

Tenderer shall allow to:

- a) Supply and install all elevated light base footings as detailed on drawing LAV102015 - 01E Rev A
- b) Allow for saw-cutting and repairs to pavement following cable installation (incl repairs to bitumen paved areas)
- c) Supply and install new runway low intensity edge lighting
- d) Supply and install new bi-directional threshold lighting
- e) Supply and install new omni-directional green threshold lighting
- f) Supply and install new omni-directional blue taxiway edge lighting
- g) Supply and install new omni-directional yellow taxiway holding point lighting
- h) Supply and install new inset runway lights at taxiway intersection as required
- i) Allow for all trenching, installation of cabling/ducting and SIT pits
- j) Allow for reinstatement/backfill of all trenching
- k) Supply and install all primary and secondary cabling and connectors
- l) Supply and install all Series Isolating Transformers (**SIT's**) and Mains Isolating Transformer (**MIT**)
- m) Supply and install Constant Current Regulator (**CCR**), switches and other appurtenances required to complete aerodrome lighting system.
- n) Allow for full commissioning of aerodrome lighting system
- o) De-commissioning and removal of all redundant runway light fittings and cabling

#### **1.4.2 - AGL ELECTRICAL CUBICLES**

- a) Supply and install new Electrical Cubicle in location TBC
- b) Supply all necessary components as detailed in Line Diagram Drawing LAV102015 - 02E Rev A
- c) Cubicle is to be 3 phase and all circuits balanced over all 3 phase circuits.
- d) Supply and install new PAPI Cubicle to house new CCR and all associated hardware.

#### **1.4.3 - APRON LIGHTING**

- a) De-commission and remove existing 12 metre apron flood lighting pole on south western edge of parking apron.
- b) Retain existing 12m pole and fitting and relocate to N/E corner of the apron parking area.
- c) Supply and install new A D Coote 9m lighting pole (or equivalent) with spigot and rag-bolt arrangement.
- d) Supply and install light fitting to match existing.
- e) Adjust light fitting to achieve required lighting characteristics on the apron, with reference to the standards published in Refer MOS Part 139, Section 9.16 (Apron Floodlighting)
- f) Supply and install new photo electric (**PE**) sensor to activate apron lighting - Clipsal 56SSR/3 or equivalent.  
**Note:** ensure that the PE sensor is adequately positioned/shielded to avoid false triggering of the contactor.
- g) De-commissioning and commissioning of revised apron lighting facilities is to be conducted so as not to interrupt normal scheduled RPT services.

#### **1.4.4 - PAPI LIGHTING (Option 2)**

- a) Supply and install new single sided PAPI arrangement to manufactures specifications.
- b) Supply and install new PAPI circuit from PAPI Control Cubical to PAPI arrangements.
- c) Commission PAPI arrangements to MOS standards.

## **1.5 TRENCHING AND CIVIL WORKS**

### **1.5.1 - TRENCHING**

- a) Trenching shall be in accordance with the trenching detail shown on drawing LAV102015 - 01E Rev A.
- b) All primary ducting and cabling shall be installed to a minimum depth of 600mm.
- c) All secondary ducting and cabling shall be installed to a minimum depth of 400mm.
- d) Backfill material used backfill ducting/cable trenches shall be clean and free of oversized material and shall be backfilled and compacted in layers not exceeding 150mm.
- e) Orange electrical hazard marker tape shall be installed in all electrical trenches 150mm above top of electrical conduit.

### **1.5.2 - RUNWAY LIGHT BASES**

- a) Footings for runway light bases shall consist of concrete slabs measuring a nominal 600mm square and 50mm thick.
- b) A central hole of 12mm in diameter shall be drilled in the centre of the slab to facilitate installation of the secondary lighting cable.
- c) Three holes of 10mm diameter shall be drilled equidistant from the central wiring hole to suit installation of raised lighting units.

### **1.5.3 – INSET RUNWAY EDGE LIGHTS**

- a) Inset runway edge lights will be installed in accordance with detail shown on drawing LAV102015 - 02E Rev A.
- b) Inset edge lighting is to be sealed with BASF MasterFlow 622.
- c) Slot cuts in pavement shall be constructed in accordance with detail shown on drawing LAV102015 - 02E Rev A. Slots cuts to be sealed with Roadseal SL flexible sealant.

### **1.5.4 - SERIES ISOLATING TRANSFORMER (SIT) PITS**

- a) Sit pits shall be ACO Australia - Type 5 with PowerLok lid, unless approved otherwise.  
Part Number: Pit 76042  
Lid 70530
- b) Sit pits shall be installed in accordance with drawing LAV102015 - 01E Rev A.
- c) Backfill to SIT pits shall be clean and free of oversized material and shall be backfilled and compacted in layers not exceeding 150mm.

## 1.6 RUNWAY LIGHTING SCHEDULE

Table 1 below presents a schedule of the minimum lighting components to be included in the runway lighting system. The system is to be designed and installed in accordance with the Civil Aviation Safety Authority (**CASA**) Manual of Standards (**MOS**) Part 139 – Aerodromes.

**Table 1: Airstrip Lighting System - Minimum Components**

	Location	Colour	Beam	No Required
1.1	Runway Edge lights	White	Omni-directional	52
1.2	Runway Inset lights	White	Omni Directional	2
1.3	Threshold lights	Green/Red	Bi-directional	12
1.4	Threshold Outer lights	Green	Omni-direction	4
1.5	Taxiway Edge lights	Blue	Omni-directional	16
1.6	Taxiway Hold Point lights	Yellow	Omni-directional	2
1.7	50mm Conduit			4750m
1.8	25mm Conduit			1300m
1.9	Primary Cable – 1C x 6mm <sup>2</sup> 3kV HV Airfield primary lighting cable with termite resistant sheath			4660m
1.10	Secondary Cable – 2C x 2.5mm <sup>2</sup> Flexible airfield secondary lighting cable with termite resistant sheath			1500m
1.11	AGL Lighting Cubical			
1.12	Mains Isolating Transformers			88
1.13	Series Isolating Transformer			1
1.14	SIT Pits			68
1.15	Electrical Pits (Apron Lighting)			4
1.16	Runway Light Bases			86
1.17	PAPI Control Cubical			1
1.18	Constant Current Regulator			1
1.19	A D Coote 9 metre lighting tower with rag bolt assembly			2
1.20	Apron Flood Light (to match existing)			2
1.21	16mm <sup>2</sup> 4 C+E PVC/PVC Orange Circular Cable			280m
1.22	10mm <sup>2</sup> 2C+E PVC/PVC Orange Circular Cable			180m

**Table 2: Option 2 - Additional Item Schedule**

<b>Future Lighting Extension</b>				
2.1	50mm Conduit			520m
2.2	SIT Pits			24
<b>PAPI Installation</b>				
3.1	50mm Conduit			4400m
3.2	25mm Conduit			150m
3.3	Primary Cable – 1C x 6mm <sup>2</sup> 3kV HV Airfield primary lighting cable with termite resistant sheath			4500m
3.4	Secondary Cable – 2C x 2.5mm <sup>2</sup> Flexible airfield secondary lighting cable with termite resistant sheath			200m
3.5	SIT Pits			4
<b>AFRU+PAL Unit</b>				
4.1	Supply and install new AFRU+PAL Unit			1

## 1.7 OPTIONAL FACILITIES

### **1.7.1 - FUTURE EXPANSION**

Allowance will be made in the contract for the future development and expansion of facilities at the aerodrome.

In particular, the tenderer will make allowance for the installation of an extension to the primary cable ducting route to allow for the extension of Runway 07/25 by 100 metres to the east and to the west of the current extents of the runway pavement.

This extension to the primary cable ducting route will include:

- The installation of ducting, transformer pits, jointing and facilities to allow for the future expansion of the runway edge and threshold lighting.

### **1.7.2 - AERODROME FREQUENCY RESPONSE AND PILOT ACTIVATED LIGHTING (AFRU+PAL)**

- a) Supply new Aerodrome Frequency Response Unit + Pilot Activated Lighting (AFRU+PAL) unit.
- b) Supply and install 12V Backup Battery System.
- c) Installation of new AFRU+PAL Unit in new Electrical Cubicle.

### **1.7.3 - PRECISION APPROACH PATH INDICATOR (PAPI)**

Supply and install dual, single sided Precision Approach Path Indicator (PAPI) systems. The PAPI units are to be installed at the approaches to Runway 07 and Runway 25.

The system must be located on the left side of the runway, as viewed by an aircraft on approach, unless it is impracticable to do so.

The PAPI systems will consist of a row or 'wing bar' of 4 equally spaced sharp transition multi lamp (or paired single lamp) units and shall include:

- a) Supply and installation of PAPI Control Unit
- b) Two (2) sets of four (4) x PAPI projector light box units
- c) Support legs with frangible feet and levelling assemblies
- d) Installation of concrete footings and or mounting pads
- e) Supply all trenching, ducting and re-instatement and/or pavement repair as necessary
- f) Supply and install conduit, cabling, connectors and appurtenances required for complete installation

### **1.7.4 - TESTING AND COMMISSIONING OF PAPI**

The tenderer is to make allowance for the testing and commissioning of PAPI units. This will include:

- a) Survey assessment of the Obstacle Assessment Surface. Ref: MOS Part 139, Section 9.9.2, Obstacle Assessment Surface
- b) Design of the PAPI wing bar location (distance from the threshold)
- c) Design of the siting and location of the PAPI units. Ref: MOS Part 139, Section 9.9.4.5
- d) PAPI setup, including survey alignment, aiming and adjustment ground

- e) PAPI lighting ground checks
- f) Flight testing and commissioning
- g) Lodging of lighting commissioning reports and statements with CASA

Flight Testing and Commissioning of the PAPI system shall be done in accordance with the Manual of Standards (MOS) Part 139 – Section 9.1.15, Commissioning of Lighting Systems, and Advisory Circular (AC) 139-04 - Commissioning of Aerodrome Lighting Systems

On completion, copies of all ground check reports, flight check reports, and light fitting laboratory test reports used to support the commissioning of lighting systems must be:

- Filed in the aerodrome operators Aerodrome Manual; and
- Kept in the custody, or under the control, of the aerodrome operator as long as the relevant lighting system remains in service.

## 1.8 COMMISSIONING

On completion and installation of all lighting facilities, the tenderer will arrange the commissioning and approvals by CASA, including ground checks, flight checks and commissioning in accordance with the Manual of Standards (MOS) Part 139 – Section 9.1.15, Commissioning of Lighting Systems, and Advisory Circular (AC) 139-04 - Commissioning of Aerodrome Lighting Systems

On completion, copies of all ground check reports, flight check reports, and light fitting laboratory test reports used to support the commissioning of lighting systems must be:

- a). filed in the aerodrome operators Aerodrome Manual; and
- b). kept in the custody, or under the control, of the aerodrome operator as long as the relevant lighting system remains in service.

At the completion of the project, the tenderer will provide as-constructed survey drawings of all new infrastructure installed at the facility.

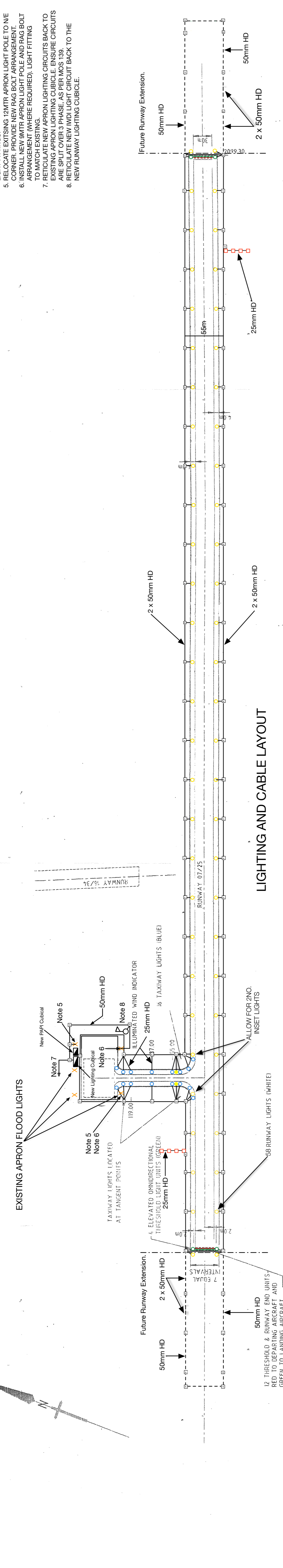
The tenderer will also supply the Shire of Laverton with a NOTAM to cover any new amendments to the AIP information, and will provide the Shire of Laverton with a modified ERSA diagram (showing the updated position of the Primary IWDI and Signal Circles) for inclusion in ERSA if applicable.

## 1.9 DRAWINGS

The following “Issued for Tender” drawings may be used as a reference for the installation layout.

LAV102015 - 01E Rev A  
LAV102015 - 02E Rev A

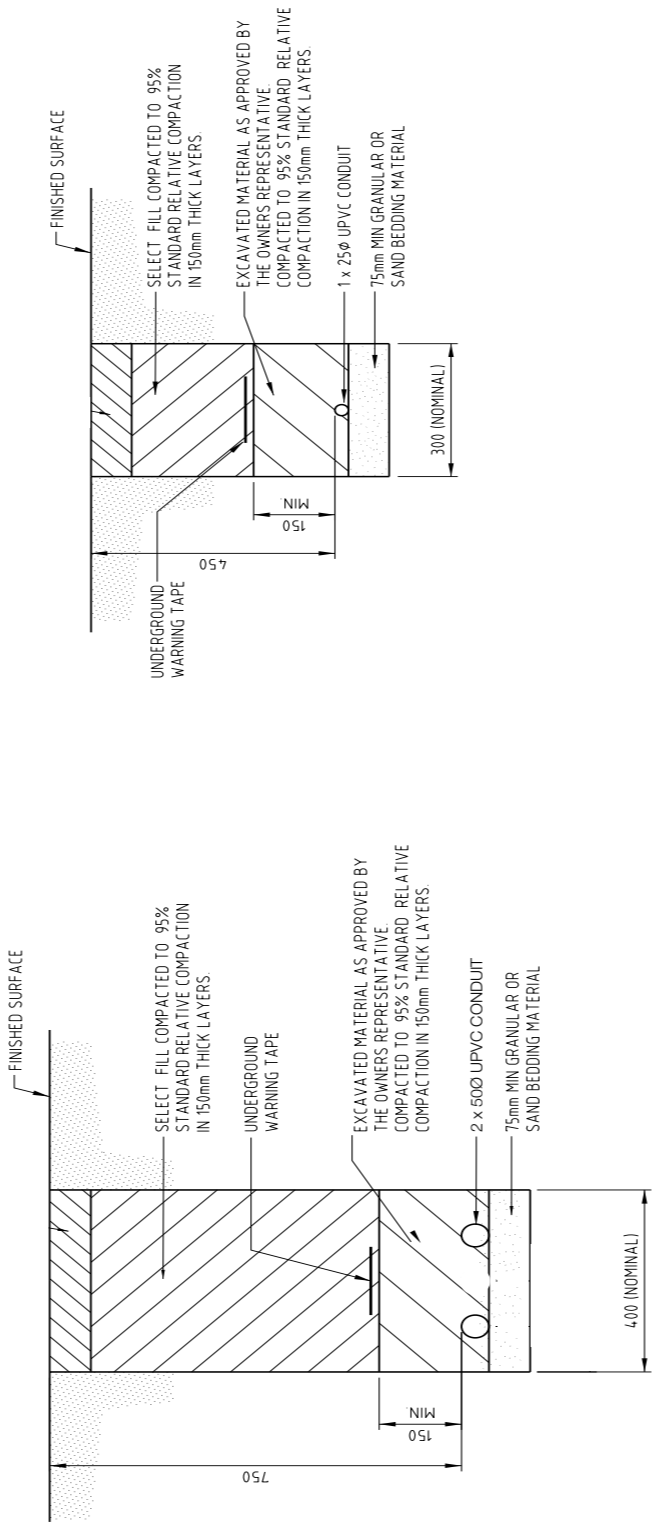
- NOTES**
1. ALL RUNWAY EDGE LIGHTS ARE TO BE WHITE
  2. TAXIWAY EDGE LIGHT ARE TO BE BLUE
  3. TAXIWAY HOLD LIGHTS ARE TO BE YELLOW
  4. EXISTING LIGHT FITTINGS ARE TO BE REMOVED ALONG WITH TRANSFORMERS ONCE COMMISSIONING OF THE NEW LIGHTING SYSTEM IS COMPLETE. TENDERS MAY PROVIDE ALTERNATIVE PRICES TO INSTALL OTHER SUITABLE LIGHTING FITTINGS.
  5. RELOCATE EXISTING 12MTR APRON LIGHT POLE TO NE CORNER. PROVIDE NEW RAG BOLT ARRANGEMENT.
  6. INSTALL NEW 9MTR APRON LIGHT POLE AND RAG BOLT ARRANGEMENT (WHERE REQUIRED). LIGHT FITTING TO MATCH EXISTING.
  7. RETICULATE NEW APRON LIGHTING CIRCUITS BACK TO EXISTING APRON LIGHTING CUBICLE. ENSURE CIRCUITS ARE IDENTIFIED WITH THE CORRECT CUBICLE NUMBER.
  8. RETICULATE NEW APRON LIGHT CIRCUIT BACK TO THE NEW RUNWAY LIGHTING CUBICLE.



**LIGHTING AND CABLE LAYOUT**

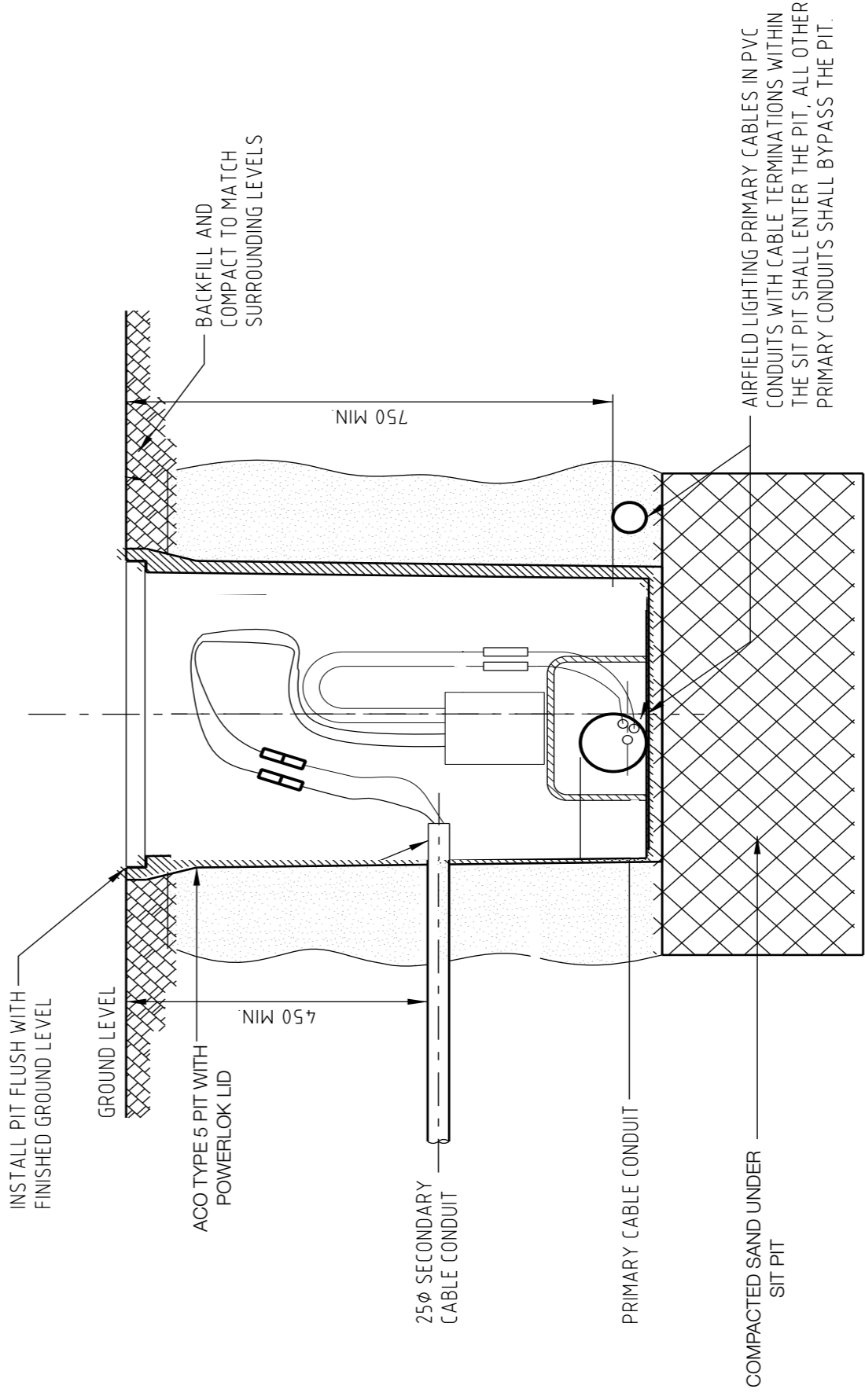
**LEGEND**

SWITCHBOARD	WHITE LIGHT
GREEN LIGHT	BLUE LIGHT
GREEN/RED LIGHT	YELLOW HOLD POINT LIGHT
SINGLE SIDED PAPI	ELECTRICAL PIT
APRON POLE LIGHT	

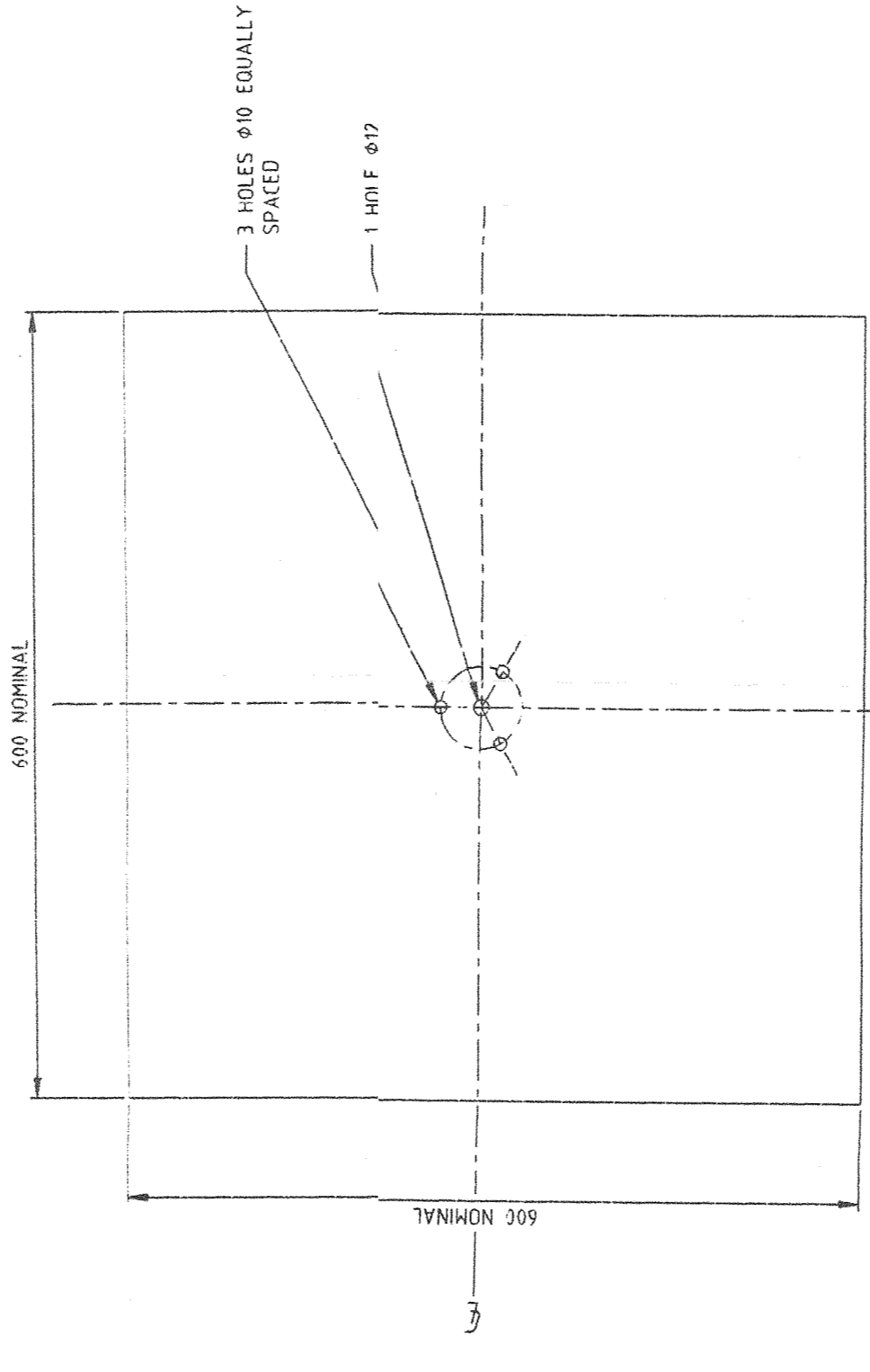


**2 x 50mm CONDUITS**

**25mm SECONDARY CONDUIT**



**ELEVATED LIGHT DETAIL**



- NOTES**
1. MINIMUM CONCRETE STRENGTH REQUIRED = 20 MPa
  2. MAXIMUM AGGREGATE SIZE = 20mm
  3. SLUMP NOT MORE THAN 75mm
  4. HOLES MAY BE SLIGHTLY TAPERED TO FACILITATE EASE OF MANUFACTURE.

**CONCRETE BASE FOR LIGHT UNIT DETAIL**

SCALE:	DO NOT SCALE	DATUM:	
DESIGNED:	C.N.M	6/09/2016	C.N.M
CHECKED:	6/09/2016	L.S.E	6/09/2016
DATE:	6/09/2016		



U11, 23 Gibberd Rd  
Balcatta WA 6021  
Tel: 08 9240 5225  
Fax: 08 9240 5226  
EC: 005815

**SHIRE OF LAVERTON  
LAVERTON AIRPORT UPGRADE  
AIRFIELD LIGHTING AND SIT PIT LAYOUT  
LIGHT FITTING AND CONCRETE BASE DETAIL**

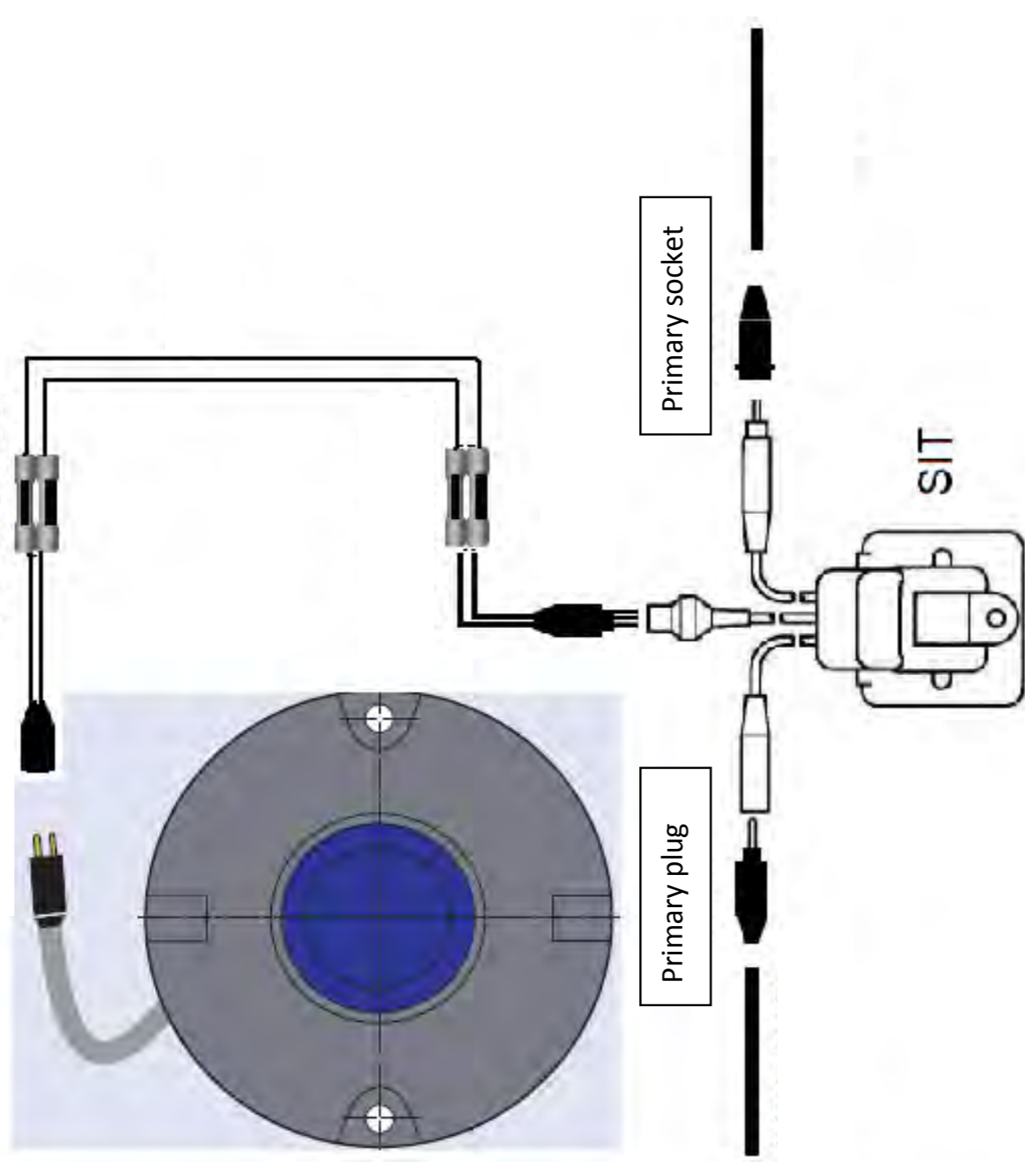
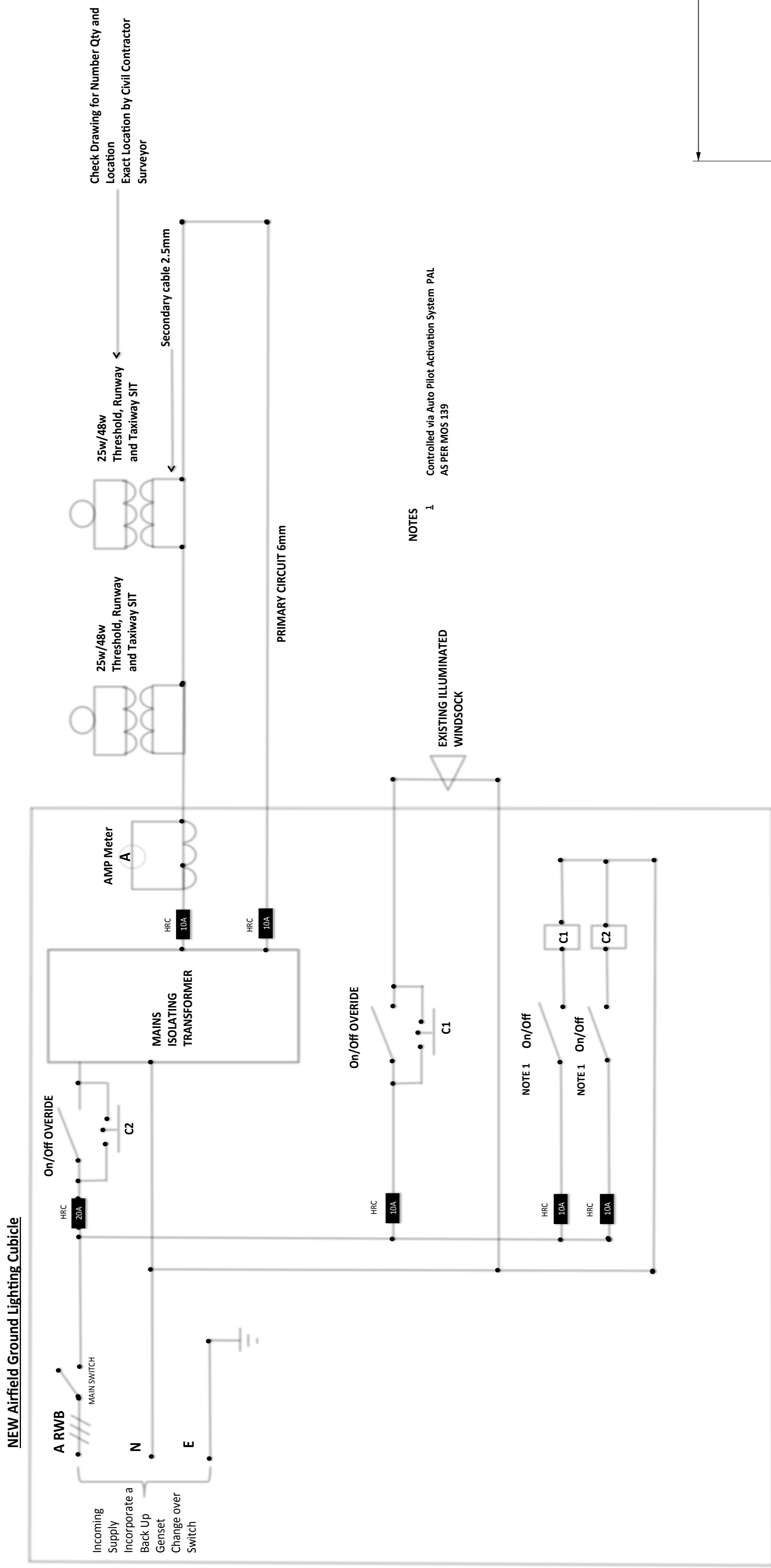
DRAWING NO.  
LAV102015-01E

DATE:  
6/09/2016

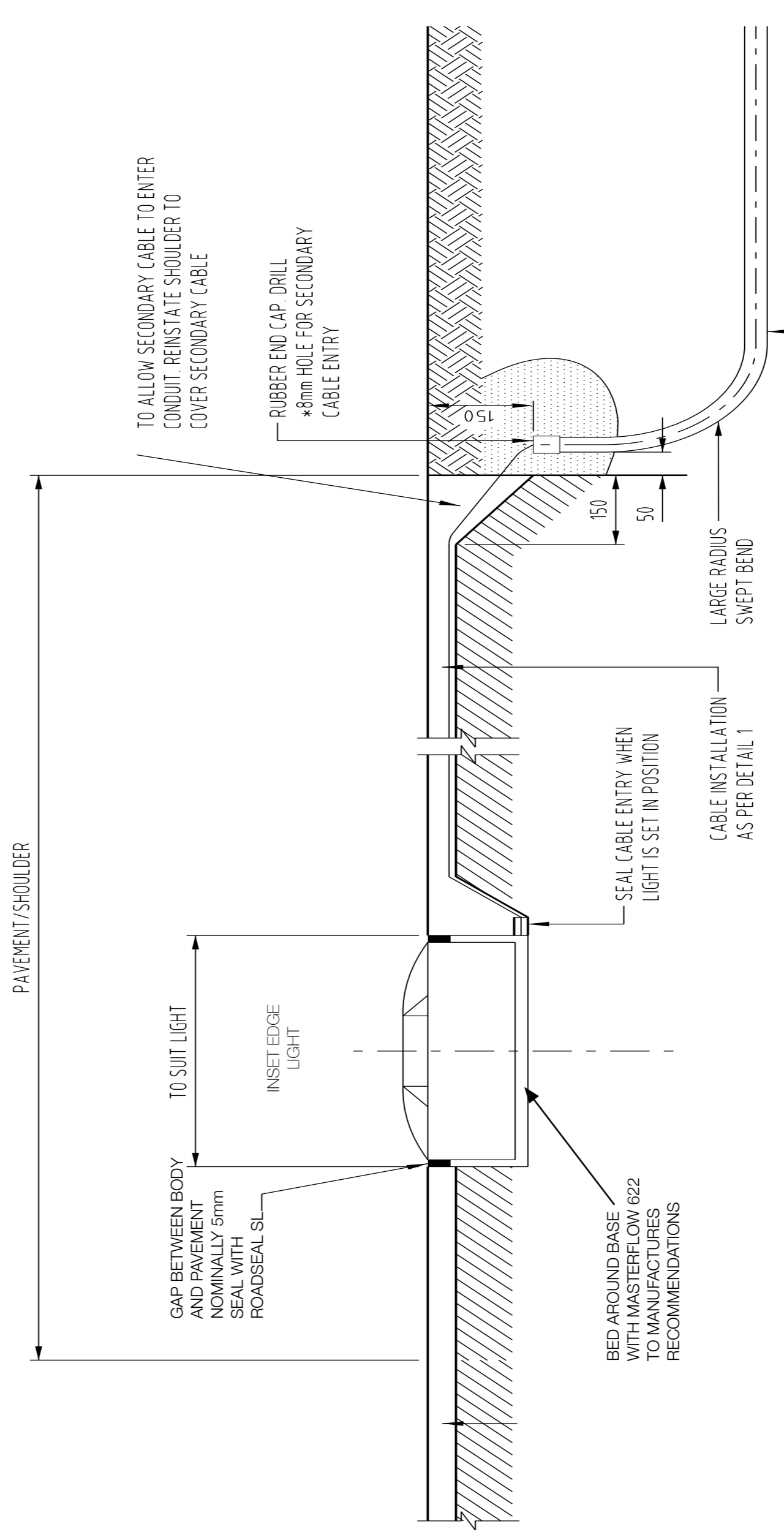
SHEET SIZE  
A1

NO.	APP'D.	DATE.	REVISION.
A			FOR TENDER ONLY

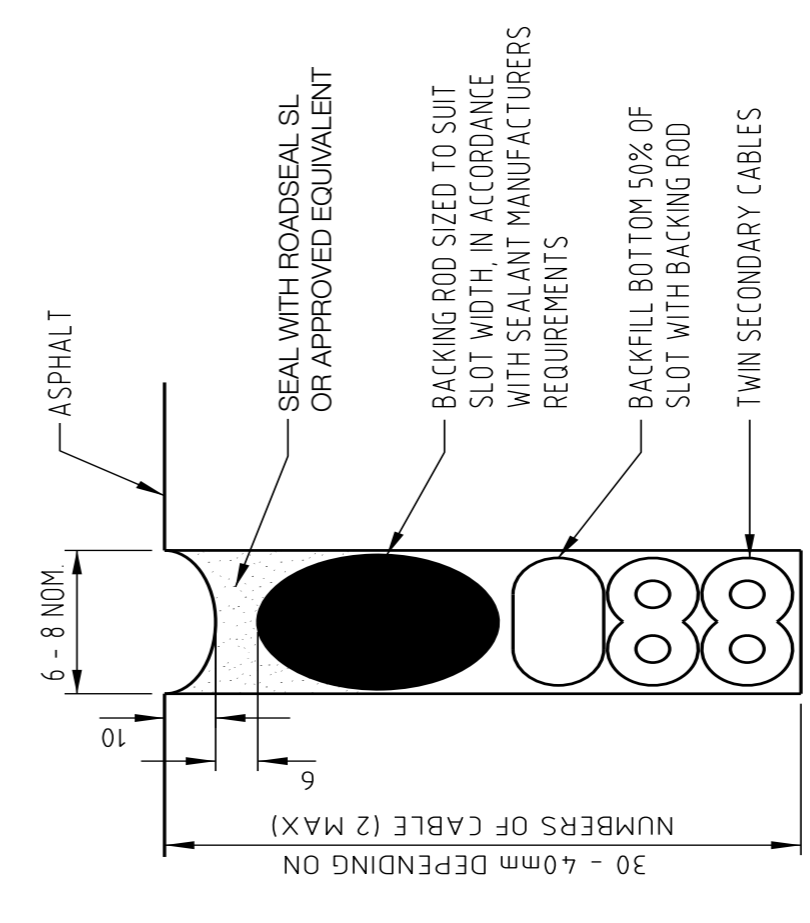




INSET LIGHT DETAIL



INSET LIGHT DETAIL



CABLE SLOT DETAIL

LINE DIAGRAM

		<b>SHIRE OF LAVERTON</b> LAVERTON AIRPORT UPGRADE AIRFIELD LIGHTING CONTROL CUBICAL INSET LIGHTING AND SLOT DETAIL		SHEET SIZE A1	DATE: 6/09/2016	DRAWING No. LAV102015-02E
		U11, 23 Gibberd Rd Balcaatta WA 6021 Tel: 08 9240 5225 Fax: 08 9240 5226 EC: 005815				
		SCALE: DO NOT SCALE		DATUM:		
DRAWN: C.N.M 6/09/2016		DESIGNED: C.N.M 6/09/2016		ENGINEER CHECKED: L.S.E 6/09/2016		
DRAFT CHECKED: [Signature] 6/09/2016		APPROVED: [Signature] 30/10/2015		DATE:		
APP'D. DATE:		REVISION:		NO.		

## 05. STAFF

### 05.14 Employee Housing Subsidy

#### Introduction

In the past Council has offered a financial recompense to employees who are not occupying Shire housing.

#### Objective

To establish clear guidelines of the instances where Council will subsidise employees who are not occupying Shire housing.

#### Policy Statement

Council will offer a subsidy to employees on the following principles:

#### 1. Subsidy Basis

##### 1.1 Employees Renting Private Accommodation

Where a Shire residence for a full or part time employee either cannot be provided, or it is not convenient to do so, a housing subsidy up to a maximum as set from time to time will be provided.

##### 1.2 Employees Residing in Their Own Accommodation

Where a current or prospective employee owns or is purchasing their own residence in Laverton, a housing subsidy at the minimum rate as set from time to time. The payment of a subsidy in this circumstance is subject to the employee being resident in the property and also responsible for its purchase and upkeep.

#### 2. Subsidy amount

The amount of the housing subsidy will have the following limits:

- Minimum - \$60 per week
- Maximum - \$120 per week

#### 3. Determination

Application for housing subsidies shall be determined by the CEO in accordance with Delegation 025 – Staff – Housing Subsidies.

#### BIBLIOGRAPHY

Adopted	22/05/1998	Reaffirmed	17/09/2015				
Reaffirmed	24/05/2007						
Amended	18/06/2009						
Amended	23/09/2010						
Reaffirmed	22/02/2011						

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## 05. STAFF

### 05.15 Payments on Termination to Employees in Addition to Contract or Award

#### Comment

Section 5.50 of the *Local Government Act 1995* requires that Council prepares a policy in respect to payments in addition to contracts or awards, made to employees whose employment is finishing.

The policy is to set out:

- (a) The circumstances in which the Shire of Laverton will pay an employee an amount in addition to any amount which the employee is entitled to under a contract of employment, Enterprise Bargaining Agreement or Industry Award; and
- (b) The manner of assessment of the additional amount.

#### Policy

##### 1. Application

- 1.1 This policy applies to all permanent employees of the Shire of Laverton.
- 1.2 Determinations under this policy will be made by Council in respect to the Chief Executive Officer and by the Chief Executive Officer for all other employees.

##### 2. Determination of Additional Payment

- 2.1 In determining whether an additional payment should be made, due regard shall be given to the following:
  - The length of service of the employee.
  - The employee's sick leave record and Council policies in this regard.
  - The value of the employee's service, having regard to positions held.
  - The conscientiousness and commitment of the employee over the period of employment.
  - Any other factors considered relevant.

#### BIBLIOGRAPHY

Adopted	18/06/1998	Amended	20/07/2017				
Reaffirmed	24/05/2007						
Reaffirmed	18/06/2009						
Reaffirmed	22/02/2011						
Reaffirmed	17/09/2015						

## 05. STAFF

### 05.15 Payments on Termination to Employees in Addition to Contract or Award

#### 2.2 Value of Gratuity Gift

Service gratuity payments will apply as follows:

LENGTH OF CONTINUOUS SERVICE	VALUE OF GRATUITY GIFT
Less than three years	Nil
3 – 5 years	\$800
5 – 8 years	\$800
8+ years	\$1,000

- A gratuity gift or payment will not be provided to an employee who has been dismissed for any reason other than redundancy.
- A gratuity gift or payment will not be provided to a casual or other non-permanent employee.
- Pro rata amounts apply to part time permanent employees.
- For the purposes of this policy, continuous service shall include any period of paid leave.
- Value of gratuity gifts.

#### BIBLIOGRAPHY

Adopted	18/06/1998	Amended	20/07/2017				
Reaffirmed	24/05/2007						
Reaffirmed	18/06/2009						
Reaffirmed	22/02/2011						
Reaffirmed	17/09/2015						