



SHIRE OF LAVERTON

MINUTES

FOR THE ORDINARY MEETING OF COUNCIL

HELD 21 APRIL 2022

COMMENCING AT 5:00PM

This page has been left intentionally blank

TABLE OF CONTENTS

| | |
|---|----------|
| 1. DECLARATION OF OPENING | 1 |
| 2. ANNOUNCEMENT OF VISITORS | 1 |
| 3. RECORD OF ATTENDANCE..... | 1 |
| 3.1 PRESENT | 1 |
| 3.2 APOLOGIES | 1 |
| 3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED | 1 |
| 4. APPLICATIONS FOR LEAVE OF ABSENCE | 2 |
| 5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE..... | 2 |
| 6. PUBLIC QUESTION TIME | 2 |
| 7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS..... | 2 |
| 8. CONFIRMATION OF MINUTES..... | 2 |
| 8.1 ORDINARY MEETING OF COUNCIL 17 MARCH 2022 | 2 |
| 9. PETITIONS / DEPUTATIONS / PRESENTATIONS..... | 2 |
| 10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION..... | 2 |
| 10.1 PRESIDENT’S REPORT | 3 |
| 10.2 OTHER MEMBERS’ REPORTS | 3 |
| 11. REPORTS OF COMMITTEES AND OFFICERS..... | 5 |
| 11.1 FINANCE AND ADMINISTRATION BUSINESS | 5 |
| 11.1.1 Revocation of Council Policies | 5-10 |
| 11.1.2 Record Keeping Plant 2021034..... | 11-16 |
| 11.1.3 Accounts Paid as at 31 March 2022 | 17-18 |
| 11.1.4 Differential Rating 2022-2023 | 19-28 |
| 11.1.5 Goldfields Records Storage Facility – Goldfields Voluntary Regional Organisation of Councils (GVROC) | 29-36 |
| 11.1.6 Reserve Transfer – Lake Wells Road (Australian Potash) Reserve | 37-41 |
| 11.1.7 Tender RFT02-2021/2022 – Airport Works – Construction of Turning Nodes, Reseal Runway, Taxiways, Apron and Parking Areas and Reinstatement of Line Marking | 43-49 |
| 11.1.8 Tender RFT 01-2021/2022 – Design and Construct, Deliver and Install Modular Works Office To Cox St Laverton WA | 51-61 |

| | | |
|-------------|---|------------|
| 11.1.9 | Monthly Financial Management Statements for the Period Ending 31 March 2022 | 63-66 |
| 11.1.10 | Great Beyond Expansion..... | 67-69 |
| 11.1.11 | Goldfields Aboriginal Business Chamber – Forum & Trade Show | 71-73 |
| 11.1.12 | Focus Groups – Racecourse, Airport and Townscape Developments | 75-81 |
| 11.1.13 | Focus Groups – Road Maintenance Agreements | 83-89 |
| 11.1.14 | Fees and Charges 2022-2023 | 91-97 |
| 11.1.15 | Continuing Professional Development..... | 99-101 |
| 11.1.16 | Regulation 17 Review – Risk..... | 103-107 |
| 11.2 | ENVIRONMENTAL HEALTH/BUILDING SURVEYOR BUSINESS | 109 |
| 11.3 | WORKS AND SERVICES BUSINESS..... | 109 |
| 11.4 | PLANNING AND DEVELOPMENT BUSINESS | 111 |
| 11.4.1 | Department of Planning, Lands and Heritage – Request to Relinquish the Management Order on Reserve 8014, Burtville Townsite | 111-113 |
| 12. | ELECTED MEMBERS’ MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN..... | 115 |
| 13. | NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING | 115 |
| 14. | ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS | 117 |
| 14.1 | APPROVAL TO CONSIDER ITEMS BEHIND CLOSED DOORS | 118 |
| 14.1.1 | Proposal to Commence Sale of Land Process | 118 |
| 14.1.2 | Contract Negotiations..... | 119 |
| 14.2 | APPROVAL TO COME OUT FROM BEHIND CLOSED DOORS | 119 |
| 16. | CLOSURE OF MEETING | 121 |
| 17. | CERTIFICATION | 121 |

MINUTES

FOR THE ORDINARY MEETING OF COUNCIL HELD AT 5:00PM THURSDAY 21 APRIL 2022 IN THE SHIRE OF LAVERTON COUNCIL CHAMBERS

1. DECLARATION OF OPENING

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

2. ANNOUNCEMENT OF VISITORS

Nil

3. RECORD OF ATTENDANCE

3.1 PRESENT

| | |
|-----------------|-------------------------|
| Cr P Hill | President |
| Cr G Buckmaster | Councillor |
| Cr R Weldon | Councillor |
| Cr J Carmody | Councillor |
| Cr R Prentice | Councillor |
| Cr R Wedge | Councillor |
| Mr P Naylor | Chief Executive Officer |

3.2 APOLOGIES

| | |
|---------------|--------------------------------|
| Mr P Marshall | Deputy Chief Executive Officer |
|---------------|--------------------------------|

Larry Tan, Pranjal Sudhir Bhate, Hooi Yee Lau, Sabin Shrestha and Henry Metschukat from RSM Australia Pty Ltd were unable to attend the meeting via Zoom as they are still awaiting the commentaries and approval from the Office of the Auditor General on the Audit Planning Memorandum.

3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

| | |
|-------------|------------------|
| Cr S Weldon | Deputy President |
|-------------|------------------|

4 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6 PUBLIC QUESTION TIME

Nil

7 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

14.1.1 Proposal to Commence Sale of Land Process

14.1.2 Contract Negotiations

8 CONFIRMATION OF MINUTES

| |
|--|
| 8.1 ORDINARY MEETING OF COUNCIL – 17 MARCH 2022 |
|--|

VOTING REQUIREMENTS

Simple majority decision of Council required.

| | | | | | | | | |
|--|---|---|-----------------------------|-----------------------------|--|--|-------------|--|
| <table><tr><td>RESOLUTION</td><td>COUNCIL DECISION/PROCEDURAL MOTION</td></tr><tr><td>MOVED: <u>Cr R Prentice</u></td><td>SECONDED: <u>Cr R Wedge</u></td></tr><tr><td colspan="2">That the Minutes of the Ordinary Meeting of Council held on 17 March 2022, be confirmed as a true and correct record of proceedings.</td></tr><tr><td colspan="2">CARRIED 6/0</td></tr></table> | RESOLUTION | COUNCIL DECISION/PROCEDURAL MOTION | MOVED: <u>Cr R Prentice</u> | SECONDED: <u>Cr R Wedge</u> | That the Minutes of the Ordinary Meeting of Council held on 17 March 2022, be confirmed as a true and correct record of proceedings. | | CARRIED 6/0 | |
| RESOLUTION | COUNCIL DECISION/PROCEDURAL MOTION | | | | | | | |
| MOVED: <u>Cr R Prentice</u> | SECONDED: <u>Cr R Wedge</u> | | | | | | | |
| That the Minutes of the Ordinary Meeting of Council held on 17 March 2022, be confirmed as a true and correct record of proceedings. | | | | | | | | |
| CARRIED 6/0 | | | | | | | | |

9 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

10 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10.1 PRESIDENT'S REPORT

Cr Patrick Hill tabled his President's Report (Attachment OMC210422.10.1.A)

VOTING REQUIREMENTS

Simple majority decision of Council required.

RESOLUTION

COUNCIL DECISION/PROCEDURAL MOTION

MOVED: Cr G Buckmaster SECONDED: Cr R Wedge

That the President's report tabled, be received.

CARRIED 6/0

10.2 OTHER MEMBERS' REPORTS

No Elected Members Reports were tabled at the meeting.

This page has been left intentionally blank

Report from Cr Patrick Hill for Ordinary Meeting of Council 21/04/2022

- 25/02/2022** Minister for Regional Development Alannah MacTiernan, Local member Ali Kent and State upper house member for Mining and Pastoral Kyle McGinn were in Laverton to announce a \$200K grant to the Laverton Training Centre. There was also an announcement of \$1.2m in funding to improve the internet speed and capacity in Laverton and Leonora by Ali Kent and Minister MacTiernan.
- 05/03/2022** Miners Memorial Service in Kalgoorlie. Cr Rex Weldon attended this service on behalf of the Shire of Laverton.
- 16/03/2022** Outback Highway Development Council meeting. Items discussed were :-
- 1.1** Progress on our IA Stage 2 submission & Stage 3- Paul Stanley
 - 1.2** Budget- 29 March- Canberra visit. Helen Lewis, GM and Mayor of Boulia Rick Britton.
 - 1.3** Role of OHDC Inc- Engage with States/ NT, community capacity, tourism, future role.
 - 1.4** Industry engagement- next level.
 - 1.5** Election- Opposition commitment – honour funding allocated.
 - 1.6** 25th Anniversary Event/ AGM / Dates and invitations. 7th, 8th and 9th of September 2022 in Winton.
- 17/03/2022** Ordinary Meeting of Council
- 24/03/2022** I attended an Outback Highway Development MRD Governance meeting in Kalgoorlie Main Roads office. Development of the WA sections are still progressing where surveys and road design were still being developed. Also, heritage and native title issues are still being considered and a tentative start date for construction is September 2022.
- 25/03/2022** I attended the Regional Road Group meeting in Kalgoorlie at the Main Roads Office. Future road funding programs were discussed and also current road projects in progress.
- 29/03/2022** Federal Budget handed down and the \$678m confirmed to the Outback Way. This was terrific news and in Canberra at the budget announcement was the General Manager of the OBHDC and the Mayor of Boulia Rick Britton. I was unable to attend due to illness.
- 01/04/2022** GVROC meeting in Norseman. I couldn't attend in person but joined the meeting via Video link up.

Future meetings and events: -

25/04/2022 ANZAC Day service.

Thanking you,

Regards,

Patrick Hill
Shire President.

11 REPORTS OF COMMITTEES AND OFFICERS

11.1 FINANCE AND ADMINISTRATION BUSINESS

11.1.1 REVOCATION OF COUNCIL POLICIES

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable |

MATTER FOR CONSIDERATION BY THE COUNCIL

The matter before Council is to undertake a review of the Council's policies in accordance with the Local Government Act 1995. This will be completed within 2-3 stages and the first stage is to revoke a number of policies which are covered with the Local Government Act and associated Regulations or are an operational matter to be addressed through delegations by the Chief Executive Officer.

ATTACHMENTS

OMC210422.11.1.1.A Existing Policies to be revoked

BACKGROUND

The Shire of Laverton's Policy Manual was last reviewed in 2015. Policy 02.17 Policy Manual stipulates that the Policy Manual be reviewed in February of each odd year, i.e. biennially, and therefore a full review is overdue.

Subsequent phases will be the review of existing policies and the drafting of new policies and submitting a uniform standard of policy across the council's requirements.

Local Government Act 1995

2.7. Role of council

(1) The council —

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

STRATEGIC PLAN IMPLICATIONS

Leadership Objective: Responsible financial management and governance, leading an empowered community

4.2.1 Maintain a high level of corporate governance, responsibility and accountability

4.2.1.2 Maintain effective policies, procedures and practices

POLICY IMPLICATIONS

Policy 2.17 – Policy Manual, sets down guidelines for the making and changing of Shire policies.

FINANCIAL IMPLICATIONS

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

RISK MANAGEMENT

The risk is considered medium to high as the council has not undertaken the Policy review since 2015.

| 5x5 RISK MATRIX | | | | | | |
|-----------------|-----------------|---------------|---------------|---------------|---------------|---------------|
| PROBABILITY | Highly Probable | 5 Moderate | 10 Major | 15 Major | 20 Severe | 25 Severe |
| | Probable | 4 Moderate | 8 Moderate | 12 Major | 16 Major | 20 Severe |
| | Possible | 3 Minor | 6 Moderate | 9 Moderate | 12 Major | 15 Major |
| | Unlikely | 2 Minor | 4 Moderate | 6 Moderate | 8 Moderate | 10 Major |
| | Rare | 1 Minor | 2 Minor | 3 Minor | 4 Moderate | 5 Moderate |
| | | Very Low | Low | Medium | High | Very High |
| IMPACT | | | | | | |

CONSULTATION

Nil

COMMENT

A policy is the general rule or principle which is required to provide clear direction to the Administration on the day to day management of the shire. The review of policies should be undertaken because of changing legislation, strategic objectives through

the community strategic plan and changing industry standards. It is appropriate to review the policies following the election of councillors every two years to ensure that the policies are relevant and up to date.

The review of the current listing of policies with comments as to why the policies are no longer required.

The next stage is to incorporate the policies into a document and bring these back to Council for formal adoption of the Policy and then the final stage is for the administration to place the policies into one style which will be a continuum leading up to the next review following the 2023 election.

| POLICIES TO BE REVOKED | REASON FOR REVOKATION |
|---|---|
| 02.01 Disclaimer | Policy to be replaced by a Disclaimer included in the Council Meeting Agenda |
| 02.02 Election Signs | Covered by other legislation |
| 02.06 Tender Procedures | Covered by other legislation |
| 02.07 Execution of Documents | Covered by other legislation |
| 02.08 Meetings of Council and Committees - Distribution and Release of Minutes | Covered by other legislation |
| 02.10 Administration Vehicle - Usage Guidelines | This policy is no longer required as this vehicle has no FBT ramifications and is also a pool vehicle used by all staff and councillors as and when required |
| 02.12 Community Development Manager Vehicle - Usage Guidelines | This policy is no longer required as this vehicle has no FBT ramifications and is also a pool vehicle used by all staff and councillors as and when required |
| 02.19 Community Service Excellence Award | This award has not been awarded since 2015 and recognition can either awarded by presenting the Sheila Laver Award or by recognition through another awards system |
| 02.22 Internal Control | This policy is covered by the <i>Local Government Act 1995</i> and by Reg 17 |
| 02.23 Legislative Compliance | Covered by other legislation |
| 03.07 Goods and Services Tax | Covered by other legislation |
| 03.08 Budget - Preparation | Covered by other legislation |
| 03.21 Charges Against Land - Fire Preventative Costs | Covered by other legislation |
| 04.04 Handbooks - Councillors' Issues | This policy is outdated, and Councillors are able to access information when and as required through the internet etc. |
| 04.05 Well Wishes from Councillors | This policy is outdated and should Councillor's wish to acknowledge an event there is a provision in the Budget made for this purpose |

| | |
|--|---|
| 04.09 Remote Attendance at Meetings | Covered by other legislation |
| 05.05 Telephone Charges - Council Installed Telephone | This policy is no longer required as mobile phones have been provided whilst offset or outside business hours |
| 05.18 Satellite Telephone - Road Works Crew | This is a WHS requirement and a policy is not required. |
| 05.19 Provision of Tea, Coffee and Sugar and Cleaning Materials | The provision of these items is a 'given' for staff working remotely and a policy regarding their provision is not required |
| 05.20 Provision of Cooking Utensils, Cutlery and Crockery | The provision of these items is a 'given' for staff working remotely and a policy regarding their provision is not required |
| 05.22 Rostered Day Off - Salaried Staff | This policy is not required and the rostered days off will continue unless changed in the Enterprise Bargaining Agreement |
| 06.01 Building Maintenance | This policy is not required as building maintenance is incorporated as part of the Budget process |
| 06.05 Hall Cleaning | This policy is not required as the contents are incorporated into the Hall hire agreement. |
| 06.07 Housing - Tenancy Agreements | Covered by other legislation and not required as bonds are not taken and it is felt that staff can be trusted not to damage council properties |
| 06.08 Laverton Airport - Terminal and Surrounds | Not required as this is an operational matter and if needed, a new policy will be developed with the new terminal project (focus group). |
| 08.09 Guidelines for Maintenance Grading | Not required as this an operational matter. |
| 08.15 Timing of Road Works | Not required as this an operational matter. This will also be covered within the budget deliberations |
| 08.18 Use of Explosives Within Laverton Town Site | Covered by other legislation |
| 08.19 Basic Tool Kit - Major Plant | Not required as this an operational matter. |
| 08.20 Water Pipes Under Roads | Not required as this an operational matter. |
| 08.24 Street Verges - Allocation of Services | Is a standard allocation by services by respective agencies |
| 08.41 Removal of Car Bodies | Covered by other legislation – covered also in fees and charges |
| 09.05 Heritage Clearances - Aboriginal Heritage Act | Covered by other legislation |
| 10.05 Matters Pertaining to Camping Out | Not required as this an operational matter. |

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Wedge SECONDED: Cr G Buckmaster

That the Council approves the revocation of the following policies as part of the overall review (stage 1) to be undertaken in accordance with clause 2.7 (2)(b) of the Local Government Act 1995

| |
|---|
| POLICIES TO BE REVOKED |
| 02.01 Disclaimer |
| 02.02 Election Signs |
| 02.06 Tender Procedures |
| 02.07 Execution of Documents |
| 02.08 Meetings of Council and Committees - Distribution and Release of Minutes |
| 02.10 Administration Vehicle - Usage Guidelines |
| 02.12 Community Development Manager Vehicle - Usage Guidelines |
| 02.19 Community Service Excellence Award |
| 02.22 Internal Control |
| 02.23 Legislative Compliance |
| 03.07 Goods and Services Tax |
| 03.08 Budget - Preparation |
| 03.21 Charges Against Land - Fire Preventative Costs |
| 04.04 Handbooks - Councillors' Issues |
| 04.05 Well Wishes from Councillors |
| 04.09 Remote Attendance at Meetings |
| 05.05 Telephone Charges - Council Installed Telephone |
| 05.18 Satellite Telephone - Road Works Crew |
| 05.19 Provision of Tea, Coffee and Sugar and Cleaning Materials |
| 05.20 Provision of Cooking Utensils, Cutlery and Crocery |
| 05.22 Rostered Day Off - Salaried Staff |

| |
|--|
| 06.01 Building Maintenance |
| 06.05 Hall Cleaning |
| 06.07 Housing - Tenancy Agreements |
| 06.08 Laverton Airport - Terminal and Surrounds |
| 08.09 Guidelines for Maintenance Grading |
| 08.15 Timing of Road Works |
| 08.18 Use of Explosives Within Laverton Town Site |
| 08.19 Basic Tool Kit - Major Plant |
| 08.20 Water Pipes Under Roads |
| 08.24 Street Verges - Allocation of Services |
| 08.41 Removal of Car Bodies |
| 09.05 Heritage Clearances - Aboriginal Heritage Act |
| 10.01 Matters Pertaining to Camping Out |

CARRIED 6/0

02. ADMINISTRATION

02.01 Disclaimer

Council has adopted as policy the following Disclaimer which is to be displayed in the Administration Office in a prominent position. Visitors to the Council and customers must be made aware of the Disclaimer.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the **Shire of Laverton** for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with Staff. The **Shire of Laverton** disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the **Shire of Laverton** during the course of any meeting is not intended to be and is not taken as notice of approval from the **Shire of Laverton**. The **Shire of Laverton** warns that anyone who has an application lodged with the **Shire of Laverton** must obtain and only should rely on **Written Confirmation** of the outcome of the application, and any conditions attaching to the decision made by the **Shire of Laverton** in respect of the application.

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

02. ADMINISTRATION

02.02 Election Signs

Council will allow erection of approved signs for candidates in Federal, State and Local Government elections on the following conditions:

1. Signs must first be submitted to the Chief Executive Officer to ensure they are not offensive in nature.
2. Payment of a one hundred dollar (\$100) deposit which will be refundable if signs are all removed within seventy two hours of Election Day.
3. If signs have not been removed within seventy two hours, the Council's workforce will remove them and the deposit will be forfeited.

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

02. ADMINISTRATION

02.06 Tender Procedures

Introduction

The *Local Government Act 1995* (section 3.57) provides that “A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.”

Part 4 of the *Local Government (Functions & General) Regulations 1996*, gives specific direction with regard to the calling of tenders such as monetary values, tender registers, time allowed to submit tenders, choice of Tenderer etc.

Objective

This Policy seeks to define the operating procedures to be followed by staff of the Shire of Laverton when entering in to the process of inviting tenders for works, so that compliance with the *Local Government Act 1995* is achieved and the integrity of the tender process is maintained.

Policy Statement

That in relation to the inviting of any tenders, the following policy procedures are to apply:

1. A lockable tender box is to be provided and kept at the front counter of the Shire Office during the tender period.
2. For each tender invited, a tender reference number shall be allocated and such number shall be quoted in the heading of all tender advertisements and shall be quoted in all references to the particular tender, i.e. on the Council correspondence, files, Council Minutes, Agendas, etc
3. A tender document is to be prepared in the format required by regulation 14(4) of the *Local Government (Functions & General) Regulations 1996* and circulated to prospective tenderers for their compulsory use in tendering to Council. The tender document is to include selection criteria approved by the Chief Executive Officer or Council. The use of such form is optional in the case of procurements worth less than \$100,000.
4. Notices inviting tenders for any item/s, works, etc which are provided for in the Council's budget or works program may be placed with the approval of the Chief Executive Officer (Delegation 13).
5. Advertisements or specifications are to indicate where the goods or services are to be delivered/supplied to and "canvassing of Councillors will disqualify".
6. Tender notices shall insist that all tenders be clearly marked, and in a sealed envelope.
7. Tenders submitted by the medium of facsimile machine shall not be accepted. Email through a recognised tender format (i.e. Council Link or similar) will be accepted and down-loaded by staff once tenders have closed.

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

02. ADMINISTRATION

02.06 Tender Procedures cont'd

8. Tenders shall be opened where possible in the presence of the Chief Executive Officer and preferably at least one other Shire officer. They should be opened as soon as possible after the closing date.
9. In the event of only one tender being received and there being some doubt about the value of the tender, or, in the opinion of the persons opening the tenders that an insufficient number of tenders have been received to determine the fair market value of the work, it may be recommended to Council that it decline to accept any tender and or recall tenders.
10. When it is considered a tender may be non-conforming it must be referred to the Chief Executive Officer to determine whether the tender shall be considered to be non-conforming and as such, rejected.
11. No member, employee or agent of Council shall barter or negotiate with tenderers, albeit perhaps in good faith, in writing and equally with all tenderers, except where full Council has so resolved.

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

02. ADMINISTRATION

02.07 Execution of Documents

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

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

02. ADMINISTRATION

02.08 Meetings of Council and Committees – Distribution and Release of Minutes

1. A copy of the minutes of all Council Meetings and Committees Meetings, endorsed with the wording – “Please Note” – These Minutes have yet to be confirmed by Council/Committee as a true record of proceedings,” are to made available for perusal by members of the public at the Council Office and Council Library as soon as possible following each meeting but within the time limits prescribed by *Local Government (Administration) Regulations 1996*, regulation 13.
2. Any person may be provided with photocopy of any page or pages of any Council Meeting Minutes, on payment of the photocopying charges that apply. Such copies issued that have not been confirmed are to be endorsed with the wording – “Please Note – these Minutes have yet to be confirmed by Council/Committee as a true record of proceedings”.
3. A copy of the Minutes of all Council Meetings, endorsed with the wording “Please Note – These Minutes have yet to be confirmed by Council as a true record of proceedings” are to be forwarded, on request and free of charge, to all media outlets within or servicing the district as soon as possible following each meeting.
4. Any individual or organisation, may, on payment of an annual subscription set by Council each year, have a copy of the Minutes of all Council Meetings, posted to them following each meeting. The minutes are to be endorsed with the wording “Please Note – These Minutes have yet to be confirmed by Council/Committee as a true record of proceeding.” These minutes are to posted to the subscribers as soon as possible following each meeting.
5. Upon request, a copy of the minutes of all or any council meeting may be posted to Local Members of State or Federal Parliament, free of charge, if unconfirmed, the minutes are to be endorsed with the wording – “Please Note- These minutes have yet to be confirmed by Council as a true record of proceedings”.

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

02. ADMINISTRATION

02.10 Administration Vehicle – Usage Guidelines

Introduction

The administration pool vehicle (160 LA) is generally available for use by Councillors and Staff on official duties.

Objective

To establish basic guidelines and responsibilities for the upkeep and usage of the administration vehicle.

Policy Statement

In relation to the administration vehicle the following procedures are to apply:

1. The vehicle is available for use by Councillors and Staff on official duties. It may also be used on Shire business by visiting Contractors and Consultants.
In any of these scenarios, the vehicle may also be driven by spouse or partner, but only whilst the approved user is also in the vehicle.
2. At his discretion, the Chief Executive Officer may also approve private use of the vehicle.
3. Management of the vehicle shall be the responsibility of the Executive Manager Corporate and Community Services.
4. Notwithstanding item 2, all requests for the loan of this vehicle must be made to the Chief Executive Officer. A current and appropriate motors drivers' licence is to be produced at the time of the request for use of the vehicle.
5. When an application has been approved, the Executive Manager Corporate and Community Services will request the Depot Manager to release the vehicle to the applicant. The vehicle must also be returned to the Depot Manager on completion of the approved usage.
6. A log book in the glove compartment must be completed by the driver at all times stating full details of the trip and location. A fuel card inside the front cover of the log book is available for the Administration Vehicle only. The applicant is to produce tax invoices for fuel and all vehicle associated items incurred on the fuel card.
7. The driver is also required to produce tax receipts for any personal expenditure (i.e., cash or credit card) incurred in regard to usage of the vehicle. Failure to produce the receipts may result in the applicant not being reimbursed for their expenditure.

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|------------|------------|--|--|--|--|
| Adopted | 21/09/2000 | Reaffirmed | 17/09/2015 | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Amended | 22/03/2014 | | | | | | |

02. ADMINISTRATION

02.10 Administration Vehicle – Usage Guidelines cont'd

8. Persons granted use of this vehicle must ensure that the interior is clean and tidy when returning the vehicle. The Depot Manager will inspect the vehicle after each trip to monitor these conditions. Persons not complying with this requirement may lose the opportunity to use the vehicle in the future. The Depot Manager will arrange for the vehicle to be washed, refuelled and parked in the depot shed unit further advised.

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|------------|------------|--|--|--|--|
| Adopted | 21/09/2000 | Reaffirmed | 17/09/2015 | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Amended | 22/03/2014 | | | | | | |

02. ADMINISTRATION**02.10 Administration Vehicle – Usage Guidelines cont'd****SHIRE OF LAVERTON**
ADMINISTRATION POOL VEHICLE APPLICATION FORM

This form is to be filled out on the understanding that the Guidelines in Policy 02.10 have been read and understood.

| | | |
|---|-----------|--|
| NAME: | | |
| PHONE HOME/BUSINESS: | | MOBILE: |
| ADDRESS: | | |
| USAGE DATES: | | |
| NAME OF DRIVER (1): | | LICENCE No: |
| NAME OF DRIVER (2): | | LICENCE No: |
| VEHICLE TO BE RETURNED: | AM | PM |
| REASON FOR USAGE: | | |
| | | |
| | | |
| | | |
| | | |
| SIGNATURE OF USER: | | |
| | | |
|Position..... | | |
| APPROVAL GRANTED / DENIED: | | |
| | | |
| <div style="border-bottom: 1px solid black; width: 150px; margin: 0 auto;"></div> Chief Executive Officer | | <div style="border-bottom: 1px solid black; width: 50px; margin: 0 auto;"></div> / / Date |

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|------------|------------|--|--|--|--|
| Adopted | 21/09/2000 | Reaffirmed | 17/09/2015 | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Amended | 22/03/2014 | | | | | | |

02. ADMINISTRATION

02.12 Community Development Manager Vehicle – Usage Guidelines

Introduction

The Community Development Manager vehicle is generally available for use by Councillors and Staff on official duties.

Objective

To establish basic guidelines and responsibilities for the upkeep and usage of the Community Development Manager vehicle.

Policy Statement

In relation to the Community Development Manager vehicle, the following policy procedures are to apply:

1. The vehicle is available for use by Councillors and Staff on official duties.
2. Management of the vehicle is the responsibility of the Community Development Manager. For the sake of clarity, this involves ensuring the vehicle is fuelled, fluids are maintained at the appropriate operating level and the vehicle is kept clean and tidy.
3. The Community Development Manager has commuter use of this vehicle. 'Private use' may be permitted, subject to prior approval being granted by the Chief Executive Officer on each specific occasion, or in accordance with provisions included with the written terms of employment for the Community Development Manager.

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 24/04/2006 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

02. ADMINISTRATION

02.19 Community Service Excellence Award

Introduction

This award recognises volunteers are essential to a town's wellbeing and that Laverton has gained much by the many examples of volunteerism. This new Award would be open to the widest range of nominations possible. Nominations would be considered for individuals, groups, couples, families, clubs, businesses and agencies. The nomination will be for those who have demonstrated particular dedication and commitment through consistent volunteer efforts on behalf of those in need. It could be for exceptional contributions in the community by volunteers who donate their time to assist not-for-profit organisations or for long-term assistance to individuals and local families in their own time.

Objective

The award will usually be made annually.

Policy Statement

The following guidelines will apply:

1. The nominee cannot receive direct or indirect compensation for his or her efforts from the organisation.
2. The nominee must have lived in Laverton for at least two years, either as a fulltime resident, FIFO or for an annual period of time, such as each winter.
3. The Award will be presented on Australia Day.
4. Nominations will open in a timely manner (normally August) each year and the opportunity for the community to make nominations will be advised annually in "*The Sturt Pea*", locally used social media and noticeboards.
5. Nominations will close in a timely manner to allow for the Selection Committee to make a recommendation to Council.
6. A Selection Committee will be convened by the CEO. After the close of nominations and assessment of nominations using the eligibility criteria, the CEO is to prepare a confidential report for Council's consideration.
7. In considering the merits of nominations received, Council shall take into account whether the nominee has made a significant contribution as a volunteer to the community.
8. The following provisos will also be taken into account:
 - Awards will not be made posthumously.
 - The Selection Committee may make multiple awards in each year (separate nomination forms to be completed).
 - A person cannot receive the award twice.
 - Unsuccessful nominees may be nominated in future years.
 - Council may determine not to make an award in a particular year.
9. Previous Award Winners are:-


| | |
|------|----------------|
| 2015 | Tiffany Farlow |
|------|----------------|

BIBLIOGRAPHY

| | | | | | | | |
|---------|------------|--|--|--|--|--|--|
| Adopted | 17/04/2014 | | | | | | |
| Amended | 17/09/2015 | | | | | | |
| | | | | | | | |
| | | | | | | | |

02. ADMINISTRATION

02.19 Community Service Excellence Award cont'd



Nomination Form

Community Service Excellence Award

Persons or groups who have made a noteworthy contribution during the current year and/or given outstanding service to the community over a number of years shall be eligible. (Please see reverse side of this form for Council's section criteria for nomination.)

Nominations close DD/MM/YYYY at 5.00pm

| | |
|---|---|
| Proposer Name: _____ Position: _____ Address: _____ Telephone: _____ Organisation represented (if any): _____ Signature: _____ Date: _____ | Seconder Name: _____ Position: _____ Address: _____ Telephone: _____ Organisation represented (if any): _____ Signature: _____ Date: _____ |
|---|---|

Details of person being nominated:
 Family name: _____
 Given names: _____
 Occupation: _____
 Private address: _____
 Telephone number (private): _____
 Telephone number (business): _____
 Date of Birth: _____ Marital Status: _____ Children: _____

To complete this form:

The information you provide will be used to evaluate the nomination against the assessment criteria (see page 3). It is very important that all the criteria are addressed. Additional pages can be used if needed.

Hint: Assume the selection panel knows nothing about the nominee when providing detailed information.

BIBLIOGRAPHY

| | | | | | | | |
|---------|------------|--|--|--|--|--|--|
| Adopted | 17/04/2014 | | | | | | |
| Amended | 17/09/2015 | | | | | | |
| | | | | | | | |
| | | | | | | | |

02. ADMINISTRATION

02.19 Community Service Excellence Award cont'd

GUIDELINES

In addition to this Community Service Excellence Award, the ongoing Sheila Laver Award also continues. The Sheila Laver Award opens for nominations in approximately July each year and the presentation of the Sheila Laver Award is made at Laverton Race day. The Community Service Excellence Award is to be presented by the Shire of Laverton at an Australia Day event. A comparison of the two Awards is presented in the following way:

| Assessment Criteria | Sheila Laver Award | Community Service Excellence Award |
|--|--------------------|------------------------------------|
| Significant contribution to the community | ✓ | ✓ |
| Inspiring qualities as a role model | ✓ | |
| Demonstrated leadership on a community issue resulting in enhancement of community life | ✓ | |
| Significant initiative which has brought about positive change and added value to community life | ✓ | |

The following provisos will also be taken into account:

- Awards will not be made posthumously.
- The Selection Committee may make multiple Awards in each year (separate nomination forms to be completed).
- A person cannot receive the Award twice.
- Unsuccessful nominees may be nominated in future years.
- Council may determine not to make an Award in a particular year.
- The nominee cannot receive direct or indirect compensation for his or her efforts from the organisation.
- The nominee must have lived in Laverton for at least two years, either as a fulltime resident, FIFO or for an annual period of time, such as each winter.

Previous Award Winners are:-

2014 Tiffany Farlow

BIBLIOGRAPHY

| | | | | | | | |
|---------|------------|--|--|--|--|--|--|
| Adopted | 17/04/2014 | | | | | | |
| Amended | 17/09/2015 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

02. ADMINISTRATION

02.22 Internal Control

To ensure that appropriate internal controls are implemented in order to:

1. Fulfil the statutory obligations as required under the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996; and
2. Ensure that the Shire's assets are safe from loss due to fraud and mismanagement.

The Council will, through the CEO, ensure that appropriate and efficient internal controls are implemented to cover:

1. Staffing and segregation of duties;
2. Information technology and communication;
3. Documented procedures and processes covering the recording, reporting and authorisation of transactions; and
4. Monitoring performance and adherence.

BIBLIOGRAPHY

| | | | | | | | |
|---------|------------|--|--|--|--|--|--|
| Adopted | 22/03/2018 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

02. ADMINISTRATION

02.23 Legislative Compliance

To ensure that the Shire of Laverton complies with legislative requirements, a fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire of Laverton has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and will take all appropriate measures to ensure that expectation is met.

Local Government (Audit) Regulations 1996; Regulation 14, requires local governments to carry out a compliance audit for the period 1 January to 31 December each year. The compliance audit is structured by the Department of Local Government, Sport and Culture Industries (DLGSC) and relates to key provisions of the *Local Government Act 1995*.

Local Government (Audit) Regulations 1996; Regulation 17, requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every two calendar years and a report to the Audit Committee on the results of that review.

The Council will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Council. These processes and structures will aim to:

1. Develop and maintain a system for identifying legislation that applies to the Shire's activities;
2. Assign responsibilities to ensure that legislation and regulatory obligations are fully implemented;
3. Provide training for relevant staff, Councillors, volunteers and other relevant people in the legislative requirements that will affect them;
4. Provide people with the resources to identify and remain up to date with new legislation;
5. Establish a mechanism for reporting non-compliance;
6. Review accidents, incidents and other situations where there may have been non-compliance; and
7. Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

Roles & Responsibilities

Councillors & Committee Members

Councillors and Committee Members have a responsibility to be aware and abide by legislation applicable to their role.

BIBLIOGRAPHY

| | | | | | | | |
|---------|------------|--|--|--|--|--|--|
| Adopted | 22/03/2018 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

02. ADMINISTRATION

02.23 Legislative Compliance cont'd

Senior Management

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements that apply to each activity for which they are responsible are identified. Senior Management must have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about any key legal requirements relative to their work within the financial capacity to do so.

Employees

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with legislation.

Employees shall report through their Supervisors to Senior Management, any areas of non-compliance that they become aware of.

Implementation of Legislation

The Council will have procedures in place to ensure that when legislation changes, steps are taken to ensure that compliance occurs with the amended legislation.

Legislative Compliance Procedures

Identifying Current Legislation

The Council accesses electronic up to date versions of legislation through the Western Australian State Law Publisher website at www.slp.wa.gov.au.

Identifying New or Amended Legislation

Western Australian Government Gazette

The Council receives hard copies of the WA Government Gazette which publishes all new or amended legislation applicable to Western Australia. Copies of Government Gazettes are distributed to Senior Staff and other designated staff. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes and other staff advised accordingly.

Department of Local Government, Sport & Culture (DLGSC)

The Council receives regular circulars from the DLGSC on any new or amended legislation. Such advice is received through Council's records and is distributed to the CEO and relevant Officers for implementation.

BIBLIOGRAPHY

| | | | | | | | |
|---------|------------|--|--|--|--|--|--|
| Adopted | 22/03/2018 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

02. ADMINISTRATION

02.23 Legislative Compliance cont'd

Department of Planning, Lands & Heritage (DPLH)

The Council receives Planning Bulletins from DPLH on any new or amended legislation. Such advice is received through Council's records and is distributed to the CEO and relevant Officers for implementation.

Western Australian Local Government Association (WALGA)

The Council receives regular circulars from WALGA and these highlight changes in legislation applicable to local governments.

Obtaining Advice on Legislative Provisions

Council will obtain advice on matters of legislation and compliance where required. Contact can be made with DLGSC, WALGA or the relevant initiating government department for advice.

Informing Council of Legislative Change

If appropriate, the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation.

The format for Council reports as provided to Council and Committees will include a section headed 'Statutory Implications' which will detail the section/s of any Act, Regulation or other Legislation that is relevant to the Report.

Review of Incidents & Complaints of Non-Compliance

Council will review all incidents and complaints of non-compliance. Such reviews will assess compliance with all applicable legislation, standards, policies and procedures.

Reporting of Non-Compliance

All instances of non-compliance shall be reported immediately to the supervising manager. The supervising manager shall determine the appropriate response and then report the matter to the relevant Manager.

The CEO may investigate any reports of significant non-compliance and if necessary report the non-compliance to Council and/or the relevant government department. The CEO will also take steps required to improve compliance systems.

BIBLIOGRAPHY

| | | | | | | | |
|---------|------------|--|--|--|--|--|--|
| Adopted | 22/03/2018 | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

03. FINANCE

03.07 Goods and Services Tax

Under no circumstance is Council to become involved in the purchase of goods or assets on behalf of any group or organisation, unless those bodies are procuring fixed assets of a non removable nature, which become the property of Council and the transaction complies in full with the legislation granting Council Goods and Services Tax Exemption, i.e. the goods are for use in local government and are not for resale.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

03. FINANCE

03.08 Budget - Preparation

Introduction

In past years difficulties have arisen in regards to either staff shortages or Members of Council and staff not being aware when various sections of the budget process are required to be completed to enable a smooth transition to the adoption of the budget. There is a need to ensure that budget preparation and adoption follows a methodical process with the opportunity being provided for input from Members of Council, staff and the community.

Objective

1. To provide clear direction to Members of Council, staff and community members on the budget adoption process to be followed, to ensure adoption of the annual budget in compliance with the *Local Government Act 1995*.
2. The policy relates to the need to have guidelines for the adoption of the Budget and Plan for the Future to ensure its smooth transition.

Policy Statement

1. All requests for items to be included in the draft budget must be made in writing and be submitted prior to 31 January each year.
2. Provision for ongoing commitments and fixed costs to be included in the draft budget without reference to a committee.
3. The following timetable is applicable to the Plan for the Future and Budget adoption:

| STAGE | TIMING |
|---|---------------------------------------|
| Input from Members of Community and Council Written budget requests and submissions to be provided by: <ul style="list-style-type: none"> - Community - Councillors Budget requests considered by Council | 31 January 28 February 31 March |
| Staffing Budgets Requests for staff changes, additional staff Estimated cost of changes prepared | 15 March 15 March |

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Amended | 17/09/2015 | | | | | | |

03. FINANCE

03.08 Budget – Preparation cont'd

| | |
|--|---|
| Consideration of Acquisition/ Construction of Assets Senior staff advise EMCCS of expected major projects Impact of major projects considered by CEO Adoption by Council of: <ul style="list-style-type: none"> - road preservation program - plant replacement program - foot path strategies Draft Capital Works Programme prepared Capital Works Programme adopted by Council | 15 February 15 March 31 March 31 March 31 March 31 March 30 April |
| Other Items Council approval of: <ul style="list-style-type: none"> - Fees & Allowances for Elected Members - Fees and Charges | 31 March 30 April |
| Plan For The Future - Adoption Corporate Community Plan Strategic Community Plan Capital Works Program including Capital Expenditure and Capital Funding possibilities and options (i.e. general revenue, grants, loans or reserve funding) Prepare Future Operating Revenue and Expenditure Collate Plan and prepare commentary Plan adopted by Council | 30 April 30 April 30 April 30 April 31 May 30 June |
| Operational Budgets Staff requests received Consideration of additional and increases/decreases in services Draft departmental budgets completed | 28 February 31 March 30 April |
| Draft Budget Draft Budget considered by CEO Draft Budget revisions considered by CEO Draft Budget considered by Council Surplus/deficit for preceding financial year Actual position to be determined by 21 July | 15 May 31 May 15 June |
| Rating Prepare rate options for consideration by SMG Advertise Differential Rates for 21 days Rates approved for advertising by Council Adoption of Rates by Council | 30 April 31 May 15 June 31 July |

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Amended | 17/09/2015 | | | | | | |

03. FINANCE**03.08 Budget – Preparation cont'd****Budget Adoption**

Consideration of submissions and adoption of Budget by 31 July

31 July

BIBLIOGRAPHY

| | | | | | | | |
|-------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Substituted | 22/02/2011 | | | | | | |
| Amended | 17/09/2015 | | | | | | |

03. FINANCE

03.21 Charges Against Land - Fire Preventative Costs

Introduction

The *Bush Fires Act 1954* (section 33(8)) provides that any amount recoverable by a local government under this section as a debt due from the owner or occupier of land is, until paid in full –

- (a) a debt due from each subsequent owner in succession; and
- (b) a charge against the land with the same consequences as if it were a charge under the *Local Government Act 1995* for unpaid rates; and
- (c) recoverable by the local government in the same manner as rates imposed in respect of the land are recoverable under that Act.

Objective

This Policy defines the point at which Fire Preventative Costs will be recorded as a “charge against the land”.

Policy Statement

It shall be the regular procedure following any actions under section 33(1),(4) or (5) of the *Bush Fires Act 1954*, to –

1. Seek collection in the first instance of debts due, through the normal rendering of accounts; and
2. If after the expiry of three months the monies due have not been paid in full, to make these a charge against the land as is provided by section 33(8) of the *Bush Fires Act 1954*.

BIBLIOGRAPHY

| | | | | | | | |
|----------|------------|--|--|--|--|--|--|
| Adopted | 23/06/2016 | | | | | | |
| Revoked | 18/08/2016 | | | | | | |
| Reissued | 18/08/2016 | | | | | | |
| | | | | | | | |

04. MEMBERS

04.04 Handbooks – Councillors' Issues

Upon election, all Councillors are to be issued with a copy of the *Local Government Act 1995* and a copy of other publications from the Local Government Department and WALGA that will assist the Councillor to understand his/her roles and responsibilities. On retirement from Council, the issues are to be returned to the Chief Executive Officer.

All Councillors are to be provided with name badges which are to be used for official and public functions.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Amended | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

04. MEMBERS

04.05 Well Wishes from Councillors

It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of Council or their families.

In so doing, assistance with the procedure is to be encouraged from staff and Councillors, but due regard is to be had always to such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

04. MEMBERS

04.09 Remote Attendance at Meetings

Introduction

Since the introduction of the *Local Government Act 1995*, Council has only received occasional requests from members seeking permission for remote participation in meetings.

Objective

To provide guidelines as to the circumstances where Council may grant approval for remote attendance of meetings of Council or a Committee in accordance with the principles set down in section 5.25(ba) of the *Local Government Act 1995* and regulation 14A of the *Local Government (Administration) Regulations 1996*.

Policy Statement

In establishing the following procedures for members seeking permission for remote participation in meetings, Council stipulates:

1. As a general requirement all applications should be in writing or sent to the CEO via email or facsimile.
2. A 'suitable place' should be located in a town site or residential area and be a hotel or motel room, residential apartment, flat, unit or similar.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 18/09/2014 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |
| | | | | | | | |
| | | | | | | | |

05. STAFF

05.05 Telephone Charges – Council Installed Telephone

Rental and an allowance, as set by Council from time to time, towards calls will be paid by Council for the Chief Executive Officer, Executive Manager Technical Services, Executive Manager Corporate and Community Services, Swimming Pool Manager, LCIS Coordinator, Community Development Officer, Youth Services Officer, Mechanic and Ranger. The balance will be recoupable from the staff member in accordance with the applicable allowances.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Amended | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

05. STAFF

05.18 Satellite Telephone – Road Works Crew

Council provides the construction team of the Road Works crew with Satellite Telephones, installed in the Crew Cab Truck and other areas required to conform with Occupational Safety and Health.

The primary uses for the satellite telephones are to provide an effective means of communication in emergency situations or liaison between the Crew and Management.

It is also recognised that due to the work practice of the Construction team, requiring lengthy periods of camping out at the worksite, that the crew members will on occasions require to make personal calls on the satellite telephone.

Council acknowledges that personal use of the satellite telephone is required as well as business use and has determined this policy on how the cost of these calls are to be met.

The general principle is that the Shire will meet the cost of all business calls on the satellite telephones and the cost of personal calls to the equivalent value of \$2.50 per person per night of camping. The respective employees are then responsible for the balance, if any, of the cost of personal calls made by them.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Amended | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

05. STAFF

05.19 Provision of Tea, Coffee and Sugar and Cleaning Materials

Council agrees to provide tea, coffee and sugar for use by the Road Works Crew members on the following basis.

The Executive Manager Technical Services is authorised to order on an “as need” basis, tea, coffee, milk and sugar having due regard to how much is required based on what is fair and responsible.

Furthermore, Council agrees to provide the necessary cleaning materials including brooms, mops, buckets, disinfectant and detergent for use by the Road Works Crew to maintain the caravans and associated items in good, clean condition.

The Executive Manager Technical Services is to determine the items and materials required to achieve this and to ensure the sufficient stocks are on hand. The Executive Manager Technical Services is also to conduct regular checks to ensure that the caravans are being maintained to the expected standard.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Amended | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

05. STAFF

05.20 Provision of Cooking Utensils, Cutlery and Crockery

Council agrees to provide basic cooking utensils, cutlery and crockery for use by the Road Works Crew members on the following basis:

- Two sets of cooking utensils, cutlery and crockery are to be provided, one for the Construction Crew and one for the Maintenance Grader Operator.

The items to be provided are to be determined by the Executive Manager Technical Services having due regard to quality and costs, and what would be reasonably expected to be provided in the circumstances for remote kitchen.

The Construction Crew would require sufficient items to meet the needs of 6 persons, and, the Maintenance Grader Operator would require items sufficient for the needs of 2 persons.

Supply of the cooking utensils, cutlery and crockery is conditional upon all Road Works Crew Members signing a declaration upon receiving the items in good condition and taking responsibility for their care. Should any items be lost or damaged (beyond reasonable wear) for whatever reason, the employees will have to replace the items at their expense. In respect to the Construction team, they will be held equally responsible.

It is also a condition that upon an employee's resignation or termination the Executive Manager Technical Services will conduct an inspection of the items and if necessary authorise the deduction of any necessary amount to replace any lost or damaged items.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Amended | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

05. STAFF

05.22 Rostered Day Off – Salaried Staff

Council acknowledges the practice of Salaried Office Staff working a 40 hour week, being paid for the normal working hours and accruing 2 hours per week towards a paid Rostered Day Off.

From 1 September 2000, Rostered Days Off will be subject to the following condition:

- (a) A maximum of five (5) RDO's can be accumulated.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 21/09/2000 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

06. PROPERTIES

06.01 Building Maintenance

It is the Council policy to carry out an annual inspection of all Council buildings in April of each year. The Chief Executive Officer is to arrange the annual inspection.

The Chief Executive Officer is to prepare a report on the outcome of each annual inspection and submit the report with recommendations to the Council's Budget meeting so that estimates can be considered for inclusion in the budget.

All tenants of Council accommodation are to be given a minimum 48 hours' notice of the time of the impending inspection.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Replaced | 22/02/2011 | | | | | | |
| Amended | 17/09/2015 | | | | | | |

06. PROPERTIES

06.05 Hall Cleaning

1. No decorations are to be attached to walls or ceiling by any means. The ropes are provided for decorations and these ropes are to be the only fixing point used. All decorations are to be removed prior to vacating.
2. All chairs and tables are to be returned to the store area and stacked in a clean and tidy manner.
3. Hall, kitchen floor and other rooms are to be left in a clean and tidy state. Cleaning equipment and agents have been provided.
4. All equipment and unused cleaning agents are to be left in the kitchen. Fridge, hot plate, oven and microwave are to be left in a clean condition.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17-09-2015 | | | | | | |

06. PROPERTIES

06.07 Housing – Tenancy Agreements

All persons occupying Shire owned houses are to complete and sign Tenancy Agreements. A bond of \$200 is required for each property.

Tenants of Council housing are required to ensure that the yard and garden of the Council property they occupy is kept in a neat, tidy and watered condition.

Without the express permission of the Chief Executive Officer, no animals are to be allowed in any Council property.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Amended | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Amended | 17/09/2015 | | | | | | |

06. HOUSING

06.08 Laverton Airport – Terminal and Surrounds

Introduction

The Shire of Laverton owns and operates the Laverton Aerodrome pursuant to a licence issued by the Civil Aviation Authority (now Civil Aviation Safety Authority (CASA)).

Objectives

To present a clean and tidy appearance of the Laverton Airport Terminal and surrounds as an important “first impression” to people flying into, or departing Laverton.

Policy Statement

1. It shall be the policy of Council to present the appearance of the Laverton Airport Terminal and its surrounds in a neat and tidy condition and to maintain the grounds, gardens lawn areas and reticulation, to a high standard.
2. Part of the foregoing undertaking will include a responsibility for the RPT operator (currently Skippers Aviation Pty Ltd), to clean at their expense, the internal part of the Terminal building that they use.
3. Whilst acknowledging that full recovery of Airport operation costs from landing fees and other charges is not feasible, Council nevertheless recognises that the cost of cleaning and maintenance should be taken into account when reviewing airport landing fees as part of the annual budget process.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Replaced | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

08. ENGINEERING

08.09 Guidelines for Maintenance Grading

Council graders are permitted to maintain all table drains on road reserves. Maintenance of batters is also permitted, but only in situations where they relate to being a vehicle safety problem or other circumstances of an immediate nature dictate, e.g. erosion. Where battering is done the operator is to ensure that the material is not pushed to the top of the batter and left in a windrow, but is distributed along the working face of his blade.

Where any trees, bushes or shrubs are removed from within the road reserve then they are to be deposited at such locations along that road reserve so as to remain clear of any fence line.

Every attempt is to be made to cause the minimum environmental damage.

Offshoot drains are to be renewed as often as is practical and at all times be left free from windrows and any other obstructions.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 15/05/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Amended | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

08. ENGINEERING

08.15 Timing of Road Works

Road Works programmes will, wherever practicable, be instigated on the basis of spending funds in the following order:

- i) Main Roads Western Australia – Major Projects or Regional Road Group Grants;
- ii) Main Roads Western Australia - Tourist and Other Grants;
- iii) Other Government Grant Sources – e.g. DEC, Department of Sport and Recreation or Department of Housing;
- iv) Other Private Sources;
- v) Own Resources;

and for maintenance works as in the in the following priority:

- i) Main Roads Western Australia Maintenance Grants;
- ii) Other Government Grant Sources – e.g. DEC
- iii) Other Private Sources
- iv) Own Resources

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 18/09/1997 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

08. ENGINEERING

08.18 Use of Explosives Within Laverton Town Site

Regulation 115(6) of the *Explosives Regulations 1963* requires that anyone wishing to carry out any blasting or use of explosives within the Laverton Town site, must make application to the Clerk of the Council (i.e. CEO) before doing so. It is then the responsibility of the Chief Executive Officer to approve or not approve the application, then set any conditions.

It is Council Policy that should an application to carry out blasting or use explosives within the town site be received by the Chief Executive Officer, the Chief Executive Officer must refer the application (with a recommendation) to Council to determine whether the application should be approved, or not, and what conditions should apply.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

08. ENGINEERING

08.19 Basic Tool Kit – Major Plant

Council agrees to provide a basic tool kit for each major item of plant, necessary for the ongoing maintenance and good repair of that item of plant.

The Executive Manager Technical Services is to determine:-

- The items of plant requiring a tool kit;
- The list of tools to be supplied as part of each tool kit;
- The employee responsible for each respective tool kit.

Provision of the tool kits is dependent on the nominated machinery operator signing a declaration upon receiving the tool kit, to the effect that all tools are present and in good condition and taking responsibility for their care.

Should any tools be lost or damaged (beyond reasonable wear) for whatever reason, the responsible employee will have to replace the items at their expense.

It is also a condition that upon an employee resignation or termination, the Executive Manager Technical Services will conduct an inspection of the tool kit and, if necessary, authorise the deduction of any necessary amount to replace any lost or damaged items.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 20/05/1999 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

08. ENGINEERING

08.20 Water Pipes Under Roads

Council graders are permitted to maintain all table drains on road reserves. Maintenance of batters is also permitted, but only in situations where they relate to being a vehicle safety problem or other circumstances of an immediate nature dictate, e.g. erosion. Where battering is done the operator is to ensure that the material is not pushed to the top of the batter and left in a windrow, but is distributed along the working face of his blade.

Where any trees, bushes or shrubs are removed from within the road reserve then they are to be deposited at such locations along that road reserve so as to remain clear of any fence line.

Every attempt is to be made to cause the minimum environmental damage.

Offshoot drains are to be renewed as often as is practical and at all times be left free from windrows and any other obstructions.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 21/09/2000 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

08. ENGINEERING

08.24 Street Verges – Allocation of Services

The Council resolves to adopt as policy the following general accepted plan for allocation of services within a street verge:

| | |
|-----------------|---|
| 0.00m – 0.60m - | Western Power Underground Cables |
| 0.60m – 1.20m - | Telecom Cables |
| 1.20m – 1.80m - | Gas Mains |
| 1.80m – 2.40m - | Water Mains (WAWA policy is 2.1m) |
| 2.40m – 3.00m - | Western Power Poles (Local Western Power Policy is 2.75m) |
| 3.00m – 4.20m - | Telecom Conduits |
| 4.20m – 5.00m - | Trunk services and Storm Water |

That street trees are to be located on the 3.5m alignment.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 21/09/2000 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Replaced | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

08. ENGINEERING

08.41 Removal of Car Bodies

Introduction

This policy was introduced in 2009 to address a proliferation of abandoned vehicles both within the Laverton town site and also beyond the town site boundaries.

Objective

Notwithstanding the powers conferred by sections 3.25(1) and 3.40A of the *Local Government Act 1995*, this policy sets down a procedure for the removal of car bodies in a matter amenable to local conditions.

Free Service

The Shire of Laverton will remove intact car bodies from the residential area of Laverton townsite free of charge, subject to the following conditions:

1. The resident must make prior arrangements with the Shire office to remove the intact car body;
2. The intact car body must be placed out on the road verge but not blocking the footpath;
3. The resident will be liable for restoration fees should they damage the footpath while moving the intact car body from inside the property.

Fee for Service

The Shire of Laverton will remove intact car bodies from inside property boundaries in both residential and industrial areas for a fee of \$200 (includes GST) per intact car body, subject to the following conditions:

1. The property owner must make prior arrangements with the Shire office and agree to pay all costs to remove the intact car body;
2. Shire staff must have clear access to site to remove the intact car body;
3. The property owner must sign an indemnification that any accidental damage incurred to any infrastructure on the property during the removal process will be the full responsibility of the property owner. All reasonable care will be taken by the Shire to avoid such incidents;
4. The removal of pieces of car bodies will only be undertaken after the property owner has obtained a quotation from the Shire to remove the items and agreed to pay the costs involved.

Vehicles Outside of Town Limits

Council also approves the removal of abandoned vehicles on Shire roads situated outside of the town limits where it is reasonable to retrieve them.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |
| | | | | | | | |

09. HEALTH & BUILDING

09.05 Heritage Clearances – Aboriginal Heritage Act

Council is to give consideration to the following protocol in order to comply with the provisions of the *Aboriginal Heritage Act 1972*:

Wongatha – Determination Heritage Protocol

- *Aboriginal Heritage Act 1972 & Commonwealth Protection of Movable Cultural Heritage Act 1986.*
- Both aimed at preserving and protecting sites.
- Not based on *Native Title Act 1993*.
- Successful prosecutions scarce but awareness on the increase (only two prosecutions to date-both Shires).
- Non-compliance can lead to delays, controversy etc.

Procedures to Identify Sites – Proposal

- Site Register
- Consultation with Aboriginal people
- Persons who can speak for country
- Site Surveys-:
 - High impact activities
 - Low impact activities
 - Nature of activity requiring a survey
 - Site identification or Work Clearance.

Mechanics of Surveys – Proposal:

- Notice of Activity – Low or high impact activity.
- Low Impact – Notice, map, brief description, no survey required.
- High Impact – Anthropologist, survey team, report, management of the site.
- Costs – Agree up front or budget for each visit.
- Cost Savings – large scale surveys, coordination with mining industry, DOLA etc.
- Report – sites registered, no repetitive surveys!
- Section 18 applications remain an option.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 24/01/2002 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

09. HEALTH & BUILDING

09.05 Heritage Clearances – Aboriginal Heritage Act cont'd

Dispute Resolution Solution:

- Establish permanent Heritage Committee;
- Meet on a regular basis;
- Each party covers own costs;
- Consider applications, settle disputes and undertake mediation;
- All parties reserve their rights.

Benefits:

- Separates determination of Native Title from Aboriginal Heritage.
- Secure basis for public works and town development.
- Proper record of sites.
- Sound interaction with local Aboriginal people.
- Coordination can save costs (can cost up to \$2.00 per hectare).
- Complies with legal obligations.

Many site heritage surveys have been done in the Laverton Shire by mining companies, and MRWA for Outback Highway.

Ron Parker – Anthropologist for Leonora Shire.

Councils should have a local "Aboriginal" Committee which could do heritage matters as well as other issues.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|--|--|--|--|--|--|
| Adopted | 24/01/2002 | | | | | | |
| Reaffirmed | 24/05/2007 | | | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Reaffirmed | 22/02/2011 | | | | | | |
| Reaffirmed | 17/09/2015 | | | | | | |

10. OTHER

10.01 Matters Pertaining to Camping Out

Introduction

Owing to the large area of the Shire, the length of road network and other issues such as the requirements to attend native title meetings in remote areas, the Executive Officers, support staff and Councillors are, on occasions, required to 'camp out' during the course of their duties/representations.

This policy provides the basis for which costs are met by Council when 'camping out' is necessary.

Note: The 'Camping Out' policy has been amended to delete the Shire works crew due to the 'cashed out' provisions incorporated in the new Collective Agreement (Minute OC0519).

Objective

To establish appropriate guidelines regarding either the reimbursement or purchase of food and refreshments for personnel who 'camp out'.

Policy Statement

General

As a principle, the Shire does not provide or compensate employees or councillors for bedding gear or cooking utensils other than what is supplied in the works crew ablution/kitchen caravan or sleeper caravan. This is a responsibility of the individual.

Executive Officers and Support Staff

This includes the Chief Executive Officer, Executive Manager Technical Services, or persons deputising in these positions or other staff authorised by the CEO.

The Shire will provide food and refreshments to these employees up to the value of \$20 per person per night. Staff are encouraged to purchase items locally but in any event, receipts must be produced to claim reimbursement.

Councillors

The Shire will provide food and refreshments, for Councillors required to camp out on Shire business, or representing Council, up to the value of \$20 per night. Councillors are encouraged to purchase items locally but in any event, receipts must be produced to claim reimbursement.

BIBLIOGRAPHY

| | | | | | | | |
|------------|------------|------------|------------|--|--|--|--|
| Adopted | 20/05/1999 | Amended | 22/03/2012 | | | | |
| Reaffirmed | 24/05/2007 | Reaffirmed | 17/09/2015 | | | | |
| Reaffirmed | 18/06/2009 | | | | | | |
| Amended | 22/02/2011 | | | | | | |
| Amended | 28/07/2011 | | | | | | |

11.1.2 PROPOSED RECORD KEEPING PLAN RKP2021034

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Nikki Watene, Rates & Records Officer |
| RESPONSIBLE OFFICER | Phil Marshall – Deputy Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable |

MATTER FOR CONSIDERATION BY THE COUNCIL

To approve the amended copy of the Shire of Laverton Recordkeeping Plan 2021034 shown as Attachment OMC210422.11.1.2.A.

ATTACHMENTS

| | |
|--------------------|-------------------------------------|
| OMC210422.11.1.2.A | Recordkeeping Plan RKP2021034 (NEW) |
| OMC210422.11.1.2.B | Previous Recordkeeping Plan 2011 |
| OMC210422.11.1.2.C | Recordkeeping Review 2016 |

BACKGROUND

The Shire of Laverton is required to provide an up-to-date Recordkeeping plan to outline matters of Local Government and how these records are retained. In accordance with the *State Records Act 2000*, it is a requirement that the Recordkeeping Plan is reviewed and or amended every 5 years.

The current Recordkeeping Plan shown as an attachment was amended in 2011, this was reviewed in 2016 as per the *State records Act 2000* and a recordkeeping review form was completed shown as an attachment, detailing that no changes were required to be made to the current plan at that time.

Since then, several changes have been made in the way records are created and retained, these changes have been amended in the proposed Recordkeeping Plan 2021034.

The Rates and Records officer has been in discussions with a representative from State Records Office (SRO) to ensure compliance has been adhered to in accordance with the *State Records Act 2000*. The final RKP2021034 has been submitted to the SRO and now requires approval from Council prior to be presented to the State Records Commission (SRC) scheduled for 5 April 2022.

STATUTORY IMPLICATIONS

Local Government Act 1995

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

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

State Records Act 2000

a. Part 2
b. s.12 Parliamentary departments to have plans

- (1) Each parliamentary department is to have a record keeping plan approved under this section.
- (2) Within 12 months after this section commences a parliamentary department must submit a draft record keeping plan —
 - (a) in the case of a department concerned with administration of the Legislative Council — to the President of the Legislative Council; and
 - (b) in the case of a department concerned with the administration of the Legislative Assembly — to the Speaker of the Legislative Assembly; and
 - (c) in the case of any other department — to both the President and the Speaker.
- (3) A draft record keeping plan must be prepared in consultation with the Commission and taking notice of any relevant principles and standards established by the Commission under section 61.
- (4) The President or the Speaker, as the case requires, may approve or refuse to approve a draft record keeping plan submitted under subsection (2)(a) or (b).
- (5) A draft record keeping plan submitted under subsection (2)(c) may be refused approval either by the President or by the Speaker or it may be approved by both of them.
- (6) If a parliamentary department's draft record keeping plan is refused approval the department must submit another draft plan within one month or such time as is directed by the President or the Speaker or both, as the case requires.

c. Part 3 Division 1
d. s.16 Content of plans

- (1) A record keeping plan in respect of a government organization is a record setting out —
 - (a) the matters about which records are to be created by the organization; and
 - (b) how the organization is to keep its government records.
- (2) A government organization's record keeping plan must —

- (a) comply with principles and standards established by the Commission under section 61; and
 - (b) ensure that the government records kept by the organization properly and adequately record the performance of the organization's functions; and
 - (c) be consistent with any written law to which the organization is subject when performing its functions.
- (3) Without limiting subsection (1), a record keeping plan must set out —
 - (a) those government records that will be State archives; and
 - (b) those State archives that will be restricted access archives and the ages at which they will cease to be restricted access archives; and
 - (c) the retention period for those government records that are not State archives; and
 - (d) the systems to ensure the security of government records and compliance with the record keeping plan.

Note for this subsection:

retention period is defined in section 3.

- (4) A record keeping plan may set out the manner in which records will be created.
- (5) A record keeping plan may provide —
 - (a) for a government record to be reproduced in another form;
 - (b) for the destruction of a government record if a reproduction of it is being kept, even though the destruction occurs at a time when the record would otherwise not be able to be lawfully destroyed.
- (6) A government organization's record keeping plan may provide that some or all of the organization's State archives —
 - (a) are never to be transferred to the State archives collection under section 32(1); or
 - (b) are to be transferred at a time other than that prescribed by that section.

| |
|---|
| <p style="text-align: center;">e. Part 3 Division 2 f. s.17 Effect of plans</p> |
|---|

A government organization's record keeping plan must be complied with by —

- (a) the government organization; and
- (b) every government organization employee of the organization.

g. s.19 Government organizations to have plans

Every government organization must have a record keeping plan that has been approved by the Commission under section 23.

h. Part 3, Division 3
i. s.23 Commission may approve draft plans

- (1) The Commission may approve or refuse to approve a government organization's draft record keeping plan.
- (2) If the Commission refuses to approve a draft plan it must give its reasons for doing so to the government organization concerned.
- (3) If a government organization's draft plan is refused approval the organization must submit another draft plan to the Director within such time as the Commission directs.

j. s.24 Amending plans

- (1) If a government organization wants to amend its record keeping plan it must submit a draft amendment to the Director.
- (2) Sections 22 and 23 apply to the draft amendment as if it were a draft record keeping plan.

k. Part 3, Division 4
l. s28. Review of plans

- (1) A government organization may review its record keeping plan at any time.
- (2) A government organization must review its record keeping plan whenever there is any significant change to the organization's functions.
- (3) The Commission may require a government organization, other than a Schedule 3 organization, to review its record keeping plan.
- (4) The relevant Minister may require a Schedule 3 organization to review its record keeping plan.
- (5) Not more than 5 years is to elapse between the approval of a government organization's record keeping plan and a review of it or between one review and another.
- (6) When a government organization, other than the Commission or a Schedule 3 organization, has reviewed its record keeping plan it must submit a report of the review to the Commission.
- (7) When a Schedule 3 organization has reviewed its record keeping plan it must submit a report of the review to its relevant Minister.

STRATEGIC PLAN IMPLICATIONS

Leadership Objective: Responsible financial management and governance, leading an empowered community

4.2.2 Comply with statutory and legislative requirements

4.2.2.1 Seek a high level of legislative compliance in organisational practices and effective internal controls

POLICY IMPLICATIONS

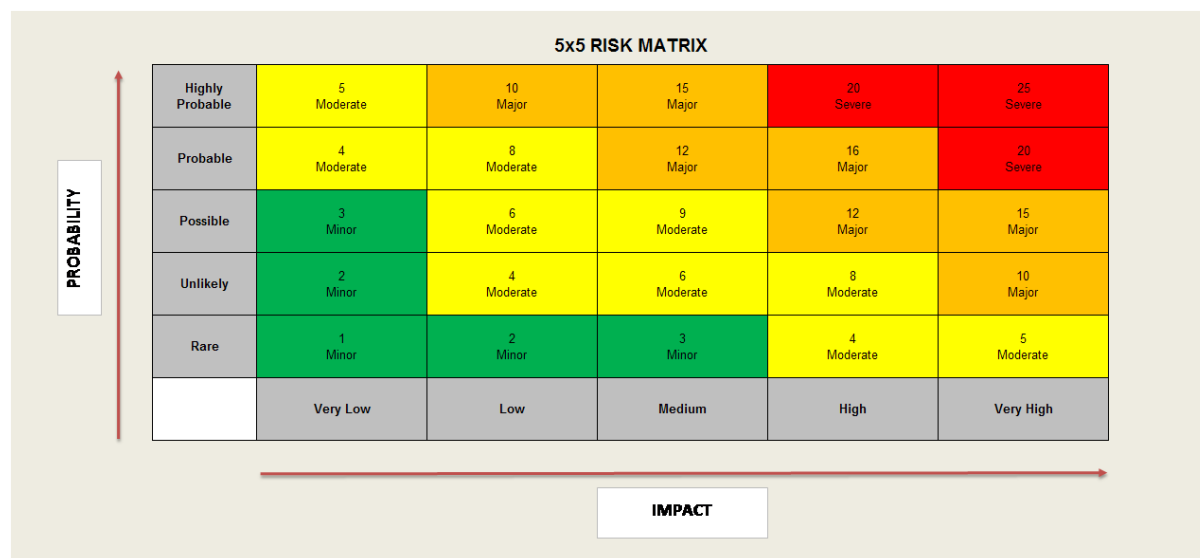
The existing records keeping Plan is shown as attachment OMC210422.11.1.2.B

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

As The Council is working with the State records and meeting the Legislative requirements under the State Records Act 2000, the risk is considered low.



CONSULTATION

Phil Marshall – Deputy Chief Executive Officer
Carolyn Atkinson – State Records Office

COMMENT

In the previous 5 years, the Shire of Laverton has made several changes to the creation and retention of how Local Governments required documents are created and retained. These changes are currently in place and have been implemented gradually to reflect the growth the Shire of Laverton has made since the last review in 2016.

The amendments have been updated in the proposed Recordkeeping Plan 2021034 and in accordance with the *State Records Act 2000*, Shire of Laverton Staff seek

approval from council prior to submitting the proposed RKP 2021034 to the State record Commission.

We have now received confirmation for the State Records Commission approving the amended record keeping plan.

The recommendation is supported

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr J Carmody SECONDED: Cr R Wedge

That the Council adopt the new Recordkeeping Plan 2021034 for the Shire of Laverton shown as Attachment OMC210422.11.1.2.A to replace the existing Recordkeeping Plan 2011 shown as Attachment OMC210422.11.1.2.B.

CARRIED 6/0



Shire of Laverton

RECORDKEEPING PLAN

RKP2021034

TABLE OF CONTENTS

| | |
|--|-----------|
| Introduction | 4 |
| 1 Principle One: Proper and Adequate Records | 6 |
| 1.1 Historical Background | 6 |
| 1.2 Mission Statement | 6 |
| 1.3 Strategic Focus | 6 |
| 1.4 Business Activity | 6 |
| 1.5 Outsourced Functions | 7 |
| 1.6 Major Stakeholders | 9 |
| 1.7 Enabling Legislation | 9 |
| 1.8 Other Legislation | 10 |
| 1.9 Major Government Policy and/or Industry Standards | 11 |
| 2 Principle Two: Policies and Procedures | 13 |
| 2.1 Records Management and Business Information Systems | 13 |
| 2.2 Records Management Policy and Procedures | 13 |
| 2.3 Certification of Policies and Procedures | 14 |
| 2.4 Evaluation of Policies and Procedures | 14 |
| 2.5 Migration Strategy | 15 |
| 3 Principle Three: Language Control | 16 |
| 3.1 File Plan/List of Subject Headings / List of Authorised Headings | 16 |
| 3.2 Assessment of its Effectiveness | 16 |
| 3.3 Identified Areas for Improvement | 16 |
| 4 Principle Four: Preservation | 17 |
| 4.1 Assessment of Risks | 17 |
| 4.1.1 On Site Storage | 17 |
| 4.1.2 Offsite Storage | 18 |
| 4.1.3 Data Centre and Cloud Storage | 18 |
| 4.1.4 Storage of Archives | 18 |
| 4.1.5 Storage of Backups | 19 |
| 4.1.6 Quantity of Records | 19 |
| 4.1.7 Security and Access | 19 |
| 4.2 Assessment of the Impacts of Disasters | 19 |
| 4.3 Strategies in Place for Preservation and Response | 20 |
| 4.3.1 Vital Records Program | 20 |
| 4.3.2 Backup Procedures for Electronic Records | 20 |
| 4.3.3 Preservation of Electronic Records | 20 |
| 4.3.4 Security | 21 |
| 4.3.5 Storage Reviews | 21 |
| 4.3.6 Recovery of lost Information | 22 |

| | | |
|-------|--|----|
| 4.4 | Identified Areas for Improvement | 22 |
| 5 | Principle Five: Retention and Disposal | 23 |
| 5.1 | General Disposal Authority for State Government Information (GDASG)..... | 23 |
| 5.2 | Disposal of Source Records..... | 23 |
| 5.3 | Existing Ad Hoc Disposal Authorities | 23 |
| 5.4 | Existing Disposal Lists | 23 |
| 5.5 | Restricted Access Archives | 23 |
| 5.6 | Transfer of Archives..... | 23 |
| 5.7 | Non-Transfer of Archives | 23 |
| 5.8 | Disposal Program Implemented..... | 23 |
| 5.9 | Authorisation for Disposal of Records..... | 23 |
| 5.10 | Identified Areas for Improvement | 24 |
| 6 | Principle Six: Compliance | 25 |
| 6.1 | Staff Training, Information Sessions..... | 25 |
| 6.2 | Performance Indicators | 25 |
| 6.3 | Agency's Evaluation..... | 25 |
| 6.4 | Annual Report | 26 |
| 6.5 | Identified Areas for Improvement | 26 |
| 7 | SRC Standard 6: Outsourced Functions..... | 27 |
| 7.1 | Outsourced Functions identified | 27 |
| 7.2 | Recordkeeping Issues Included in Contracts | 27 |
| 7.2.1 | Planning..... | 27 |
| 7.2.2 | Ownership | 27 |
| 7.2.3 | Control | 27 |
| 7.2.4 | Disposal | 27 |
| 7.2.5 | Access | 28 |
| 7.2.6 | Custody..... | 28 |
| 7.2.7 | Contract Completion | 28 |
| 7.3 | Identified Areas for Improvement | 28 |

Appendices

| | | |
|--------------|---|----|
| Appendix 1 - | CEO Certification..... | 29 |
| Appendix 2 - | File Plan/List of Subject Headings..... | 30 |
| Appendix 3 - | Strategic Risk Management (Pg 16) of Plan for the Future 2020-2030..... | 31 |
| Appendix 4 - | Annual Report for the Shire of Laverton..... | 32 |

Introduction

This document is presented to the State Records Commission in accordance with Section 19 of the *State Records Act 2000* (the Act), which requires each government organization to have a Recordkeeping Plan that has been approved by the State Records Commission.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organizations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Laverton and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organization, including information regarding the organization's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organization.

The objectives of the Shire of Laverton RKP are to ensure:

- Compliance with Section 19 of the *State Records Act 2000*;
- Recordkeeping within the organization is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the organization's records.

In accordance with Section 17 of the Act, the Shire of Laverton and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all

- Laverton employees;
- Laverton contractors;
- Organizations performing outsourced services on behalf of the Shire of Laverton and
- Elected members.
- **NOTE:** *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

- *“In relation to the recordkeeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.*
- *This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.*
- *Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members’ records up to and including the decision making processes of Council.”*

This Recordkeeping Plan supersedes *RKP 2011029* and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning “any record of information however recorded” and includes:

- a) any thing on which there is writing or Braille;
- b) a map, plan, diagram or graph;
- c) a drawing, pictorial or graphic work, or photograph;
- d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.”

(*State Records Act, 2000*)

1 Principle One: Proper and Adequate Records

Government organizations ensure that records are created and kept which properly and adequately record the performance of the organization's functions and which are consistent with any written law to which the organization is subject when performing its functions.

1.1 Historical Background

Local Government began in the Laverton area in 1906 with the formation of the Mt Margaret Road Board. In 1950, the Mt Margaret Road Board became the Laverton Road Board, and subsequently the Laverton Shire Council in 1961.

Many people came to Laverton in the 1890's in search of gold. Originally titled 'British Flag' after a nearby mine, it was not until 1900 that the town was gazetted 'Laverton', to honour the local doctor, Dr Charles Laver, for his hard and earnest work in town.

1.2 Mission Statement

The vision for Laverton is: ***The Shire of Laverton will strive to work with the community to fulfil their needs and support their aspiration while acting with fairness and demonstrating leadership.***

1.3 Strategic Focus

To create a promising future for our district

The Shire of Laverton aims to do this by trying to achieve the following goals:

- Develop processes to recruit and retain a strong workforce
- Provision of community service to encourage long term residency
- Encourage commitment and investment from outside industries
- Continual improvement and provision of infrastructure and critical assets

The Shire of Laverton is dedicated to providing high quality services to the community through the various service orientated programs that it has established.

1.4 Business Activity

The main business activity of the Shire of Laverton is:

GOVERNANCE

Administration and operation of facilities and services to members of Council. Other costs that relate to the tasks of assessing elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

Rates, General Purpose Government Grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various laws, fire prevention, animal services and animal control.

HEALTH

Food control, maintenance of child health clinics and health administration, and the retention of a full-time resident doctor in Laverton.

EDUCATION AND WELFARE

Maintenance of preschool facilities, donations to school, and assistance to welfare groups.

HOUSING

Provision of staff housing as well as private housing for the retention of professionals in Laverton.

COMMUNITY AMENITIES

Rubbish collection services, operation of rubbish tip site, noise control, administration of town planning, operation of cemeteries and maintenance of public conveniences.

RECREATION AND CULTURE

Provision of a public hall, swimming pool, recreation facilities, various reserves, operation of library together with television and radio re-broadcasting facilities.

TRANSPORT

Construction and maintenance of roads, drainage, footpaths, parking facilities and operation of the Laverton Airport.

ECONOMIC SERVICES

Tourism, Telecentre, Community Development, pest control and implementation of building controls.

OTHER PROPERTY AND SERVICES

Technical services administration, plant operations control and miscellaneous services not able to be classified elsewhere.

1.5 Outsourced Functions

The Shire of Laverton outsources the following functions:

Please see below table:

| Function | Brief Description of Laverton's Function | Performed by the LG Tick If Yes | Performed by an External Agency Tick If Yes |
|-----------------------|---|--|--|
| Commercial Activities | The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis. | ✓ | |

| Function | Brief Description of Laverton's Function | Performed by the LG Tick If Yes | Performed by an External Agency Tick If Yes |
|------------------------------------|--|--|--|
| Community Relations | The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public. | ✓ | |
| Community Services | The function of providing, operating or contracting services to assist local residents and the community. | ✓ | |
| Corporate Management | The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation. | ✓ | |
| Council Properties | The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG. | ✓ | |
| Customer Service | The function of planning, monitoring and evaluating services provided to customers by the council. | ✓ | |
| Development & Building Controls | The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA). | ✓ | |
| Economic Development | The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade. | ✓ | |
| Emergency Services | The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations. | ✓ | |
| Energy Supply & Telecommunications | The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources. | | ✓ |
| Environmental Management | The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species. | | ✓ |
| Financial Management | The function of managing the LG's financial resources. | ✓ | ✓ |
| Governance | The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for Elected Members. | ✓ | |
| Government Relations | The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management. | ✓ | |
| Grants & Subsidies | The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes. | ✓ | |
| Information Management | The function of managing the Laverton's information resources, including the storage, retrieval, archives, processing and communications of all information in any format. | ✓ | |
| Information Technology | The function of acquiring and managing communications and information technology and databases to support the business operations of the LG. | ✓ | ✓ |
| Land Use & Planning | The function of establishing a medium to long term policy framework for the management of the natural and built environments. | ✓ | |
| Laws & Enforcement | The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role. | ✓ | |

| Function | Brief Description of Laverton's Function | Performed by the LG Tick If Yes | Performed by an External Agency Tick If Yes |
|--------------------------------|---|--|--|
| Legal Services | The function of providing legal services to the LG. | | ✓ |
| Parks & Reserves | The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG. | ✓ | |
| Personnel | The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers. | ✓ | |
| Plant, Equipment & Stores | The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications. | ✓ | |
| Public Health | The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations. | ✓ | ✓ |
| Rates & Valuations | The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges. | ✓ | |
| Recreation & Cultural Services | The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services. | ✓ | |
| Risk Management | The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel. | ✓ | |
| Roads | The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area. | ✓ | ✓ |
| Sewerage & Drainage | The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works. | ✓ | ✓ |
| Traffic & Transport | The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport. | ✓ | ✓ |
| Waste Management | The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction. | ✓ | |
| Water Supply | The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers. | ✓ | ✓ |

1.6 Major Stakeholders

The Shire of Laverton's major stakeholders are employees, residents, ratepayers, tourists and visitors, and Elected Members.

The Shire of Laverton recognizes and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal Government agencies.

1.7 Enabling Legislation

The Shire of Laverton was established under and operates in accordance with the *Local Government Act 1995*.

1.8 Other Legislation

Other legislation and regulations affecting the functions and operations of Shire of Laverton or administered by the Shire of Laverton includes:

| Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government | |
|--|---|
| <i>Legislation, Regulations and Local Laws</i> | <i>Tick if YES, the LG administers</i> |
| Agriculture and Related Resources Protection Act 1976 | √ |
| Animal Welfare Act 2002 | √ |
| Building Act 2011 | √ |
| Building Regulations 2012 | √ |
| Bush Fires Act 1954 | √ |
| Bush Fire Regulations | √ |
| Caravan Parks and Camping Grounds Act 1995 | √ |
| Caravan Parks and Camping Grounds Regulations 1997 | √ |
| Cat Act 2011 | √ |
| Cemeteries Act 1986 | √ |
| Dangerous Goods Safety Act 2004 | √ |
| Disability Services Act 1993 | √ |
| Dog Act 1976 | √ |
| Dog Regulations 2013 | √ |
| Emergency Management Act 2005 | √ |
| Environmental Protection Act 1986 | √ |
| Environmental Protection (Noise) Regulations 1997 | √ |
| Fire and Emergency Services Act 1998 | √ |
| Fire Brigades Act 1942 | √ |
| Food Act 2008 | √ |
| Food Regulations 2009 | √ |
| Hairdressing Establishment Regulations 1972 | √ |
| Health Act 1911 | √ |
| Health Regulations | √ |
| Heritage of Western Australia Act 1990 | √ |
| Land Administration Act 1997 | √ |
| Litter Act 1979 | √ |
| Liquor Control Act 1988 | √ |
| Local Government Act 1995 | √ |
| Local Government (Miscellaneous Provisions) Act 1960 | √ |
| Local Government Grants Act 1978 | √ |
| Local Government Regulations | √ |

| Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government | |
|--|--|
| <i>Legislation, Regulations and Local Laws</i> | <i>Tick if YES, the LG administers</i> |
| Main Roads Act 1930 | √ |
| Parks and Reserves Act 1895 | √ |
| Planning and Development Act 2005 | √ |
| Radiation Safety Act 1975 | √ |
| Radiation Safety Regulations | √ |
| Rates and Charges (Rebates and Deferments) Act 1992 | √ |
| Rights in Water and Irrigation Act 1914 | √ |
| Residential Design Codes of WA | √ |
| Road Traffic Act 1974 | √ |
| Strata Titles Act 1985 | √ |
| Telecommunications Act (Commonwealth) 1997 | √ |
| Telecommunications (Low Impact Facilities) Determination 1997 | √ |
| Transfer of Land Act 1893 | √ |
| Valuation of Land Act 1978 | √ |
| Waterways Conservation Act 1976 | √ |
| | |
| | |
| Local Laws of the Shire of Laverton | |
| Bush Fire Brigades Local law 2021 | √ |
| Fencing Amendment Local law 2014 | √ |
| Fencing Local Law 2013 | √ |
| Dogs Local Law | √ |
| Local Government Property Local Law | √ |
| Health Local laws 1999 | √ |
| Removal and Disposal of Obstructing Animals or Vehicles | √ |
| Shire of Laverton Cemetery By-Laws | √ |

1.9 Major Government Policy and/or Industry Standards

The following government and industry standards and codes of practice have been imposed upon or adopted by the Shire of Laverton:

- *Australian Records Management Standard ISO/AS 15489;*
- Australian Accounting standards;
- National Competition Policy;
- *State Records Commission Principles and Standards;*

- WA Government Policy, Premier's Instructions and Public Sector Commissioner's Circulars; and
- General Disposal Authority for Local Government Records RD 2010046.

2 Principle Two: Policies and Procedures

Government organizations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

The Shire of Laverton uses a manual system to manage its records, utilising network shares. The shared drive, which is kept internally on a local server currently stores our file register consisting of an MS Excel spreadsheet and a MS Word table. The recordkeeping system is currently paper based and is moving to the utilisation of drives to capture the retention of documents. The Shire of Laverton also utilises teams and One Drive, as an extra precaution any digital correspondence required to be recorded is printed and filed under its relevant title and ultimately backed up by the cloud.

Business Information Systems

The Shire of Laverton uses the software Synergy to manage financial management, human resource, rates and licensing systems.

2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by Laverton's Deputy Chief Executive Officer.

| Recordkeeping Activities for the management of hard copy and electronic records and covered in Laverton Policies and Procedures | YES | NO |
|---|-----|------------------|
| Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions. Include specific provisions for capture and control of Elected Members' correspondence. | ✓ | |
| Digitisation – including categories of records digitised; disposal of source records; digitisation specifications. See <i>General Disposal Authority for Source Records</i> . NB: This procedure is only required where the organisation intends to dispose of source records prior to the expiration of the approved minimum retention period after digitising. | | N/A at this time |
| Mail distribution – including frequency, tracking mechanisms and security measures. | ✓ | |
| File creation and closure – including assigned responsibility and procedures for file creation. | ✓ | |
| Access to corporate records – procedures for access to and security of corporate records. | ✓ | |
| Authorised disposal of temporary records and transfer of State archives to the State Records Office (SRO) – any assigned responsibilities | ✓ | |

| Recordkeeping Activities for the management of hard copy and electronic records and covered in Laverton Policies and Procedures | YES | NO |
|--|------------|-----------|
| Electronic records management – including the organisation's approach and methodology for the capture and management of its electronic records (eg print and file, identification of the official record, use of EDRMS, hybrid system etc). | ✓ | |
| Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organisation is utilising a document management system or hard copy records system (eg print and file, identification of the official record, use of EDRMS, hybrid system etc). | ✓ | |
| Website management – i) If web information also exists in hard copy guidelines are in place to determine which is the complete and accurate record, particularly in regard to the purpose of the site (eg whether informational/transactional). ii) Responsibility for the website and strategies implemented for the management of the website over time, including capture of periodic snapshots of the site and mechanisms for recording website amendments. | | ✓ |
| Metadata management – including authority for the capture and control of metadata. | | ✓ |
| System/s management – including any delegations of authority for the control and security of systems utilised by the organisation (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).. | | ✓ |
| Migration strategy – strategies planned or in place for migrating information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. <i>See Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value.</i> | ✓ | |

2.3 Certification of Policies and Procedures

Evidence of formal authorisation that the policies and procedures are in place and promulgated throughout the Shire of Laverton is provided by the copy of the certification document signed by the Chief Executive Officer *Peter Naylor*

Please refer to Appendix 1 - To be approved and attached following approval of draft copy

2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for Laverton do not cover the following categories:

- Website management
- Metadata management
- Systems management

The recordkeeping policies and procedures manual requires review as some processes have changed since the manual was written in 2011. The policies and

procedures will be amended to cover all categories identified in Principle 2 of SRC Standard 2 by 30 June 2022.

2.5 Migration Strategy

Migration is the conversion of existing data to new hardware, software and/or storage media. Migration is necessary to preserve the functionality and integrity of electronic information throughout its designated retention period.

The migration strategy for Digital Records is used for both the periodic transfer of digital records from one storage format to another, and the upgrading of software required to access these records

The Shire of Laverton's Migration Strategy is:

- Assess the risks of migration.
- Plan the migration
- Perform the migration
- Check records and ensure quality
- Document the migration, including any tests performed.

Commencing in 2022, The Shire of Laverton will implement a migration process to integrate all existing paper-based files into a condensed filing system with the preference to scan and store documents in a drive.

3 Principle Three: Language Control

Government organizations ensure that appropriate controls are in place to identify and name government records.

3.1 File Plan/List of Subject Headings / List of Authorised Headings

The Shire of Laverton has developed a File Plan to control the titling of records. The file plan covers both administrative and functional records. The file plan is attached. Please refer to appendix 2 – File Plan/List of Subject headings
The file numbers are allocated in numerical order upon creating a new title. Anyone of these titles can be searched to locate a specified file.


3.2 Assessment of its Effectiveness

The file plan located in the Shire of Laverton shared database is simple to understand and locate, the spreadsheet operates well within the Shire. It covers both the administrative and functional activities of Laverton and is available for use by all staff. Generally, information can be found without difficulty. The Shire of Laverton recognises that an electronic based system would be far more efficient and secure for the future.

3.3 Identified Areas for Improvement

The Shire of Laverton has identified a more efficient file register is required and is currently in the progress of creating electronic spreadsheet accessible through a shared drive within the Shire of Laverton database. The titling will follow the same keywords mentioned in 1.4 and shown as appendix 2 in 3.1, the keywords are also listed as key objectives as per our annual budget schedule. The Shire of Laverton endeavours to have this implemented by 30 June 2022.

4 Principle Four: Preservation

 Government organizations ensure that records are protected and preserved.

4.1 Assessment of Risks

4.1.1 On Site Storage

The Shire of Laverton has its current and active records located in onsite storage at the Shire's Administration Building in MacPherson Place. The building is locked at night. The storage facility includes:

- Timber shelving in the strong room, located within the administration building;
- Compactus;
- Metal filing cabinets;
- Air conditioning runs continuously for 24 hours a day, 7 days a week;
- Fire extinguishers located directly outside the compactus and printer room, close by the strong room

The Administration Building does not have a fire detection or suppression system, sprinkler system or smoke alarms. The strong room is not fire retardant.

The Shire has not conducted a systematic assessment of risks for its onsite storage area and it does not have a Disaster Management and Recovery Plan covering records stored at this location.

The Shire believes the main disasters threatening records stored onsite comes from fire, theft, vandalism, windstorm and insect or animal infestations. With the onsite storage conditions as described here the Shire has nominally assessed the risk as low.

4.1.2 Offsite Storage

The Shire of Laverton has its non-current, inactive records located in 2 air-conditioned sea containers at the Shire Depot. The sea container includes:

- Metal shelving;
 - Air conditioning continuously for 24 hours a day, 7 days a week;
 - Fire extinguishers located approximately 20 metres away from the sea container within the Shire Depot.
- * *Please note that a purpose-built record keeping room will be incorporated into the building of a new works office, this is proposed to begin prior to June 30, 2022 and completion is expected by December 31, 2022.*

There is no fire detection or suppression system, sprinkler system or smoke alarms at this facility.

The Shire has not conducted a systematic assessment of risks for its offsite storage area, and it does not have a Disaster Management and Recovery Plan covering records stored at this location.

The Shire believes the main disasters threatening records stored offsite comes from theft, vandalism and insect or animal infestations. With the offsite storage conditions as described here the Shire has nominally assessed the risk as low.

4.1.3 Data Centre and Cloud Storage

The Shire of Laverton has entered into an arrangement with third parties to store electronic data/digital information and records in data centres/cloud storage facility as detailed in the table below.

A risk assessment was undertaken prior to the commencement of the data storage arrangement.

| Information system / categories of records | Name of service provider | Geographic location of data centre / cloud storage | Geographic location of data centre / cloud storage backups | Risk assessed Y/N |
|---|--------------------------|--|--|-------------------|
| Email/teams/sharepoint – back up data | Microsoft | Australia | Australia as it is unknown and can not be disclosed | Yes |
| Records are kept inside the network – servers | | Australia | Laverton | Yes |

4.1.4 Storage of Archives

The Shire of Laverton is aware of the *Directions for keeping hard copy State archives awaiting transfer to the State Records Office* and has complied with the requirements to the extent possible.

State archives in the custody of the Shire are stored onsite in the Shire Administration Building and offsite in the sea container at the Shire Depot. The following statements summarise the storage of State Archives:

- Storage areas
- are away from areas of environmental risk;
- are cleaned regularly;
- are checked at least twice a year for insect or mould infestations;
- lighting levels are kept to a minimum;.

- are kept secure and access is limited. Offsite storage is only accessible by a master key, access is restricted to the CEO and Records Officer:
- There are fire extinguishers close by storage areas
- Shelving is metal or sealed wood
- Archives are stored in archival quality folders and boxes
- Archives have been identified in accordance with the General Disposal Authority for Local Government Records
- Policies and procedures are in place to manage requests for access to archives
- The Shire has procedures for handling and copying archives
- Closed files are not altered, and new material is not added once a file is closed

4.1.5 Storage of Backups

Electronic backups of Laverton's computer records are held in the cloud provided by Microsoft Australia. In addition to this The Shire of Laverton performs daily backups to internal servers.

4.1.6 Quantity of Records

The Shire of Laverton has custody of:

- 125 metres of temporary records stored onsite;
- 50 metres of temporary records stored offsite; and
- 10 metres of State archives stored onsite.

4.1.7 Security and Access

The Shire has not undertaken a systematic risk assessment for its records.

The following measures are in place at the Shire of Laverton to ensure the security of its records, both hard copy and electronic, and authorised access to them:

- Records in the main office are accessible by all administration staff during the day.
- Building is locked at night.
- Offsite records are stored in a locked sea container only accessible by a master key with access restricted to the CEO and Records Keeping Coordinator.
- Confidential files and documents are kept in a strong room which is locked after hours. Access is limited to Senior Administration Officers inclusive of records officer and Executive Management.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of Laverton has been assessed overall by the Shire as being low. The impact of a disaster on the organisation's records has however been assessed as high.

The Shire of Laverton has established a Plan for the Future 2020-2030 to combine its Strategic Community Plan and Corporate Business Plan. This is a 10 year strategy and planning tool to assist in identifying issues and solutions. This plan will be reviewed and updated as necessary every 4years.

There are insufficient strategies in place to ensure that business activities of Laverton are not unduly affected in the event of a disaster occurring. The Shire of Laverton's Plan for the Future does outline proposed actions to prevent disruption in services. Please see appendix 3 – Strategic Risk Management (Pg 16) of Strategic Community & Corporate Business Plan 2020-2030

4.3 Strategies in Place for Preservation and Response

The proposed Disaster Management and Recovery Plan will include strategies which can be implemented by the Shire of Laverton to reduce the risk of disaster and to facilitate a quick response should a disaster occur.

4.3.1 Vital Records Program

The Shire of Laverton is currently developing a Vital Records program. Vital records have been identified as:

- Loan Agreements
- Legal Agreements
- Leases
- Contracts
- Certificates of Titles
- Licenses & Certificates
- Vesting Management Orders
- Local Laws

The original documents are stored in a strong room which is locked at night and accessible by Senior Administration staff during office hours. The strong room is located within the Administration Building. The Shire intends to scan and register each document into the new electronic spreadsheet planned to be commenced 30 June 2022. The original documents will also be transferred to the purpose-built record-keeping room, as mentioned in 4.1.2

4.3.2 Backup Procedures for Electronic Records

Electronic records for Shire of Laverton are backed up as follows:

- Full back up run daily to the Microsoft cloud (Australia).
- Full backup run daily to internal server.

4.3.3 Preservation of Electronic Records

The Shire of Laverton has implemented the following processes to ensure that electronic records are accessible and readable for as long as required:

- Electronic records requiring long term retention are maintained in an appropriate format the required records are printed and allocated a file number by relevance. The digital correspondence will then be saved in the cloud for long term preservation as previously described in 4.3.2.

4.3.4 Security

Security measures implemented by Laverton to prevent unauthorised access to records include the following:

- Hard copy records are stored in the administration office and secure rooms in the Administration office accessible only to administration staff;
- Hard copy records may be stored in locked filing cabinets;
- The Administration Building is locked at night;
- There is restricted key access to the locked secure room;
- Hard copy records are also stored offsite in a sea container at the Shire Depot.
- Access to electronic records is restricted by restricting access to drives on the server. There are two drives: one is accessible to all administration staff; whilst the other server is only available to senior staff such as the Chief Executive Officer, the Deputy CEO, Executive Assistant to the CEO. Each senior staff member can only access the files relevant to their department or area of responsibility. Access to Synergy is much the same, each staff member has their own log in and are only able to access areas relevant to their job description. Access is applied by The Shire of Laverton's IT provider PSITech upon request from either the CEO or DCEO.
- Electronic records are backed up on a regular basis to the cloud.

4.3.5 Storage Reviews

The Shire plans to develop a procedure and check list to review its records storage facilities on an annual basis to ensure that conditions are appropriate for the Shire's records. This will be included in end of year procedures commencing May 2022.

4.3.6 Recovery of Lost Information

Laverton plans to further develop a set of quick response strategies to recover lost information, in all formats, should a disaster occur. This will be part of the development of a Disaster Management and Recovery Plan. Currently, the Shire has the following response strategies in place for its electronic records:

- backup of electronic records to internal servers; and
- offsite storage of backups in Microsoft Cloud (Australia)

4.4 Identified Areas for Improvement

The Shire of Laverton has identified a number of areas for improvement including:

- Lack of a systematic assessment of risks to hard copy and electronic records in its custody;
- Out of date procedures for access to the sea container storage at the Shire Depot;
- Lack of a Vital Records Program
- No Disaster Management and Recovery Plan for hard copy or electronic records;
- Lack of identified strategies to reduce the risk of disaster and to facilitate a quick response should a disaster occur;
- Lack of procedures for undertaking regular reviews of storage areas.

The Shire proposes addressing these areas by:

- Redeveloping out of date policies and procedures; and
- Development of a Disaster Management and Recovery Plan (DMRP),
- Completion of a Vital Records Program.

Upon completion of the purpose-built record-keeping room, and commencement of the new electronic database all documents will be reviewed and relocated to the new premises. All policies and procedures will be updated to conform with the new location. A Disaster Management and Recovery Plan (DMRP) will be developed. The new works offices are proposed to be completed 31 December 2022. The Shire will propose completion of these by 30 June 2023.

5 Principle Five: Retention and Disposal

Government organizations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for State Government Information (GDASG)

The Shire of Laverton uses the General Disposal Authority for Local Government Records, produced by the State Records Commission, for the retention and disposal of its records.

5.2 Disposal of Source Records

The Shire of Laverton does not intend to destroy any hard copy records which may have been scanned using the General Disposal Authority for Source Records. At this time, any such source records will be retained on file and destroyed in accordance with the General Disposal Authority for Local Government Records. Electronic copies are duplicates for access purposes only.

5.3 Existing Ad Hoc Disposal Authorities

The Shire of Laverton does not have any Ad Hoc disposal authorities.

5.4 Existing Disposal Lists

The Shire of Laverton does not have any Disposal Lists.

5.5 Restricted Access Archives

The Shire of Laverton does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.6 Transfer of Archives

The Shire of Laverton will transfer State archives to the State Archives Collection for permanent preservation when requested by the SRO.

5.7 Non-Transfer of Archives

SRC Standard 7: *State Archives retained by Government Organizations* provides for organizations to retain State archives older than 25 years.

The Shire of Laverton has not identified any State archives that will not be transferred to the SRO for permanent preservation.

5.8 Disposal Program Implemented

The Shire of Laverton will implement a regular disposal program on an annual basis commencing in 2022 using the General Disposal Authority for Local Government records.

5.9 Authorisation for Disposal of Records

Currently before any records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is compiled by the Records Officer and then approved by the Deputy Chief Executive Officer. Upon completion of destruction or transfer the list is then signed by the Works Manager and returned to the Records Officer to be recorded and placed on file.

5.10 Identified Areas for Improvement

The Shire of Laverton intends to commit to conduct a regular disposal program. This will be completed and implemented by 30 June 2022.

6 Principle Six: Compliance

Government organizations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Shire of Laverton has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

| Activities to ensure staff awareness and compliance | YES | NO |
|---|-----|-----|
| Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis. | √ | |
| In-house recordkeeping training sessions for staff are conducted. | √ | |
| From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable. | | x |
| Staff information sessions are conducted on a regular basis for staff as required. | √ | |
| The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention. | √ | |
| The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention. | | N/A |
| The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities. | √ | |

6.2 Performance Indicators

The following performance indicators have been developed to measure the efficiency and effectiveness of Laverton's recordkeeping systems:

- Review and update Recordkeeping Policy and Procedures when required
- Conduct risk assessments on Records management programs and records storage areas annually.
- Undertake disposal program annually or as required
- Review and amend Recordkeeping Plan as necessary.

6.3 Agency's Evaluation

An assessment has been conducted through observation by management and administration staff of the efficiency of the record keeping systems. It has been

identified that the current system needs to be reviewed and upgraded. It is anticipated that an upgraded file register will be implemented during the current financial year 2021/2022

.

6.4 Annual report

An excerpt from Laverton's latest Annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff.

Please see attachment 2 - Annual Report for the Shire of Laverton

6.5 Identified Areas for Improvement

The new file register will allow only those with permissions to access the relevant files in accordance with job titles. This will enable more security. When the new file register has been finalised and in preparation of implementing it, all staff will be trained on how to access and understand the register.

7 SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organizations with persons to perform any aspect of record keeping for the organization.

State organizations may enter into contracts or other arrangements whereby an individual or an organization is to perform a function or service for the State organization, or act as the State organization's agent to deliver services to clients, or for the State organization's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organization's legislative, business and accountability requirements.

7.1 Outsourced Functions identified

Please refer to 1.5 above.

7.2 Recordkeeping Issues Included in Contracts

The Shire of Laverton has not addressed recordkeeping in contracts for these outsourced functions. However, the nature of these contracts results in the Shire receiving all the relevant records for incorporation into its recordkeeping system, e.g. financial statements.

7.2.1 Planning

The Shire of Laverton does not include the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions. Laverton does include contractual agreements within its recordkeeping system.

7.2.2 Ownership

Laverton will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract or agreement.

7.2.3 Control

Laverton will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by Laverton.

7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with Laverton and a contractor / agent will be disposed of in accordance with Laverton's approved Retention and Disposal Schedule or the General Disposal Authorities published by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract / agreement will be agreed between Laverton and the contractor or agent.

7.2.6 Custody

Custody arrangements between Laverton and the contractor or agent for State records stored on and off site by the contractor will be specified in the contract / agreement.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract / agreement will be specified in the contract / agreement.

7.3 Identified Areas for Improvement

A recordkeeping clause will be included in all contracts for the outsourcing of Shire functions. This will be implemented progressively as Shire contracts are renewed or new contracts established. The Shire will begin this process within 2022.

Appendix 1 – To be certified and attached

Appendix 2

| File Plan/List of Subject Headings / List of Authorised Headings | |
|---|--|
| COUNCIL PROPERTIES | Acquisition & Disposal Contracting |
| COMMUNITY RELATIONS | Community Consultation Financial Reporting Meetings Reporting Service Provision |
| COMMUNITY SERVICES | Ceremonies Liaison Planning Reporting Service Provision |
| ECONOMIC DEVELOPMENT | Building and Development Industries Liaison |
| ENERGY SUPPLY & TELECOMMUNICATIONS | Service Providers |
| EMERGENCY SERVICES | Service Provision |
| FINANCIAL MANAGEMENT | Accounting Banking Budgeting Compliance Creditors Debtors Financial Reporting Liaison Loans Planning Rates Payments Reporting Tax Tendering |
| GOVERNMENT RELATIONS | Acquisition & Disposal Annual report Compliance Education & Training Legislation Liaison Maintenance Meetings Reporting State Liaison |
| GOVERNANCE | Boundaries Councillors Reporting |
| GRANTS & SUBSIDIES | Liaison Planning |
| INFORMATION MANAGEMENT | Contracting Equal Opportunity Act Freedom of Information Records Management |
| PARKS & RESERVES | Agreements Usage |
| RATES & VALUATIONS | Classifications Levies Valuations Reporting |
| RECREATIONAL & CULTURAL SERVICES | Arrangements |
| RISK MANAGEMENT | Insurance |
| WATER SUPPLY | Liaison |

Appendix 3

Strategic Risk Management

It is important to consider the external and internal context in which the Shire of Laverton operates, relative to risk, in order to understand the environment in which the Shire seeks to achieve its strategic objectives.

External Factors

- Increasing community expectations in relation to service levels and delivery
- Demand for resourcing due to potential expansion in service delivery
- Rapid changes in information technology changing the service delivery environment
- Increased compliance requirements due to Government Policy and Legislation
- Cost shifting by Federal and State Governments
- Reducing external funding for infrastructure and operations
- Changes in mining and pastoral practices and the associated social impacts
- Climate change and subsequent response
- COVID-19 Pandemic



Internal Factors

- The objectives and strategies contained in the Council's current Strategic Community Plan
- The timing and actions contained in the Council's Corporate Business Plan
- Organisational size, structure, activities and location
- Human resourcing levels and staff retention
- The financial capacity of the Shire
- Allocation of resources to achieve strategic outcomes
- Maintenance of corporate records

Appendix 4

Annual Report for the Shire of Laverton WA 30 June 2020

AGM220721.4.1.A

Record Keeping

The *State Records Act 2000* is an Act to provide for the keeping of State records and for related purposes. Section 19 of the Act requires each government organisation to have a Record Keeping Plan that has been approved by the State Records Commission.

The registration number of the recordkeeping plan is 2011029.

On 17 March 2017, the State Records Commission approved the continuation of the Shire of Laverton Record Keeping Plan with the next review due to be completed and submitted to the State Records Office.

The objectives of the Shire of Laverton's Record Keeping Plan are to ensure:

- Compliance with Section 28 of the State Records Act 2000,
- Record keeping within the Local Government is moving toward compliance with State Records Commission Standards and Record Management Standard AS ISO15489,
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions,
- Recorded information can be retrieved quickly, accurately, and cheaply when required; and the
- Protection and preservation of the local government's records



Shire of Laverton

RECORDKEEPING PLAN

2011

TABLE OF CONTENTS

| | |
|--|-------------------------------------|
| INTRODUCTION | 4 |
| 1 PRINCIPLE ONE: PROPER AND ADEQUATE RECORDS | 6 |
| 1.1 HISTORICAL BACKGROUND | 6 |
| 1.2 STRATEGIC FOCUS AND MAIN BUSINESS ACTIVITY | 6 |
| 1.2.1 <i>Vision Statement</i> | 6 |
| 1.2.2 <i>Strategic Focus</i> | 6 |
| 1.2.3 <i>Main Business Activities</i> | 6 |
| 1.3 FUNCTIONS, INCLUDING THOSE OUTSOURCED | 7 |
| 1.4 MAJOR STAKEHOLDERS | 7 |
| 1.5 ENABLING LEGISLATION..... | 7 |
| 1.6 LEGISLATION AND REGULATIONS ADMINISTERED BY THE LAVERTON | 7 |
| 1.7 OTHER LEGISLATION AFFECTING THE SHIRE OF LAVERTON | 7 |
| 1.8 MAJOR GOVERNMENT POLICY AND/OR INDUSTRY STANDARDS | 7 |
| 1.9 IDENTIFIED AREAS OF IMPROVEMENT | 8 |
| 1.9.1 <i>Standard 2 Principle 2: Policies and Procedures</i> | 8 |
| 1.9.2 <i>Standard 2 Principle 4: Preservation</i> | 8 |
| 1.9.3 <i>Standard 2 Principle 6: Compliance</i> | 8 |
| 2 PRINCIPLE TWO: POLICIES AND PROCEDURES | 10 |
| 2.1 RECORDS MANAGEMENT SYSTEMS..... | 10 |
| 2.2 RECORDS MANAGEMENT POLICY AND PROCEDURES | 10 |
| 2.3 CERTIFICATION OF POLICIES AND PROCEDURES | 11 |
| 2.4 EVALUATION OF POLICIES AND PROCEDURES | 11 |
| 3 PRINCIPLE THREE: LANGUAGE CONTROL | 12 |
| 3.1 FILE PLAN | 12 |
| 3.2 ASSESSMENT OF ITS EFFECTIVENESS | 12 |
| 3.3 IDENTIFIED AREAS FOR IMPROVEMENT..... | 12 |
| 4 PRINCIPLE FOUR: PRESERVATION | 13 |
| 4.1 ASSESSMENT OF THE RISKS | 13 |
| 4.1.1 <i>Onsite Storage</i> | 13 |
| 4.1.2 <i>Offsite Storage</i> | 13 |
| 4.1.3 <i>Storage of Archives</i> | 13 |
| 4.1.4 <i>Storage of Backups</i> | 14 |
| 4.1.5 <i>Quantity of Records</i> | 14 |
| 4.1.6 <i>Security and Access</i> | 14 |
| 4.2 ASSESSMENT OF THE IMPACTS OF DISASTERS | 14 |
| 4.3 STRATEGIES IN PLACE FOR PREVENTION AND RESPONSE..... | 15 |
| 4.3.1 <i>Vital Records Program</i> | 15 |
| 4.3.2 <i>Back-up Procedures for Electronic Records</i> | 15 |
| 4.3.3 <i>Security</i> | 15 |
| 4.3.4 <i>Storage Reviews</i> | 16 |
| 4.3.5 <i>Recovery of Lost Information</i> | 16 |
| 4.4 IDENTIFIED AREAS FOR IMPROVEMENT..... | 16 |
| 5 PRINCIPLE FIVE: RETENTION AND DISPOSAL | 17 |
| 5.1 RETENTION AND DISPOSAL SCHEDULES | 17 |
| 5.1.1 <i>Disposal of Source Records</i> | 17 |
| 5.2 EXISTING AD HOC DISPOSAL AUTHORITIES | 17 |
| 5.3 EXISTING DISPOSAL LISTS | 17 |
| 5.4 RESTRICTED ACCESS ARCHIVES | ERROR! BOOKMARK NOT DEFINED. |
| 5.5 ARCHIVES NOT TRANSFERRED TO THE SRO..... | 17 |

| | | |
|-------|--|----|
| 5.6 | DISPOSAL PROGRAM IMPLEMENTED | 17 |
| 5.7 | AUTHORISATION FOR DISPOSAL OF RECORDS | 17 |
| 5.8 | IDENTIFIED AREAS FOR IMPROVEMENT..... | 17 |
| 6 | PRINCIPLE SIX: COMPLIANCE | 18 |
| 6.1 | STAFF TRAINING, INFORMATION SESSIONS | 18 |
| 6.2 | PERFORMANCE INDICATORS IN PLACE..... | 18 |
| 6.3 | AGENCY'S EVALUATION | 19 |
| 6.4 | ANNUAL REPORT | 19 |
| 6.5 | IDENTIFIED AREAS FOR IMPROVEMENT..... | 19 |
| 7 | SRC STANDARD 6: OUTSOURCED FUNCTIONS..... | 20 |
| 7.1 | OUTSOURCED FUNCTIONS IDENTIFIED | 20 |
| 7.2 | RECORDKEEPING ISSUES INCLUDED IN CONTRACTS | 20 |
| 7.2.1 | <i>Planning</i> | 20 |
| 7.2.2 | <i>Ownership</i> | 20 |
| 7.2.3 | <i>Control</i> | 20 |
| 7.2.4 | <i>Disposal</i> | 20 |
| 7.2.5 | <i>Access</i> | 21 |
| 7.2.6 | <i>Custody</i> | 21 |
| 7.2.7 | <i>Contract Completion</i> | 21 |
| 7.3 | IDENTIFIED AREAS FOR IMPROVEMENT..... | 21 |
| | APPENDIX 1: FUNCTIONS OF THE SHIRE OF LAVERTON | 22 |
| | APPENDIX 2: LEGISLATION AND REGULATIONS ADMINISTERED BY THE LOCAL GOVERNMENT..... | 24 |
| | APPENDIX 3: OTHER LEGISLATION AFFECTING THE FUNCTIONS AND OPERATIONS OF THE LOCAL GOVERNMENT..... | 26 |
| | APPENDIX 4: MAJOR GOVERNMENT POLICY AND/OR INDUSTRY STANDARDS 27 | |
| | APPENDIX 5: RECORDKEEPING POLICY AND PROCEDURES | 28 |
| | APPENDIX 6: MASTERFILE LIST | 29 |
| | APPENDIX 7: EXAMPLE OF AUTHORISATION FOR DISPOSAL OF FILES | 48 |
| | APPENDIX 8: SAMPLES OF TRAINING MATERIALS | 49 |
| | APPENDIX 9: RECORDKEEPING STATEMENT IN ANNUAL REPORT | 50 |

Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than five years must elapse between approval of a government organisation's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

Purpose

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the local government and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

Objectives

The objectives of the Shire of Laverton (Laverton) RKP are to ensure:

- Compliance with Section 28 of the State Records Act 2000;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

Scope

In accordance with Section 17 of the Act, the Shire of Laverton and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Laverton employees;
- Laverton contractors;
- Organisations performing outsourced services on behalf of Laverton; and
- Elected members.

NOTE: *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

"In relation to the recordkeeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other

communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

Local Governments are to address the management of elected members' government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan supersedes RKP 2004055 and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- a) any thing on which there is writing or Braille;
 - b) a map, plan, diagram or graph;
 - c) a drawing, pictorial or graphic work, or photograph;
 - d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
 - e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
 - f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."
- (State Records Act, 2000)*

1 Principle One: Proper and Adequate Records

Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.

1.1 Historical Background

Local Government began in the Laverton area in 1906 with the formation of the Mt Margaret Road Board. In 1950, the Mt Margaret Road Board became the Laverton Road Board, and subsequently the Laverton Shire Council in 1961.

Many people came to Laverton in the 1890's in search of gold. Originally titled 'British Flag' after a nearby mine, it was not until 1900 that the town was gazetted 'Laverton', to honour the local doctor, Dr Charles Laver, for his hard and earnest work in town.

1.2 Strategic Focus and Main Business Activity

1.2.1 Vision Statement

The vision for Laverton is: ***An oasis for locals and visitors***

1.2.2 Strategic Focus

To create a vibrant district that encourages the development of mining, pastoral, tourist and secondary industries.

The Shire of Laverton aims to do this by trying to achieve the following goals:

- Develop opportunities for growth in the Shire
- Encourage investment within the Shire
- Encourage commitment from outside industries
- Improved infrastructure

The Shire of Laverton is dedicated to providing high quality services to the community through the various service orientated programs that it has established.

1.2.3 Main Business Activities

The main business activities in the Shire of Laverton can be described as:

GOVERNANCE

Administration and operation of facilities and services to members of Council. Other costs that relate to the tasks of assessing elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

Rates, General Purpose Government Grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various laws, fire prevention, animal services and animal control.

HEALTH

Food control, maintenance of child health clinics and health administration, and the retention of a full time resident doctor in Laverton.

EDUCATION AND WELFARE

Maintenance of preschool facilities, donations to school, and assistance to welfare groups.

HOUSING

Provision of staff housing as well as private housing for the retention of professionals in Laverton.

COMMUNITY AMENITIES

Rubbish collection services, operation of rubbish tip site, noise control, administration of town planning, operation of cemeteries and maintenance of public conveniences.

RECREATION AND CULTURE

Provision of a public hall, swimming pool, recreation facilities, various reserves, operation of library together with television and radio re-broadcasting facilities.

TRANSPORT

Construction and maintenance of roads, drainage, footpaths, parking facilities and operation of the Laverton Airport.

ECONOMIC SERVICES

Tourism, Telecentre, Community Development, pest control and implementation of building controls.

OTHER PROPERTY AND SERVICES

Technical services administration, plant operations control and miscellaneous services not able to be classified elsewhere.

1.3 Functions, including those outsourced

Appendix 1 contains a comprehensive list of functions relevant to the Shire of Laverton's business, including those functions outsourced to other organisations.

1.4 Major Stakeholders

The Shire of Laverton's major stakeholders are employees, residents, ratepayers, tourists and visitors, politicians and Elected Members.

The Shire of Laverton recognizes and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal Government agencies.

1.5 Enabling Legislation

The Laverton is established under the *Local Government Act 1995*.

1.6 Legislation and Regulations administered by the Laverton

Appendix 2 contains a comprehensive list of legislation and regulations affecting the functions, operations and recordkeeping of the Shire.

1.7 Other Legislation Affecting the Shire of Laverton

Refer to Appendix 3 which contains a list of other legislation and regulations affecting the functions, operations and recordkeeping of Local Government.

1.8 Major Government Policy and/or Industry Standards

Government and industry standards and codes of practice imposed upon or adopted by the Shire are set out in Appendix 4.

1.9 Identified Areas of Improvement

The Shire has identified the following areas where improvement is required and further details can be found in the relevant section.

1.9.1 Standard 2 Principle 2: Policies and Procedures

The recordkeeping policies and procedures manual requires redevelopment as some processes have changed since the manual was written in 2004. The policies and procedures will be amended to cover all categories identified in Principle 2 of SRC Standard 2 by 31 December 2011.

1.9.2 Standard 2 Principle 3: Language Control

Laverton will review its file titling scheme when it acquires an electronic document management system. This is anticipated to occur within the 2011 / 2012 financial year.

1.9.3 Standard 2 Principle 4: Preservation

The Shire of Laverton has identified a number of areas for improvement including:

- Lack of a systematic assessment of risks to hard copy and electronic records in its custody;
- Out of date procedures for access to the sea container storage at the Shire Depot;
- Lack of a Vital Records Program and identification of a limited selection of vital records;
- No Disaster Management and Recovery Plan for hard copy or electronic records;
- Lack of identified strategies to reduce the risk of disaster and to facilitate a quick response should a disaster occur;
- Lack of procedures for undertaking regular reviews of storage areas.

The Shire proposes addressing these areas by:

- Redeveloping policies and procedures to cover access to hard copy records storage in the sea container and regular reviews of storage areas; and
- Development of a Disaster Management and Recovery Plan (DMRP), including a systematic assessment of risks to records
- Development of a Vital Records Program.

The Shire proposes to complete this work by 31 December 2012.

1.9.4 Standard 2 Principle 6: Compliance

The Shire of Laverton is planning to engage an external consultant to provide onsite training to all administration staff and department managers to ensure all departments within the Shire have an awareness of the importance of record keeping. This should occur within the next 2-3 months.

Once the administration staff, and in particular the Records officers, have received some in depth training they will be able to monitor the performance of the training and the compliance with the RKP. Once again this should commence within the next 2-3 months and will be ongoing from this point in time.

Training sessions will be scheduled on a regular basis to ensure that all staff are kept up to date with any changes to legislation, the Shire policies and procedures and areas that need attention. It would be expected that at least one training session would be held each year.

1.9.5 Standard 6: Outsourced Functions

A recordkeeping clause will be included in all contracts for the outsourcing of Shire functions. This will be implemented progressively as Shire contracts are renewed or new contracts established. The Shire will begin this process during 2011.

2 Principle Two: Policies and Procedures

Government organisations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management Systems

The Shire of Laverton uses a manual system to manage its records, consisting of an MS Excel spreadsheet and a MS Word table. The recordkeeping system is currently paper based.

The Shire intends to acquire an Electronic Document Management System in the 2011 / 2012 financial year. It is currently considering Tr@ceR, which is a system developed by the Liverpool Plains Shire Council in NSW and which has won a number of awards for technology and innovation. It is currently being used by the Shire of Ravensthorpe.

2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by Laverton's Executive Manager Corporate and Community Services.

For the recordkeeping policy and procedures of the Shire please refer to [Appendix 5](#).

Table 2.2

| Recordkeeping Activities for the management of hard copy and electronic records and covered in Laverton Policies and Procedures | YES | NO |
|--|------------|------------------|
| Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions. Include specific provisions for capture and control of Elected Members' correspondence. | X | |
| Digitisation – including categories of records digitised; disposal of source records; digitisation specifications. <i>See General Disposal Authority for Source Records.</i> NB: This procedure is only required where the organisation intends to dispose of source records prior to the expiration of the approved minimum retention period after digitising. | | N/A at this time |
| Mail distribution – including frequency, tracking mechanisms and security measures. | X | |
| File creation and closure – including assigned responsibility and procedures for file creation. | X | |
| Access to corporate records – procedures for access to and security of corporate records. | X | |
| Authorised disposal of temporary records and transfer of State archives to the State Records Office (SRO) – any assigned responsibilities | X | |
| Electronic records management – including the organisation's approach and methodology for the capture and management of its electronic records (eg print and file, identification of the official record, use of EDRMS, hybrid system etc). | X | |

| Recordkeeping Activities for the management of hard copy and electronic records and covered in Laverton Policies and Procedures | YES | NO |
|--|------------|-----------|
| Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organisation is utilising a document management system or hard copy records system (eg print and file, identification of the official record, use of EDRMS, hybrid system etc. | X | |
| Website management – i) If web information also exists in hard copy guidelines are in place to determine which is the complete and accurate record, particularly in regard to the purpose of the site (eg whether informational/transactional). ii) Responsibility for the website and strategies implemented for the management of the website over time, including capture of periodic snapshots of the site and mechanisms for recording website amendments. | | X |
| Metadata management – including authority for the capture and control of metadata. | | X |
| System/s management – including any delegations of authority for the control and security of systems utilised by the organisation (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).. | | X |
| Migration strategy – strategies planned or in place for migrating information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. <i>See Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value.</i> | | X |

2.3 Certification of Policies and Procedures

The existing Record Keeping Policy Manual and Corporate Record Keeping Procedures – A Handbook for Administration Staff were both signed by the former CEO M N Brown on 4/5/2004. A copy of the certification document is included in Appendix 5.

2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for Laverton do not cover the following categories:

- Website management
- Metadata management
- Systems management
- Migration strategy

The recordkeeping policies and procedures manual requires review as some processes have changed since the manual was written in 2004. The policies and procedures will be amended to cover all categories identified in Principle 2 of SRC Standard 2 by 30 June 2011.

3 Principle Three: Language Control

Government organisations ensure that appropriate controls are in place to identify and name government records.

3.3 File Plan/List of Subject Headings/List of Authorised Headings

The Shire of Laverton follows keywords provided from the General disposal authority for Local Government records manual to title files, following an activity and free text within the records system spreadsheet. The file numbers are allocated in numerical order upon creating a new title. Anyone of these titles can be searched to locate a specified file. **Example table below**

3.4 Assessment of its Effectiveness

The file register located in the Shire of Laverton shared database is simple to understand and locate, the spreadsheet operates well within the Shire. It covers both the administrative and functional activities of Laverton, is available for use by all staff, The File register has operated well within the Shire of Laverton. It covers both the administrative and functional activities of Laverton, is available for all staff to view. Generally information can be found without difficulty. **The spreadsheet is password protected to minimise accidental alterations or changes by untrained staff.**

3.5 Identified Areas for Improvement

Laverton will review its file titling scheme when it acquires an electronic document management system. This is anticipated to occur within the 2022/23 financial year

4 Principle Four: Preservation

Government organisations ensure that records are protected and preserved.

4.1 Assessment of the Risks

4.1.1 Onsite Storage

The Shire of Laverton has its current and active records located in onsite storage at the Shire's Administration Building in MacPherson Place. The building is locked at night. The storage facility includes:

- Timber shelving in the strong room, located within the administration building;
- Compactus;
- Metal filing cabinets;
- Air conditioning for 24 hours a day, 7 days a week;
- Fire extinguishers located directly outside the compactus and printer room, close by the strong room

The Administration Building does not have a fire detection or suppression system, sprinkler system or smoke alarms. The strong room is not fire retardant

The Shire has not conducted a systematic assessment of risks for its onsite storage area and it does not have a Disaster Management and Recovery Plan covering records stored at this location.

The Shire believes the main disasters threatening records stored onsite comes from fire, theft, vandalism, wind storm and insect or animal infestations. With the onsite storage conditions as described here the Shire has nominally assessed the risk as low.

4.1.2 Offsite Storage

The Shire of Laverton has its non-current, inactive records located in 2 air conditioned sea containers at the Shire Depot. The sea container includes:

- Metal shelving;
- Air conditioning for 24 hours a day, 7 days a week;
- Fire extinguishers located approximately 20 metres away from the sea container within the Shire Depot.

There is no fire detection or suppression system, sprinkler system or smoke alarms at this facility.

The Shire has not conducted a systematic assessment of risks for its offsite storage area and it does not have a Disaster Management and Recovery Plan covering records stored at this location.

The Shire believes the main disasters threatening records stored offsite comes from theft, vandalism and insect or animal infestations. With the offsite storage conditions as described here the Shire has nominally assessed the risk as low.

4.1.3 Storage of Archives

The Shire of Laverton is aware of the *Directions for keeping hard copy State archives awaiting transfer to the State Records Office* and has complied with the requirements to the extent possible.

State archives in the custody of the Shire are stored onsite in the Shire Administration Building and offsite in the sea container at the Shire Depot. The following statements summarise the storage of State Archives:

- Storage areas

- are away from areas of environmental risk;
- are cleaned regularly;
- are checked at least twice a year for insect or mould infestations;
- lighting levels are kept to a minimum;
- are kept secure and access is limited and controlled;
- There are fire extinguishers close by storage areas
- Shelving is metal or sealed wood
- Archives are stored in archival quality folders and boxes
- Archives have been identified in accordance with the General Disposal Authority for Local Government Records
- Policies and procedures are in place to manage requests for access to archives
- The Shire has procedures for handling and copying archives
- Closed files are not altered and new material is not added once a file is closed
- No adhesives are used on archival material and repairs are not undertaken.

4.1.4 Storage of Backups

Electronic backups of Laverton's computer records are held on a server located offsite in a data warehouse in Sydney, as well as on tape locally. The local backup tapes are stored in the strong room located within the Shire Office.

4.1.5 Quantity of Records

Laverton has custody of:

- 125 metres of temporary records stored onsite;
- 50 metres of temporary records stored offsite; and
- 10 metres of State archives stored onsite.

4.1.6 Security and Access

The Shire has not undertaken a systematic risk assessment for its records. Security and access to records will be assessed when a broader risk assessment is conducted before 31 December 2011.

The following measures are in place at the Shire of Laverton to ensure the security of its records, both hard copy and electronic, and authorised access to them:

- Hard copy
 - Records in the main office have restricted access during the day.
 - Building is locked at night.
 - Offsite records are stored in a locked sea container only accessible by a master key with access restricted to the CEO and Records Keeping Coordinator.
 - Confidential files and documents are kept in a strong room which is locked after hours.
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of Laverton has been assessed overall by the Shire as being low. The impact of a disaster on the organisation's records has however been assessed as high.

There are insufficient strategies in place to ensure that business activities of Laverton are not unduly affected in the event of the more likely disaster occurring. A Disaster Management and Recovery Plan will be developed, in conjunction with a risk assessment, by 31 December 2011.

4.3 Strategies in Place for Prevention and Response

The proposed Disaster Management and Recovery Plan will include strategies which can be implemented by the Shire of Laverton to reduce the risk of disaster and to facilitate a quick response should a disaster occur.

4.3.1 Vital Records Program

A vital records program will be developed for the Shire of Laverton in conjunction with the Disaster Management and Recovery Plan. Some vital records which have been identified include:

- Insurance policies
- Pay rates
- Certificates of Incorporation
- Copyrights
- Corporate seals
- Deeds
- Contracts
- Software Programs
- Legal Documents
- Loan Agreements
- Leases
- Wills etc.

These vital records in hard copy are stored in a locked, fire resistant safe, accessible to the Chief Executive Officer, Records Officer and Records Staff. These records have been copied and the copies are placed on the relevant files and are used for all normal business activities.

A complete analysis and identification of the Shire's vital records will be undertaken as part of the development of the proposed Disaster Management and Recovery Plan, to be completed by 31 December 2011.

4.3.2 Back-up Procedures for Electronic Records

Electronic records of Laverton are backed up as follows:

- Full backup run daily

4.3.3 Security

Security measures implemented by Laverton to prevent unauthorised access to records include the following:

- Hard copy records are stored in the administration office and secure rooms in the Administration office accessible only to administration staff;
- Hard copy records may be stored in locked filing cabinets;
- The Administration Building is locked at night;
- There is restricted key access to the locked secure room;
- Hard copy records are also stored offsite in a sea container at the Shire Depot.
- Access to electronic records is restricted by restricting access to drives on the server. There are two drives: one is accessible to all administration staff; whilst the other server is only available to senior staff such as the Chief Executive Officer, the Deputy CEO, Executive Assistant to the CEO, Administration Manager and Community Development Manager. Each senior

staff member can only access the files relevant to their Department or area of responsibility.

- Electronic records are backed up on a regular basis as described previously.

4.3.4 Storage Reviews

The Shire plans to develop a procedure and check list to review its records storage facilities on an annual basis to ensure that conditions are appropriate for the Shire's records.

4.3.5 Recovery of Lost Information

Laverton plans to further develop a set of quick response strategies to recover lost information, in all formats, should a disaster occur. This will be part of the development of a Disaster Management and Recovery Plan. Currently, the Shire has the following response strategies in place for its electronic records:

- backup of electronic records; and
- offsite storage of backups.

4.4 Identified Areas for Improvement

The Shire of Laverton has identified a number of areas for improvement including:

- Lack of a systematic assessment of risks to hard copy and electronic records in its custody;
- Out of date procedures for access to the sea container storage at the Shire Depot;
- Lack of a Vital Records Program and identification of a limited selection of vital records;
- No Disaster Management and Recovery Plan for hard copy or electronic records;
- Lack of identified strategies to reduce the risk of disaster and to facilitate a quick response should a disaster occur;
- Lack of procedures for undertaking regular reviews of storage areas.

The Shire proposes addressing these areas by:

- Redeveloping policies and procedures to cover access to hard copy records storage in the sea container and regular reviews of storage areas; and
- Development of a Disaster Management and Recovery Plan (DMRP), including a systematic assessment of risks to records
- Development of a Vital Records Program.

The Shire proposes to complete this work by 31 December 2012.

5 Principle Five: Retention and Disposal

Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 Retention and Disposal Schedules

The Shire of Laverton uses the General Disposal Authority for Local Government Records, produced by the State Records Commission, for the retention and disposal of its records.

5.2 Disposal of Source Records

The Shire of Laverton does not intend to destroy any hard copy records which may have been scanned using the General Disposal Authority for Source Records. At this time, any such source records will be retained on file and destroyed in accordance with the General Disposal Authority for Local Government Records. Electronic copies are duplicates for access purposes only.

5.3 Existing Ad Hoc Disposal Authorities

The Shire of Laverton does not have any Ad Hoc disposal authorities.

5.4 Existing Disposal Lists

The Shire of Laverton does not have any Disposal lists.

5.5 Archives not Transferred to the SRO

Under s32(1) of the *State Records Act 2000*, a government organization is required to transfer its archives to the State archives collection when those archives become twenty-five (25) years old.

Laverton has not identified any State archives that will not be transferred to the SRO for permanent preservation.

5.6 Disposal Program Implemented

Laverton has implemented the General Disposal Authority for Local Government Records and has commenced a regular disposal program on an annual basis.

Please refer to Appendix 7 for a copy of a recent authorised list of records for disposal. Retention and Disposal procedures are included in the Procedures Manual.

5.7 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer will be reviewed by the Chief Executive Officer and authorised for destruction or transfer.

5.8 Identified Areas for Improvement

The Shire of Laverton intends to continue to conduct a regular disposal program.

6 Principle Six: Compliance

Government organisations ensure their employees comply with the Recordkeeping Plan.

6.1 Staff Training, Information Sessions

Laverton has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

Table 6.1

| Activities to ensure staff awareness and compliance | YES | NO |
|---|-----|----|
| Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis. | | X |
| In-house recordkeeping training sessions for staff are conducted. | X | |
| From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable. | X | |
| Staff information sessions are conducted on a regular basis for staff as required. | X | |
| The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention. | X | |
| The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention. | | X |
| The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities. | X | |

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

A selection of presentations and the contents pages of training and induction manuals is included in [Appendix 8](#).

6.2 Performance Indicators in Place

The following performance indicators have been developed to measure the efficiency and effectiveness of Laverton's recordkeeping systems:

- Height of filing tray
- Number of boxes to be sent to off-site storage
- Accuracy and level of compliance with keeping correspondence registers
- Type and number of files held in each staff member's office.

6.3 Agency's Evaluation

An assessment has been conducted through observation by management and administration staff of the efficiency of the record keeping systems. It has been identified that the current system needs to be reviewed and upgraded. It is anticipated that an electronic record keeping system will be implemented during the 2011 / 2012 financial year. There will not be any major changes made to Laverton's record keeping system until then apart from records disposal activities and general tidying up of the records.

6.4 Annual Report

An excerpt from Laverton's latest Annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 9.

6.5 Identified Areas for Improvement

The Shire of Laverton is planning to engage an external consultant to provide onsite training to all administration staff and department managers to ensure all departments within the Shire have an awareness of the importance of record keeping. This should occur within the next 2-3 months.

Once the administration staff, and in particular the Records officers, have received some in depth training they will be able to monitor the performance of the training and the compliance with the RKP. Once again this should commence within the next 2-3 months and will be ongoing from this point in time.

Training sessions will be scheduled on a regular basis to ensure that all staff are kept up to date with any changes to legislation, the Shire policies and procedures and areas that need attention. It would be expected that at least one training session would be held each year.

7 SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of recordkeeping for the organisation.

State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.

7.1 Outsourced Functions Identified

Please refer to Appendix 1 for those functions outsourced. In summary these are:

- Financial Management – UHY Haines Norton are contracted to produce monthly financial statements; and
- Information Technology - PSI Tech are contracted to provide IT support.

7.2 Recordkeeping Issues included in Contracts

The Shire of Laverton has not addressed recordkeeping in contracts for these outsourced functions. However the nature of these contracts results in the Shire receiving all the relevant records for incorporation into its recordkeeping system, e.g. financial statements.

However, this is an area of recordkeeping the Shire recognises as requiring attention. The Shire will be taking steps to address the following aspects of recordkeeping in outsourcing contracts by developing a 'recordkeeping clause' to be included in all new contracts.

7.2.1 Planning

The Shire of Laverton will include the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

7.2.2 Ownership

Laverton will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract or agreement.

7.2.3 Control

Laverton will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by Laverton.

7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with Laverton and a contractor / agent will be disposed of in accordance with Laverton's approved Retention and Disposal Schedule or the General Disposal Authorities published by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract / agreement will be agreed between Laverton and the contractor or agent.

7.2.6 Custody

Custody arrangements between Laverton and the contractor or agent for State records stored on and off site by the contractor will be specified in the contract / agreement.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contract / agreement will be specified in the contract / agreement.

7.3 *Identified Areas for Improvement*

A recordkeeping clause will be included in all contracts for the outsourcing of Shire functions. This will be implemented progressively as Shire contracts are renewed or new contracts established. The Shire will begin this process within 2012.

Appendix 1: Functions of the Shire of Laverton

| Function | Brief Description of Laverton's Function | Performed by the LG Tick If Yes | Performed by an External Agency Tick If Yes |
|------------------------------------|--|--|--|
| Commercial Activities | The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis. | ✓ | |
| Community Relations | The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public. | ✓ | |
| Community Services | The function of providing, operating or contracting services to assist local residents and the community. | ✓ | |
| Corporate Management | The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation. | ✓ | |
| Council Properties | The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG. | ✓ | |
| Customer Service | The function of planning, monitoring and evaluating services provided to customers by the council. | ✓ | |
| Development & Building Controls | The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA). | ✓ | |
| Economic Development | The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade. | ✓ | |
| Emergency Services | The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations. | ✓ | |
| Energy Supply & Telecommunications | The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources. | | |
| Environmental Management | The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species. | | |
| Financial Management | The function of managing the LG's financial resources. | ✓ | ✓ |
| Governance | The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for Elected Members. | ✓ | |
| Government Relations | The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management. | ✓ | |
| Grants & Subsidies | The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes. | ✓ | |
| Information Management | The function of managing the Laverton's information resources, including the storage, retrieval, archives, processing and communications of all information in any format. | ✓ | |
| Information Technology | The function of acquiring and managing communications and information technology and databases to support the business operations of the LG. | ✓ | ✓ |
| Land Use & Planning | The function of establishing a medium to long term policy framework for the management of the natural and built environments. | ✓ | |
| Laws & Enforcement | The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role. | ✓ | |
| Legal Services | The function of providing legal services to the LG. | ✓ | |

| Function | Brief Description of Laverton's Function | Performed by the LG Tick If Yes | Performed by an External Agency Tick If Yes |
|--------------------------------|---|--|--|
| Parks & Reserves | The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG. | ✓ | |
| Personnel | The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers. | ✓ | |
| Plant, Equipment & Stores | The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications. | ✓ | |
| Public Health | The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations. | ✓ | |
| Rates & Valuations | The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges. | ✓ | |
| Recreation & Cultural Services | The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services. | ✓ | |
| Risk Management | The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel. | ✓ | |
| Roads | The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area. | ✓ | |
| Sewerage & Drainage | The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works. | ✓ | |
| Traffic & Transport | The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport. | ✓ | |
| Waste Management | The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction. | ✓ | |
| Water Supply | The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers. | | |

Appendix 2: Legislation and Regulations Administered by the Local Government

| Legislation, Regulations and Local Laws | Tick if YES, the LG administers |
|--|--|
| Agriculture and Related Resources Protection Act 1976 | ✓ |
| Building Regulations 1989 | ✓ |
| Bush Fires Act 1954 | ✓ |
| Bush Fire Regulations | ✓ |
| Caravan Parks and Camping Grounds Act 1995 | ✓ |
| Caravan Parks and Camping Grounds Regulations 1997 | ✓ |
| Disability Services Act 1993 | ✓ |
| Dog Act 1976 | ✓ |
| Dog Regulations | ✓ |
| Environmental Protection Act 1986 | ✓ |
| Environmental Protection (Noise) Regulations 1997 | ✓ |
| Explosive and Dangerous Goods Act 1961 | ✓ |
| Freedom of Information Act 1992 | ✓ |
| Freedom of Information Regulations 1993 | ✓ |
| Hairdressing Establishment Regulations 1972 | ✓ |
| Health Act 1911 | ✓ |
| Health Act (Air Handling and Water Systems) Regulations 1994 | ✓ |
| Health Act (Asbestos) Regulations 1992 | ✓ |
| Health Act (ANZ Food Standards Code adoption) Regulations 2001 | ✓ |
| Health Act (Carbon Monoxide) Regulations 1975 | ✓ |
| Health Act (Cloth Materials) Regulations 1985 | ✓ |
| Health Act (Food Hygiene) Regulations 1993 | ✓ |
| Health Act (Food Standards) (Administration) Regulations 1987 | ✓ |
| Health Act (Garden Soil) Regulations 1998 | ✓ |
| Health Act (Laundries and Bathrooms) Regulations | ✓ |
| Health Act (Meat Hygiene) Regulations 2001 | ✓ |
| Health Act (Pesticides) Regulations 1956 | ✓ |
| Health Act (Pet Meat) Regulations 1990 | ✓ |
| Health Act (Poultry Manure) Regulations 2001 | ✓ |
| Health Act (Public Buildings) Regulations 1992 | ✓ |
| Health Act (Skin Penetration Procedure) Regulations 1998 | ✓ |
| Health Act (Swimming Pools) Regulations 1964 | ✓ |
| Health Act (Temporary Sanitary Conveniences) Regulations 1997 | ✓ |

| Legislation, Regulations and Local Laws | Tick if YES, the LG administers |
|---|--|
| Health Act (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974 | ✓ |
| Heritage of Western Australia Act 1990 | ✓ |
| Land Administration Act 1997 | ✓ |
| Land Valuation Tribunals 1978 | ✓ |
| Litter Act 1979 | ✓ |
| Liquor Control Act 1988 | ✓ |
| Local Government Act 1995 | ✓ |
| Local Government (Miscellaneous Provisions) Act 1960 | ✓ |
| Local Government Grants Act 1978 | ✓ |
| Local Government Regulations | ✓ |
| Main Roads Act 1930 | ✓ |
| Parks and Reserves Act 1895 | ✓ |
| Planning and Development Act 2005 | ✓ |
| Radiation Safety Act 1975 | ✓ |
| Radiation Safety Regulations | ✓ |
| Rates and Charges (Rebates and Deferments) Act 1992 | ✓ |
| Rights in Water and Irrigation Act 1914 | ✓ |
| Residential Design Codes of WA 2002 | ✓ |
| Road Traffic Act 1974 | ✓ |
| Strata Titles Act 1985 | ✓ |
| Telecommunications Act (Commonwealth) 1997 | ✓ |
| Telecommunications (Low Impact Facilities) Determination 1997 | ✓ |
| Transfer of Land Act 1893 | ✓ |
| Valuation of Land Act 1978 | ✓ |
| Waterways Conservation Act 1976 | ✓ |
| | |
| Local Laws of the Shire of Laverton | |
| Dogs Local Law 2001 | ✓ |
| Health Local Laws 1999 | ✓ |
| Local Government Property Local Law 2001 | ✓ |
| | |

Appendix 3: Other Legislation affecting the functions and operations of the Local Government

| <i>Other Legislation and Regulations</i> | <i>Tick If Yes</i> |
|--|---------------------------|
| Builders Registration Act 1939 | ✓ |
| Criminal Code 1913 | ✓ |
| Electronic Transactions Act 2003 | ✓ |
| Equal Employment Opportunity Act 1984 | ✓ |
| Evidence Act 1906 | ✓ |
| Freedom of Information Act 1992 | ✓ |
| Industrial Awards | ✓ |
| Industrial Relations Acts (State and Federal) | ✓ |
| Interpretation Act 1984 | ✓ |
| Limitation Act 1935, 2005 | ✓ |
| Occupational Safety and Health Act 1984 | ✓ |
| Occupational Safety & Health Regulations 1996 | ✓ |
| Parliamentary Commissioner Act 1971 | ✓ |
| State Records Act 2000 | ✓ |
| State Records (Consequential Provisions) Act 2000; | ✓ |
| State Records Commission Principles & Standards 2002 | ✓ |
| | |
| Workers Compensation and Injury Management Act 1981 | ✓ |
| | |
| | |

Appendix 4: Major Government Policy and/or Industry Standards

| <i>Government & Industry Standards and Codes of Practice</i> | <i>Tick if Yes</i> |
|---|---------------------------|
| Australian Accounting Standards | ✓ |
| Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2 | ✓ |
| General Disposal Authority for Local Government Records RD 2010046 | ✓ |
| General Disposal Authority for Source Records 2009027 | ✓ |
| National Competition Policy | ✓ |
| | |
| | |
| | |
| | |
| | |

Appendix 5: Recordkeeping Policy and Procedures

Refer to "Record Keeping Policy Manual"

Appendix 6: Masterfile List

MASTERFILE LIST

Last Updated November 2010

A

A/1 ADMINISTRATION

- A/1/1 -General
- A/1/2 -Legal Opinions

A/2 ABORIGINAL AFFAIRS (Including Native Title Claims)

- A/2/1 -Cosmo Newberry
- A/2/2 -Wongatha Wonganarra
- A/2/3 -Mt Margaret
- A/2/6 -Mulga Queen
- A/2/7 -Native Title Land Claims
 - (a) Wongatha Claim
 - (b) Other
- A/2/8 -General
- A/2/10 -Bilateral Agreement

A/3 ACCOUNTS

- A/3/1 -Debtors (accounts receivable)
- A/3/2 -Creditors (accounts payable)

A/4 AERODROME OPERATIONS

- A/4/1 -Maintenance and General Operation
- A/4/3 -Leases
- A/4/5 -Aerodrome Upgrade including Tenders
- A/4/6 -Emergency Plan/Emergency Committee
- A/4/7 -CASA and Annual Safety Inspections
- A/4/8 -Laverton Aerodrome Manual
- A/4/9 -Aviation Transport Security

AVIATION – now filed in A/4/7

ANNUAL FINANCIAL STATEMENTS – See Financial F/2

A/8 AGED

A/8/1 -General Aged Care and Welfare

AGRICULTURAL DEPARTMENT - General – now filed in A/10/2

A/10 AGRICULTURAL

A/10/1 -Agricultural Protection Board

A/10/2 -Department of Agriculture

A/14/ ANNUAL REPORT

A/14/1 -Annual Report by Year

A/15 ANTI-CORRUPTION COMMISSION

A/15/1 -General

A/16 ARCHIVE RECORDS

A/16/1 -Archive Records

A/20 AUDIT

A/20/1 -General

A/20/2 -Audit Report by Year

A/21 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

A/21/1 -National Assembly

A/22 AUSTRALIA DAY

A/22/1 -General

A/23 AUSTRALIA HONOURS SYSTEM

A/23/1 -General

AUSTRALIA POST – See Post Office P/10

AUSTRALIAN BUREAU OF STATISTICS – See Statistics S/17

A/24 AREA CONSULTATIVE COMMITTEE

A/24/1 -General

B

B/2 BANKING

B/2/1 -Shire of Laverton Banking – General

B/5 BOUNDARIES

B/5/1 -Shire Boundaries

B/5/2 -Ward Boundaries

B/10 BUDGET

B/10/1 -Adopted Budget (by year)

B/11 BUILDING CONTROL – Refer to Building Cabinet

C

C/1 CARAVAN PARKS

C/1/1 -Caravan Park – General

C/2 CEMETERY

C/2/1 -Laverton Cemetery – General

C/2/2 -Other Cemetery – General

C/3 CENTENARY CELEBRATIONS

C/3/1 -Laverton and Other Centenary Celebrations

C/4 CHILD WELFARE

C/4/1 -General

C/6 CHURCH

C/6/1 -General

C/8 CITIZENSHIP, AUSTRALIAN

C/8/1 -General

C/9 CHILDCARE CENTRE/PLAYGROUP

C/9/1 -General

C/10 COMPUTER SYSTEMS

C/10/1 -Office Computer System

C/12 COMMUNITY EMPLOYMENT AND TRAINING

C/12/1 -Laverton Employment Schemes

C/12/2 -Innovation Career Development Grants

C/14 COMMUNITY SERVICES AND DEVELOPMENT

C/14/1 -General (Includes Sheila Laver Awards)

C/14/2 -Local Newsletter (Sturt Pea)

C/14/3 -Rural Transaction Centre

C/14/4 -Minutes of Interagency Meetings

C/14/5 -Community Safety and Crime Prevention

C/18 CONSERVATION AND LAND MANAGEMENT

C/18/1 -General (Including NEGLCDC)

CORPORATE PLANNING – See Local Government Act 1995 L/9

C/20 COUNCIL PURCHASING SERVICE

C/20/1 -General

C/22 COUNCIL/COUNCILLORS

C/22/1 -General – Including Meeting Dates and Declarations

- C/22/4 -Councillors Information Bulletin
- C/22/5 -Policy Manual
- C/22/6 -Elected Members Training

COUNTRY MEDICAL FOUNDATION – See Medical M/5/2

C/24 COUNTRY SHIRE COUNCILS ASSOCIATION (CSCA) – WALGA

- C/24/1 -Goldfields Esperance Ward
- C/24/2 -CSCA State Executive, General
- C/24/3 -CSCA State Executive, Shire Delegate

C/26 CSBP

- C/26/1 -General

C/27 CRAIGGIE STREET HOSTEL LGIS

- C/27/1 -General
- C/27/2 -Laverton Crisis Intervention Service (Safe House)

CREDITORS – See Accounts A/3/2

C/30 CROSSOVERS

- C/30/1 -General

D

D/1 DAYCARE

- D/1/1 -Laverton Day Care Centre

D/2 DELEGATION OF AUTHORITY

- D/2/1 -By Council to CEO
- D/2/2 -By CEO to other staff
- D/2/3 -By Council to Committees

DEBTORS – See Accounts A/3/1

D/3 DENTAL HEALTH

D/3/1 -Dental Services to Laverton

D/4 DEPARTMENT OF DEFENCE

D/4/1 -General (Including JORN sites)

D/5 DEPOTS

D/5/1 -Shire Depot, Cox Street

D/6 DONATIONS

D/6/1 -General

D/7 DISABILITY SERVICE PLANS

D/7/1 -Shire of Laverton Disability Service Plan

D/10 DOGS (and Animals Generally)

D/10/1 -General

D/10/2 -Complaints/notices/infringements etc.

E

E/1 ECONOMIC DEVELOPMENT

E/1/1 -General

**E/2 ELECTION AND ELECTORAL MATTERS
(excl. Boundaries – See B/5)**

E/2/1 -Application for Enrolment

E/2/2 -Ordinary Elections (Annual/Bi-Ennial)

E/2/3 -Extra Ordinary

E/2/5 -Annual Electors Meetings

E/2/6 -Western Australian Electoral Commission

E/4 ENVIRONMENTAL PROTECTION AUTHORITY

E/4/1 -General

For matters dealing with Mining Companies i.e CER's please refer to the respective Mining Company

E/5 DEPARTMENT OF ENVIRONMENT PROTECTION

- E/5/1 -Waste Management
- E/5/2 -Noise Control

E/6 EQUAL OPPORTUNITY COMMISSION

- E/6/1 -Management Plan
- E/6/2 -General

E

F/1 FEDERAL GOVERNMENT INITIATIVES

- F/1/1 -Regulation Reduction Incentive Fund

F/2 FINANCIAL

- F/2/1 -General Financial/Accounting Matters
- F/2/2 -Statements
- F/2/4 -Schedule of Sundry Charges
- F/2/5 -Reimbursement of Expenses (Policy No 3.11)

F/4 FIRE CONTROL

- F/4/1 -WA Fire Brigade (Including Laverton Townsite)
FESA/LEMC
Fire control (Cont'd)
- F/4/2 -Bushfires Board of WA

F/6 FREEDOM OF INFORMATION

- F/6/1 -General

G

G/9 GOLDFIELDS ESPERANCE REGIONAL ROAD GROUP

- G/9/1 -Goldfields/Esperance Regional Road Group
- G/9/2 -Goldfields/Esperance Regional Road Group – Technical
Working Party

G/10 GOLDFIELDS ESPERANCE DEVELOPMENT COMMISSION

G/10/1 -General

G/10/2 -Goldfields Esperance Region Planning Infrastructure
Coordinating Committee (GEAAC)

G/11 WA GOLDFIELDS REGIONAL UNITED FORUM

G/11/1 -General

G/14 GOVERNMENT GAZETTE

G/14/1 -Shire of Laverton Notices

G/16 GRANTS COMMISSION

G/16/1 -General

G/16/3 -Submissions

H

H/2 HALL

H/2/1 -General

H/4 HEALTH (ie filed in main filing system)

H/4/1 -General

H/5 HEALTH (ie relates to specific health issues handled by the EHO)

HERITAGE COUNCIL – See National Trust N/2/1

HISTORY MATTERS – See National Trust N/2/1 or Tourism General
T/10/1

H/8 HOSPITAL

H/8/1 -Laverton Hospital (Including Hospital Board)

H/12 HOUSING

H/12/1 -Government Housing

H/12/3 -Council Housing

I

I/2 INDOOR CRICKET CENTRE

I/2/1 -Laverton Indoor Cricket Centre

I/3 INDUSTRIAL MATTERS

I/3/1 -General (Awards, Unions, WAMA Industrial Service)

I/6 INSURANCE

I/6/1 -Policy (by year)

I/6/2 -General (including claims)

I/8 INSTITUTE OF MUNICIPAL MANAGEMENT

I/8/1 -WA Division – LGMA

J

J/2 JUSTICE OF THE PEACE

J/2/1 -General

J/3 MINISTRY OF JUSTICE

J/3/1 -Correction Centre Laverton

J/3/2 -Mt Morgans Work Camp

J/3/3 -Kal/Boulder Remand Centre

J/3/4 -Justice and Court General

K

K/2 KEEP AUSTRALIA BEAUTIFUL COUNCIL

K/2/1 -Litter Control

K/2/3 -Tidy Towns Program

KINDERGARTEN – See School S/4/2

L

L/1 LAND

- L/1/1 -Land – Council Owned, Controlled
- L/1/2 -Land – Townsite
- L/1/3 -Land – Rural
- L/1/4 -Town Planning Scheme
- L/1/5 -Planning Applications
- L/1/7 -Cancelled Duplicate Crown Grants
- L/1/8 -Western Australia Planning Commission

L/2 LAVERTON INTERAGENCY FORUMS

- L/2/1 -Laverton Interagency Forum Minutes

L/3 LAVERTON TOWNSITE REVITALISATION & ENHANCEMENT PROJECT

- L/3/1 -Master Plan-General

L/4 LEASES AND AGREEMENTS

- L/4/1 -Various and Licenses
 - Special Series Number Plates – File held Front Office

L/6 LIBRARY

- L/6/1 -General

L/8 LOCAL GOVERNMENT DEPARTMENT

- L/8/1 -Statutory Compliance Returns
- L/8/2 -Bulletins, Circulars etc.
- L/8/4 -Rewrite of Local Government Act
(from 1/7/95 refer to file L/9)
- L/8/5 -General
- L/8/9 -WALGA General
- L/8/10 -Minister for Local Government
- L/8/11 -Australian Local Government Assoc (ALGA)
- L/8/12 -Federal Department of Local Government

- L/8/13 -Regional Development Program & Regional Headwork's Program
- L/8/14 -Regional Infrastructure Funding Program / Royalties for Regions/State
- L/8/15 -Regional and Local Community Infrastructure Program (Federal)

L/9 LOCAL GOVERNMENT ACT 1995

- L/9/1 -Principal Activities Plan
- L/9/1 -General(Delegations – See D/2)
- L/9/2 -Local Laws
- L/9/3 -Primary/Annual Financial Returns (held by CEO)
- L/9/4 -Local Government Structural and Electoral reform of Western Australia

L/10 LOAN FUNDS

- L/10/1 -General
- L/10/2 -Loan Programs

M

M/2 MAIN ROADS DEPARTMENT

- M/2/1 -General
- M/2/4 -Road Grant Recoups
- M/2/5 -Road Data (Include Traffic Counts)
 - File Held by Manager of Works and Services
- M/2/8 -Road Grants (Including Regional Road Groups)
- M/2/9 -Roads 2020

MOUNT MARGARET COMMUNITY – See A/2/3

M/5 MEDICAL (Dental Seed D/3/1)

- M/5/2 -Medical Practitioner – General
- M/5/5 -Dr L Winlo (Lancefield Medical Services)
- M/5/6 -Dr Rachel Hammond

M/6 MINING

- M/6/1 -General
- M/6/3 -Various Applications – EL's,ML's, PL's

M/7 MINING COMPANIES

- M/7/1 -WMC (refer G10 for Wind Down Committee)
- M/7/2 -Ashton Mining
- M/7/3 -St Barbara Mines (previously Sons of Gwalia)
- M/7/4 -Dominion (Mt Morgans) – Plutonic
- M/7/5 -Golconda
- M/7/6 -Placer (Granny Smith) (Barrick Granny Smith)
- M/7/7 -Goldleach
- M/7/8 -Homestake Gold of Australia Ltd
- M/7/10 -Mt Burgess
- M/7/11 -Anaconda Nickel NL/Murrin Murrin Operations – **Minara Resources**
- M/7/12 -Acacia Resources
- M/7/13 -Zanex NL
- M/7/14 -Metex
- M/7/15 -Johnston's Well Mining
- M/7/16 -Anglogold Ashanti Australia Pty Ltd
- M/7/17 -Crescent Gold
- M/7/18 -Poseidon Nickel Ltd (Formally Niagara Mining Ltd)
- M/7/19 -Regis Resources NL
- M/7/20 -General (Including Liaisons Meetings)
- M/7/21 -A1 Minerals
- M/7/22 -Amex Resources
- M/7/23 -South Boulder Mines
- M/7/24 -Redstone Resources
- M/7/25 -Lynas Corporation Ltd (Includes Mt Weld Rare Earths Project)
- M/7/26 -Range River Gold

N

N/2 NATIONAL TRUST

- N/2/1 -General
- N/2/2 -Laverton Heritage
- N/2/3 -Golden Quest Heritage Trail
- N/2/4 -History

O

O/2 OFFICE

- O/2/1 -Office Equipment

O/2/2 -Office Upgrade

O/3 OCCUPATIONAL HEALTH AND SAFETY – See Staff S/18/4

O/4 OUTBACK HIGHWAY DEVELOPMENT COUNCIL

O/4/1 -Outback Highway Development Council Inc

P

P/2 PARLIAMENT COMMISSIONER

P/2/1 -General (Includes Commission Government)

PARKS AND RESERVES – See Land L/1

P/6 PASTORAL

P/6/1 -General

P/8 POLICE DEPARTMENT

P/8/1 -General Incl. Community Security Audit

P/10 POST OFFICE

P/10/1 -General

P/12 PLANT

P/12/1 -General

P/12/3 -Plant Replacement Programme

PLANT TENDERS – See Tenders T/5/10

P/16 PRESS RELEASES

P/16/1 -General

P/17 REGIONAL PRISON

P/17/1 -Laverton Regional Prison

P/18 MINISTER FOR JUSTICE

P/18/1 -Small Business

P/18 PRINTING, STATIONARY AND GENERAL ADVERTISING

P/18/1 -General

P/19 PRIVATE WORKS

P/19/1 -General

P/19/2 -Request Forms etc.

P/20 PUBLIC INTERESTS DISCLOSURE ACT

P/20/1 -General

Q

Q/1 QUARRIES (Including Gravel Pits)

Q/1/1 -General

R

RACECLUB – See Recreation R/8

RADIO – See TV and Radio T/16

R/1 REGIONAL DEVELOPMENT

R/1/1 -NEGROC/GVROC

R/1/2 -General

R/4 RATES (All Rates Files Responsibility of Rates Clerk)

R/4/1 -General Enquiries

R/4/3 -Rate Collection Including Legal Action

R/4/4 -Levying

R/4/5 -Change in Valuations

R/4/7 -Changes of Ownership, Address etc.

R/4/8 -FESA Property Levy – ESL

RECREATION FACILITIES AND CLUBS – See Recreation R/8

R/7 RECORDS

R/7/1 -Management

R/8 RECREATION

R/8/1 -Department of Sport and Recreation
R/8/2 -Youth Worker
R/8/3 -ICYS Project
R/8/4 -Department of Training Education and Youth Affairs
R/8/5 -YSCMC Minutes
R/8/6 -Other – Gym
R/8/7 -Northern Goldfields Sport and Recreation Program

R/10 ROADS – MAJOR PROJECTS

R/10/1(A) –Roads to Recovery Program
R/10/1 -General (Country pathways included)
R/10/2 -Jindalee
R/10/3 -Great Central Highway (to Yulara)
Includes Crawford Soak Rd
R/10/5 -Town Centre
R/10/6 -Mt Weld Road

R/14 ROADS – CARE, CONTROL AND MAINTENANCE

R/14/1 -Town Streets
R/14/2 -Town Bypass
R/14/3 -Great Central Highway
R/14/4 -Erlistoun
R/14/5 -Old Laverton
R/14/6 -Mt Margaret
R/14/7 -Bandy
R/14/8 -Merolia (Burtville)
R/14/9 -White Cliffs
R/14/10 -Crawford Soak Rd
R/14/11 -General
R/14/12 -Prenti Downs Road
R/14/13 -Mt Weld Road
R/14/19 -Road Train Permits
R/14/20 -Roadworks Programme

R/14/21 -AUSLINK
R/14/22 -Clearing Applications

R/15 ROYAL FLYING DOCTORS SERVICE

R/15/1 -General

R/16 RUBBISH SERVICE AND DISPOSAL SITES

R/16/1 -General
R/16/2 -Asbestos Disposal Register

R/18 RECYCLING INFORMATION

R/18/1 -General

S

DR LAVER SCHOLARSHIP SCHEME – Now filed in S/4/1

S/4 SCHOOL

S/4/1 -Laverton District High School and P&C
S/4/2 -Pre-School

S/6 ST JOHNS AMBULANCE

S/6/1 -General

S/11 STATE GOVERNMENT INITIATIVE

S/11/1 -Premier Awards

S/11 DEPARTMENT OF THE PREMIER AND CABINET

S/12 STATE ENERGY COMMISSION (WESTERN POWER)

S/12/1 -Laverton Electricity Supply

S/13 STATE RECORDS COMMISSION

S/13/1 -Annual Reports by Local Government

S/14 STATE EMERGENCY SERVICE – FESA

S/14/1 -General

S/14/2 -LEMAC

S/16 STATE PLANNING SERVICE

S/16/1 -General

S/17 STATISTICS

S/17/1 -General

S/18 STAFF

S/18/1 -Applications Inside Staff (Chronological Order)

S/18/2 -Applications Outside Staff (Chronological Order)

S/18/4 -Outside Staff General

S/18/7 -Dept of Industry Tourism and Resources

S/18/10 -Inside Staff General

S/18/14 -Occupational Health & Safety

S/18/15 -Negotiations/Salaries/Enterprise Bargaining/Workplace
Agreements

S/18/16 -Previous Employees

S/18/17 -Uniforms and Protective Clothing

S/19 SUBSCRIPTIONS

S/19/1 -Various

S/20 SUPERANNUATION

S/20/1 -General

S/22 SWIMMING POOL (COUNCIL)

S/22/1 -General

S/23 STRATEGIC PLAN

S/23/1 -General

I

T/2 TAXATION

- T/2/1 -Allowances/Deductions and Payroll
- T/2/2 -General
- T/2/4 -State Government Taxes
- T/2/6 -Commonwealth Government Taxes

T/4 TELEPHONE SERVICES AND TWO WAY RADIO

- T/4/1 -Services to Laverton
- T/4/2 -Telecommunications – General
- T/4/3 -Telecentre

T/5 TENDERS

- T/5/1 -General
- T/5/2 -Tenders Various in Chronological Order

TOWN PLANNING – See Land L/1/4 or L/1/5

T/10 TOURISM

- T/10/1 -General (Including Laverton Day)
- T/10/2 -Australian Explorers Hall of Fame – Great Beyond Explorers Centre
- Tourism (Cont'd)**
- T/10/3 -Laverton (Golden Quest Travel Association)
- T/10/4 -WA Tourism Commission
- T/10/5 -Federal Tourism Commission
- T/10/6 -Tourism Northern Goldfields (Working Committee)

T/12 TRANSPORT, DEPARTMENT OF

- T/12/1 -General

T/14 TRAINING

- T/14/1 -General

T/16 TELEVISION AND RADIO SERVICES

- T/16/1 -TV & Radio Service Laverton Townsite

V

V/5 VALUER GENERAL

V/5/2 -General

V/6 VANDALISM

V/6/1 -Laverton Townsite

W

WAMA – See Local Government Department – General L/8/9
- Industrial Service I/3/1

W/3 WAR MEMORIAL

W/3/1 -War Memorial

W/4 WATER ISSUES INCLUDING WA WATER CORP

W/4/1 -General

W/12 WESTRAIL

W/12/1 -General

Y

Y/1 YEAR OF THE OUTBACK 2002

Y/1/1 -General

Y/2 YOUTH ADVISORY COUNCIL

Y/2/1 -General

Y/2/2 -Bus

Y/2/3 -Youth Services Reports

Y/2/4 -Camp

Appendix 7: Example of Authorisation for Disposal of Files

SHIRE OF LAVERTON
P.O. BOX 42
LAVERTON W.A. 6440

RECORDS DESTRUCTION AUTHORISATION FORM

In accordance with the Shire of LAVERTON Records and Information Management Policy and Procedures and the General Disposal Authority for Local Government Records RD99004, the records listed below have been reviewed and are approved for final destruction.

NOTE: Complete a separate form each time a different Manager needs to sign off.

Records Officer:

Kim Ryan
Name

Date: 1-12-2010

R/R
Signature

Authorised by line manager:

Peter Crawford DEKO
Name and Title

Date: 1-12-2010

[Signature]
Signature

Authorised by CEO:

STEVEN DEKERT
Name

Date: 1-12-2010

[Signature]
Signature

Destroyed by:

Kim Ryan
Name and Title

Date: 1-12-2010

R/R
Signature

Method of Destruction: SHRED

List of Records for Destruction:

- Record each file to be destroyed on the list below; OR
- Indicate if attaching a printed list of files to be destroyed by ticking the box. ☐

| File No. | Date Range | GDA Class Number | Title (add summary of content for clarification if required) |
|----------|------------|------------------|---|
| Box 25 | 2003 | 6.13 | MUNICIPAL CHEQUES VOUCHERS |
| Box 8 | 2004 | 6.33 | END OF DAY - END OF MONTH |
| Box 28 | 2003 | 10.2 | TIMESHEETS |
| Box 13 | 2002 | 6.13 | MUNICIPAL CHEQUES VOUCHERS |
| Box 31 | 2003-04 | 10.2 | TIMESHEETS |
| Box 14 | 2004 | 6.33 | E.O.D - E.O.M |
| Box 41 | 1991-2004 | 10.2 | PAYROLL |
| Box 37 | 1998 | 6.33 | E.O.D - E.O.M |

Appendix 8: Samples of Training Materials

[Attach samples of presentations/training manual contents page, samples of brochures/newsletter, induction program coverage if appropriate]

Refer to "Corporate Record Keeping Procedures – A Handbook for Administration Staff"

Appendix 9: Recordkeeping Statement in Annual Report

RECORD KEEPING

(Excerpt from 2009-2010 Annual Report adopted by Council at OMC 22 February 2011)

Background

The *State Records Act 2000* is an Act to provide for the keeping of State records and for related purposes. Section 19 of the Act requires each government organisation to have a Record Keeping Plan that has been approved by the State Records Commission.

The purpose of a Record Keeping Plan is to set out which records are to be created by the organisation and how it is to keep those records. Record Keeping Plans are to provide an accurate reflection of the reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping system(s), disposal arrangements, policies, practices and processes. The Record Keeping Plan is the primary means of providing evidence of compliance with the Act and that best practices have been implemented in the organisation. In accordance with Section 17 of the Act, the Shire of Laverton and all its employees are legally required to comply with the contents of this plan.

The Shire of Laverton has prepared a Record Keeping Plan and its objectives are to ensure:

- compliance with Section 19 of the State Records Act 2000,
- record keeping within the local government is moving toward compliance with State Records Commission Standards and Record Management Standard AS15489.
- Processes are in place to facilitate the complete and accurate record of business transaction and decisions,
- Recorded information can be retrieved quickly, accurately and cheaply when required,
- Protection and preservation of government records.

Minimum Compliance Requirements

The Record Keeping Plan is to provide evidence to address that:

1. From time to time (where necessary) an external consultant is brought to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.
2. Staff information sessions are conducted on a regular basis for staff as required.
3. The local government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.
4. The local government's Induction Program for new employees includes an introduction to the local government's recordkeeping system and program, and information on their recordkeeping responsibilities.

Electronic Records

Council is currently undertaking a review of its management of electronic records. The findings will form the basis of additions to the existing Record Keeping Plan.

Shire of Laverton
Recordkeeping Plan Review Report – RKP 2011029

PART B – CEO CERTIFICATION

Assessment of the items above will form the basis of the review and determine the following:

Tick as appropriate

- a) The RKP accurately reflects current recordkeeping practices within the organization and therefore, **no amendment to the RKP is required**

☒

OR

- b) The review identifies that the organization's business or functions or practices have changed and therefore, **an amendment to the RKP is required**

☐

AND / OR

- c) The review identifies that the recordkeeping processes and practices described in the RKP have changed and therefore, **an amendment to the RKP is required**

☐

If items (b) and / or (c) indicate that an amendment to the RKP is required, please provide the date that the amended RKP will be submitted to the State Records Office:

AMENDED RKP SUBMISSION DATE:

I acknowledge my responsibility for the preparation of this Recordkeeping Plan review report (under the terms of the *State Records Act 2000*).

I confirm, to the best of my knowledge and belief, the following:

1. The current approved Recordkeeping Plan of this organization has been reviewed to determine its level of compliance with State Records Commission Standard 2: Recordkeeping Plans and Standard 6: Outsourcing.
2. The information provided about the Review is complete and accurate.



Signature of CEO or principal officer of the organization

STEVEN DECKERT

CEO

Name

Position

SHIRE OF LAVERTON

2/12/2016

Name of organization

Date

Please complete PARTS B and C and submit to the State Archivist for referral to the State Records Commission.

Ms Cathrin Cassarchis
State Archivist and Executive Director State Records
Alexander Library Building
Perth Cultural Centre
PERTH WA 6000

Shire of Laverton

Recordkeeping Plan Review Report – RKP 2011029

PART C

PURPOSE

This documentation with the accompanying Part B is to be completed by all state and local government organizations when reviewing Recordkeeping Plans (RKPs).

The documentation is to form the basis of the REPORT and must be completed as part of the assessment of the organization's approved RKP to ensure that all aspects of the review are documented.

INSTRUCTIONS

Questions in Part C relate to the information provided in the organization's approved RKP. The questions address the compliance requirements of SRC Standard Two and SRC Standard Six.

You are required to:

1. Tick the appropriate yes/no box for each question;
2. Answer **ALL** questions;
3. Only use N/A (Not Applicable) where appropriate;
4. Add an appropriate **Maturity Rating** (1-4) for each item (refer to the Recordkeeping Maturity Model for further information on Maturity Ratings);
5. Where responses identify that the organization's circumstances or recordkeeping practices have changed, provide:
 - 5.1. a brief explanation of the change; and
 - 5.2. an outline of actions planned to address the requirement, if any.

Shire of Laverton**Recordkeeping Plan Review Report – RKP 2011029****SRC Standard Two****Principle 1 – Proper and Adequate Records**

Government organizations ensure that records are created and kept which properly and adequately record the performance of the organization's functions and which are consistent with any written law to which the organization is subject when performing its functions.

Compare the information provided in the approved Recordkeeping Plan against the current situation.

| No | Section | Compliance Requirement | Yes | No |
|-----|---|---|-----|----|
| 1.1 | Historical Background | Has anything relevant to the organization's history changed? | | ✓ |
| 1.2 | Mission Statement | Has the mission statement changed? | | ✓ |
| 1.3 | Strategic Focus | Has the strategic focus changed? | | ✓ |
| 1.4 | Business Activities | Have the business activities or functions changed? | | ✓ |
| 1.5 | Outsourced Functions | See question 7.1 | | |
| 1.6 | Major Stakeholders | Are there any changes to major stakeholders? | | ✓ |
| 1.7 | Enabling Legislation | Has the enabling legislation changed? | | ✓ |
| 1.8 | Other Legislation | Are there any changes to (major) legislation administered by or affecting the functions and operations of the organization? | | ✓ |
| 1.9 | Major Government Policy and/or Industry standards | Are there any other government policy or industry standards imposed on or adopted by the organization? | | ✓ |

If you have answered 'YES' to any of the above, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

| Section | Explanatory Notes | Planned Actions |
|---------|-------------------|-----------------|
| | | |
| | | |

Shire of Laverton

Recordkeeping Plan Review Report – RKP 2011029

SRC Standard Two

Principle 2 – Policies and Procedures

Government organizations ensure that recordkeeping programs are supported by policy and procedures.

Compare the information provided in the approved Recordkeeping Plan against current recordkeeping practices.

| No | Section | Compliance Requirement | Yes | No | Maturity Rating |
|-----|-------------------------|--|-----|----|-----------------|
| 2.1 | Recordkeeping Systems | Are all recordkeeping systems that create and keep records described in the RKP? | ✓ | | 3 |
| 2.2 | | Are all business systems that create and keep records described in the RKP? | ✓ | | |
| 2.3 | Policies and Procedures | Do the policy/ies and procedures for recordkeeping included in the RKP reflect current practice? | ✓ | | 3 |
| 2.4 | | Are recordkeeping policies and procedures approved by the CEO/Executive? | ✓ | | |
| 2.5 | | Are recordkeeping policies and procedures disseminated to all staff? | ✓ | | |

If you have answered 'NO' to any of the above, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

| Section/Activity | Explanatory Notes | Planned Actions |
|------------------|-------------------|-----------------|
| | | |
| | | |

Shire of Laverton

Recordkeeping Plan Review Report – RKP 2011029

SRC Standard Two

Principle 2 – Policies and Procedures

Identify whether policies and procedures covering the listed recordkeeping activities are in use within the organization and provide the last review date.

(See the *Recordkeeping Maturity Model* for further information on Maturity Ratings)

| No | Recordkeeping Activity | Policy yes / no | Procedure yes / no | Date Reviewed | Maturity Rating |
|------|---|--------------------|-----------------------|------------------|--------------------|
| 2.6 | Registration of correspondence/records created and received by the organization | No | Yes | | 3 |
| 2.7 | Digitization/scanning source records (if applicable) | N/A | N/A | | N/A |
| 2.8 | Distribution of correspondence/files | No | Yes | | 3 |
| 2.9 | File management, including creation and closure of files | No | Yes | | 3 |
| 2.10 | Access to corporate records | No | Yes | | 3 |
| 2.11 | Disposal of records | No | Yes | | 3 |
| 2.12 | Electronic records management, including email | No | Yes | | 3 |
| 2.13 | Website management | No | Yes | | 2 |
| 2.14 | Metadata management | No | Yes | | 2 |
| 2.15 | Systems management | No | Yes | | 3 |
| 2.16 | Migration strategy | No | Yes | | 3 |

If you have answered 'NO' to any of the above, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

| Section/Activity | Explanatory Notes | Planned Actions |
|------------------|-------------------|-----------------|
| | | |
| | | |

Shire of Laverton

Recordkeeping Plan Review Report – RKP 2011029

SRC Standard Two

Principle 3 – Language Control

Government organizations ensure that appropriate controls are in place to identify and name government records.

Compare the information provided in the approved Recordkeeping Plan against current recordkeeping practices.

| No | Section | Compliance Requirement | Yes | No | Maturity Rating |
|-----|---|--|-----|----|-----------------|
| 3.1 | Controlled language / Thesaurus / Business Classification scheme (BCS) / File List (or File Plan) | Has the efficiency and effectiveness of the Thesaurus / BCS / File List / File Plan been evaluated in the last five (5) years? | | ✓ | 2 |
| 3.2 | | Do file titling methods described in the RKP reflect current practices? | ✓ | | |
| 3.3 | | Is the Thesaurus / BCS still useful within the organization? | ✓ | | |

If you have answered 'NO' to any of the above, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

| Section | Explanatory Notes | Planned Actions |
|---------|-----------------------------|--|
| 3.1 | Lack of Staff and Resources | To be reviewed and new procedures to be implemented in the next 18 months. Funds to be allocated in next budget. |
| | | |

Shire of Laverton

Recordkeeping Plan Review Report – RKP 2011029

SRC Standard Two

Principle 4 – Preservation

Government organizations ensure that records are protected and preserved.

Compare the information provided in the approved Recordkeeping Plan against current recordkeeping practices.

| No | Section | Compliance Requirement | Yes | No | Maturity Rating |
|-------|--|--|-----|-----|-----------------|
| 4.1 | Records Disaster Recovery Plan (RDRP) | Is a RDRP, or similar, approved and implemented throughout the organization for hard copy AND electronic information? | | ✓ | 1 |
| 4.2 | Assessment of Risks to Records | Have onsite records storage areas at all locations/offices been assessed for risks? | ✓ | | 3 |
| 4.3 | | Have all offsite records storage areas been assessed for risks? | ✓ | | |
| 4.4 | | Have the mechanisms for security of, and access to, records been assessed for risks? | ✓ | | |
| 4.5 | | Have third party data centre/cloud arrangements been assessed for risks? | N/A | N/A | N/A |
| 4.6 | | Have all storage areas used for archival records been assessed against the <i>Directions for keeping State archives awaiting transfer to the State Archives Collection</i> ? | ✓ | | 3 |
| 4.7 | | Is the stated storage location for backup tapes (or equivalent) still current? | ✓ | | 3 |
| 4.8 | | Is there an accurate measurement of the quantity of hard copy archival records held by the organization (in linear metres)? | ✓ | | |
| 4.8.1 | | If yes to 4.8, what is the measurement? 10 meters | | | |
| 4.9 | Strategies for prevention of disasters and loss of records | Have vital records been identified and listed in a register? | | ✓ | 2 |
| 4.10 | | Are there strategies in place to protect vital records? | | ✓ | 2 |
| 4.11 | | Are backup procedures documented and still effective? | ✓ | | 3 |
| 4.12 | | Are there strategies in place for preservation of electronic information/records? | ✓ | | 2 |
| 4.13 | | Are there strategies in place for recovery of electronic information/records? | ✓ | | 2 |
| 4.14 | | Are there strategies in place for recovery of hard copy information/records? | | ✓ | 1 |

If you have answered 'NO' to any of the above, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

| Section | Explanatory Notes | Planned Actions |
|---------|-----------------------------|---|
| 4.1 | Lack of Staff and Resources | A Disaster Management and Recovery Plan will be developed in the next 18-24 months. |

Shire of Laverton

Recordkeeping Plan Review Report – RKP 2011029

| Section | Explanatory Notes | Planned Actions |
|------------|-----------------------------|---|
| 4.9 – 4.10 | Lack of Staff and Resources | A Vital Records Program will be developed in conjunction with a Disaster Management and Recovery Plan a in the next 18-24 months. |
| 4.14 | Lack of Staff and Resources | A Disaster Management and Recovery Plan will be developed in the next 18-24 months |

SRC Standard Two

Principle 5 – Retention and Disposal

Government organizations ensure that records are retained and disposed of in accordance with an approved disposal authority.

Compare the information provided in the approved RKP against current recordkeeping practices.

| No | Section | Compliance Requirement | Yes | No | Maturity Rating |
|--------|--|--|-----|-----|-----------------|
| 5.1 | Retention and Disposal Schedules (State government only, except where an SDA applies) | Provide the RD number/s of the organization's approved Retention and Disposal Schedule/s (R&D/s) for functional records. | N/A | N/A | N/A |
| 5.1.1 | Evaluation of the R&D Note: if the R&D review has not been completed no response is required for items 5.1.4 to 5.1.6. | Has the R&D been reviewed? | | ✓ | |
| 5.1.2 | | Has the organization relinquished any functions? | | ✓ | |
| 5.1.3 | | Has the organization gained any functions? | | ✓ | |
| 5.1.4 | | Does the R&D cover all categories of records created by the organization (where not covered by the GDA)? | - | - | |
| 5.1.5 | | Are the disposal decisions in the R&D still appropriate for all record categories? | - | - | |
| *5.1.6 | | Did the review identify that: • the organization's business functions or practices have changed; and/or • some disposal decisions have been re-considered and require change; and therefore, the R&D requires amendment? | - | - | |
| 5.2 | Sector Disposal Authority (State government only, if applicable) | Is the Sector Disposal Authority (SDA) relevant to the organization's business sector used to dispose of functional records within the organization? | N/A | N/A | N/A |
| 5.3 | General Disposal Authority (GDA) for State Government Information (State government only) | Is the GDA for State Government Information used to dispose of records within the organization? | N/A | N/A | N/A |
| 5.4 | GDA for Local Government Records (local government only) | Is the GDA for Local Government Records used to dispose of records within the organization? | ✓ | | 3 |

Shire of Laverton

Recordkeeping Plan Review Report – RKP 2011029

| No | Section | Compliance Requirement | Yes | No | Maturity Rating |
|------|---|---|-----|-----|-----------------|
| 5.5 | General Disposal Authority for Source Records (GDASR) | Is the GDASR used to dispose of source records within the organization? (if No, move to question 5.9) | N/A | N/A | N/A |
| 5.6 | | Was the GDASR implemented after the RKP was approved? (if applicable) | - | - | - |
| 5.7 | | Has a compliance and risk assessment been completed? (if applicable) | - | - | - |
| 5.8 | | Are policy and procedures in place which meet all requirements of the GDASR? (if applicable) | - | - | - |
| 5.9 | Disposal Program | Are time-expired records destroyed in a secure manner? | ✓ | | |
| 5.10 | | Has a regular records disposal program been implemented? | ✓ | | 3 |

***NB: No amendments/revisions should be made to the R&D without prior consultation with the State Records Office.**

If you answered 'Yes' to questions 5.1.2, or 5.1.3, please briefly explain in the table below;

AND/OR

If you answered 'NO' to any other question, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

| Section | Explanatory Notes | Planned Actions |
|---------|-------------------|-----------------|
| | | |
| | | |

Shire of Laverton

Recordkeeping Plan Review Report – RKP 2011029

SRC Standard Two

Principle 6 – Compliance

Government organizations ensure their employees comply with the record keeping plan.

Compare the information provided in the approved RKP against current recordkeeping practices.

| No | Section | Compliance Requirement | Yes | No | Maturity Rating |
|------|--|---|-----|-----|-----------------|
| 6.1 | Staff Training and Awareness | Is in-house records management training conducted by the organization? | ✓ | | 3 |
| 6.2 | | Is external records management training offered to staff? | ✓ | | |
| 6.3 | | Are staff updated about recordkeeping matters? | ✓ | | |
| 6.4 | | Are recordkeeping responsibilities included in induction programs for all new staff? | ✓ | | |
| 6.5 | | Do records management training and/or induction programs include temporary staff, contractors, casual staff etc? | ✓ | | |
| 6.6 | Performance Indicators | Have performance indicators to measure the efficiency and effectiveness of recordkeeping programs and systems been developed? | ✓ | | 2 |
| 6.7 | Evaluation of Recordkeeping Programs/Systems | Has the efficiency and effectiveness of recordkeeping programs and systems been evaluated in the last five (5) years? | | ✓ | 2 |
| 6.8 | | Have results of the evaluation been reported to the CEO/Executive? | | N/A | N/A |
| 6.9 | Annual Report | Are statements addressing recordkeeping compliance requirements included in the organization's annual report each year? | ✓ | | 3 |
| 6.10 | | Do annual report compliance statements cover all aspects of SRC Standard Two, Principle 6? | ✓ | | |

If you have answered 'NO' to any of the above, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

| Section | Explanatory Notes | Planned Actions |
|---------|-----------------------------|---|
| 6.7 | Lack of Staff and Resources | While a formal evaluation has not yet been done, the Shire has identified that there are areas for improvement. |
| | | |

Shire of Laverton

Recordkeeping Plan Review Report – RKP 2011029

SRC Standard Six: Outsourcing

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organizations with persons to perform any aspect of record keeping for the organization.

State organizations may enter into contracts or other arrangements whereby an individual or an organization is to perform a **function or service** for the State organization, or act as the State organization's agent to deliver services to clients, or for the State organization's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organization's legislative, business and accountability requirements.

Compare the information provided in the approved RKP against current recordkeeping practices.

| No | Section | Compliance Requirement | Yes | No | Maturity Rating |
|-----|--|---|-----|----|-----------------|
| 7.1 | Outsourced Functions | Does your organization outsource any functions? Eg, Computing Services; Project Management; Road Building; Waste Management; Legal Services; Environmental Management etc. | ✓ | | 3 |
| 7.2 | Recordkeeping Issues Included in Contracts (if applicable) | Are recordkeeping requirements included in all contracts for outsourced functions? | | ✓ | 1 |
| 7.3 | | Are recordkeeping requirements included in new contracts when the organization is planning to outsource a function? | | ✓ | 1 |
| 7.4 | | Do contract clauses address ownership and use of State records created and received by the contractor? | | ✓ | 1 |
| 7.5 | | Do contract clauses require the contractor to create and control records, regardless of format, in accordance with the organization's RKP? | | ✓ | 1 |
| 7.6 | | Do contract clauses require the contractor to retain and dispose of State records in accordance with an approved disposal authority? | | ✓ | 1 |
| 7.7 | | Do contract clauses address the organization's requirements to access State records held by the contractor? | | ✓ | 1 |
| 7.8 | | Do contract clauses address custody arrangements, including provision of adequate storage and security for State records stored on and offsite by the contractor? | | ✓ | 1 |
| 7.9 | | Do contract clauses address arrangements for custody, ownership, disposal and transfer of State records on contract completion ? | | ✓ | 1 |

If you have answered 'NO' to any of the above, please briefly explain in the table below:

<Add more table rows as necessary or Delete table if no changes are required>

| Section | Explanatory Notes | Planned Actions |
|-----------|---|--|
| 7.2 - 7.9 | Have used Standard Australia Model contracts and they don't appear to have such clauses included. | Look to develop a standard clause for insertion into future contracts. |
| | | |

Shire of Laverton
Recordkeeping Plan Review Report – RKP 2011029

.....

11.1.3 ACCOUNT PAID AS AT 31 MARCH 2022

| | |
|---|--|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Shire of Laverton |
| AUTHOR | Noelene Meredith, Finance Officer |
| RESPONSIBLE OFFICER | Phil Marshall, Deputy Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | The Council considers the accounts paid monthly and the February 2022 accounts paid were considered at the 17 March 2022 meeting of Council. |

MATTER FOR CONSIDERATION BY THE COUNCIL

The presentation of a list of accounts paid in March 2022 in accordance with Council Delegation 21.

ATTACHMENTS

OMC210422.11.1.3.A List of accounts paid in March 2022

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

In accordance with Delegation 21, the Chief Executive Officer has approved the accounts listed in attachment OMC210422.11.1.3.A for payment in March 2022.

STATUTORY IMPLICATIONS***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.

STRATEGIC PLAN IMPLICATIONS

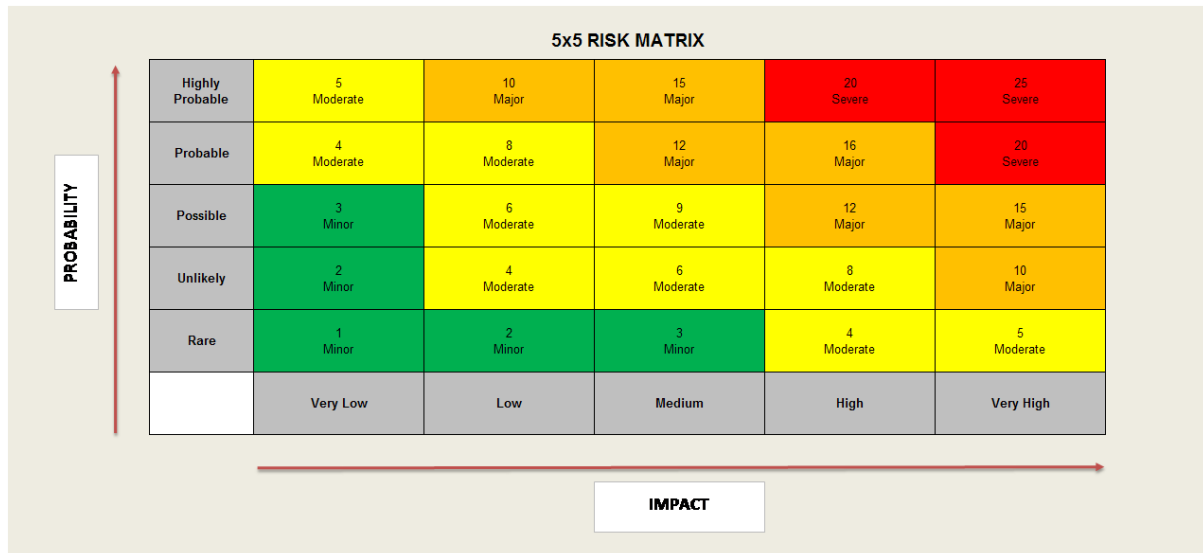
Leadership Objective: Responsible financial management and governance, leading an empowered community
4.2.2 Comply with statutory and legislative requirements

4.2.2.1 Seek a high level of legislative compliance in organisational practices and effective internal controls

CONSULTATION

Deputy Chief Executive Officer

RISK MANAGEMENT



The risk of supplying this information is considered low.

COMMENT

This report continues to provide information for all accounts paid by the Council during the month of March 2022.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Wedge SECONDED: Cr R Prentice

That Council confirms the list of payments for the month of March 2022 made under Delegation 21 as per attachment OMC210422.11.1.3.A totalling \$772,438.53 and summarised as follows:

| | | |
|-----------------------|--|--------------|
| Direct Debit Payments | DD3153 – DD3154, DD3176 – DD3177, DD3199 – DD3200, DD3202, DD3204, DD3211 – DD3214, DD3216, DD3218, DD3220, DD3223, DD3225, DD3227, DD3229, DD3231, DD3233, DD3236, DD3238, DD3240, DD3246, DD3248, DD3255 | \$117,070.98 |
| EFT Payments | EFT5277 – EFT5389 | \$655,367.55 |
| Total Payments | | \$772,438.53 |

CARRIED 6/0

| ACCOUNTS PAID AS AT 31 MARCH 2022 | | | | |
|-----------------------------------|------------|--|---|--------------|
| Chq/EFT | Date | Name | Description | Amount |
| DD3153.1 | 11/03/2022 | Water Corporation | Trade Waste Permit 66620 - 1 Euro Street | \$ 319.16 |
| DD3154.1 | 11/03/2022 | Water Corporation | Water Use Charges - Oval - 19 Craiggie Street - 17 november 2021 to 17 January 2022 | \$ 22,072.15 |
| DD3176.1 | 10/03/2022 | Horizon Power - CHQ | Electricity Charges - Lot 454 Augusta Street - 21 December 2021 to 18 February 2022 | \$ 3,361.55 |
| DD3177.1 | 10/03/2022 | Horizon Power - CHQ | Electricity Charges - 20 December 2021 to 18 February 2022 - Aquatic Centre | \$ 11,291.59 |
| DD3196.1 | 02/03/2022 | Department of Transport (DOT) | LAVO20220225; DOT TAKINGS 25 FEB 22 | \$ 431.35 |
| DD3199.1 | 01/03/2022 | National Australia Bank (NAB) | Merchant EFTPOS Fee GBVC FEB 2022 | \$ 145.00 |
| DD3200.1 | 01/03/2022 | National Australia Bank (NAB) | Merchant EFTPOS Fee ADMIN FEB 2022 | \$ 44.94 |
| DD3202.1 | 01/03/2022 | National Australia Bank (NAB) | Merchant EFTPOS Fee DOT FEB 2022 | \$ 38.90 |
| DD3204.1 | 01/03/2022 | National Australia Bank (NAB) | Merchant EFTPOS Fee POOL FEB 2022 | \$ 32.19 |
| DD3211.1 | 08/03/2022 | The Trustee For Aware Super T/as Aware Super | Payroll deductions | \$ 11,503.26 |
| DD3211.2 | 08/03/2022 | AUSTRALIAN SUPER | Superannuation contributions | \$ 2,483.86 |
| DD3211.3 | 08/03/2022 | Sunsuper | Superannuation contributions | \$ 782.16 |
| DD3211.4 | 08/03/2022 | BT Super For Life | Superannuation contributions | \$ 1,672.83 |
| DD3211.5 | 08/03/2022 | HESTA Super Fund | Superannuation contributions | \$ 82.43 |
| DD3211.6 | 08/03/2022 | REST Superannuation | Superannuation contributions | \$ 198.64 |
| DD3211.7 | 08/03/2022 | Commonwealth Essential Super | Superannuation contributions | \$ 341.23 |

| | | | | | |
|----------|------------|---|--|----|----------|
| DD3211.8 | 08/03/2022 | Cbus Super Australia | Superannuation contributions | \$ | 494.00 |
| DD3211.9 | 08/03/2022 | Anz Smart Choice Super - Retirement Portfolio Service | Superannuation contributions | \$ | 91.79 |
| DD3212.1 | 19/03/2022 | Telstra | Mobile Phone Charges to 28 February 2022 | \$ | 1,251.69 |
| DD3213.1 | 18/03/2022 | Horizon Power - EFT | Electricity Charges - Street Lights x 149 - 1 February to 28 February 2022 | \$ | 2,633.81 |
| DD3214.1 | 18/03/2022 | Pivotel Satellite Pty Limited | Satellite Phone charges - Service charges - March 2022 | \$ | 191.50 |
| DD3216.1 | 04/03/2022 | Department of Transport (DOT) | LAVO20220302 DOT TAKINGS 02 MAR 2022 | \$ | 579.05 |
| DD3218.1 | 08/03/2022 | Department of Transport (DOT) | LAVO20220303 DOT TAKINGS 03 MAR 2022 | \$ | 133.90 |
| DD3220.1 | 24/03/2022 | Telstra | Landline Charges to 1 March 2022 / Services & Equipment Rental to 1 April 2022 | \$ | 4,218.47 |
| DD3223.1 | 18/03/2022 | Water Corporation | Trade Waste Charges - Permit 59954 - 5 Laver Place | \$ | 73.68 |
| DD3225.1 | 11/03/2022 | SkyMesh Pty Ltd | NBN Connection for CEO House - 11 March to 10 April 2022 | \$ | 64.95 |
| DD3227.1 | 07/03/2022 | Credit Card Purchases - CEO | FEB DD CC: 14/02 DMIRS - ONLINE PAYMENT - Application for incorporation of Go-Kart association | \$ | 3,567.18 |
| DD3227.2 | 07/03/2022 | Credit Card Purchases - DCEO | FEB DD CC: 28/02 NAB - Card fee management | \$ | 3,640.46 |
| DD3227.3 | 07/03/2022 | Credit Card Purchases - EMTS | FEB DD CC: VARIOUS SUPPLIERS | \$ | 256.70 |
| DD3229.1 | 07/03/2022 | Mountsville Pty Ltd T/a Easifleet Management | Novated Lease Agreement - N Fuamatu. Charge 20 of 59 | \$ | 2,488.99 |
| DD3231.1 | 07/03/2022 | Australian Private Networks Pty Ltd T/a Activ8me | NBN Connection for Youth & CDC office | \$ | 99.90 |
| DD3233.1 | 09/03/2022 | Roy & Gail Quartermaine | Old police complex caretaker fees per MOU - 29 January 2022 to 25 February 2022 | \$ | 800.00 |
| DD3236.1 | 14/03/2022 | Department of Transport (DOT) | LAVO20220310; DOT TAKINGS 10 MARCH 2022 | \$ | 2,138.20 |

| | | | | |
|----------|------------|---|--|----------------------|
| DD3238.1 | 15/03/2022 | AirBP | 10,082L @ \$1.68195 per litre plus excise duty; Jet A1 Fuel Delivered 23 February 2022 | \$ 19,041.94 |
| DD3240.1 | 15/03/2022 | 3E Advantage Pty Ltd | Printing Costs - Department allocations | \$ 2,791.66 |
| DD3246.1 | 17/03/2022 | Department of Transport (DOT) | LAVO20220315; DOT TAKINGS 15 MARCH 2022 | \$ 391.45 |
| DD3248.1 | 19/03/2022 | SkyMesh Pty Ltd | NBN Connection GBVC / CRC - 19 March to 18 April 2022 | \$ 129.90 |
| DD3255.1 | 22/03/2022 | The Trustee For Aware Super T/as Aware Super | Payroll deductions | \$ 12,707.31 |
| DD3255.2 | 22/03/2022 | AUSTRALIAN SUPER | Superannuation contributions | \$ 2,641.03 |
| DD3255.3 | 22/03/2022 | Sunsuper | Superannuation contributions | \$ 782.16 |
| DD3255.4 | 22/03/2022 | HESTA Super Fund | Superannuation contributions | \$ 59.95 |
| DD3255.5 | 22/03/2022 | REST Superannuation | Superannuation contributions | \$ 139.48 |
| DD3255.6 | 22/03/2022 | Commonwealth Essential Super | Superannuation contributions | \$ 323.29 |
| DD3255.7 | 22/03/2022 | Cbus Super Australia | Superannuation contributions | \$ 491.40 |
| DD3255.8 | 22/03/2022 | Anz Smart Choice Super - Retirement Portfolio Service | Superannuation contributions | \$ 45.90 |
| | | | TOTAL DIRECT DEBIT PAYMENTS | \$ 117,070.98 |
| EFT5277 | 11/03/2022 | Shire of Leonora | Leonora Golden Gift Sponsorship 2022 | \$ 1,100.00 |
| EFT5278 | 11/03/2022 | Baileys Fertiliser | Bulk Order of Fertiliser | \$ 14,603.60 |
| EFT5279 | 11/03/2022 | Australian Airports Association Ltd | Annual Membership to Australian Airports Association - 1 July 2021 to 30 June 2022 | \$ 1,305.70 |
| EFT5280 | 11/03/2022 | TPG Network Pty Ltd | Public Wifi Service at the Great Beyond - February 2022 | \$ 108.90 |
| EFT5281 | 11/03/2022 | Taps Industries Pty Ltd | Various items at Old Police Station - Ongoing Restoration Works | \$ 4,071.47 |
| EFT5282 | 11/03/2022 | Mandy Wynne | Financial Services - February 2022 | \$ 3,453.12 |

| | | | | | |
|---------|------------|---|---|----|-----------|
| EFT5283 | 11/03/2022 | Onsite Rental Group Operations Pty Ltd | Hire of portable building for Laverton Airport - 31 January to 28 February 2022 | \$ | 579.07 |
| EFT5284 | 11/03/2022 | CRW Holdings (wa) T/a Kalgoorlie Paint Centre | Paint for Great Beyond Visitors Centre | \$ | 956.23 |
| EFT5285 | 11/03/2022 | Goodyear & Dunlop Tyres (Aust) Pty Ltd T/A Bearepaires Kalgoorlie | Wheel alignment for 154LA | \$ | 92.62 |
| EFT5286 | 11/03/2022 | Paul Ovans | Reimbursement of Expenses 3/4 March 2022 | \$ | 334.60 |
| EFT5287 | 11/03/2022 | Adage Furniture | Furniture for Great Beyond Visitors Centre | \$ | 31,087.10 |
| EFT5288 | 11/03/2022 | Aerodrome Management Services | Management services for Laverton Aerodrome - February 2022 | \$ | 33,000.00 |
| EFT5289 | 11/03/2022 | Aquatic Services WA | Calcium Hypochlorite feeder pump for Aquatic Centre | \$ | 1,590.60 |
| EFT5290 | 11/03/2022 | Australia Post | Postage Charges - February 2022 | \$ | 232.75 |
| EFT5291 | 11/03/2022 | Bunnings Group Limited | Lawn Insecticide for Aquatic Centre | \$ | 263.72 |
| EFT5292 | 11/03/2022 | C & A Taylor Grading Pty Ltd | Grader hire on Gravel Resheet of Bandya Road, | \$ | 16,117.20 |
| EFT5293 | 11/03/2022 | Canine Control | Ranger Services - 23 February 2022 | \$ | 2,200.00 |
| EFT5294 | 11/03/2022 | Eagle Petroleum (WA) Pty Ltd | Litres of Diesel Delivered to the 3 Cox Street Work Depot Fuel Farm | \$ | 33,468.02 |
| EFT5295 | 11/03/2022 | Eastgold Dairy Distributors | Consumables for Great Beyond Visitors Centre Cafe | \$ | 333.00 |
| EFT5296 | 11/03/2022 | Bidfood | Consumables for Great Beyond Visitors Centre Cafe | \$ | 355.83 |
| EFT5297 | 11/03/2022 | Goldrush Tours | Goldfields Express bookings made through the Great Beyond Visitor Centre | \$ | 1,168.84 |
| EFT5298 | 11/03/2022 | Landgate | Gross Rental Valuations - 27 November 2021 to 21 January 2022 | \$ | 255.09 |
| EFT5299 | 11/03/2022 | Eighth Wheeler Pty Ltd T/a Laverton Supplies | Consumables for Admin Kitchen | \$ | 191.18 |
| EFT5300 | 11/03/2022 | Marketforce | Advertisement in West Australian on 12/02/2022 RFT 02-2021/2022 Airport Works" | \$ | 2,820.23 |
| EFT5301 | 11/03/2022 | McLeods Barristers & Solicitors | Recovery of unpaid rates - Units 1- 4 & 6-9 Shirley Ave | \$ | 2,650.96 |
| EFT5302 | 11/03/2022 | McMahon Burnett Transport | Pickup from Decking Perth, Balcatta - Delivery to Shire Depot, 3 Cox Street, Laverton | \$ | 2,222.13 |
| EFT5303 | 11/03/2022 | Outback Tilt Tray | Tilt Tray Pick up / Return of Street Sweeping Machine from the Leonora Shire Depot | \$ | 1,335.84 |
| EFT5304 | 11/03/2022 | PFD Food Services Pty Ltd | Consumables for Great Beyond Visitors Centre Cafe | \$ | 331.45 |

| | | | | | | |
|---------|------------|--|--|--|----|-----------|
| EFT5305 | 11/03/2022 | Skippers Aviation | | Excess luggage costs for Laverfest band members | \$ | 262.50 |
| EFT5306 | 11/03/2022 | WML Consultants Pty Ltd | | Design and Engineer Widening of Laverton Bypass Rd (Mt Weld Rd) | \$ | 25,170.75 |
| EFT5307 | 11/03/2022 | Moore Australia (WA) Pty Ltd | | Share of travel expenses for period 1 July 2021 to 24 February 2022 in relation to Northern Goldfields Compliance Group services | \$ | 950.32 |
| EFT5308 | 11/03/2022 | Nathan Wasson | | Reimbursement of Accommodation / Meals - 17 & 24 February and 3 March 2022 | \$ | 353.90 |
| EFT5309 | 11/03/2022 | Powerchill | | Supply, Test and Commission Air Conditioner to Old Police Station | \$ | 13,456.30 |
| EFT5310 | 11/03/2022 | Officeworks | | Disposable Face Masks x 6 boxes | \$ | 265.65 |
| EFT5311 | 18/03/2022 | Jack Carmody | | Councillor Sitting Fee - Cr J Carmody - 1 January to 31 March 2022 | \$ | 4,091.75 |
| EFT5312 | 18/03/2022 | Rob Wedge | | Councillor Sitting Fee - Cr R Wedge - 1 January to 31 March 2022 | \$ | 4,091.75 |
| EFT5313 | 18/03/2022 | Shaneane Weldon | | Councillor Sitting Fee / Deputy Shire President's Allowance - Cr S Weldon - 1 January to 31 March 2022 | \$ | 5,966.75 |
| EFT5314 | 18/03/2022 | Gary Buckmaster | | Councillor Sitting Fee - Cr G Buckmaster - 1 January to 31 March 2022 | \$ | 4,091.75 |
| EFT5315 | 18/03/2022 | Rex Weldon | | Councillor Sitting Fee - Cr R Weldon - 1 January to 31 March 2022 | \$ | 4,091.75 |
| EFT5316 | 18/03/2022 | Patrick John Hill | | Councillor Sitting Fee / Shire President's Allowance - Cr P Hill - 1 January to 31 March 2022 | \$ | 12,000.00 |
| EFT5317 | 18/03/2022 | Robin Prentice | | Councillor Sitting Fee - Cr R Prentice - 1 January to 31 March 2022 | \$ | 4,091.75 |
| EFT5318 | 18/03/2022 | Batteries N More | | List of 8x Batteries for Various Vehicles & Machinery | \$ | 2,865.00 |
| EFT5319 | 18/03/2022 | Exteria | | Vasse Composite Seat and Saratago Bin | \$ | 3,248.30 |
| EFT5320 | 18/03/2022 | Kalgoorlie-boulder Chamber Of Commerce & Industry Inc. (KBCCI) | | Annual Subscription Membership - March 2022 to February 2023 | \$ | 390.50 |
| EFT5321 | 18/03/2022 | Taps Industries Pty Ltd | | Plumbing work done at 3 Mikado st Property | \$ | 448.20 |
| EFT5322 | 18/03/2022 | Sue Gordon | | Nurses' Incentive Payment - Sue Gordon - 1 August 2021 to 31 January 2022 | \$ | 2,000.00 |

| | | | | | |
|---------|------------|---|--|----|-----------|
| EFT5323 | 18/03/2022 | Gpc Asia Pacific Pty Ltd T/a Napa | Bearing Set/ Jockey Wheel | \$ | 460.90 |
| EFT5324 | 18/03/2022 | Remote Property Maintenance | Labour and Material to Restore the Old Police Complex | \$ | 31,007.46 |
| EFT5325 | 18/03/2022 | Gibson Soak Water Co | 19L Spring Water Bottles for use at the Works depot | \$ | 66.00 |
| EFT5326 | 18/03/2022 | MOMA Products Pty Ltd | MOMA Solar Vandal Proof Bollard 18Ah Battery IK10 2.5W 5000K Light Module 1500mm Long P/N: MOV/PB-2.5W-1500B | \$ | 1,003.71 |
| EFT5327 | 18/03/2022 | CRW Holdings (wa) T/a Kalgoorlie Paint Centre | Various paint and consumables for Great Beyond Visitors Centre | \$ | 496.66 |
| EFT5328 | 18/03/2022 | Australian Taxation Office (ATO) | Business Activity Statement (BAS) February 2022 | \$ | 26,677.00 |
| EFT5329 | 18/03/2022 | Bunnings Group Limited | Items for DCEO Residence Garden / Eskey for Council Meetings | \$ | 581.78 |
| EFT5330 | 18/03/2022 | C & A Taylor Grading Pty Ltd | Grader hire on Gravel Resheet of Bandya Road | \$ | 33,976.80 |
| EFT5331 | 18/03/2022 | Coffee & Tea Supplies | Consumables for Great Beyond Visitors Centre Cafe | \$ | 371.00 |
| EFT5332 | 18/03/2022 | Toll Transport Pty Ltd | Freight - P/E 13 March 2022 | \$ | 431.31 |
| EFT5333 | 18/03/2022 | Dean's Autoglass | Supply & Fit New Hilux Windscreen | \$ | 1,188.00 |
| EFT5334 | 18/03/2022 | Desert Inn Hotel | Salads for Clean Up Laverton Day March 2022 | \$ | 206.50 |
| EFT5335 | 18/03/2022 | Eagle Petroleum (WA) Pty Ltd | Drums of Hilux Diff Oil Titan Sintopoid LS 75W90 20L | \$ | 1,494.90 |
| EFT5336 | 18/03/2022 | Eastgold Dairy Distributors | Consumables for Great Beyond Visitors Centre Cafe | \$ | 480.35 |
| EFT5337 | 18/03/2022 | e Group Holdings Pty Ltd t/a e Fire & Safety | Bi-Annual Fire Equipment Inspection - February 2022 | \$ | 1,619.20 |
| EFT5338 | 18/03/2022 | Elite Gym Hire | Hire of Gym Equipment (Cross Trainer / Treadmill / Rower / Exercise Bike etc) 23 March to 23 April 2022 | \$ | 924.00 |
| EFT5339 | 18/03/2022 | Bidfood | Consumables for Great Beyond Visitors Centre Cafe | \$ | 821.98 |
| EFT5340 | 18/03/2022 | Hesperian Press | History Books to sell in the Great Beyond Visitor Centre | \$ | 7,739.06 |
| EFT5341 | 18/03/2022 | Eighth Wheeler Pty Ltd T/a Laverton Supplies | Consumables for Great Beyond Visitors Centre Cafe | \$ | 78.91 |

| | | | | | | |
|---------|------------|--|--|---|----|-----------|
| EFT5342 | 18/03/2022 | PFD Food Services Pty Ltd | | Consumables for Great Beyond Visitors Centre Cafe | \$ | 1,207.45 |
| EFT5343 | 18/03/2022 | PsiTech Pty Ltd | | Agreement Datto SIRIS BDR April 2022 | \$ | 2,109.80 |
| EFT5344 | 18/03/2022 | PWT Electrical | | Replace pump at Aquatic Centre | \$ | 588.00 |
| EFT5345 | 18/03/2022 | Royal Life Saving | | Provide First Aid HLTAID011 Training - J Rowe | \$ | 109.00 |
| EFT5346 | 18/03/2022 | Winc Australia Pty Ltd | | Stationary & Office Supplies for the Great Beyond Visitor Centre | \$ | 348.88 |
| EFT5347 | 18/03/2022 | BOC Limited | | Hire of Gas Cylinders | \$ | 305.33 |
| EFT5348 | 18/03/2022 | Phil Marshall | | Reimbursement of Mobile Phone Charges to 3 March 2022 | \$ | 138.29 |
| EFT5349 | 18/03/2022 | Jasmine Bonning | | Reimbursement of Accessories for Great Beyond iPad | \$ | 59.15 |
| EFT5350 | 18/03/2022 | Aquatec Fitness Training | | Anodes for Aquatic Centre | \$ | 240.00 |
| EFT5351 | 23/03/2022 | Advance Autoquip (AAQ) Australia | | Batteries for Column Lifts x 2 | \$ | 1,077.00 |
| EFT5352 | 23/03/2022 | Office Of The Auditor General (OAG) | | Fee for the attest audit for the year ended 30 June 2021 | \$ | 56,320.00 |
| EFT5353 | 23/03/2022 | Chefmaster Australia | | Bin Liners | \$ | 834.32 |
| EFT5354 | 23/03/2022 | Cooper Fluid Systems | | Rotating Turbo Nozzle for WashBay | \$ | 391.60 |
| EFT5355 | 23/03/2022 | Desert Inn Hotel | | Supply of Meals / Drinks for Council Meeting 17 March 2022 | \$ | 258.00 |
| EFT5356 | 23/03/2022 | Eighth Wheeler Pty Ltd T/a Laverton Supplies | | Consumables for Depot | \$ | 29.04 |
| EFT5357 | 23/03/2022 | Paradise Lawns (RI & CA Johnson T/as) | | Find fault & replace solonoid at Aquatic Centre | \$ | 137.50 |
| EFT5358 | 23/03/2022 | PFD Food Services Pty Ltd | | Consumables for Great Beyond Visitors Centre Cafe | \$ | 58.10 |
| EFT5359 | 23/03/2022 | PsiTech Pty Ltd | | Microsoft 365 Business Premium Subscription / Microsoft Exchange Online Subscription - April 2022 | \$ | 2,403.50 |
| EFT5360 | 23/03/2022 | The Lister Specialists Pty Ltd | | Service Kits & Engine Mounts | \$ | 888.95 |
| EFT5361 | 23/03/2022 | BOC Limited | | 45kg Household LPG Gas Bottles x 2 | \$ | 330.97 |
| EFT5362 | 23/03/2022 | Alu Glass | | Supply and Reglaze two windows at Laverton Shire Hall | \$ | 2,832.00 |
| EFT5363 | 23/03/2022 | Phil Marshall | | Reimbursement of Clothing Allowance - DCEO | \$ | 266.40 |
| EFT5364 | 23/03/2022 | Water Corporation | | Water Use and Service Charge - 19 Craigie Street - 17 January to 14 March 2022 | \$ | 34,828.20 |
| EFT5365 | 23/03/2022 | Horizon Power - EFT | | Electricity Charges - 3 Cox Street - 21 January to 18 March 2022 | \$ | 16,096.60 |

| | | | | |
|---------|------------|---|--|---------------|
| EFT5366 | 31/03/2022 | Shire of Leonora | Health & Building Services - 10 and 17 March 2022 | \$ 13,102.35 |
| EFT5367 | 31/03/2022 | Noelene Meredith | Reimbursement of Accommodation / Fuel | \$ 471.92 |
| EFT5368 | 31/03/2022 | CRW Holdings (wa) T/a Kalgoorlie Paint Centre | Paint Brush Set | \$ 31.45 |
| EFT5369 | 31/03/2022 | Jaycom Services | Provide and install network equipment for Wireless link between coach house and GBVC | \$ 3,388.00 |
| EFT5370 | 31/03/2022 | St Barbara Limited | Rates refund for assessment A11051 LOT M38/01275 MINING TENEMENT LAVERTON WA 6440 | \$ 35,408.78 |
| EFT5371 | 31/03/2022 | Bunnings Group Limited | Mulch and plants for 5 Lancefield Street | \$ 716.96 |
| EFT5372 | 31/03/2022 | Coffee & Tea Supplies | Consumables for Great Beyond Visitors Centre Cafe | \$ 557.72 |
| EFT5373 | 31/03/2022 | Toll Transport Pty Ltd | Freight - P/E 20 March 2022 | \$ 142.20 |
| EFT5374 | 31/03/2022 | Eagle Petroleum (WA) Pty Ltd | Diesel fuel delivered to Fuel Farm (20000L) and Road Crew Tanker (30000L) | \$ 114,345.00 |
| EFT5375 | 31/03/2022 | Eastgold Dairy Distributors | Consumables for Great Beyond Visitors Centre Cafe | \$ 252.50 |
| EFT5376 | 31/03/2022 | Flex Industries Pty Ltd | Service kits / filter kits | \$ 1,480.67 |
| EFT5377 | 31/03/2022 | Concept Media TA Have A Go News | Advert in travel section in Have a Go News - Feature on the Golden Quest Trail | \$ 359.70 |
| EFT5378 | 31/03/2022 | Landgate | Mining Tenement Rolls - 5 February to 15 March 2022 | \$ 41.30 |
| EFT5379 | 31/03/2022 | Eighth Wheeler Pty Ltd T/a Laverton Supplies | Consumables for Clean Up Laverton Day 12 March 2022 | \$ 120.07 |
| EFT5380 | 31/03/2022 | Tenth Wheeler Pty Ltd T/A Laverton Motors (BP; Roadhouse) | Litres of Unleaded fuel for small equipment use | \$ 154.69 |
| EFT5381 | 31/03/2022 | McLeods Barristers & Solicitors | Caveat Withdrawal - 4 Boomerang Street (Pre Sale) | \$ 472.91 |
| EFT5382 | 31/03/2022 | Office National | Stationery and Kitchen Consumables - Admin Office | \$ 321.02 |
| EFT5383 | 31/03/2022 | Outback Tilt Tray | Attendance to Remove car from Duketon Street on 21 March 2022 | \$ 82.50 |
| EFT5384 | 31/03/2022 | PFD Food Services Pty Ltd | Consumables for Great Beyond Visitors Centre Cafe | \$ 432.50 |
| EFT5385 | 31/03/2022 | Tower Hotel | Accommodation & Meals whilst attending TAFE - D Hazelden - 13 to 16 March 2022 | \$ 665.50 |

| | | | | |
|---------|------------|---|---|----------------------|
| EFT5386 | 31/03/2022 | Wa Local Government Association (walga) | Understanding Financial Reports & Budgets - elearning March 2022 - Cr R Wedge | \$ 1,072.50 |
| EFT5387 | 31/03/2022 | Bridgestone Service Centre Kalgoorlie | Tyres for Graders | \$ 5,548.95 |
| EFT5388 | 31/03/2022 | Officeworks | Stationary and Cleaning Supplies for Aquatic Centre | \$ 148.59 |
| EFT5389 | 31/03/2022 | Cisco's Transport WA Pty Ltd | Refund of monies for overpayment on debtors account #96; funds received 16 December 2021 | \$ 500.00 |
| | | | TOTAL EFT PAYMENTS | \$ 655,367.55 |

| | |
|---------------|--|
| 11.1.4 | PROPOSAL TO IMPOSE DIFFERENTIAL RATING FOR THE 2022/2023 FINANCIAL YEAR |
|---------------|--|

| | |
|---|--|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not Applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | The Council considered the Differential rating at the 22 April 2021 meeting of the council |

MATTER FOR CONSIDERATION

Council has imposed differential rates for both GRV and UV valued properties within the Shire. If Council wishes to impose differential rating once again for the 2022/2023 Financial Year and comply with the legislative requirements, then the Council is required to determine and approve the way forward.

The timing of the report allows the Council to determine a stance for the budget as well as advertising and seeking input from the community at large.

ATTACHMENTS

OMC210422.11.1.4.A Statement of Objects and Reasons

BACKGROUND

Council has imposed differential rating since 2001/02, primarily to offset the impact of disproportionately large increases in the valuation of pastoral properties in 2000/01 and 2001/02. Previous rates levied for the last twelve years (12) years are summarised below and the 2021/2022 year is included to afford a comparison.

| Rating Year | Pastoral Leases UV Rate in \$ | Mining Leases UV Rate in \$ | Townsite GRV Rate in \$ | Mining GRV Rate in \$ | UV Minimum \$ | GRV Minimum \$ |
|-------------|-------------------------------|-----------------------------|-------------------------|-----------------------|---------------|----------------|
| 2009/10 | 5.25¢ | 10.50¢ | 9.32¢ | 10.50¢ | 210 | 210 |
| 2010/11 | 3.48¢ | 12.07¢ | 8.30¢ | 5.76¢ | 230 | 230 |

| | | | | | | |
|----------------|----------------|----------------|----------------|---------------|------------|------------|
| 2011/12 | 3.6018¢ | 12.4924¢ | 8.5905¢ | 5.9616¢ | 240 | 240 |
| 2012/13 | 3.7099¢ | 12.8672¢ | 8.8482¢ | 6.1404¢ | 250 | 250 |
| 2013/14 | 6.70¢ | 13.38¢ | 9.20¢ | 6.39¢ | 260 | 260 |
| 2014/15 | 6.91¢ | 13.80¢ | 9.49¢ | 6.59¢ | 270 | 270 |
| 2015/16 | 8.80¢ | 14.86¢ | 10.72¢ | 8.03¢ | 280 | 280 |
| 2016/17 | 8.98¢ | 15.16¢ | 10.94¢ | 8.20¢ | 286 | 286 |
| 2017/18 | 9.23¢ | 15.61¢ | 10.94¢ | 8.45¢ | 294 | 294 |
| 2018/19 | 9.41¢ | 15.92¢ | 11.16¢ | 8.62¢ | 304 | 304 |
| 2019/20 | 9.79¢ | 16.56¢ | 11.61¢ | 8.97¢ | 315 | 315 |
| 2020/21 | 9.79¢ | 16.56¢ | 11.61¢ | 8.97¢ | 315 | 315 |
| 2021/22 | 9.79¢ | 17.1810¢ | 11.61¢ | 9.3064¢ | 315 | 315 |
| 2022/23 | 10.0837 | 17.7153 | 11.9583 | 9.5856 | 335 | 335 |

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*
 - (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
- (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

| |
|--|
| m. 6.33. Differential general rates |
|--|

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the *Local Government Amendment Act 2009* section 39(1)(a) came into operation is to be taken to have been as valid as if the

amendment made by that paragraph had been made before the purported imposition of that rate.

| |
|---------------------------------|
| n. 6.35. Minimum payment |
|---------------------------------|

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6),on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6),unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
 - (a) to land rated on gross rental value; and
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed.

| |
|--|
| o. 6.36. Local government to give notice of certain rates |
|--|

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.

-
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) A notice referred to in subsection (1) —
- (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency; and
 - (b) is to contain —
 - (i) details of each rate or minimum payment the local government intends to impose; and
 - (ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and
 - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;and
 - (c) is to advise electors and ratepayers that the document referred to in subsection (3A) —
 - (i) may be inspected at a time and place specified in the notice; and
 - (ii) is published on the local government's official website.
- (3A) The local government is required to prepare a document describing the objects of, and reasons for, each proposed rate and minimum payment and to publish the document on the local government's official website.
- (4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.
- (5) Where a local government —
- (a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or
 - (b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),
- it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.

Local Government (Financial Management) Regulations 1996

| |
|---|
| <p>p. 56. Rate notice, content of etc. (Act s. 6.41)</p> |
|---|

- (4) The following information is to accompany or be included in the rate notice —
- (a) a brief statement of the objects and reasons for —
 - (i) any differential rates imposed by the local government under section 6.33; and
 - (ii) any differential minimum payments imposed by the local government under section 6.35(6)(c); and
 - (iii) any service charges imposed by the local government;and
 - (b) if a differential general rate or minimum payment differs from the proposed rate or payment set forth in the local public notice given under section 6.36, reasons for the difference; and
 - (c) a statement that under section 6.49 an agreement as to the payment of a rate or service charge may be made with the local government; and
 - (d) if interest is to be imposed on unpaid rates and service charges —
 - (i) the circumstances in which interest will be imposed; and
 - (ii) the rate of interest;and
 - (e) if interest is accruing on unpaid rates or service charges, a statement that interest continues to accrue for each day until arrears are paid; and
 - (f) any discount or other incentive available for early payment, a brief description of the discount or incentive scheme and a brief statement of how that discount or incentive may be claimed; and
 - (g) a brief summary of —
 - (i) options for payment and entitlements under the *Rates and Charges (Rebates and Deferments) Act 1992*; and
 - (ii) any concession available under section 6.47 and the circumstances in which it is available;and
 - (ha) a brief statement that rebates to pensioners and seniors under the *Rates and Charges (Rebates and Deferments) Act 1992* are funded by the Government of Western Australia; and
 - (h) a brief statement of the consequences of default in payment of rates and service charges; and
 - (i) a brief statement advising that payment of a rate or service charge on any land may not be made by instalments if at the date for payment

of the first instalment any part of a rate or service charge imposed on that land in a previous financial year (or interest accrued thereon at the date of issue of the rate notice) remains unpaid.

POLICY IMPLICATIONS

Policy 03.09 “Rating of Mining Tenements Crossing Shire Boundaries”. The Shire has agreed that where a mining tenement crosses the Shire Boundary, it will only claim 50% of the minimum rate if that applies, regardless of the portion of the mining tenement that is situated within this Shire.

FINANCIAL IMPLICATIONS

The levying of rates is the process by which Council balances its Budget and by imposing differential rates, this spreads the rating burden equitably between ratepayers. The Long term Financial plan for 2020-2035 adjusts rates at 2.50% annually.

STRATEGIC IMPLICATIONS

Leadership Objective: Responsible financial management and governance, leading an empowered community

4.1.3 Provide strategic leadership and governance

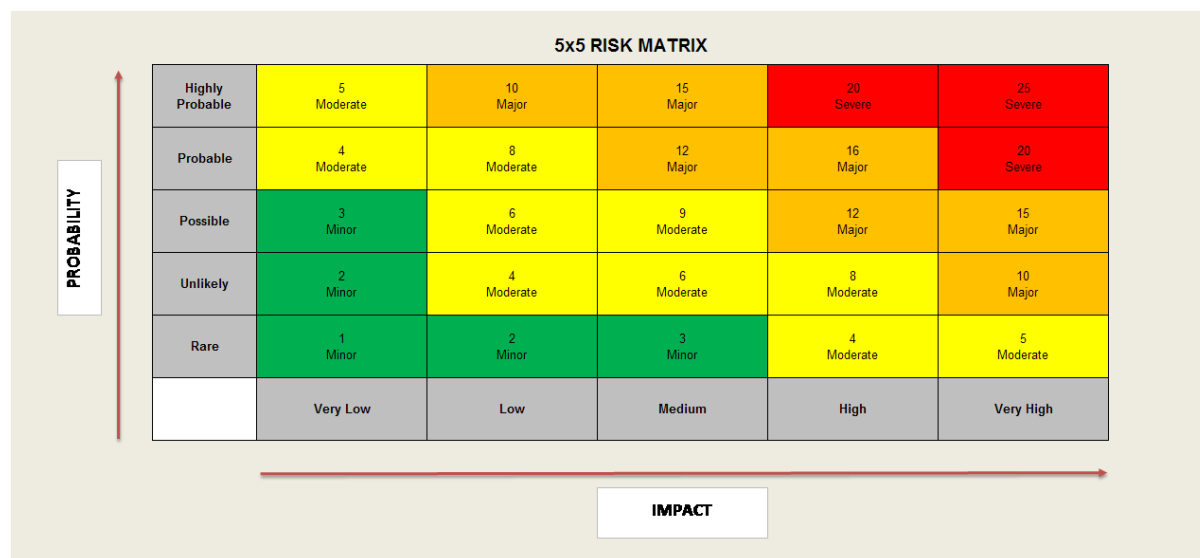
4.1.3.1 Ensure delivery, monitoring, evaluation and reporting of strategic planning outcomes

4.2.1 Maintain a high level of corporate governance, responsibility and accountability

4.2.1.1 Maintain accountability and financial responsibility through effective planning

RISK MANAGEMENT

As the Council is meeting its reporting requirements, the risk is considered Low.



CONSULTATION

Nil Undertaken

COMMENT

Council's intention to impose differential rates for the 2022/2023 financial year requires timely consideration to ensure statutory advertising requirements are completed before the Budget is adopted. This involves giving local public notice for a period of 21 days of Council's intention to impose differential rates and inviting comment on this matter.

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

A consequential requirement after the Budget has been adopted, is for a brief statement of the Objects and Reasons of any differential rates to accompany the rate notice (*Local Government (Financial Management) Regulations 56(4)*).

The objects and reasons for imposing differential rates are outlined in Attachment OMC210422.11.1.4.A.

It should be noted that Council is not bound by the advertised rate in the dollar when it adopts the Budget. Council can amend the differential rates without further

advertising, after considering any submissions or additional information at the time of adopting the Budget.

The recommendation of this report is to impose differential rates in 2022/2023 and to increase by 3.00% on last year's actual rates for the purposes of advertising. The minimums have been increased by 9.40% (after being held at the same rate since 2019/2020). The other rating categories remain in line with the last two years since the Council receives approximately 94% of its rates from the mining categories. These proposed increases have been based on the required increases indicated as being necessary in the Shire's Long Term Financial Plan for the Shire to maintain its financial viability show a projected increase of 2.50% per annum.

| Proposed rate in the dollar 2022/2023 (3.00% increase) | | | | | | |
|--|----------------------------------|--------------------------------|-------------------------------|--------------------------|------------------|-------------------|
| Area | Pastoral Leases UV Rate in \$ | Mining Leases UV Rate in \$ | Townsite GRV Rate in \$ | Mining GRV Rate in \$ | UV Minimum \$ | GRV Minimum \$ |
| Laverton | 10.0837¢ | 17.7153¢ | 11.9583¢ | 9.3064¢ | 335 | 335 |

The Consumer Price Index over the twelve months to December 2021 quarter, The CPI rose 3.5%. The main contributing factors have been fuel (the price of fuel was \$1.64 per litre) and housing. It will be interesting to see the quarterly figures March 2022, which will be reported on the 27 April 2022.

The anticipated revenue from rates for 2022/2023, based on the proposed increase of 3.00% is \$6,294,509 compared to the current actual figure of \$6,111,174 (based on valuations as at the 25/02/2022). These estimates are based on the information currently available to staff via our rating system and may be subject to change given any significant movement in Mining and Exploration tenements to apply in 2022/2023, which have yet to be received.

There are no differential rates more than twice the lowest differential general rate, therefore Ministerial approval will not be required.

RESOLUTION**PROCEDURAL MOTION/COUNCIL DECISION**

MOVED: Cr J Carmody **SECONDED:** Cr R Weldon

That the Council:

- ✓ **In accordance with Section 6.36 of the *Local Government Act* 1995, gives local public notice advising that Council intends to impose the following differential rates and minimums for the 2022/2023 financial year:**

| 2021/2022 Financial Year | | | | | |
|----------------------------------|--------------------------------|-------------------------------|--------------------------|---------------------|----------------------|
| Pastoral Leases UV Rate in \$ | Mining Leases UV Rate in \$ | Townsite GRV Rate in \$ | Mining GRV Rate in \$ | UV Minimum \$ | GRV Minimum \$ |
| 10.0837¢ | 17.7153¢ | 11.9583¢ | 9.5856¢ | 335 | 335 |

- ✓ **Approves the 2022/2023 Rates – Objects and Reasons Statement as set out in attachment OMC210422.11.1.4.A.**
- ✓ **Confirms that the recommended increase in rates of 3.00% (and Minimum Rate from \$315 to \$335) across all rating whether UV or GRV has been made after considering the Shire of Laverton Long Term Financial Plan, current economic conditions and retaining the differential rate structure in respect to rate revenue.**

CARRIED 6/0



2022/2023 Rates – “Objects and Reasons”

The objective for all Council’s rates is to meet the shortfall between planned expenditures and expected revenues to achieve a balanced budget.

Rate Increase for 2022/2023

For 2022/2023, Council has indicated its intention to pursue a general approach of increasing the minimums to \$335.00 per assessment and increase the rate in the dollar by 3.00% for the all other categories as the expenses have increased sharply through the cost of fuel and other materials. However, Council was mindful that Laverton’s town site rate in the dollar was higher than the rest of the region, whilst the Mining UV and GRV rate in the dollar were generally lower than the rest in the region.

This strategy resulted in the following impacts to the various rates in the dollar:

| Rating | | Rate in dollar 20/21 | Proposed rate in dollar 22/23 | Proposed Increase |
|----------|-----------|----------------------------|----------------------------------|----------------------|
| GRV | Town site | 11.6100 | 11.9583 | 3.00% |
| | Mining | 9.3064 | 9.5856 | 3.00% |
| UV | Pastoral | 9.7900 | 10.0837 | 3.00% |
| | Mining | 17.1800 | 17.7153 | 3.00% |
| Minimums | | \$315.00 per assessment | \$335.00 per assessment | 9.40% |

This is in line with the *Long Term Financial Plan* and incorporates increases in line with the Consumer Price Index (CPI) Perth movement at 3.5% for the 12 month period to 30 December 2021. The figures for the March 2022 quarter will be available on the 27th of April 2022 and may see a further increase in the CPI with the current fuel pricing etc. The minimum rate has been increased to \$335.00 per assessment after being held at \$315.00 since the 2019/2020 financial year.

The rate income in 2022/2023 will raise by \$183,335 approx. (up 3.00%), to realise an overall rate yield of \$6,315,599 approx. However, rating calculations are by no means a consistent and straight forward affair.

The result depends on several inputs including the following:

- The number of properties

- Valuation amendments (to both GRV & UV)
- Revaluations (to both GRV & UV)
- The number of minimums
- The rate in the dollar across the various differential categories
- The amount of the minimum rate.

The scope of the mining sector's contribution to the Shire's rating effort, is quite apparent. This is evidenced by the remarkable statistic that almost 94% of the Shire's rate income for 2022/23 will derive from the GRV and UV mining rate imposts.

Basis of Rates

The Basis for calculating property rates are the gross rental values (GRV) and unimproved values (UV) provided for individual properties by Landgate's Property and Valuations section. A property's GRV represents the amount of the gross annual rental the land might obtain if it is let on a tenancy from year to year. A property's UV means the amount the land may reasonably be expected to obtain if it was sold, assuming no improvements to the land had been made.

Updated Valuations

Updated unimproved values for rural properties and mining tenements are provided every year. Updated gross rental values for residential, commercial, light industrial and several mine site properties are carried out every four to five years. A revaluation of GRV properties will be carried out in the 2021/2022 year and the valuations may need to be adjusted if the valuations move to any extent. The last GRV valuation was undertaken in 2015.

OBJECTS and REASONS for DIFFERENTIAL RATING

Local Government Act 1995 - Section 6.33

Local Government (Financial Management) Regulations 1996 - Regulation 56(4)

Council has adopted differential rating to spread the rates burden equitably and at the same time maintain rating based on land zoning and land use. Council has the following classifications:

Pastoral Leases (UV) (10.0837 cents in the \$335 minimum)

This classification applies to all pastoral leases within the Shire. Commencing from around 2005 the State Government instigated a plan to review all pastoral leases throughout the State and revalue their rents. However, the resultant rent had a direct correlation to the calculation of the unimproved value for rating purposes and would have resulted in very significant rate increases. The solution to this dilemma was to drop the rate in the dollar to achieve relativity to earlier rating regimes, subject to annual increases as part of ongoing rating needs. Council is satisfied that this approach achieves an equitable basis of differentiation to that of mining lease rating, recognising the relatively low profitability from pastoral operations, the land management and remote area population benefits from the existence of these pastoral operations.

Mining Leases (UV) (17.7153 cents in the \$335 minimum)

This classification covers mining leases in the rural area except for several mine sites with substantial accommodation villages and processing plants and which are rated on gross rental values. Council is satisfied that mining lease interests are making an

equitable contribution to the Shire's rating effort and that the rate in the dollar is well within the context of the rate in the dollar being applied by all other local governments in the North-eastern Goldfields.

Townsite (GRV) (11.9583 cents in the \$335 minimum)

This classification applies to the Laverton town site and covers land zoned as Residential, Commercial, Community, Industrial, Mining Tenement, Special Residential and Vacant. Council is satisfied that the basis of rating as set down in section 6.28(2)(b) of the Local Government Act 1995 is appropriate for Laverton town site and that GRV's generally form a proper and equitable basis for differentiation amongst these properties.

Mining (GRV) (9.5856 cents in the \$335 minimum)

This classification currently applies to mining accommodation and processing plants for the following establishments:

- Murrin Murrin (assessment 4756 & assessment 4757)
- Granny Smith (assessment 3008 & assessment 4057)
- Sunrise Dam (assessment 4627 & assessment 4628)
- Moolart Well (assessment 10256 & assessment 10257)
- Brightstar (assessment 10258, assessment 10259 & assessment 10260)
- Garden Well (assessment 10261 & assessment 10262) etc.
- Gruyere (assessment A11157)
- Mt Morgans (assessment A11158), etc.

Council acknowledges and is satisfied that whilst each of these mining camps is some distance from Laverton, the gross rental value provided by the Valuer-General provides sufficient acknowledgement of the mine sites location relative to the Shire facilities and amenities. Due to the large valuations associated with these mining establishments a lower GRV has been applied so as not to place an unfair burden on the mining companies.

Minimum Rating

Council has established a uniform minimum rate across the district. Pursuant to section 6.47 of the *Local Government Act 1995* Council has agreed where a mining tenement crosses the Shire's Boundary with a neighbouring Shire, only to claim 50% of the minimum rate should it apply, regardless of the portion of the mining tenement in this municipality. This policy only applies to prospecting, mining or exploration licences which are subject to minimum rates.

Summary

The following table shows the rating information proposed for the 2022/2023 financial year and the valuations from 2021/22 (including adjusted valuations throughout the 2021/22 year) have been used and figures and will be adjusted depending on any revaluations throughout the year leading up to the adoption of the budget.

| RATE TYPE | | | | |
|---------------------------|------------|----------------------|-------------------|----------------------------------|
| Differential General Rate | Rate in \$ | Number of Properties | Rateable Value \$ | 2022/23 Budgeted Rate Revenue \$ |
| GRV | | | | |
| Townsite | 11.9583 | 170 | 2,393,510 | 286,299 |
| Mining | 9.5856 | 14 | 14,530,500 | 1,392,836 |
| UV | | | | |
| Pastoral | 10.0837 | 15 | 538,911 | 54,342 |
| Mining (inc. shared) | 17.7153 | 796 | 2,516,6578 | 4,458,335 |
| Sub-Totals | | 953 | | 619,1902 |
| Minimum Rates | Minimum \$ | Number of Properties | Rateable Value \$ | 2021/22 Budgeted Rate Revenue \$ |
| GRV | | | | |
| Townsite | 335 | 58 | 25,511 | 20,340 |
| Mining | 335 | 1 | | 335 |
| UV | | | | |
| Pastoral | 335 | 3 | 3,000 | 1,005 |
| Mining | 335 | 295 | 302,643 | 98,825 |
| Mining Shared | 168 | 19 | 5,960 | 3,192 |
| Sub-Totals | | 374 | | 123,697 |
| TOTALS | | 1,292 | | 6,315,599 |

In closing, the increases have a twofold purpose. 1. To keep abreast of rising costs which are evident through the CPI movements in wages and the cost of materials. 2. Is to ensure the Council can match funding through the rate base and identify the contribution that the mining companies make to the Laverton Shire. The aim is reducing the approach to mining companies for contributions and in real terms, the cost of doing this type of contribution business far exceeds the benefit. This has been proven when the mining companies provided contributions through the rates to support medical services within the community.

The council is mindful of the major role the mining companies play in the community through the rate base and the council wishes to acknowledge the mining companies through projects to be undertaken and this will be in liaison with the mining industry.

Please contact Peter Naylor, Councils Chief Executive Officer should you have any questions regarding the differential rating on the objects and reasons.

| | |
|---------------|---|
| 11.1.5 | GOLDFIELDS RECORDS STORAGE FACILITY – GOLDFIELDS VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (GVROC) |
|---------------|---|

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not Applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Phil Marshall, Deputy Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable |

MATTER FOR CONSIDERATION BY THE COUNCIL

That the council consider the winding up of the Goldfields Record Storage Facility in its current format and sign the deed of assignment and assumption to finalise the original joint venture.

The councillors were asked through an email (as follows) to support the signing of the deed to assign the records storage facility.

“Good morning councillors

The purpose of this email is to seek in principle support (as this matter will be addressed at the GVROC meeting on the 01st of April 2022 in Norseman) for the Shire President and the CEO to execute the deed of assignment on behalf of the council and to be confirmed in a report to the April council meeting. The two attachments are self-explanatory.

The record storage facility has been an ongoing matter and the council has not utilised the facility. The aim of the deed is to wind up the current arrangements up and return funds (whatever is left) back to the original investors including the Shire of Laverton.

My recommendation is to proceed to wind up the facility and approve for the Shire President and The CEO to execute the agreement by signing and affixing the seal of the Shire of Laverton to the document.

I would welcome your contact should you have any questions and appreciate your concurrence to proceed as recommended.

ATTACHMENTS

OMC210422.11.1.5.A Deed of Assignment and Assumption (Multi-party)
Goldfields Records Storage Joint Venture

BACKGROUND

The background to the winding up of the facility is as follows through GVROC:
“Background to GVROC progress with resolving the Goldfields Records Storage Facility

At the Special Meeting of the Goldfields Voluntary Regional Organisation of Councils (GVROC) held 26th June 2020, Council resolved;

RECOMMENDATION:

That the GVROC Council in relation to recommendations 1 to 4:

- 12 Note the report on the Goldfields Records Storage Facility Draft Financials 2019-20*
- 13 Request a final detailed financial report for the period ending 30th June 2020 be presented to the GVROC Council Meeting on the 10th July 2020.*
- 14 Note invoices need to be raised to the City of Kalgoorlie-Boulder, Shires of Coolgardie, Dundas, Leonora and Menzies for 12 months to cover the 2019/20 operational costs of the facility.*
- 15 Note the current market valuation of the Goldfields Records Storage Facility of \$500,000 (with a market range of \$475,000 to \$525,000).*

RESOLUTION:

Moved: Mr Kevin Hannagan - Shire of Ngaanyatjaraku

Seconded: Cr Timothy Carmody - Shire of Wiluna

Carried

- 16 That GVROC reject the recommendation as proposed at its meeting of 15 May 2020 which was laid on the table as follows:*
 - a. Note this update and that the CEOs will each receive a copy of the Variation Deed for execution in the coming weeks.*
 - b. Note when all ten executed copies are received the eligible Withdrawing Regional Group will receive their cash distribution of \$25,000.00 (exc GST).*
 - c. Note that for the four remaining parties will also need to execute the new replacement agreement and Transfer of Land as outlined in the above comments.*
 - d. Note this will then conclude the GVROC's responsibilities for the Records Facility and the four remaining parties will manage its operations outside of the GVROC.*

RESOLUTION:

Moved: Mr Kevin Hannagan - Shire of Ngaanyatjaraku

Seconded: Cr Jim Quadrio - Shire of Wiluna

Carried

- 6. That the GVROC Council as representative of the Regional Group Members of the Joint Venture (the Parties to the Archives and Record Management Agreement) endorse and adopt the without prejudiced proposed solution to the records storage facility as detailed below, with the condition that should the facility not immediately be disposed all original members continue to meet their obligations under the Archives and Record Management Agreement until such time of its disposal in regards to:*
 - 6a) All members share equally the specified fixed expenses for the facility e.g. insurance, rates, building maintenance; and*
 - 6b) Current members that are still utilising the facility for records storage remain responsible for all other operating costs.*
- 6.1 The Original Members, as the local governments named in the Records Agreement and as beneficial owners as tenants in common in equal shares of the archives and records storage facility located at Unit 2, 12 Federal Road, South Kalgoorlie (Facility), agree to dispose of the Facility currently held in the name of the City of Kalgoorlie-Boulder as bare trustee for the Original Members.*
- 6.2 The method of disposal for the facility will be discussed and agreed by the members at the next meeting of GVROC scheduled for 24 July 2020.*
- 6.3 After the disposal of the Facility the Joint Venture promptly be wound up.*
- 6.4 As part of the process of winding up of the Joint Venture an account be taken of the finances of the Joint Venture from its creation to the date of winding up to determine the*

- annual income and expenditure of the Joint Venture during the period of its operation and to determine the assets and liabilities of the Joint Venture as at the winding up.*
- 6.5 *The net assets of the Joint Venture be distributed in accordance with the terms of the Records Agreement equally between the Original Members.*
- 6.6 *All third-party costs of the sale of the Facility and the winding up of the Joint Venture be paid for from the assets of the Joint Venture.*
- 6.7 *Each of the Original Members otherwise pay their own costs of the dispute and of the disposal of the Facility and winding up of the Joint Venture.*
- 6.8 *The winding up of the Joint Venture and payment to each of the Original Members their share of the Joint Venture assets pursuant to this proposal will be:*
- 6.8.1 *in full and final satisfaction of all claims any Original Member may have against any other Original Member or the Joint Venture with regard to the Joint Venture, the Records Agreement and the Facility; and*
- 6.8.2 *upon payment each Original Member releases and discharges every other Original Member and the Joint Venture from and against all such claims whether or not the Original Members were or could have been aware of such claims which an Original Member:*
- (a) now has;*
(b) at any time had;
(c) may have; or
(d) but for this settlement, could or might have had,
against any other Original Member or the Joint Venture with regard to the Joint Venture, the Records Agreement and the Facility.

RESOLUTION: **Moved: Mr Kevin Hannagan - Shire of Ngaanyatjaraku**
Seconded: Cr Tracey Rathbone – Shire Coolgardie

Carried

At the GVROC meeting held on 24 July 2020, the GVROC further resolved:

RECOMMENDATION:

That the GVROC Council as representative of the Original Parties to the Records Facility Agreement:

- 1. Endorse the CKB as the asset holder to engage a commercial real estate agent to place the facility for sale on the open market as the agreed method of disposal.*
- 2. Accept a selling price based on the existing market evaluation in the range of \$475,000 to \$525,000 with this price to be reviewed and amended by agreement of all parties subject to any feedback from the open market disposal method which is contrary to the current valuation.*
- 3. Request that the CKB provide an update report regarding the progress of the above recommendations at the next GVROC meeting in September 2020.*

RESOLUTION: **Moved: Cr Ian Mickel, Shire of Esperance**
Seconded: Cr Jim Quadrio, Shire of Wiluna

Carried

Since the facility has been on the market, there has been no interest shown from any private parties looking to buy the facility.

Given the lack of interest over the last six months, at the GVROC meeting held on 5 February 2021 the CKB put an offer on the table to purchase the facility for \$450,000 subject to confirmation from the other members advising whether they intended to hold their shares in the facility and continue to use it for records storage post the purchase.

Based on this offer the GVROC resolved:

RECOMMENDATION:

That the GVROC Council as representative of the Original Parties to the Records Facility Agreement:

1. Agree to sell the Facility to the City of Kalgoorlie Boulder for a purchase price of \$450,000.
2. Note after the disposal of the Facility the Joint Venture will be promptly wound up.
3. Note that each of the original parties will be entitled to a one tenth share of this purchase price (\$45,000) less all third-party costs of the sale of the Facility and the winding up of the Joint Venture.
4. Note for those Original Parties still interested in utilising the facility for records storage post the sale, that the City of Kalgoorlie Boulder will work with those parties to negotiate and make necessary arrangements for its continued use.
5. Note this will remove the matter from the GVROC.

Following discussion and debate on this alternate recommendation a vote for and against was called on the motion.

Motion Resolution:

The motion of the alternate recommendation was unanimously carried by all

RESOLUTION:

Moved: Mr James Trail – Shire of Coolgardie

Seconded: Cr Patrick Hill – Shire of Laverton

Carried

The City Kalgoorlie Boulder CEO, John Walker advised on 17 March 2021 that he had wrote to all Shires asking them to formally advise whether they wished to sell or hold their shares in the facility post purchase. To date only five Shires have responded.

John advised that when the other four Shires have provided their responses, he will then move forward with the purchase of the facility. This will be further discussed at the next GVROC meeting on 26 March 2021.

At the meeting on 26 March 2021 the GVROC resolved:

RECOMMENDATION:

That the GVROC Council as representative of the Original Parties to the Records Facility Agreement:

1. note the current update in the progress to wind up the Records Storage Facility.
2. Request the CEO for Shire of Coolgardie to send out all documents regarding the Goldfields Records Storage Facility (GRS) to those LGAs that were not conversant with previous discussions on the GRS.

RESOLUTION:

Moved: Cr Tracey Rathbone, Shire of Coolgardie

Seconded: Cr Peter Craig, Shire of Leonora

Carried

At the GVROC meeting held on 28 May 2021, the following update was provided:

John Walker advised on 17 May 2021, that all parties have now responded, and it is only the Shires of Leonora and Coolgardie who will join the CKB in the future ownership of the facility and will have equal shares in its ownership. The CKB is now going through the process of formal acquisition and transferring ownership.

Shires that have chosen to not participate in the future ownership will need to remove any stored items from the facility in due course under arrangements with the CKB. The Shires of Coolgardie and Leonora will retain unlimited access to the facility.

The CKB will take advice from the GVROC as representative of the original parties to the agreement but believe the funds from the formal acquisition by the CKB and Shires of Coolgardie and Leonora, will be channelled through the GVROC with the appropriate shares distributed to the original parties.

Once funds are distributed the Joint Venture of the Original Parties to the Records Facility Agreement will be wound up.

The GVROC at the May 2021 meeting resolved the following:

RECOMMENDATION:

That the GVROC Council as representative of the Original Parties to the Records Facility Agreement:

- 1. Note the current update in the progress to wind up the Records Storage Facility.*
- 2. Endorse a funding allocation to cover the legal advice required to affect the wind up of the Records Storage Facility.*

RESOLUTION:

Moved: Cr Peter Craig - Shire of Leonora

Seconded: Mr John Walker - City of Kalgoorlie Boulder

Carried

At the November 2021 meeting of GVROC the following update was provided:

At the last meeting of GVROC, the then CEO of the City of Kalgoorlie Boulder, John Walker, provided the following verbal update on progress with the sale of the facility:

- The Title of the property is in the name of the City of Kalgoorlie Boulder and put simply they can't sell the facility to themselves.*
- Whilst there is a Deed or Agreement at GVROC level amongst the parties it is not registered on title.*
- Therefore, the way forward is to separate the Sale from administrative arrangements.*
- The CKB will sell the property to 3 parties in equal shares. That is the Shire of Leonora, Shire of Coolgardie and City of Kalgoorlie Boulder. The sale price is \$450k less selling and settlement fees.*
- The purchasers will pay this amount at the rate of \$150k each.*
- Administratively the 3 purchasers need to enter into a simple agreement to purchase the property in equal shares. GVROC will act as the bank and will receive the nett proceeds of sale and distribute to members according to the deed less any costs.*
- The purchasers will nett off their purchase and selling amounts.*
- Goldfields Settlements has been asked to act for CKB in this matter.*
- The operation of the facility will be a matter for the 3 new owners to determine.*
- Once funds are distributed the Joint Venture of the Original Parties to the Records Facility Agreement will be wound up.*

Since that update, the A/CEO at the City of Kalgoorlie, Alex Weise, has advised that the Goldfields Records Storage Facility Item has not been progressed any further. This is due to a number of factors including the recent LGA Council elections, John Walker departing as CEO and awaiting the appointment of a new CEO at the City, and that this item has not been seen as an urgent priority for the City. The A/CEO has requested that the GVROC hold this matter over until the new year and for it to be relooked at once the new CEO is appointed by the City of Kalgoorlie Boulder.

*Additionally, the CEO for Shire of Coolgardie, James Trail, has provided the financial statements for the Facility for the period ending 30 June 2021 (**Attachments 10.1 & 10.2**) for noting by the GVROC regarding the costs that are outstanding that will need to be taken into consideration in winding up the facility and distributing the proceeds sale to members.*

The GVROC at the November 2021 meeting resolved the following:

RECOMMENDATION:

That the GVROC Council as representative of the Original Parties to the Records Facility Agreement:

- 1. note the current update in the progress to wind up the Records Storage Facility and the financial statements as at 30 June 2021 for the facility.*
- 2. requests the CEOs for the City of Kalgoorlie Boulder, Shire of Coolgardie and Shire of Leonora resume negotiations for the purchase of the facility and produce a report to be provided back to the GVROC at its next meeting to be held on 4 February 2022 for endorsement. Post this GVROC endorsement, each of the purchasing local governments are to get the decision to*

purchase ratified at their next available Council meeting to endorse the purchase of the facility so the sale can then be finalised.

3. *requests that in parallel to Recommendation 2 that Item 3 from the GVROC Special Meeting resolution of 26 June 2020 be acted upon including all invoices outstanding for FYE 2020/2021. Item 3 Note invoices need to be raised to the City of Kalgoorlie-Boulder, Shires of Coolgardie, Dundas, Leonora and Menzies for 12 months to cover the 2019/20 operational costs of the facility.*

RESOLUTION:

Moved: Cr Peter Craig, Shire of Leonora

Seconded: Cr Tracey Rathbone, Shire of Coolgardie

Voting Unanimous – Carried

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
 - (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*
 - (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*

- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

STRATEGIC PLAN IMPLICATIONS

Leadership Objective: Responsible financial management and governance, leading an empowered community.

4.1.2.2 Collaborate with regional partners and other organisations, participation with key stakeholders and committees

POLICY IMPLICATIONS

There is no policy to this report

FINANCIAL IMPLICATIONS

The only inference for financial implications is to secure the proceeds for the Shire of Laverton and preserve the proceeds into the following Reserve: 9673601 - Council Building Reserve

RISK MANAGEMENT

The risk is considered Low

5x5 RISK MATRIX

PROBABILITY

| | | | | | |
|-----------------|---------------|---------------|---------------|---------------|---------------|
| Highly Probable | 5 Moderate | 10 Major | 15 Major | 20 Severe | 25 Severe |
| Probable | 4 Moderate | 8 Moderate | 12 Major | 16 Major | 20 Severe |
| Possible | 3 Minor | 6 Moderate | 9 Moderate | 12 Major | 15 Major |
| Unlikely | 2 Minor | 4 Moderate | 6 Moderate | 8 Moderate | 10 Major |
| Rare | 1 Minor | 2 Minor | 3 Minor | 4 Moderate | 5 Moderate |
| | Very Low | Low | Medium | High | Very High |

IMPACT

CONSULTATION

Councillors - during email exchange of the 23 March 2022 as alluded to under matter for consideration.

COMMENT

The background is sufficient to inform the council of the progression through GVROC and to allow the facility to be assigned to others.

The Shire of Laverton has not utilised the facility from what I can find from the records. Interesting that you would want to manage a facility as the physical record is being

diminished in importance as the reliance is on the cloud base storage. In saying this, the council through the email supports the winding up of the facility and as an initial investor, the Shire of Laverton will be entitled to an allocation when the storage facility is finalised and assigned.

Therefore, the officer's recommendation supports the winding up and to authorise the Shire President and The CEO to sign the deed and affix the seal of the Shire of Laverton to this process.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Wedge SECONDED: Cr G Buckmaster

That the Council endorse that actions of the Shire President and Chief Executive Officer in signing and affixing the seal of the Shire of Laverton to the Deed of Assignment and Assumption (Multi-party) Goldfields Records Storage Joint Venture shown as Attachment OMC210422.11.1.5.A and that the proceeds of the winding up of the Records Storage Facility be placed into Council Building Reserve, account no 9673601.

CARRIED 6/0

Deed of Assignment and Assumption (Multi-party) Goldfields Records Storage Joint Venture

Between

SHIRE OF DUNDAS (**Assignor 1**)

and

SHIRE OF ESPERANCE (**Assignor 2**)

and

SHIRE OF LAVERTON (**Assignor 3**)

and

SHIRE OF MENZIES (**Assignor 4**)

and

SHIRE OF NGAANYATJARRAKU (**Assignor 5**)

and

SHIRE OF RAVENSTHORPE (**Assignor 6**)

and

SHIRE OF WILUNA (**Assignor 7**)

and

SHIRE OF COOLGARDIE, CITY OF KALGOORLIE-BOULDER and SHIRE OF
LEONORA (**Assignee**)

Model Deed of Assignment and Assumption (Multi-party)

Table of Contents

| | | |
|--------------------|---|----------|
| Particulars | Goldfields Records Storage Joint Venture | 2 |
| 1 | Definitions and interpretation | 3 |
| 1.1 | Definitions | 3 |
| 1.2 | Interpretation | 3 |
| 2 | Condition subsequent | 3 |
| 2.1 | Conditional effect | 3 |
| 2.2 | Termination | 4 |
| 3 | Assignment | 4 |
| 3.1 | Coming into effect of deed | 4 |
| 3.2 | Assignment | 4 |
| 3.3 | Joint Venture Agreement | 4 |
| 4 | Assumption | 4 |
| 4.1 | Assumption by Assignee | 4 |
| 4.2 | Assignors obligations continue until Effective Date | 4 |
| 5 | Consent and acknowledgements | 5 |
| 5.1 | Waiver of pre-emption rights | 5 |
| 5.2 | Compliance with Joint Venture Agreement | 5 |
| 5.3 | Confirmation of Joint Venture Agreement | 5 |
| 5.4 | Novation of Joint Venture Agreement | 5 |
| 6 | Indemnities | 5 |
| 6.1 | Before Effective Date | 5 |
| 6.2 | On and after the Effective Date | 6 |
| 7 | Mutual releases | 6 |
| 8 | Representations and Warranties | 6 |
| 9 | Financial Settlement | 6 |
| 10 | Notices | 7 |
| 11 | Ancillary provisions | 7 |
| 11.1 | Entire agreement | 7 |
| 11.2 | Amendment | 7 |
| 11.3 | Counterparts | 7 |
| 11.4 | Applicable law | 7 |
| 11.5 | Further assurances | 7 |
| 11.6 | Fees and charges | 8 |
| 11.7 | Power of attorney | 8 |

Deed of Assignment and Assumption

| Particulars | Goldfields Records Storage Joint Venture |
|-------------|---|
| Dated as of | 2022 |
| Parties | |
| Assignor 1 | SHIRE OF DUNDAS of 88-92 Prinsep Street, Norseman, Western Australia |
| Assignor 2 | SHIRE OF ESPERANCE of Windich Street, Esperance, Western Australia |
| Assignor 3 | SHIRE OF LAVERTON of McPherson Place, Laverton, Western Australia |
| Assignor 4 | SHIRE OF MENZIES of Lot 124 Shenton Street, Menzies, Western Australia |
| Assignor 5 | SHIRE OF NGAANYATJARRAKU of Great Central Road, Warburton Aboriginal Community, Western Australia |
| Assignor 6 | SHIRE OF RAVENSTHORPE of 65 Morgan Street, Ravensthorpe, Western Australia |
| Assignor 7 | SHIRE OF WILUNA of 70 Wotton Street, Wiluna, Western Australia (together "the Assignors") |
| Assignee | SHIRE OF COOLGARDIE of Bayley Street, Coolgardie, Western Australia ("SOC"), CITY OF KALGOORLIE-BOULDER of Post Office Box 2042, Boulder, Western Australia ("CKB") and SHIRE OF LEONORA of 16 Tower Street, Leonora, Western Australia ("SOL") (together "the Assignee") |

| | | |
|-----------------|----------|--|
| Recitals | A | The Assignors have agreed to assign the Assigned Interests to the Assignee. |
| | B | The Assignee has agreed to accept the assignment of the rights, and assume the liabilities, of the Assignors under the Joint Venture Agreement in respect of the Assigned Interests. |

The parties agree:

in consideration of, among other things, the mutual promises contained in this deed:

1 Definitions and interpretation

1.1 Definitions

Unless set out below or the context otherwise requires, the definition of each defined expression in this deed (including the Recitals) is the same as defined in the Joint Venture Agreement and in addition:

Assigned Interest means the Assignee's entitlement to the assets and liabilities of the Joint Venture pursuant to clause 5 of the Joint Venture Agreement.

Assignment means the assignment of the Assigned Interests under this deed by the Assignors to the Assignee.

Assignors means Assignor 1, Assignor 2, Assignor 3, Assignor 4, Assignor 5 and Assignor 6 severally pro rata in proportion to their respective Assigned Interests.

Effective Date means the date on which this deed of assignment and assumption, and the assignment of the Assigned Interests and all Conditions Precedent under the Joint Venture Agreement are either satisfied on conditions satisfactory to, or waived by, the parties.

Facility means the regional archives, records management and storage facility located at the Property.

Joint Venture means the joint venture between the Original Members to create and manage the Facility established by the Joint Venture Agreement.

Joint Venture Agreement means the 2013 joint venture agreement made between the Assignors and the Assignee.

Original Members means each of the Assignors and each Assignee.

Property means the property located at Unit 2, 12 Federal Road, Kalgoorlie, Western Australia owned by CKB.

1.2 Interpretation

- (a) The interpretation provisions in the Joint Venture Agreement are expressly incorporated into this deed.
- (b) This deed prevails to the extent of any inconsistency between this deed and the Joint Venture Agreement.

2 Condition subsequent

2.1 Conditional effect

- (a) The assignment of the Assigned Interests is conditional upon the granting of any authorisations required for the Assignment to become effective and enforceable.

- (b) The parties must use all reasonable endeavours (other than waiver) to ensure that the condition referred to in this clause is satisfied within 2 months from and including the date of this deed and to keep each other informed of any circumstance that may result in that condition not being satisfied in accordance with its terms.

2.2 Termination

If the condition referred to in this clause is not satisfied within 2 months from and including the date of this deed, or a later date agreed by the parties, this deed is of no further effect and each party must sign all documents and do all things necessary to put the parties in the position they were in on the date of this deed.

3 Assignment

3.1 Coming into effect of deed

- (a) This clause 3.1 and clauses 1 (definitions), 2 (Condition subsequent), 8 (representations and warranties), 9 (notices), and 10 (ancillary provisions) come into effect immediately.
- (b) The remainder of this deed and the assignment of the Assigned Interests come into effect on the Effective Date.

3.2 Assignment

On and from the Effective Date:

- (a) each Assignor assigns to the Assignee absolutely all of its Assigned Interest free and clear of Encumbrances, (if any); and
- (b) the Assignee accepts the assignment of the Assigned Interests from each Assignor.

3.3 Joint Venture Agreement

The parties agree that the Assignment is in accordance with and is subject to the terms of the Joint Venture Agreement.

4 Assumption

4.1 Assumption by Assignee

On and from the Effective Date, with the consent of the Assignors, the Assignee covenants and agrees with the Assignors:

- (a) to be bound by the terms and conditions of the Joint Venture Agreement as a Joint Venturer in place of the Assignors to the extent of the Assigned Interests; and
- (b) to punctually observe and perform all obligations of a Joint Venturer under the Joint Venture Agreement in respect of the Assigned Interests.

4.2 Assignors obligations continue until Effective Date

Prior to the Effective Date, each Assignor covenants and agrees to continue to be bound by and perform all of the Assignor's obligations under the Joint Venture Agreement in respect of the Assigned Interest.

5 Consent and acknowledgements

5.1 Waiver of pre-emption rights

Each Assignor acknowledges and agrees that it has waived or declined to exercise any right of pre-emption or similar right it may have under the Joint Venture Agreement in respect of the assignment of the Assigned Interests.

5.2 Compliance with Joint Venture Agreement

Each Assignor confirms and agrees that:

- (a) it will comply with the financial obligations contained in clauses 15(b) and 15(c) of the Joint Venture Agreement;
- (b) it acknowledges the terms and conditions contained in clauses 15(d) and 15(e) of the Joint Venture Agreement;
- (c) this deed complies with the assignment provisions of the Joint Venture Agreement; and
- (d) it is not in default under the Joint Venture Agreement.

5.3 Confirmation of Joint Venture Agreement

The Assignors and the Assignee acknowledge and agree that the Joint Venture Agreement is in full force and effect and will continue to govern the activities of the Joint Venture.

5.4 Novation of Joint Venture Agreement

The Assignors and the Assignee acknowledge and agree that on and from the Effective Date:

- (a) the Assignee is bound by the Joint Venture Agreement in place of the Assignors to the extent of the Assigned Interests and is entitled to the full benefit and advantage of the Joint Venture Agreement in respect of the Assigned Interests as if the Assignee is expressly named as a party to the Joint Venture Agreement as the holder of the Assigned Interests instead of the Assignor; and
- (b) the interests of the parties held subject to the Joint Venture Agreement are as follows:

| Joint Venturer | Joint Venture Interest |
|-----------------------|-------------------------------|
| SOC | 33.33% |
| CKB | 33.34% |
| SOL | <u>33.33%</u> |
| | <u>100.00%</u> |

6 Indemnities

6.1 Before Effective Date

Each of the Assignors indemnifies the Assignee against any claim, damage, loss, cost, demand and liability in respect of the obligations and liabilities of the Assignee, including but not limited to those arising out of any negligent or fraudulent act or omission, in relation to its Assigned Interest which accrue before the Effective Date, regardless of when they are due or payable.

6.2 On and after the Effective Date

The Assignee indemnifies each of the Assignors against any claim, damage, loss, cost, demand and liability in respect of the obligations and liabilities of the Assignors, including but not limited to those arising out of any negligent or fraudulent act or omission, in relation to its Assigned Interest which accrue on and after the Effective Date, regardless of when they are due or payable.

7 Mutual releases

- (a) The Assignors release and discharge each other from all claims, damages, losses, costs, demands and liabilities in respect of the Assigned Interests which accrue on or after the Effective Date.
- (b) Each Assignor releases and discharges the Assignee from all claims, damages, losses, costs, demands and liabilities in respect of its Assigned Interest which accrue before the Effective Date.

8 Representations and Warranties

Each Assignor represents and warrants to the Assignee that immediately prior to the Effective Date:

- (a) it is the registered holder and beneficial owner of its Assigned Interest, free of Encumbrances or claims by third parties;
- (b) the Joint Venture Agreement is in full force and effect, and it knows of no reason why the Joint Venture could be terminated by any party;
- (c) it has complied with all obligations and laws in respect of the Joint Venture Agreement and all authorisations in all material respects; and
- (d) the execution, delivery and performance of this deed have been properly authorised by the Assignor and this deed is enforceable in accordance with its terms by appropriate legal remedy.

9 Financial Settlement

The Assignors and the Assignee mutually acknowledge and agree as follows:

- (a) the net assets of the Joint Venture shall be distributed equally between the Original Members according to the terms of the Joint Venture Agreement;
- (b) all third party costs for the winding up of the Joint Venture shall be paid from the assets of the Joint Venture;
- (c) subject to subclause (b) above each of the Original Members shall pay for their own costs regarding the winding up of the Joint Venture;
- (d) the winding up of the Joint Venture and payment to each of the Original Members of their respective share of the Joint Venture assets pursuant to this deed:
 - (i) will be in full and final satisfaction of all claims any Original Member may have against any other Original Member or the Joint Venture regarding the Joint Venture Agreement, the Joint Venture and the Facility ("Claims"); and
 - (ii) on receiving payment under subclause (a) above each Original Member releases and discharges every other Original Member and

the Joint Venture from and against all Claims (whether or not the Original Members are or could have been aware of the Claims) which an Original Member:

- (A) now has;
- (B) at any time had;
- (C) may have had; or
- (D) but for this deed, could or might have had,

against any other Original Member or the Joint Venture regarding the Joint Venture Agreement, the Joint Venture and the Facility;

- (e) each of the Original Members will be entitled to a one tenth share of the agreed purchase price of the Property of **four hundred and fifty thousand dollars (\$450,000)** less all third party costs for the winding up of the Joint Venture; and
- (f) each Assignee will pay the Original Members **one hundred and fifty thousand dollars (\$150,000)** for the continued use and operation of the Property.

10 Notices

The notice provisions (if any) in the Joint Venture Agreement are expressly incorporated into this deed.

11 Ancillary provisions

11.1 Entire agreement

This deed constitutes the entire agreement of the parties about its subject matter and supersedes all previous agreements, understandings and negotiations on that subject matter.

11.2 Amendment

No modification, variation or amendment of this deed is of any force unless it is in writing and has been signed by each party.

11.3 Counterparts

This deed may be executed in any number of counterparts each of which is deemed an original but all of which constitute one and the same instrument.

11.4 Applicable law

- (a) This deed is governed by and must be construed in accordance with the laws of the State of Western Australia.
- (b) The parties submit irrevocably to the non-exclusive jurisdiction of the courts of the State of Western Australia and all courts competent to hear appeals from those courts.

11.5 Further assurances

Each party must execute all documents and do all things reasonably necessary or desirable to give full effect to:

- (a) this deed; and
- (b) any matter or thing contemplated pursuant to this deed.

11.6 Fees and charges

- (a) Each party must bear its own costs for the preparation, execution, delivery and performance of this deed.
- (b) All duty and registration fees relating to the execution, registration and performance of this deed, and of all other documents arising out of this deed, must be paid by the Assignee.

11.7 Power of attorney

Each attorney that executes this deed states that the attorney has no notice that the power of attorney under which they were appointed has been revoked.

Signing page

THE COMMON SEAL of the **CITY
OF KALGOORLIE-BOULDER** was
hereunto affixed in the presence of:

Mayor

Chief Executive Officer

THE COMMON SEAL of the **SHIRE
OF COOLGARDIE** was hereunto
affixed in the presence of:

Shire President

Chief Executive Officer

THE COMMON SEAL of the **SHIRE
OF DUNDAS** was hereunto affixed
in the presence of:

Shire President

Chief Executive Officer

THE COMMON SEAL of the **SHIRE
OF ESPERANCE** was hereunto
affixed in the presence of:

Shire President

Chief Executive Officer

THE COMMON SEAL of the **SHIRE
OF LAVERTON** was hereunto
affixed in the presence of:

Shire President

Chief Executive Officer

THE COMMON SEAL of the **SHIRE
OF LEONORA** was hereunto affixed
in the presence of:

Shire President

Chief Executive Officer

THE COMMON SEAL of the **SHIRE
OF MENZIES** was hereunto affixed
in the presence of:

Shire President

Chief Executive Officer

THE COMMON SEAL of the **SHIRE
OF NGAANYATJARRAKU** was
hereunto affixed in the presence of:

Shire President

Chief Executive Officer

THE COMMON SEAL of the **SHIRE
OF RAVENSTHORPE** was hereunto
affixed in the presence of:

Shire President

Chief Executive Officer

THE COMMON SEAL of the **SHIRE
OF WILUNA** was hereunto affixed
in the presence of:

Shire President

Chief Executive Officer

| | |
|---------------|---|
| 11.1.6 | RESERVE TRANSFER – LAKE WELLS ROAD (AUSTRALIAN POTASH) RESERVE |
|---------------|---|

| | |
|---|--|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not Applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable - however the Council approved a transfer from this reserve during the budget review to make good flood damage on the Lake Wells Road |

MATTER FOR CONSIDERATION BY THE COUNCIL

That the Council authorise the transfer of funds from the Lake Wells Road (Australian Potash) Reserve to the Council Municipal Account to undertake the following works on the Lake Wells Road as follows:

LAKE WELLS ROAD – ROAD GEOMETRY SAFETY ASSESSMENT

1. INTRODUCTION AND BACKGROUND

Thank you for inviting WML to submit a fee proposal to undertake an assessment of an approx. 4 km section of Lake Wells Road (SLK 27-31) geometry against relevant design standards.

For the purpose of the road geometry review WML will consult the relevant road design standards widely adopted in the industry including, but not limited to:

- Austroads Guide to Road Design (AGRD) Part 3
- Unsealed road design Manual (USRM), Chapter 4, March 2009 prepared by the Australian Road Research Board (ARRB)
- MRWA Heavy Vehicle Service, Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines, Rev 6, July 2017

It is understood that the requirement for the Lake Wells Road assessment is related to negotiations between Shire of Laverton (the Shire) and mining company Australian Potash who wish to use the road for haulage purposes. According to the MRWA online portal the Lake Wells Road is currently classed as a RAV7 road, and it is understood the assessment is required to determine suitability for RAV10 road trains.

2. SCOPE OF WORK

Based on WML's experience gained when completing similar assessments in the recent past the scope of work is as follows:

- Review of existing LiDAR survey (provided by Australian Potash) information of the area to be assessed which includes several horizontal curves in combination with a similar number of crests or dips.
- Mapping of the existing centreline for the relevant section of Lake Wells Road based on the available survey information and aerial photography.

- Review of road geometry to determine its suitability for use by RAV10 vehicles including safe speeds and available sight distances (considering the road's current RAV7 classification and unsealed standard) including:

- o Formation width (width between unsealed shoulders at 10m intervals)
- o Horizontal Geometry
- o Vertical Geometry

- Preparation of a short report summarising the findings of the geometry review including reference to safe design speeds and sight distances for the existing geometry. For the purpose of this exercise, it will be assumed that no clearing of vegetation is permitted.

3. INFORMATION RECEIVED TO DATE AND TO BE PROVIDED BY CLIENT

WML has available LiDAR survey information and aerial photography of the road to be assessed as provided by Australian Potash. WML will investigate this data to determine if it contains sufficient detail to enable identification of the:

- Road centreline
- Edge of shoulder each side
- Toe of batter and / or table drain inverts
- Elevations of the above along road centreline
- Extent of vegetation adjacent to the road

ATTACHMENTS

There are no attachments to this report

BACKGROUND

The purpose is to meet the requirements of the

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*
 - (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
- (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

| |
|--|
| 1. 6.8. Expenditure from municipal fund not included in annual budget |
|--|

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

- (1a) In subsection (1) —
additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council. Local Government (Financial Management) Regulations 1996

| |
|---|
| 2. 17. Reserve accounts, title of etc. |
|---|

- (1) A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.
- (2) In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —
 - (a) in the information required by regulations 27(g) and 38, by its full title; and
 - (b) otherwise, by its full title or by an abbreviation of that title.

STRATEGIC PLAN IMPLICATIONS

Leadership Objective: Responsible financial management and governance, leading an empowered community.

4.2.2 Comply with statutory and legislative requirements

4.2.2.1 Seek a high level of legislative compliance in organisational practices and effective internal controls

POLICY IMPLICATIONS

There is no policy to this report

FINANCIAL IMPLICATIONS

The implications are:

Transfer from Lake Wells Road (Australian Potash) Reserve an amount not exceeding \$10,000.00 to the Councils Municipal Account to make payment to the Consultant engaged to perform the works outlined under background.

RISK MANAGEMENT

The risk is considered Low as the requirements of the Local Government Act are being met.

| 5x5 RISK MATRIX | | | | | | |
|-----------------|-----------------|---------------|---------------|---------------|---------------|---------------|
| PROBABILITY | Highly Probable | 5 Moderate | 10 Major | 15 Major | 20 Severe | 25 Severe |
| | Probable | 4 Moderate | 8 Moderate | 12 Major | 16 Major | 20 Severe |
| | Possible | 3 Minor | 6 Moderate | 9 Moderate | 12 Major | 15 Major |
| | Unlikely | 2 Minor | 4 Moderate | 6 Moderate | 8 Moderate | 10 Major |
| | Rare | 1 Minor | 2 Minor | 3 Minor | 4 Moderate | 5 Moderate |
| | | Very Low | Low | Medium | High | Very High |
| IMPACT | | | | | | |

CONSULTATION

Nil to this report

The author has not consulted Australian Potash as the undertaking of the works relates solely to the Lake Wells Road and the representative of Australian Potash has been involved.

COMMENT

The aim is to meet the requirements of the Local Government Act 1995, section 6.8 refers where the expenditure was not included in the annual budget.

Therefore, the officer's recommendation supports the transfer of funds from the Lake Wells Road (Australian Potash) Reserve to the Council Municipal account to make payment to the consultant undertaking the works on Lake Wells Road.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Weldon SECONDED: Cr G Buckmaster

That the Council by an absolute majority authorises the following transfer of funds under advice to Australian Potash:

\$10,000 from the Lake Wells Road (Australian Potash) Reserve No 9674401, to \$10,000 to the Council Municipal Account to make payment to the consultant to undertake a Road Geometry Assessment on the Lake Wells Road.

CARRIED 6/0

This page has been left intentionally blank

11.1.7 TENDER RFT 02-2021/2022 – AIRPORT WORKS – CONSTRUCTION OF TURNING NODES, RESEAL RUNWAY, TAXIWAYS, APRON AND PARKING AREAS AND REINSTATEMENT OF LINE MARKING

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | The Council approved to go to Tender at its meeting of the 9 December 2021 |

MATTER FOR CONSIDERATION BY THE COUNCIL

That the Council consider and support the officer's recommendation in accepting the Tender submitted by Fulton Hogan for the – Airport Works – Construction of Turning Nodes, reseal runway, taxiways, apron and parking areas and reinstatement of line marking.

ATTACHMENTS

The breakdown of the workings in the pricing is confidential and the tender document will be forwarded under separate cover for the councillors' deliberations in the approval process. The submitted tendered price is \$1,339,214.88 (GST Inclusive)

BACKGROUND

The Council at its meeting on the 9 December 2021 passed the following recommendation:

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Weldon SECONDED: Cr R Prentice

The Council authorise the CEO in accordance with Section 3.57 of the Local Government Act 1995 to tender for the following works at the Laverton Airport:

- ✓ **Design and Construction of the Turning Nodes**
- ✓ **To reseal the runway, taxi ways, apron and parking areas and including line markings of all areas.**

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
 - (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*
 - (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

3.57. Tenders for providing goods or services (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.* (2) *Regulations may make provision about tenders.*

Local Government (Functions and General) Regulations 1996

ii. Division 2 — Tenders for providing goods or services (s. 3.57)

- (1A) *In this regulation —*

state of emergency declaration has the meaning given in the Emergency Management Act 2005 section 3.

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
 - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (aa) *the supply of the goods or services is associated with a state of emergency; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program*

| |
|---|
| a. 14. Publicly inviting tenders, requirements for |
|---|

- (1) *When regulation 11(1), 12(2) or 13 requires tenders to be publicly invited, Statewide public notice of the invitation is to be given.*
- (2) *If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.*
- (2a) *If a local government —*
 - (a) *is required to invite a tender; or*
 - (b) *not being required to invite a tender, decides to invite a tender,*
the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
- (3) *The notice, whether under subregulation (1) or (2), is required to include —*
 - (a) *a brief description of the goods or services required; and*
 - (b) *particulars identifying a person from whom more detailed information as to tendering may be obtained; and*
 - (c) *information as to where and how tenders may be submitted; and*
 - (d) *the date and time after which tenders cannot be submitted.*
- (4) *In subregulation (3)(b) a reference to detailed information includes a reference to —*
 - (a) *such information as the local government decides should be disclosed to those interested in submitting a tender; and*
 - (b) *detailed specifications of the goods or services required; and*
 - (c) *the criteria for deciding which tender should be accepted; and*

- (d) *whether the local government has decided to submit a tender.*
- [(e) *deleted*]
- (5) *After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.*

STRATEGIC PLAN IMPLICATIONS

Outcome 4.2 An efficient and effective organisation

4.2.1 Maintain a high level of corporate governance, responsibility and accountability

4.2.1.1 Maintain accountability and financial responsibility through effective planning

4.2.1.2 Maintain effective policies, procedures and practices

4.2.1.3 Effectively monitor and manage risk

4.2.1.4 Develop and maintain strategic plans

4.2.2 Comply with statutory and legislative requirements

4.2.2.1 Seek a high level of legislative compliance in organisational practices and effective internal controls

4.2.2.2 Provide quality regulatory services

Facilities | Infrastructure Airport 3.1.3 | 3.2.1

3.1.3 Maintain and upgrade airport

3.2.1 Preserve significant community assets for future generations

POLICY IMPLICATIONS

Policy 02.06 Tender Procedures

“Value for money” is an overarching principle governing procurement that allows the best possible outcomes to be achieved for the Council.

It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly considering end-user requirements, quality standards, sustainability, life cycle costing, and service benchmarks. An assessment of the best value for money outcome for any procurement should consider:

- a) All relevant whole of life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance, and disposal.
- b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.”

“Sustainable Procurement” is defined as the procurement of goods and services that have less environmental, social, and local economic impact than competing products and services.

The Council is committed to sustainable procurement and, where appropriate, shall endeavour to design quotations and tenders to provide an advantage to goods,

services and/or processes that minimise negative environmental, social, and local economic impacts. Consideration shall be given to the inclusion of environmental evaluation criteria in the evaluation process, and this shall be published as part of the quotation or tender process.

Sustainable considerations must be balanced against value for money outcomes in accordance with the Council's sustainability objectives.

Practically, sustainable procurement means the Council will always endeavour to identify and procure products and services that:

- a) are necessary.
- b) demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- c) demonstrate environmental best practice in water efficiency.
- d) are environmentally sound in manufacture, use and disposal with a specific preference for products made using the minimum number of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- e) can be refurbished, reused, recycled, or reclaimed shall be given priority and those that are designed for ease of recycling, remanufacture or otherwise to minimise waste; and
- f) ensure recycled products are procured competitively from licensed waste processing facilities; and
- g) encourage the development of competitive local business within its boundary, where economic benefits can be demonstrated."

Policy 02.25 Regional Price Preference

FINANCIAL IMPLICATIONS

| | Income | Expenditure |
|---|----------------|-----------------------|
| Budget 2021/2022 Nodes | \$350,000.00 | |
| Budget 2021/2022 taxiway and parking Reseal | \$150,880.00 | |
| LRCI Funding, transfer in 2021/22 Budget Review | \$1,067,138.00 | |
| Various expenditure including soil testing, designs etc | | \$65,906.00 |
| Totals | \$1,568,018.00 | \$65,906.00 |
| Net budget | | \$1,502,112.00 |
| Less Tender Price (EX GST) | | \$1,217,468.07 |
| Available funds | | \$284,634.93 |

There appears to be imperative to install the nodes and unfortunately, commitments are subject to extenuating factors and do not hold up as again the council is not best using the available funds or resources and is moving down a path of being ad-hoc. The aim is to be strategic and evaluate all matters together and not in isolation. The airline companies should be encouraged to assist the council through increased landing fees, and this has been addressed with the users and through the fees and charges for the 2022/2023 budget year.

The Council is mindful of asset management and a clear determination needs to be profiled in the 2022/2023 budget to look at the completion of the terminal on a succinct level and away from the current plans which are beyond the councils' resources and must be tailored to meet the demands over the next 20 plus years and to be constructed through modular to allow for future expansion as and when required.

As Council would be aware, it is not the building of assets, but the overall maintenance. The available funds will meet the requirements to complete the proposed works and the aim is to have the works and services evaluate the technical side of the tender to ensure that there is no ability for the contractor to impose variations and that there will be no deals undertaken outside of this scope of works.

Care: The Council HAS NOT received confirmation of the LRCI funding as submitted.

RISK MANAGEMENT

The risk is considered Low as the requirements of the Local Government Act and Regulations for Tenders are being met.

5x5 RISK MATRIX

PROBABILITY

| | | | | | |
|-----------------|---------------|---------------|---------------|---------------|---------------|
| Highly Probable | 5 Moderate | 10 Major | 15 Major | 20 Severe | 25 Severe |
| Probable | 4 Moderate | 8 Moderate | 12 Major | 16 Major | 20 Severe |
| Possible | 3 Minor | 6 Moderate | 9 Moderate | 12 Major | 15 Major |
| Unlikely | 2 Minor | 4 Moderate | 6 Moderate | 8 Moderate | 10 Major |
| Rare | 1 Minor | 2 Minor | 3 Minor | 4 Moderate | 5 Moderate |
| | Very Low | Low | Medium | High | Very High |

IMPACT

CONSULTATION

Nil to this report

COMMENT

The only tender received is from Fulton Hogan at the GST inclusive price of \$1,339,214.88. As the pricing is well within the financial implications, the officer's recommendation is to award the tender which completes the physical airport infrastructure for the movement of aircraft. The council can move its attention to the balance of the airport development including the terminal, beautification of the road

access and as suggested in other reports for the council to develop a focus group to determine with operators and other users the demand which they see impacting on the airport development.

The impetus behind the turning nodes is becoming critical in the eyes of some, however, there is nothing to compel the council to build the nodes under CASA requirements and when looking at the current runway width etc, planes can be turned safely within the runway or at the ends of the runway. This has been confirmed by the consultant who was undertaking the design, survey for building the nodes. However, as the pricing allows the complete upgrade of the asset base, then the entire project is recommended to the Council. The timeframe for the completion of the tender is as follows:

- Tender awarded April 2022 with completion by Monday 24 October 2022.

Therefore, the officer's recommendation is for the council to award the tender to Fulton Hogan.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: **Cr G Buckmaster** SECONDED: **Cr R Wedge**

That the Council award Tender RFT 02-2021-2022 (on confirmation that the tender and the specifications match and that the council will not incur any variations based on the specifications) for Airport Works – Construction of Turning Nodes, reseal runway, taxiways, apron and parking areas and reinstatement of line marking be awarded to Fulton Hogan at their tendered pricing of \$1,339,214.88 (GST Inclusive) and authorise the Shire President and the Chief Executive Officer to sign and affix the seal of the Shire of Laverton to the contract document for the RFT 02-2021-2022.

CARRIED 6/0

This page has been left intentionally blank

11.1.8 TENDER RFT 01-2021/2022 – DESIGN AND CONSTRUCT, DELIVERY AND INSTALL MODULAR WORKS OFFICE TO COX ST LAVERTON WA

| | |
|---|--|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | The Council approved to go to Tender at its meeting of the 30 September 2021 |

MATTER FOR CONSIDERATION BY THE COUNCIL

That the council does not accept any tender submitted for the RFT 01-2021/2022 in accordance with section 18 (5) of the Local Government (Functions and General) Regulations 1996.

ATTACHMENTS

There are no attachments to this report.

BACKGROUND

The council at its meeting on the 30 September 2021 passed the following recommendation:

RESOLUTION

COUNCIL DECISION/PROCEDURAL MOTION

MOVED: Cr R Weldon SECONDED: Cr R Prentice

The Council authorise:

- 1. The Chief Executive Officer, in accordance with Section 3.57 of the Local Government Act 1995, to tender for the demolition and replacement of the Works Depot Office at Cox Street, Laverton.**
- 2. Chief Executive Officer to work with successful tenderer on potential salvage of the historical original portion of the depot building which was previously the Shire of Laverton Office Council Chamber on Mt Weld Road.**

CARRIED 7/0

The aim was to replace the works office as a turnkey operation with the successful tenderer being responsible and accountable for every aspect of the demolition, design, and construction in every aspect of the new building. The Council does not need to be involved apart from the overall management of the project and that it is built within specifications which are being developed as this report is written to the council.

The building will be placed within the same footprint at the depot and an additional feature will be a designated records room within the depot building and thus remove the council records from the existing shipping containers into an air conditioned room to preserve the records to be kept for many a year.

In essence, the specifications will comply with the Council policy and achieve the best value for the community.

The tenders will be addressed to the council with a recommendation to proceed and the merits of the successful tender etc.

There is no doubt that the existing works depot has seen good use over the years and is beyond its useful life due to the following reasons:

- ✓ Asbestos contained within the building including the floor tiles
- ✓ Storage is limited
- ✓ To apply suitable facilities for the staff

The only other issue to be addressed when located is whether the Works Office is on the Municipal Inventory for some unknown reason and if it is, then it should be treated in the appropriate way.

The council received one tender for the sum of \$997,659.73 (GST Inclusive) based on the specifications which follow.



Attachment A

Tender Specifications - Works Depot Office

Overview:

The Shire of Laverton is located approximately 920km north/east of Perth in the Northern Goldfields Region of WA.

Scope of Works

The project to include the design, construction, transportation, and site installation of a modular building including completion of earthworks, connection to all services and the removal and disposal of the existing building.

The Council is keen to undertake this tender on a turnkey basis with the successful tenderer taking responsibility for all aspects of the build, removal of existing building including all documentation to meet legislative requirements.

The council views the building as being designed around a U shape with the scope as a minimum follows:

- ✓ One pillar or side to incorporate an open office for three workstations. Plus, an area for a change room where up to 12 lockers to house staff personal equipment and two multipurpose toilet/shower cubicles designated unisex and to be disability access compliant.
- ✓ The successful tenderer to be responsible for all planning and building applications.
- ✓ The centre pillar to house a kitchen, dining, and recreation area.
- ✓ The second pillar is to house councils' archives and a storage area and will match the first pillar in size.

- ✓ The proposed modular building is to be incorporated onto the existing location of the works depot office. The ground area is generally flat and of course, Laverton has a rock subbase, and a PC sum should be allowed for rock breaking.
- ✓ Specifications and not limited to the below mentioned items:
- ✓ An overall building (excluding verandahs) area not exceeding 180sqm
- ✓ The façade is to be in keeping with the outback theme and reflective of the Heritage of Laverton.
- ✓ Council prefers a Colourbond finish to the building and utilisation of the council colours.
- ✓ Please see Attachment 1 as a base drawing outlining requirements!
- ✓ All external fittings to be vandal proof
- ✓ All internal walls to be painted
- ✓ Provision of blinds (not vertical) to all windows
- ✓ Use of skylights where considered possible appropriate for lighting
- ✓ Provision of a solar hot water system
- ✓ All floors to be tiled
- ✓ Verandah (wood or composite material – minimum maintenance) on the front of the centre pillar with disabled access.
- ✓ Verandah (wood – minimum maintenance) to the back of the centre pillar with disabled access.
- ✓ East facing walls to have open and unrestricted views to the front gate and work areas.
- ✓ All glass areas to have security screens
- ✓ Pillars 1 and 2 and the centre pillar to be airconditioned
- ✓ Pillar 2 is to be continually running to preserve the councils' records in the archive section.
- ✓ Pillar 2 to have shelving incorporated to hold all councils' records for archives in a standard archive box and details should be provided on a PC sum which can be adjusted.
- ✓ Shelving flexible to be incorporated in the storage area.

Toilets

- ✓ Disabled accessible and each cubicle to have a WC, shower, vanity, mirrors and change area with a locking mechanism from the inside to ensure privacy.
- ✓ Tiled floors and walls
- ✓ A single power socket in each room

Locker Room

- ✓ Power sockets x 4 on the wall opposite the lockers
- ✓ Provision of 12 lockers for personal staff use

Office

- ✓ Power sockets and USB ports to meet the needs of three operating desks, photocopier.
- ✓ All cabling for computer connections

Kitchen

- ✓ Provision of Microwave space with socket

- ✓ Provision of refrigerator space and socket
- ✓ Provision of Electric Stove and socket

Recreation area

- ✓ Provision of 2 double power sockets and USB ports
- ✓ Provision of aerial and cable connection for a TV outlet and double socket

Outside areas

- ✓ Provision of tap front and rear of building
- ✓ External wash up area, sink and counter at the rear of the building

Existing Building

- ✓ The building needs to be removed completely and deposited into the council's rubbish disposal site.
- ✓ Please note that there is asbestos contained within the building including the floor tiles.
- ✓ All disconnected services to be reconnected into the new building.
- ✓ The council may require certain items to be retained for future use and this will be discussed with the successful tenderer.

Photos of existing building.



Looking North



Looking East



Looking Southeast



Looking South



Front View

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*

(d) *more efficient and effective local government.*

- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
- (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

3.57. *Tenders for providing goods or services (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services. (2) Regulations may make provision about tenders.*

Local Government (Functions and General) Regulations 1996

Division 2 — Tenders for providing goods or services (s. 3.57)

- (1A) *In this regulation —*
- state of emergency declaration** *has the meaning given in the Emergency Management Act 2005 section 3.*
- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
- (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*

- (aa) *the supply of the goods or services is associated with a state of emergency; or*
- (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program*

b. 11. When tenders have to be publicly invited

- (1A) In this regulation —
state of emergency declaration has the meaning given in the *Emergency Management Act 2005* section 3.
- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
 - (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (aa) the supply of the goods or services is associated with a state of emergency; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - [(ba) *deleted*]
 - (c) within the last 6 months —
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment

14. Publicly inviting tenders, requirements for

- (1) *When regulation 11(1), 12(2) or 13 requires tenders to be publicly invited, Statewide public notice of the invitation is to be given.*
- (2) *If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving Statewide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.*
- (2a) *If a local government —*
 - (a) *is required to invite a tender; or*
 - (b) *not being required to invite a tender, decides to invite a tender,**the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.*

- (3) *The notice, whether under subregulation (1) or (2), is required to include —*
 - (a) *a brief description of the goods or services required; and*
 - (b) *particulars identifying a person from whom more detailed information as to tendering may be obtained; and*
 - (c) *information as to where and how tenders may be submitted; and*
 - (d) *the date and time after which tenders cannot be submitted.*
- (4) *In subregulation (3)(b) a reference to detailed information includes a reference to —*
 - (a) *such information as the local government decides should be disclosed to those interested in submitting a tender; and*
 - (b) *detailed specifications of the goods or services required; and*
 - (c) *the criteria for deciding which tender should be accepted; and*
 - (d) *whether the local government has decided to submit a tender.*
 - [(e) *deleted*]
- (5) *After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.*

| |
|---|
| c. 18. Rejecting and accepting tenders |
|---|

- (1) *A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) *A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) *If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) *Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*
- (4a) *To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.*
- (5) *The local government may decline to accept any tender.*
- (6) *If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer*

agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.

- (7) *If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*

| |
|--|
| <p>d. 19. Tenderers to be notified of outcome</p> |
|--|

The CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.

STRATEGIC PLAN IMPLICATIONS

Outcome 4.2 An efficient and effective organisation

4.2.1 Maintain a high level of corporate governance, responsibility and accountability

4.2.1.1 Maintain accountability and financial responsibility through effective planning

4.2.1.2 Maintain effective policies, procedures and practices

4.2.1.3 Effectively monitor and manage risk

4.2.1.4 Develop and maintain strategic plans

4.2.2 Comply with statutory and legislative requirements

4.2.2.1 Seek a high level of legislative compliance in organisational practices and effective internal controls

POLICY IMPLICATIONS

Policy 02.06 Tender Procedures

“Value for money” is an overarching principle governing procurement that allows the best possible outcomes to be achieved for the Council.

It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly considering end-user requirements, quality standards, sustainability, life cycle costing, and service benchmarks. An assessment of the best value for money outcome for any procurement should consider:

- a) All relevant whole of life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance, and disposal.
- b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.”

“Sustainable Procurement” is defined as the procurement of goods and services that have less environmental, social, and local economic impact than competing products and services.

The Council is committed to sustainable procurement and, where appropriate, shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise negative environmental, social, and local economic impacts. Consideration shall be given to the inclusion of environmental evaluation criteria in the evaluation process, and this shall be published as part of the quotation or tender process.

Sustainable considerations must be balanced against value for money outcomes in accordance with the Council’s sustainability objectives.

Practically, sustainable procurement means the Council will always endeavour to identify and procure products and services that:

- a) are necessary.
- b) demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- c) demonstrate environmental best practice in water efficiency.
- d) are environmentally sound in manufacture, use and disposal with a specific preference for products made using the minimum number of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- e) can be refurbished, reused, recycled, or reclaimed shall be given priority and those that are designed for ease of recycling, remanufacture or otherwise to minimise waste; and
- f) ensure recycled products are procured competitively from licensed waste processing facilities; and
- g) encourage the development of competitive local business within its boundary, where economic benefits can be demonstrated.”

Policy 02.25 Regional Price Preference

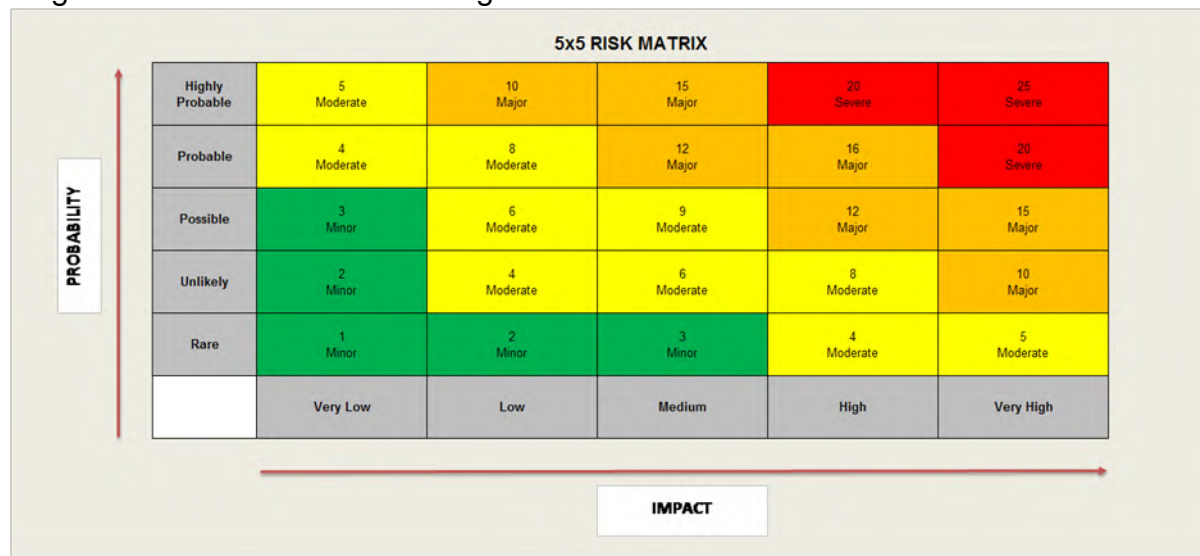
FINANCIAL IMPLICATIONS

The Council approved a budget allocation in the 2021/2022 Budget as follows:

Transport - BC211 - \$300,000 for the building upgrade and the funds are from within the Municipal budget funds.

RISK MANAGEMENT

The risk is considered Low as the requirements of the Local Government Act and Regulations for Tenders are being met.



CONSULTATION

Nil to this report

COMMENT

The Council is not able to accept the tender received based on the tendered price being \$697,659.73 (less GST) over the allocated budget.

However, it is interesting when asking another party, the base cost of the building and transportation to Laverton shows a minimum price of \$450,000 plus demolition, air conditioning etc so the price will escalate.

Therefore, it may be appropriate to authorise the Chief Executive Officer to negotiate with the tenderer to see whether there is any room in their price especially where the preliminaries are \$200,000 plus and these need to be under consideration. Additionally, it would also be appropriate to seek quotations from the WALGA Preferred Supplier Program to gain a further perspective on pricing and report back to the council with the findings to the 19 May 2022 meeting of the Council.

This will give the council further information to make an informed decision.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr G Buckmaster SECONDED: Cr J Carmody

That the Council authorise the Chief Executive Officer to negotiate prices with CLPM and also seek quotations from within the WALGA Preferred Supplier program and provide a detailed report back to the 19 May 2022 meeting of the council in relation to the Tender 01-2021/2022 Design and Construct and install modular Works office to Cox street Laverton.

CARRIED 6/0

This page has been left intentionally blank

| |
|---|
| 11.1.9 MONTHLY FINANCIAL MANAGEMENT STATEMENTS FOR THE PERIOD ENDING 31 MARCH 2022 |
|---|

| | |
|---|--|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | The Council considers the financial report monthly and the January statements were considered on the 17 March 2022 meeting of the Council. |

MATTER FOR CONSIDERATION BY THE COUNCIL

To accept the monthly Financial Management Statements for the period ending 31 March 2022

ATTACHMENTS

- OMC210422.11.1.9.A Financial Management Statements for the period ending 31 March 2022.
- OMC210422.11.1.9.B Detailed Schedules of Income & Expenditure for the period ending 31 March 2022.

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 5% and \$5,000 (which is the limit set as per Council Resolution – OMC230720 – 11.1.2(5)), should be reported on.

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*

- (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

Local Government (Financial Management) Regulations 1996

“34. Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation —*
committed assets *means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month ..*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

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

STRATEGIC PLAN IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications to this report.

FINANCIAL IMPLICATIONS

The recommendation of this report has no financial implications and the aim is to include the changes to the budget for 2021/2022 in this section of the report with reference back to either the statutory or schedules of the reporting attachments.

Since the budget review completed in February 2022, there has been no major changes which have impacted upon the budgets overall position. There are a few technical matters to be addressed and the income is on track with targeted collections.

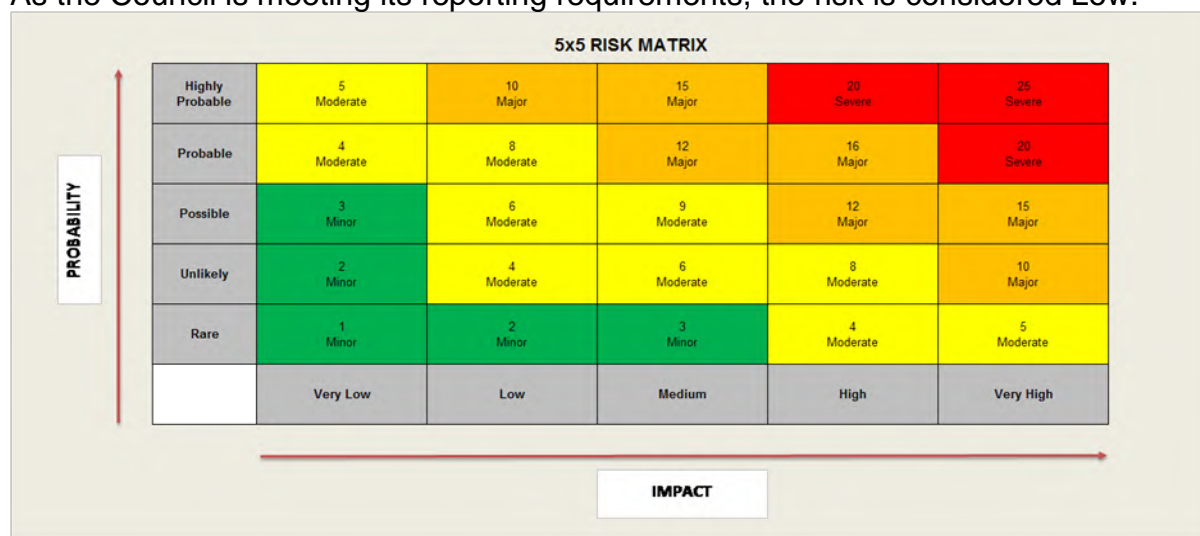
| Budget reference Statutory/Schedules | Item and page number | Original Budget allocation | Change with Comments |
|---|-------------------------|-------------------------------|-------------------------|
| NIL to report | | | |
| | | | |

CONSULTATION

Nil

RISK MANAGEMENT

As the Council is meeting its reporting requirements, the risk is considered Low.



COMMENT

The Financial Statements are as of the 31 March 2022 and are reflective of the works undertaken to date.

At the time of writing this report, Municipal Funds of \$6.0 million are held in Term Deposits. Please refer to page 11 of the Financial Statements. The council as of the 31 March 2022 has unrestricted cash totalling \$6.9 million. Whilst the reserves are restricted, the movement to unrestricted is just a report away to meet any infrastructure challenges the council may wish to consider.

The Council has dispensed with the overdraft facility as the management of the councils' finances can be managed within the current structures without the need for the overdraft.

The aim is to provide the schedules and within the financial report, make comment for the ease of councillors in reviewing the financial information provided.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Wedge SECONDED: Cr R Weldon

That Council in accordance with Clause 34 of the *Local Government (Financial Management) Regulations 1996* receives the Financial Management Statements for the period ending 31 March 2022 as shown in attachments OMC210422.11.1.9.A and OMC210422.11.1.9.B

CARRIED 6/0



SHIRE OF LAVERTON

MONTHLY FINANCIAL REPORT **(Containing the Statement of Financial Activity)** **For the Period Ended 31 March 2022**

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

TABLE OF CONTENTS

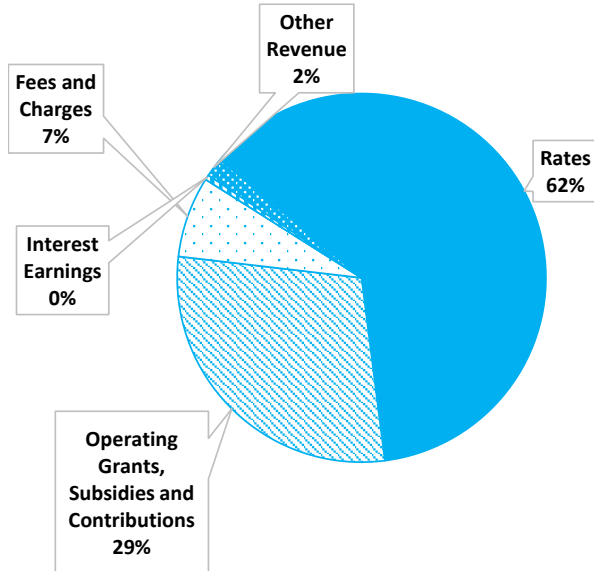
| | |
|---|----|
| Statement of Financial Activity by Program | 6 |
| Statement of Financial Activity by Nature or Type | 8 |
| Basis of Preparation | 9 |
| Note 1 Statement of Financial Activity Information | 10 |
| Note 2 Capital Acquisitions | 17 |
| Note 3 Explanation of Material Variances | 28 |

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2022**

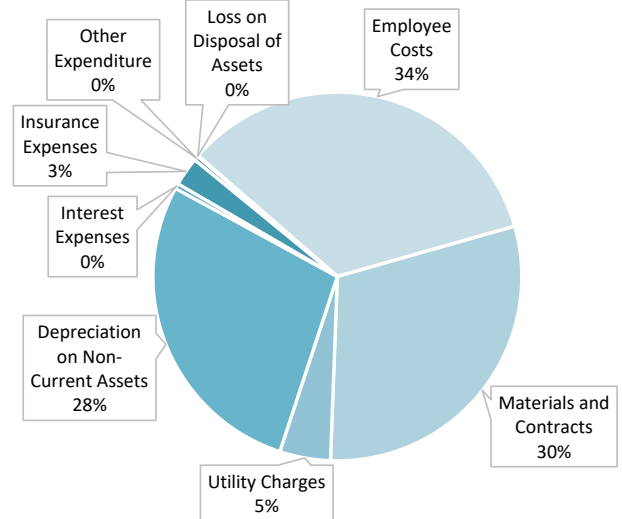
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

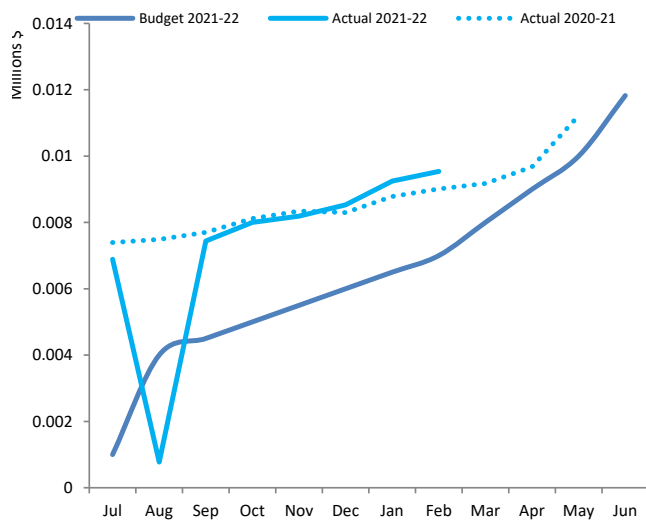
OPERATING REVENUE



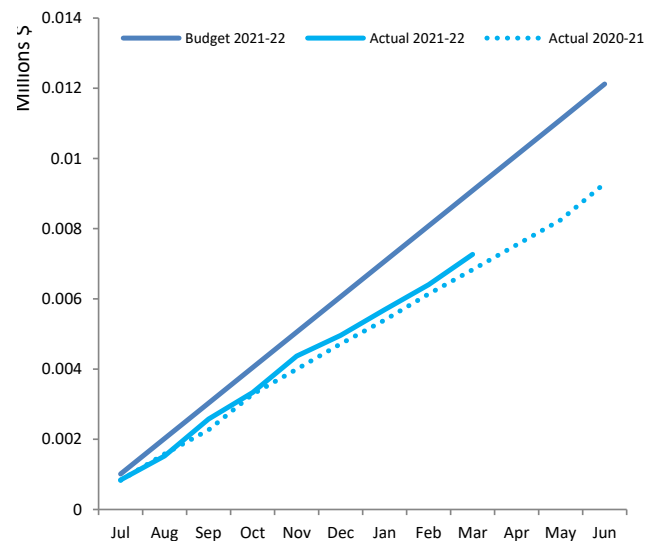
OPERATING EXPENSES



Budget Operating Revenues -v- Actual



Budget Operating Expenses -v- YTD Actual



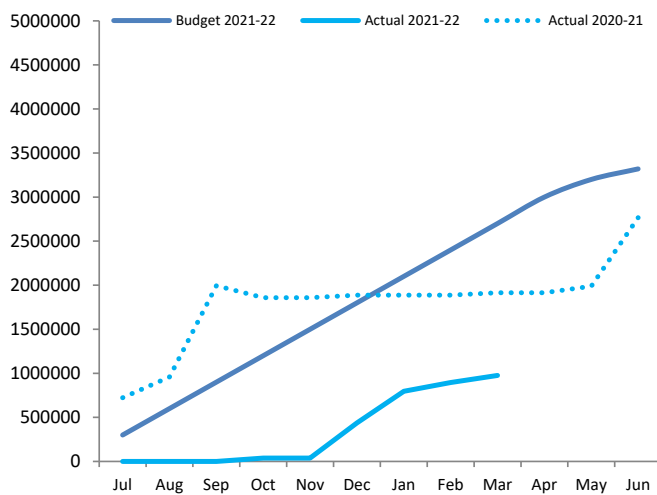
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2022**

SUMMARY INFORMATION - GRAPHS

INVESTING ACTIVITIES

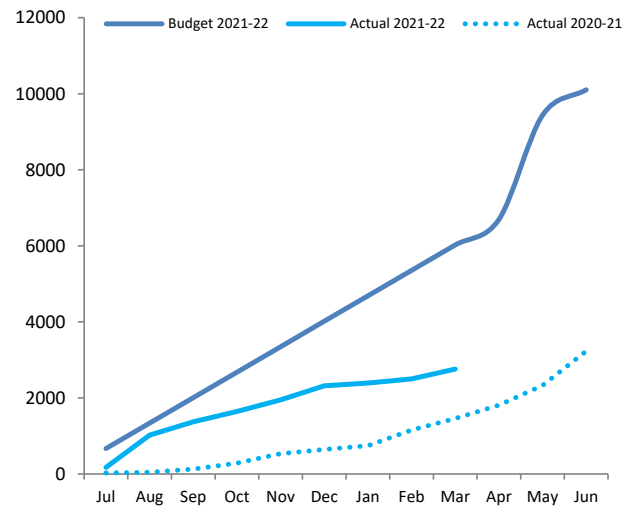
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

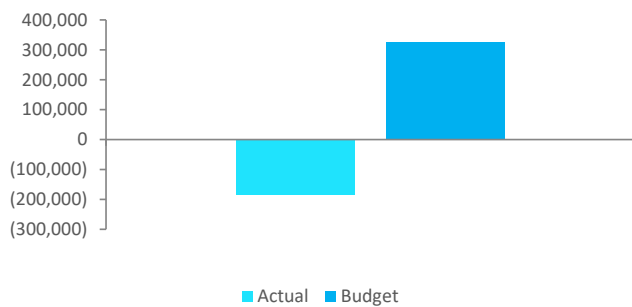
Budget Capital Expenses -v- Actual



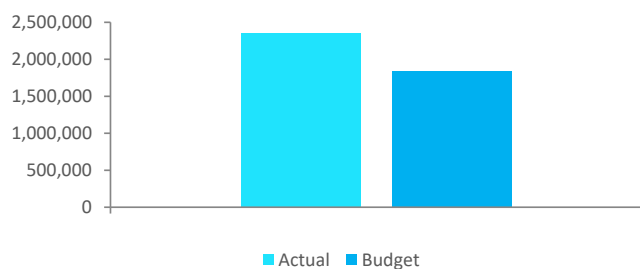
FINANCING ACTIVITIES

BORROWINGS

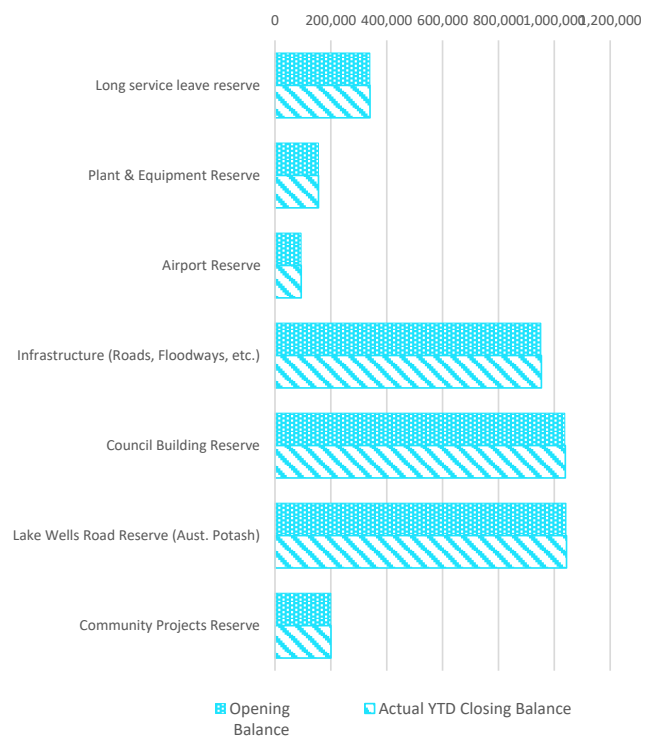
Principal Repayments



Principal Outstanding



RESERVES



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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2022

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

| | Funding surplus / (deficit) | | | |
|--|-----------------------------|----------------|----------------|-----------------|
| | Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| Opening | \$4.57 M | \$4.57 M | \$4.57 M | \$0.00 M |
| Closing | \$0.00 M | \$5.22 M | \$7.08 M | \$1.86 M |
| Refer to Statement of Financial Activity | | | | |

| Cash and cash equivalents | | | Payables | | Receivables | |
|---|-----------|------------|----------------------------|---------------|-------------------------------|------------------------|
| | \$10.75 M | % of total | \$0.14 M | % Outstanding | \$0.80 M | % Collected |
| Unrestricted Cash | \$6.93 M | 64.4% | Trade Payables | (\$0.00 M) | Rates Receivable | \$0.69 M 89.2% |
| Restricted Cash | \$3.83 M | 35.6% | 0 to 30 Days | 100.0% | Trade Receivable | \$0.11 M % Outstanding |
| | | | 30 to 90 Days | 0.0% | 30 to 90 Days | 0.7% |
| | | | Over 90 Days | 0% | Over 90 Days | 9.4% |
| Refer to Note 2 - Cash and Financial Assets | | | Refer to Note 5 - Payables | | Refer to Note 3 - Receivables | |

Key Operating Activities

| Amount attributable to operating activities | | | | Operating Grants and Contributions | | | Fees and Charges | | |
|---|----------------|----------------|-----------------|---|----------|------------|--|----------|------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | YTD Actual | | % Variance | YTD Actual | | % Variance |
| \$2.21 M | \$3.35 M | \$4.29 M | \$0.94 M | YTD Budget | \$2.75 M | | YTD Budget | \$0.68 M | |
| Refer to Statement of Financial Activity | | | | | \$3.49 M | (21.1%) | | \$0.63 M | 7.9% |
| Refer to Note 6 - Rate Revenue | | | | Refer to Note 12 - Operating Grants and Contributions | | | Refer to Statement of Financial Activity | | |

Key Investing Activities

| Amount attributable to investing activities | | | | Asset Acquisition | | Capital Grants | |
|---|----------------|----------------|-----------------|--|------------------|--|------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | YTD Actual | % Spent | YTD Actual | % Received |
| \$3.61 M | \$2.48 M | (\$1.59 M) | \$4.08 M | Amended Budget | \$2.57 M | \$0.94 M | |
| Refer to Statement of Financial Activity | | | | | \$6.82 M (62.4%) | \$3.18 M | (70.5%) |
| Refer to Note 7 - Disposal of Assets | | | | Refer to Note 8 - Capital Acquisitions | | Refer to Note 8 - Capital Acquisitions | |

Key Financing Activities

| Amount attributable to financing activities | | | | Borrowings | | Reserves | |
|---|----------------|----------------|-----------------|----------------------------------|------------|------------------|----------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Principal repayments | | Reserves balance | |
| \$3.17 M | \$0.22 M | (\$0.19 M) | \$0.41 M | Interest expense | (\$0.03 M) | Interest earned | \$0.01 M |
| Refer to Statement of Financial Activity | | | | Principal due | \$2.35 M | | |
| Refer to Note 9 - Borrowings | | | | Refer to Note 10 - Cash Reserves | | | |

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 2022**

STATUTORY REPORTING PROGRAMS

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

**PROGRAM NAME AND OBJECTIVES
GOVERNANCE**

ACTIVITIES

Administration and operation facilities and services to members of Council. Other costs that relate to the tasks of assisting members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various laws, fire prevention, emergency services and animal control.

HEALTH

Food control, maintenance of child health clinics and health administration and the retention of a full time doctor in Laverton.

EDUCATION AND WELFARE

Maintenance of pre-school facilities, day care centre, donations to school, administration of the Cashless Debit Card (CDC), assistance to welfare groups and the management of the Youth Development Program.

HOUSING

Provision of staff housing as well as private housing for the retention of professionals in Laverton.

COMMUNITY AMENITIES

Rubbish collection services, operation of rubbish tip site, noise control, administration of town planning, operation of the cemetery and operations & maintenance of public conveniences.

RECREATION AND CULTURE

Provision of public halls, swimming pool, recreational facilities, various reserves, operation of library together with television and radio re-broadcasting facilities.

TRANSPORT

Construction and maintenance of roads, drainage, footpaths, parking facilities, traffic signs, street cleaning and operation of Laverton Airport.

ECONOMIC SERVICES

Community development, tourism and area promotion, heritage development and maintenance, Great Beyond Visitor Centre & Explorers Hall of Fame, Community Resource Centre and Building control.

OTHER PROPERTY AND SERVICES

Private works, community bus, technical services, administration, plant operations control and miscellaneous services not able to be classified elsewhere.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

STATUTORY REPORTING PROGRAMS

| | Ref Note | Amended Budget \$ | YTD Budget (a) \$ | YTD Actual (b) \$ | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|-------------|-------------------------|----------------------------|----------------------------|--------------------|-----------------------|------|
| Opening funding surplus / (deficit) | 1(c) | 4,572,729 | 4,572,729 | 4,572,729 | \$ 0 | 0.00% | |
| Revenue from operating activities | | | | | | | |
| Governance | | 100 | 72 | 0 | (72) | (100.00%) | |
| General purpose funding - general rates | 6 | 6,108,474 | 6,093,542 | 5,874,656 | (218,886) | (3.59%) | |
| General purpose funding - other | | 1,394,337 | 1,056,915 | 1,067,761 | 10,846 | 1.03% | |
| Law, order and public safety | | 10,000 | 7,488 | 15,562 | 8,074 | 107.83% | p |
| Health | | 3,100 | 2,322 | 3,001 | 679 | 29.24% | |
| Education and welfare | | 258,298 | 193,725 | 232,145 | 38,420 | 19.83% | p |
| Housing | | 25,000 | (752,976) | 61,339 | 814,315 | (108.15%) | |
| Community amenities | | 132,600 | 99,423 | 125,188 | 25,765 | 25.91% | p |
| Recreation and culture | | 54,000 | (249,885) | 15,281 | 265,166 | (106.12%) | |
| Transport | | 3,319,000 | 3,585,260 | 1,436,368 | (2,148,892) | (59.94%) | q |
| Economic services | | 341,700 | 256,248 | 558,519 | 302,271 | 117.96% | p |
| Other property and services | | 178,682 | 114,354 | 147,775 | 33,421 | 29.23% | p |
| | | 11,825,291 | 10,406,488 | 9,537,595 | (868,893) | | |
| Expenditure from operating activities | | | | | | | |
| Governance | | (626,105) | (469,844) | (341,586) | 128,258 | 27.30% | p |
| General purpose funding | | (748,373) | (561,204) | (356,095) | 205,109 | 36.55% | p |
| Law, order and public safety | | (267,354) | (200,439) | (191,243) | 9,196 | 4.59% | |
| Health | | (368,876) | (276,561) | (285,460) | (8,899) | (3.22%) | |
| Education and welfare | | (652,282) | (488,781) | (435,195) | 53,586 | 10.96% | p |
| Housing | | (53,337) | (39,141) | (47,135) | (7,994) | (20.42%) | q |
| Community amenities | | (661,138) | (495,621) | (439,597) | 56,024 | 11.30% | p |
| Recreation and culture | | (1,257,378) | (942,300) | (915,886) | 26,414 | 2.80% | |
| Transport | | (6,157,529) | (4,460,167) | (3,254,374) | 1,205,793 | 27.03% | p |
| Economic services | | (1,320,014) | (990,680) | (898,754) | 91,926 | 9.28% | p |
| Other property and services | | (8,283) | (5,976) | (101,896) | (95,920) | (1605.09%) | q |
| | | (12,120,669) | (8,930,714) | (7,267,221) | 1,663,493 | | |
| Non-cash amounts excluded from operating activities | 1(a) | 2,507,010 | 1,876,368 | 2,019,303 | 142,935 | 7.62% | p |
| Amount attributable to operating activities | | 2,211,632 | 3,352,142 | 4,289,677 | 937,535 | | |
| Investing Activities | | | | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 13 | 3,180,433 | 2,643,039 | 937,740 | (1,705,299) | (64.52%) | q |
| Proceeds from disposal of assets | 7 | 30,000 | 38,181 | 38,181 | 0 | 0.00% | |
| Payments for property, plant and equipment and infrastructure | 8 | (6,823,955) | (5,166,121) | (2,567,541) | 2,598,580 | 50.30% | p |
| | | (3,613,522) | (2,484,901) | (1,591,620) | 893,281 | | |
| Financing Activities | | | | | | | |
| Transfer from reserves | 10 | 110,000 | 110,000 | 0 | (110,000) | (100.00%) | q |
| Repayment of debentures | 9 | (326,110) | (326,110) | (184,466) | 141,644 | 43.43% | p |
| Transfer to reserves | 10 | (2,952,909) | (6,664) | (6,664) | 0 | 0.00% | |
| Amount attributable to financing activities | | (3,169,019) | (222,774) | (191,130) | 31,644 | | |
| Closing funding surplus / (deficit) | 1(c) | 1,820 | 5,217,196 | 7,079,656 | | | |

KEY INFORMATION

pq Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.
Refer to Note 16 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2021-22 year is \$5,000 or 5.00% whichever is the greater.
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MARCH 2022

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers 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 identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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 these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

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

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

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, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

BY NATURE OR TYPE

| | Ref Note | Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|-------------|---------------------|----------------------|----------------------|--------------------|-----------------------|------|
| | | \$ | \$ | \$ | \$ | % | |
| Opening funding surplus / (deficit) | 1(c) | 4,572,729 | 4,572,729 | 4,572,729 | 0 | 0.00% | |
| Revenue from operating activities | | | | | | | |
| Rates | 6 | 6,108,474 | 6,093,542 | 5,874,656 | (218,886) | (3.59%) | |
| Operating grants, subsidies and contributions | 12 | 4,651,817 | 3,488,796 | 2,753,647 | (735,149) | (21.07%) | q |
| Fees and charges | | 837,450 | 628,020 | 677,619 | 49,599 | 7.90% | p |
| Interest earnings | | 40,100 | 30,051 | 42,121 | 12,070 | 40.17% | p |
| Other revenue | | 172,450 | 120,879 | 161,189 | 40,310 | 33.35% | p |
| Profit on disposal of assets | 7 | 15,000 | 15,000 | 28,363 | 13,363 | 89.09% | p |
| | | 11,825,291 | 10,376,288 | 9,537,595 | (838,693) | | |
| Expenditure from operating activities | | | | | | | |
| Employee costs | | (3,632,433) | (2,723,535) | (2,505,472) | 218,063 | 8.01% | p |
| Materials and contracts | | (5,384,130) | (3,879,297) | (2,197,512) | 1,681,785 | 43.35% | p |
| Utility charges | | (390,100) | (292,284) | (326,693) | (34,409) | (11.77%) | q |
| Depreciation on non-current assets | | (2,522,010) | (1,891,368) | (2,042,484) | (151,116) | (7.99%) | q |
| Interest expenses | | (54,115) | (40,572) | (33,315) | 7,257 | 17.89% | p |
| Insurance expenses | | (180,830) | (136,643) | (185,366) | (48,723) | (35.66%) | q |
| Other expenditure | | 42,949 | 63,185 | 28,803 | (34,382) | 54.41% | |
| Loss on disposal of assets | 7 | 0 | 0 | (5,182) | (5,182) | 0.00% | q |
| | | (12,120,669) | (8,900,514) | (7,267,221) | 1,633,293 | | |
| Non-cash amounts excluded from operating activities | 1(a) | 2,507,010 | 1,876,368 | 2,019,303 | 142,935 | 7.62% | p |
| Amount attributable to operating activities | | 2,211,632 | 3,352,142 | 4,289,677 | 937,535 | | |
| Investing activities | | | | | | | |
| Proceeds from non-operating grants, subsidies and contributions | 13 | 3,180,433 | 2,643,039 | 937,740 | (1,705,299) | (64.52%) | q |
| Proceeds from disposal of assets | 7 | 30,000 | 38,181 | 38,181 | 0 | 0.00% | |
| Payments for property, plant and equipment and infrastructure | 8 | (6,823,955) | (5,166,121) | (2,567,541) | 2,598,580 | 50.30% | p |
| | | (3,613,522) | (2,484,901) | (1,591,620) | 893,281 | | |
| Financing Activities | | | | | | | |
| Transfer from reserves | 10 | 110,000 | 110,000 | 0 | (110,000) | (100.00%) | q |
| Repayment of debentures | 9 | (326,110) | (326,110) | (184,466) | 141,644 | 43.43% | p |
| Transfer to reserves | 10 | (2,952,909) | (6,664) | (6,664) | 0 | 0.00% | |
| Amount attributable to financing activities | | (3,169,019) | (222,774) | (191,130) | 31,644 | | |
| Closing funding surplus / (deficit) | 1(c) | 1,820 | 5,217,196 | 7,079,656 | | | |

KEY INFORMATION

pq Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 16 for an explanation of the reasons for the variance.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2022**

BASIS OF PREPARATION

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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 financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

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.

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.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2022

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

| | Notes | Amended Budget | YTD Budget (a) | YTD Actual (b) |
|--|-------|------------------|------------------|------------------|
| Non-cash items excluded from operating activities | | | | |
| | | \$ | \$ | \$ |
| Adjustments to operating activities | | | | |
| Less: Profit on asset disposals | 7 | (15,000) | (15,000) | (28,363) |
| Add: Loss on asset disposals | 7 | 0 | 0 | 5,182 |
| Add: Depreciation on assets | | 2,522,010 | 1,891,368 | 2,042,484 |
| Total non-cash items excluded from operating activities | | 2,507,010 | 1,876,368 | 2,019,303 |

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

| | | Last Year Closing 30 June 2021 | This Time Last Year 31 March 2021 | Year to Date 31 March 2022 |
|--|----|-----------------------------------|--------------------------------------|-------------------------------|
| Adjustments to net current assets | | | | |
| Less: Reserves - restricted cash | 10 | (3,819,928) | (2,108,880) | (3,826,592) |
| Less: Movement in provisions backed by restricted cash | | 0 | 0 | (592) |
| Add: Borrowings | 9 | 326,108 | 76,610 | 141,642 |
| Add: Provisions - employee | 11 | 339,839 | 470,950 | 340,431 |
| Add: Movement in liabilities associated with restricted cash | 9 | 0 | 266,785 | 0 |
| Total adjustments to net current assets | | (3,153,981) | (1,294,535) | (3,345,111) |

(c) Net current assets used in the Statement of Financial Activity

| | | | | |
|--|------|--------------------|--------------------|--------------------|
| Current assets | | | | |
| Cash and cash equivalents | 2 | 8,300,453 | 9,181,110 | 10,752,454 |
| Rates receivables | 3 | 557,182 | 764,612 | 694,662 |
| Receivables | 3 | 629,649 | 215,241 | 107,074 |
| Other current assets | 4 | 121,574 | 189,717 | 121,574 |
| Less: Current liabilities | | | | |
| Payables | 5 | (585,991) | (419,791) | (139,306) |
| Borrowings | 9 | (326,108) | (76,610) | (141,642) |
| Contract liabilities | 11 | (522,464) | (739,994) | (522,464) |
| Provisions | 11 | (447,585) | (470,950) | (447,585) |
| Less: Total adjustments to net current assets | 1(b) | (3,153,981) | (1,294,535) | (3,345,111) |
| Closing funding surplus / (deficit) | | 4,572,729 | 7,348,800 | 7,079,656 |

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

| Description | Classification | Unrestricted | Restricted | Total Cash | Trust | Institution | Interest Rate | Maturity Date |
|--------------------------------|----------------|------------------|------------------|-------------------|------------|--------------|---------------|---------------|
| | | \$ | \$ | \$ | \$ | | | |
| Cash on hand | | | | | | | | |
| Petty Cash & Floats | Unrestricted | 1,000 | | 1,000 | | Cash on hand | Nil | Nil |
| Cash At Bank - Municipal | Unrestricted | 914,827 | | 914,827 | | NAB | Variable | Nil |
| Cash at Investment - Municipal | Unrestricted | 6,010,036 | | 6,010,036 | | NAB | Variable | Nil |
| Cash at Reserve Investment | Restricted | | 3,826,591 | 3,826,591 | | NAB | Variable | Nil |
| Trust Bank Account | Restricted | | | 101 | 101 | NAB | Nil | Nil |
| Total | | 6,925,863 | 3,826,591 | 10,752,554 | 101 | | | |
| Comprising | | | | | | | | |
| Cash and cash equivalents | | 6,925,863 | 3,826,591 | 10,752,554 | 101 | | | |
| | | 6,925,863 | 3,826,591 | 10,752,554 | 101 | | | |

KEY INFORMATION

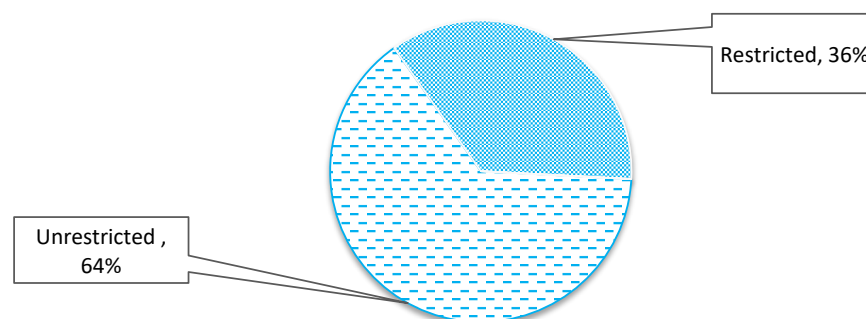
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in

Note 4 - Other assets.

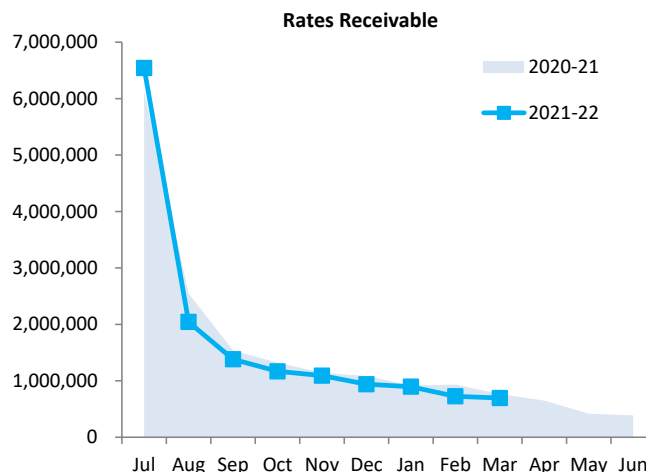


| Total Cash | Unrestricted |
|------------------|-----------------|
| \$10.75 M | \$6.93 M |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

| Rates receivable | 30 June 2021 | 31 Mar 2022 |
|--------------------------------|----------------|----------------|
| | \$ | \$ |
| Opening arrears previous years | 552,808 | 557,182 |
| Levied this year | 5,492,480 | 5,874,583 |
| Less - collections to date | (5,488,106) | (5,737,103) |
| Equals current outstanding | 557,182 | 694,662 |
| Net rates collectable | 557,182 | 694,662 |
| % Collected | 90.8% | 89.2% |

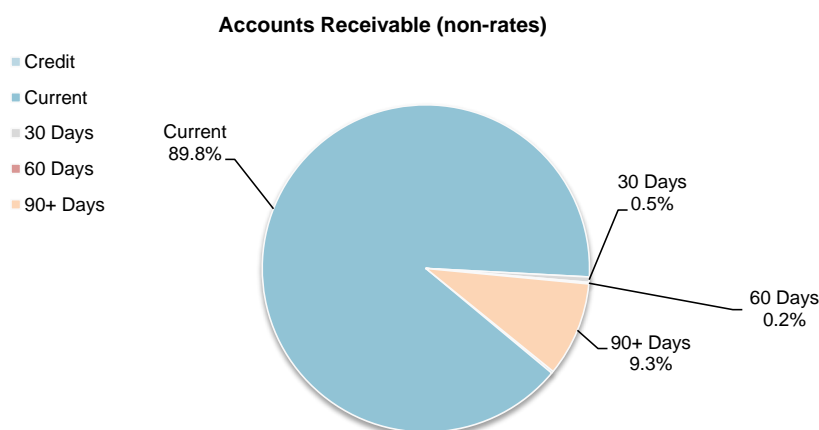


| Receivables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|--------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Receivables - general | (477) | 199,784 | 1,176 | 342 | 20,736 | 221,561 |
| Percentage | (0.2%) | 90.2% | 0.5% | 0.2% | 9.4% | |
| Balance per trial balance | | | | | | |
| Sundry Debtors Receivable | | | | | | 221,561 |
| GST receivable | | | | | | 49,896 |
| Provision for doubtful debts | | | | | | (164,383) |
| Total receivables general outstanding | | | | | | 107,074 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



| |
|---------------------|
| Debtors Due |
| \$221,561 |
| Over 30 Days |
| 1% |
| Over 90 Days |
| 9.4% |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

| | Opening Balance 1 July 2021 | Asset Increase | Asset Reduction | Closing Balance 31 March 2022 |
|---|-----------------------------------|-------------------|--------------------|-------------------------------------|
| Other current assets | \$ | \$ | \$ | \$ |
| Inventory | | | | |
| Inventories | 121,574 | 0 | 0 | 121,574 |
| Total other current assets | 121,574 | 0 | 0 | 121,574 |
| Amounts shown above include GST (where applicable) | | | | |

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

OPERATING ACTIVITIES
NOTE 5
Payables

| Payables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|---------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Payables - general | (1,203) | 0 | 0 | 0 | 0 | (1,203) |
| Percentage | 100% | 0% | 0% | 0% | 0% | |
| Balance per trial balance | | | | | | |
| Sundry creditors | | | | | | (1,203) |
| Gst Payable | | | | | | 44,267 |
| Payg Payables | | | | | | 70,312 |
| Payroll Creditors | | | | | | 985 |
| Other Payables | | | | | | 24,945 |
| Total payables general outstanding | | | | | | 139,306 |

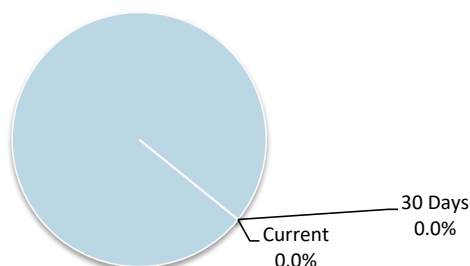
Amounts shown above include GST (where applicable)

KEY INFORMATION

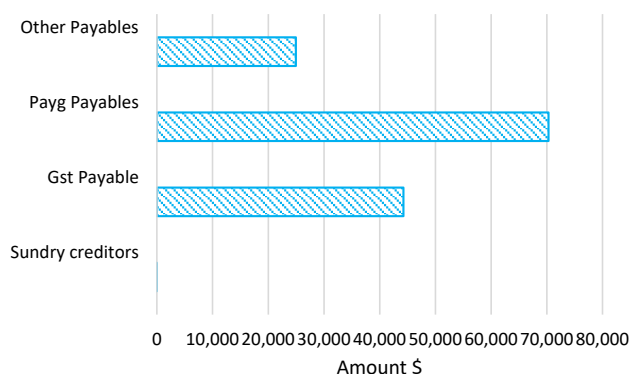
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days

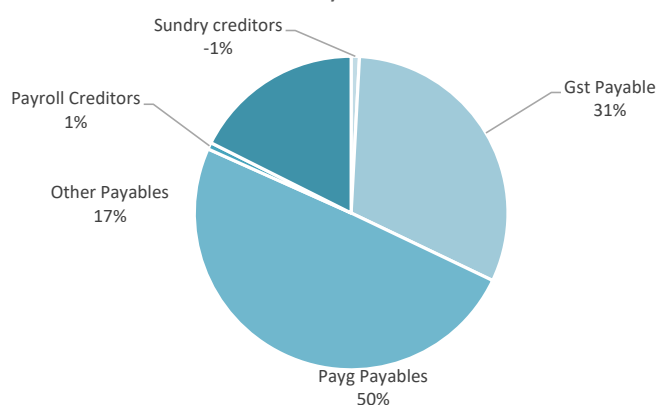
Aged Payables



Payables



Payables

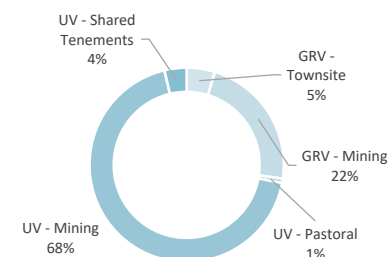
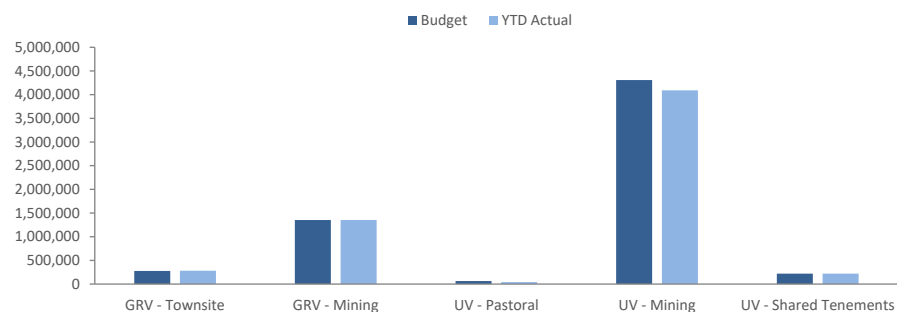


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

| General rate revenue | Budget | | | | | | YTD Actual | | | |
|----------------------------------|-----------------------|-------------------------|-------------------|------------------|-----------------|------------------|------------------|------------------|---------------|------------------|
| | Rate in \$ (cents) | Number of Properties | Rateable Value | Rate Revenue | Interim Rate | Total Revenue | Rate Revenue | Interim Rates | Back Rates | Total Revenue |
| RATE TYPE | | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Differential General Rate | | | | | | | | | | |
| Gross Rental Value | | | | | | | | | | |
| GRV - Townsite | 11.6100 | 177 | 2,389,980 | 277,477 | 0 | 277,477 | 277,477 | 4,005 | 0 | 281,482 |
| GRV - Mining | 9.3064 | 14 | 14,530,500 | 1,352,266 | 0 | 1,352,266 | 1,352,266 | 0 | 0 | 1,352,266 |
| Unimproved value | | | | | | | | | | |
| UV - Pastoral | 9.7900 | 15 | 649,186 | 63,555 | 0 | 63,555 | 63,555 | (10,796) | (11,553) | 41,206 |
| UV - Mining | 17.1800 | 718 | 22,931,326 | 3,939,831 | 367,715 | 4,307,546 | 3,939,832 | 128,708 | 23,104 | 4,091,644 |
| UV - Shared Tenements | 17.1800 | 46 | 1,285,444 | 220,853 | 0 | 220,853 | 220,852 | (635) | (90) | 220,127 |
| Sub-Total | | 970 | 41,786,436 | 5,853,982 | 367,715 | 6,221,697 | 5,853,982 | 121,282 | 11,461 | 5,986,725 |
| Minimum payment | Minimum \$ | | | | | | | | | |
| Gross rental value | | | | | | | | | | |
| GRV - Townsite | 315 | 48 | 15,857 | 15,120 | 0 | 15,120 | 15,120 | 0 | 0 | 15,120 |
| GRV - Mining | 315 | 1 | 20 | 315 | 0 | 315 | 315 | 0 | 0 | 315 |
| Unimproved value | | | | | | | | | | |
| UV - Pastoral | 315 | 3 | 3,000 | 945 | 0 | 945 | 945 | 0 | 0 | 945 |
| UV - Mining | 315 | 296 | 294,953 | 93,240 | 0 | 93,240 | 93,240 | 0 | 0 | 93,240 |
| UV - Shared Tenements | 158 | 16 | 4,287 | 2,528 | 0 | 2,528 | 2,528 | 0 | 0 | 2,528 |
| Sub-total | | 364 | 318,117 | 112,148 | 0 | 112,148 | 112,148 | 0 | 0 | 112,148 |
| Discount | | | | | | (225,371) | | | | (224,290) |
| Total general rates | | | | | | 6,108,474 | | | | 5,874,583 |
| Total | | | | | | 6,108,474 | | | | 5,874,583 |

KEY INFORMATION

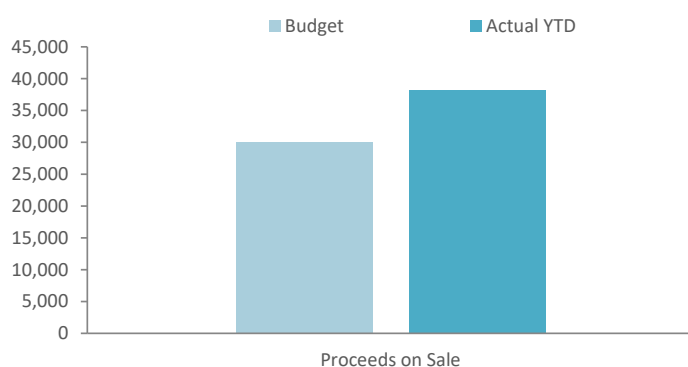
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

| Ref. | Asset description | Budget | | | | YTD Actual | | | |
|------|-------------------------------|---------------|---------------|---------------|----------|---------------|---------------|---------------|----------------|
| | | Value | Proceeds | Profit | (Loss) | Value | Proceeds | Profit | (Loss) |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| | Land | | | | | | | | |
| | A10015 Lot 444 15 Cable St | 0 | 0 | 0 | 0 | 8,000 | 36,363 | 28,363 | 0 |
| | A10017 Lot 251 8 Cable St | 0 | 0 | 0 | 0 | 7,000 | 1,818 | 0 | (5,182) |
| | Plant and equipment | | | | | | | | |
| | Transport | | | | | | | | |
| | P374 Mitsubishi Triton LA3324 | 15,000 | 30,000 | 15,000 | 0 | 0 | 0 | 0 | 0 |
| | | 15,000 | 30,000 | 15,000 | 0 | 15,000 | 38,181 | 28,363 | (5,182) |



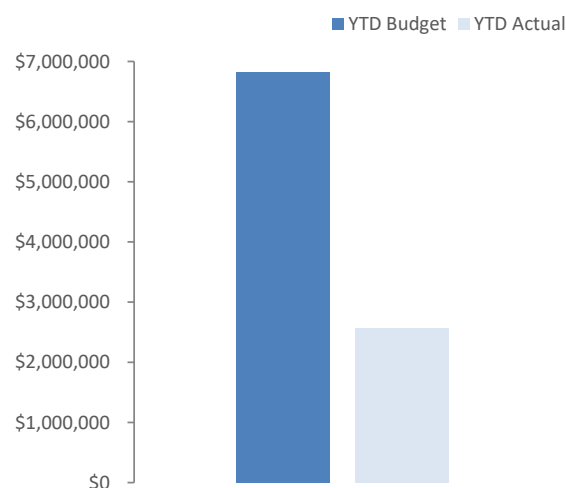
| Proceeds on Sale | | |
|------------------|------------|------|
| Annual Budget | YTD Actual | % |
| \$30,000 | \$38,181 | 127% |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

| Capital acquisitions | Budget | Amended YTD Budget | YTD Actual | YTD Actual Variance |
|--|------------------|-----------------------|------------------|------------------------|
| | \$ | \$ | \$ | \$ |
| Buildings - non-specialised | 0 | 0 | 11,791 | 11,791 |
| Buildings - specialised | 1,928,456 | 1,446,327 | 1,176,821 | (269,506) |
| Furniture and equipment | 38,000 | 28,494 | 10,391 | (18,103) |
| Plant and equipment | 214,496 | 210,613 | 27,507 | (183,106) |
| Infrastructure - roads | 2,568,807 | 1,925,055 | 1,231,598 | (693,457) |
| Infrastructure - footpaths | 50,000 | 37,494 | 0 | (37,494) |
| Infrastructure - airport | 1,557,018 | 1,167,768 | 38,487 | (1,129,281) |
| Infrastructure - other | 467,178 | 350,370 | 70,946 | (279,424) |
| Payments for Capital Acquisitions | 6,823,955 | 5,166,121 | 2,567,541 | (2,598,580) |
| Capital Acquisitions Funded By: | | | | |
| | \$ | \$ | \$ | \$ |
| Capital grants and contributions | 3,180,433 | 2,643,039 | 937,739 | (1,705,300) |
| Other (disposals & C/Fwd) | 30,000 | 38,181 | 38,181 | 0 |
| Cash backed reserves | | | | |
| Long service leave reserve | 0 | 0 | 0 | 0 |
| Plant & Equipment Reserve | 30,000 | 0 | 0 | 0 |
| Airport Reserve | 0 | 0 | 0 | 0 |
| Infrastructure (Roads, Floodways, etc.) | 0 | 0 | 0 | 0 |
| Council Building Reserve | 80,000 | 0 | 0 | 0 |
| Lake Wells Road Reserve (Aust. Potash) | 0 | 0 | 0 | 0 |
| Community Projects Reserve | 0 | 0 | 0 | 0 |
| Contribution - operations | 3,503,522 | 2,484,901 | 1,591,621 | (893,280) |
| Capital funding total | 6,823,955 | 5,166,121 | 2,567,541 | (2,598,580) |

SIGNIFICANT ACCOUNTING POLICIES

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

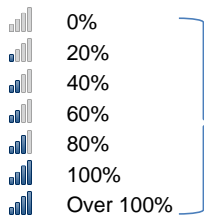
INVESTING ACTIVITIES

NOTE 8

CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

Amended

| Account/Job | Account/Job Description | Budget | YTD Budget | YTD Actual | Variance (Under)/Over |
|----------------------------------|--|------------------|------------------|------------------|-----------------------|
| Land and Buildings | | | | | |
| BC221 | Works Depot Building Upgrade | 0 | 0 | 11,791 | (11,791) |
| BC330 | Staff Housing/Unit Development (TBD) | 0 | 0 | 76,465 | (76,465) |
| BC211 | Works Depot Building Upgrade | 300,000 | 224,991 | 0 | 224,991 |
| BC043 | Coach House Restoration; Carryover | 3,528 | 2,646 | 2,811 | (165) |
| BC044 | Old Police Station; Restoration Works; Insurance Claim; GL | 240,000 | 180,000 | 96,232 | 83,768 |
| BC006 | Great Beyond Visitors Centre Expansion | 0 | 0 | 3,560 | (3,560) |
| BC026 | Great Beyond Visitors Centre Expansion | 1,384,928 | 1,038,690 | 997,102 | 41,588 |
| 4120110 | ROADC - Building; Capital No job | | | 651 | |
| Furniture and Fittings | | | | | |
| FF006 | Furnishings, Fixtures & Fittings - Explorers Hall Of Fame | 38,000 | 28,494 | 10,391 | 18,103 |
| Plant and Equipment | | | | | |
| PE201 | Toyota Workmate | 65,972 | 65,972 | 0 | 65,972 |
| PE601 | Construction Grader (currently P303 - JD) | 11,529 | 11,529 | 11,529 | 0 |
| PE704 | Yanmar Genset | 15,529 | 11,646 | 15,979 | (4,333) |
| PE705 | Caravan Renovation | 25,000 | 25,000 | 0 | 25,000 |
| PE706 | Toilet Block | 96,466 | 96,466 | 0 | 96,466 |
| Infra Roads | | | | | |
| SPW2111 | Sturt Pea Drive Widening | 312,528 | 234,387 | 21,317 | 213,070 |
| TSR2111 | Town Streets Reseal | 155,000 | 116,244 | 0 | 116,244 |
| GRST2111 | Gravel Resheet - Bandy Road | 423,520 | 317,637 | 733,898 | (416,261) |
| GRST2112 | Gravel Resheet - Mt Weld Road | 508,759 | 381,555 | 59,673 | 321,882 |
| RTR801 | Mt Weld/Merolia/Racecourse Roads | 0 | 0 | 3 | (3) |
| RRG2101 | Lancefield Diversion Road 4.8Km | 603,000 | 450,729 | 413,725 | 37,004 |
| 4120151 | ROADC - Sealed; Regional Road Group Funded No Job | | | 2,982 | |
| 4120165 | ROADC - Gravel; Other Grant Funding | 566,000 | 424,503 | 0 | 424,503 |
| Infra Footpaths | | | | | |
| FC060 | Hawks Place Footpath Construction | 50,000 | 37,494 | 0 | 37,494 |
| Infra Other | | | | | |
| IO501 | Laverton Townsite Reticulation & Beautification | 387,178 | 290,376 | 0 | 290,376 |
| IO502 | Laverton Go Kart Track | 80,000 | 59,994 | 40,834 | 19,160 |
| IO403 | Entry Statement Infrastructure & Garden | 0 | 0 | 1,385 | (1,385) |
| Infra Parks & Gardens | | | | | |
| IP402 | Laverton Oval Fence | 0 | 0 | 27,997 | (27,997) |
| Infra Aerodrome | | | | | |
| IO951 | Airport Runway Turning Nodes | 906,138 | 679,608 | 38,487 | 641,121 |
| 4120480 | AERO - Infrastructure Other No Job | 0 | 0 | 730 | (730) |
| IO952 | Airport Taxiway & Parking Reseal | 650,880 | 488,160 | 0 | 488,160 |
| | | 6,823,955 | 5,166,121 | 2,567,541 | 2,602,212 |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

| Information on borrowings | | | New Loans | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|---------------------------------------|----------|------------------|-----------|----------|----------------------|----------------|-----------------------|------------------|---------------------|---------------|
| Particulars | Loan No. | 1 July 2021 | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Housing | | | | | | | | | | |
| Burt St Units | 81 | 140,125 | | | (56,183) | 44,547 | 196,308 | 95,578 | (7,960) | 7,200 |
| DCEO House | 82 | 194,384 | | | 0 | 23,448 | 194,384 | 170,936 | 0 | 7,130 |
| Recreation and culture | | | | | | | | | | |
| Community Hub | 83 | 427,645 | | | (25,598) | 51,586 | 453,243 | 376,059 | (7,387) | 15,810 |
| Economic services | | | | | | | | | | |
| Under Ground Power | 80 | 167,842 | | | (40,729) | 82,268 | 208,571 | 85,574 | (3,847) | 7,465 |
| Great Beyond Visitor Centre Expansion | 84 | 1,238,388 | | | (61,957) | 124,261 | 1,300,345 | 1,114,127 | (14,121) | 15,510 |
| Total | | 2,168,384 | 0 | 0 | (184,466) | 326,110 | 2,352,850 | 1,842,274 | (33,314) | 53,115 |
| Current borrowings | | 326,110 | | | | | 141,642 | | | |
| Non-current borrowings | | 1,842,274 | | | | | 2,211,208 | | | |
| | | 2,168,384 | | | | | 2,352,850 | | | |

All debenture repayments are financed by general purpose revenue.

Unspent borrowings

| Particulars | Date Borrowed | Unspent Balance 30-06-2021 | Borrowed During Year | Expended During Year | Unspent Balance 31 March 2022 |
|--------------------------|---------------|----------------------------|----------------------|----------------------|-------------------------------|
| | | \$ | \$ | \$ | \$ |
| GB Visitor Centre Expan. | 2020 | 682,464 | 0 | (682,464) | 0 |
| | | 682,464 | 0 | (682,464) | 0 |

KEY INFORMATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

FINANCING ACTIVITIES

NOTE 9

LEASE LIABILITIES

Movement in carrying amounts

| Information on leases | | New Leases | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|-------------------------------|-----------------------|------------|--------|----------------------|--------|-----------------------|--------|---------------------|--------|
| Particulars | Lease No. 1 July 2021 | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Current lease liabilities | 0 | | | | | 0 | | | |
| Non-current lease liabilities | 0 | | | | | 0 | | | |
| | 0 | | | | | 0 | | | |

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

OPERATING ACTIVITIES

NOTE 10

CASH RESERVES

Cash backed reserve

| Reserve name | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|-------------------------------------|--------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|------------------------------|----------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Long service leave reserve | 339,839 | 1,780 | 592 | 100,000 | 0 | | | 441,619 | 340,431 |
| Plant & Equipment Reserve | 155,604 | 814 | 271 | 565,000 | 0 | (30,000) | | 691,418 | 155,875 |
| Airport Reserve | 93,517 | 490 | 164 | | 0 | | | 94,007 | 93,681 |
| Infrastructure (Roads, Floodways, e | 952,019 | 4,984 | 1,661 | 404,737 | 0 | | | 1,361,740 | 953,680 |
| Council Building Reserve | 1,037,333 | 5,430 | 1,809 | 1,000,000 | 0 | (80,000) | | 1,962,763 | 1,039,142 |
| Lake Wells Road Reserve (Aust. Po | 1,041,616 | 5,455 | 1,817 | 663,172 | 0 | | | 1,710,243 | 1,043,433 |
| Community Projects Reserve | 200,000 | 1,047 | 350 | 200,000 | 0 | | | 401,047 | 200,350 |
| | 3,819,928 | 20,000 | 6,664 | 2,932,909 | 0 | (110,000) | 0 | 6,662,837 | 3,826,592 |

KEY INFORMATION

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

| | Note | Opening Balance 1 July 2021 | Liability transferred from/(to) non current | Liability Increase | Liability Reduction | Closing Balance 31 March 2022 |
|--|------|-----------------------------------|--|-----------------------|------------------------|-------------------------------------|
| Other current liabilities | | \$ | | \$ | \$ | \$ |
| Other liabilities | | | | | | |
| Contract liabilities | | 522,464 | 0 | 0 | 0 | 522,464 |
| Total other liabilities | | 522,464 | 0 | 0 | 0 | 522,464 |
| Provisions | | | | | | |
| Provision for annual leave | | 222,678 | 0 | 0 | 0 | 222,678 |
| Provision for long service leave | | 224,907 | 0 | 0 | 0 | 224,907 |
| Total Provisions | | 447,585 | 0 | 0 | 0 | 447,585 |
| Total other current liabilities | | 970,049 | 0 | 0 | 0 | 970,049 |
| Amounts shown above include GST (where applicable) | | | | | | |

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

KEY INFORMATION**Provisions**

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

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

Employee benefits**Short-term employee benefits**

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

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

Other long-term employee benefits

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

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

| Provider | Unspent operating grant, subsidies and contributions liability | | | | | Operating grants, subsidies and contributions revenue | | | | |
|---------------------------------------|--|--------------------------|--|--------------------------|-------------------------------------|---|------------------|------------------|------------------|--------------------------|
| | Liability 1 July 2021 | Increase in Liability | Decrease in Liability (As revenue) | Liability 31 Mar 2022 | Current Liability 31 Mar 2022 | Amended Budget Revenue | YTD Budget | Annual Budget | Expected | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Operating grants and subsidies | | | | | | | | | | |
| General purpose funding | | | | | | | | | | |
| WALGGC - FAGS General | 0 | 0 | 0 | 0 | 0 | 765,135 | 573,852 | 752,788 | 765,135 | 575,291 |
| WALGGC - FAGS Roads | 0 | 0 | 0 | 0 | 0 | 401,452 | 301,089 | 401,452 | 401,452 | 373,648 |
| WALGGC - FAGS Special Projects (RAAR) | 0 | 0 | 0 | 0 | 0 | 197,332 | 147,999 | 197,332 | 197,332 | 74,000 |
| Law, order, public safety | | | | | | | | | | |
| DFES - Operating Grant - Town Brigade | 0 | 0 | 0 | 0 | 0 | 5,000 | 3,744 | 5,000 | 5,000 | 3,750 |
| FIRE - Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,750 |
| Education and welfare | | | | | | | | | | |
| Youth Services | 0 | 0 | 0 | 0 | 0 | 129,177 | 96,885 | 129,177 | 129,177 | 96,882 |
| Cashless Debit Card | 0 | 0 | 0 | 0 | 0 | | | | 0 | |
| International Year of Disability | 0 | 0 | 0 | 0 | 0 | 129,121 | 96,840 | 129,121 | 129,121 | 134,745 |
| Transport | | | | | | | | | | |
| WANDRRA | 0 | 0 | 0 | 0 | 0 | 2,000,000 | 1,499,994 | 2,000,000 | 2,000,000 | 0 |
| RAAR | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 460,116 |
| MRWA - Direct Grant | 0 | 0 | 0 | 0 | 0 | 200,000 | 149,994 | 200,000 | 200,000 | 243,533 |
| MRWA - Remote access | 0 | 0 | 0 | 0 | 0 | 448,000 | 335,997 | 448,000 | 448,000 | 228,666 |
| Economic services | | | | | | | | | | |
| DPIRD - CRC Operational Grant | 0 | 0 | 0 | 0 | 0 | 115,000 | 86,247 | 115,000 | 115,000 | 117,001 |
| Laverfest Grants | 10,000 | 0 | 0 | 10,000 | 10,000 | | | 0 | 0 | (6,500) |
| | 10,000 | 0 | 0 | 10,000 | 10,000 | 4,390,217 | 3,292,641 | 4,377,870 | 4,390,217 | 2,304,882 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

| Provider | Unspent operating grant, subsidies and contributions liability | | | | | Operating grants, subsidies and contributions revenue | | | | |
|--|--|--------------------------|--|--------------------------|-------------------------------------|---|------------------|------------------|------------------|--------------------------|
| | Liability 1 July 2021 | Increase in Liability | Decrease in Liability (As revenue) | Liability 31 Mar 2022 | Current Liability 31 Mar 2022 | Amended Budget Revenue | YTD Budget | Annual Budget | Expected | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Operating contributions | | | | | | | | | | |
| General purpose funding | | | | | | | | | | |
| Reimbursements - Debt Collection Costs | 0 | 0 | 0 | 0 | 0 | 2,500 | 1,872 | 2,500 | 2,500 | 0 |
| Law, order, public safety | | | | | | | | | | |
| DFES - ESL Commissions | 0 | 0 | 0 | 0 | 0 | 4,000 | 2,997 | 4,000 | 4,000 | 4,000 |
| Housing | | | | | | | | | | |
| Various Staff & Others - Reimbursements | 0 | 0 | 0 | 0 | 0 | 5,000 | 3,744 | 5,000 | 5,000 | 12,751 |
| Recreation and culture | | | | | | | | | | |
| Education Dept. - Oval Maint | 0 | 0 | 0 | 0 | 0 | 40,000 | 29,997 | 40,000 | 40,000 | 0 |
| Transport | | | | | | | | | | |
| Gruyere Annual Road Maint Cont. | 0 | 0 | 0 | 0 | 0 | 61,000 | 45,747 | 61,000 | 61,000 | 61,443 |
| DoT - Reimburse TRELIS Training Expenses | 0 | 0 | 0 | 0 | 0 | 5,000 | 3,744 | 5,000 | 5,000 | 0 |
| Airport - Contribution to Shade Sails | 0 | 0 | 0 | 0 | 0 | 15,000 | 11,250 | 15,000 | 15,000 | 0 |
| Economic services | | | | | | | | | | |
| CRC - Mining Company Project Contributions | 0 | 0 | 0 | 0 | 0 | 4,000 | 2,997 | 4,000 | 4,000 | 0 |
| CRC - Other income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,636 |
| CRC - Great Beyond Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 250,000 |
| Other property and services | | | | | | | | | | |
| Fuel Tax Credits/Rebates | 0 | 0 | 0 | 0 | 0 | 100,000 | 74,997 | 100,000 | 100,000 | 23,883 |
| Plant cost reimbursements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10,405 |
| PWOH - Reimbursements | 0 | 0 | 0 | 0 | 0 | 100 | 72 | 100 | 100 | 4,850 |
| Admin Reimbursements - Novated Leases | 0 | 0 | 0 | 0 | 0 | 10,000 | 7,497 | 10,000 | 10,000 | 10,224 |
| Admin Reimbursements - Other | 0 | 0 | 0 | 0 | 0 | 10,000 | 7,497 | 10,000 | 10,000 | 10,924 |
| Workers Compensation Recoup Wages | 0 | 0 | 0 | 0 | 0 | 5,000 | 3,744 | 5,000 | 5,000 | 56,649 |
| | 0 | 0 | 0 | 0 | 0 | 261,600 | 196,155 | 261,600 | 261,600 | 448,765 |
| TOTALS | 10,000 | 0 | 0 | 10,000 | 10,000 | 4,651,817 | 3,488,796 | 4,639,470 | 4,651,817 | 2,753,647 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

| Provider | Unspent non operating grants, subsidies and contributions liability | | | | | Non operating grants, subsidies and contributions revenue | | | | | |
|---|---|--------------------------|--|--------------------------|-------------------------------------|---|------------------|------------------|----------------------|------------------|--------------------------|
| | Liability 1 July 2021 | Increase in Liability | Decrease in Liability (As revenue) | Liability 31 Mar 2022 | Current Liability 31 Mar 2022 | Amended Budget Revenue | YTD Budget | Annual Budget | Budget Variations | Expected | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Non-operating grants and subsidies | | | | | | | | | | | |
| Law, order, public safety | | | | | | | | | | | |
| OLOPS Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (184,930) |
| Education and welfare | | | | | | | | | | | |
| COM DEV - Grant Funding - INDUE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Housing | | | | | | | | | | | |
| RLCIP Stage 3 - Staff Housing Development | | | | 0 | 0 | 1,067,138 | 1,067,138 | 1,067,138 | 0 | 1,067,138 | 0 |
| Recreation and culture | | | | | | | | | | | |
| RLCIP - Townsite Beautification | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DPIRD - Go Kart Track | 80,000 | | | 80,000 | 80,000 | 80,000 | 59,994 | 80,000 | 0 | 80,000 | 0 |
| Transport | | | | | | | | | | | |
| MRWA - RRG - Lancefield Diversion Road | | | | 0 | 0 | 445,533 | 334,152 | 445,533 | 0 | 445,533 | 702,000 |
| RTR - GCR | | | | 0 | 0 | 417,000 | 312,750 | 417,000 | 0 | 417,000 | 0 |
| Economic services | | | | | | | | | | | |
| DPIRD - GBVC Expansion | 432,464 | | | 432,464 | 432,464 | 682,464 | 511,848 | 682,464 | 0 | 682,464 | 0 |
| RLCIP - Balance of Stage 1b - Coach House Restoration | | | | 0 | 0 | 3,528 | 2,646 | 3,528 | 0 | 3,528 | (5,791) |
| | 512,464 | 0 | 0 | 512,464 | 512,464 | 2,695,663 | 2,288,528 | 2,695,663 | 0 | 2,695,663 | 511,279 |
| Non-operating contributions | | | | | | | | | | | |
| Transport | | | | | | | | | | | |
| Mining Companies Contribution to Mt Weld Rd | 0 | 0 | 0 | 0 | 0 | 484,770 | 363,573 | 484,770 | 0 | 484,770 | 484,770 |
| Aerodrome Grants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14,225 |
| Economic services | | | | | | | | | | | |
| Tourism contributions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (72,535) |
| | 0 | 0 | 0 | 0 | 0 | 484,770 | 363,573 | 484,770 | 0 | 484,770 | 426,460 |
| TOTALS | 512,464 | 0 | 0 | 512,464 | 512,464 | 3,180,433 | 2,652,101 | 3,180,433 | 0 | 3,180,433 | 937,739 |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**NOTE 14
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

| Description | Opening Balance 1 July 2021 | Amount Received | Amount Paid | Closing Balance 31 Mar 2022 |
|-------------------------|-----------------------------------|--------------------|-----------------|-----------------------------------|
| | \$ | \$ | \$ | \$ |
| Department of Transport | 11,522 | 38,280 | (43,001) | 6,801 |
| Key Deposits | 200 | 80 | (280) | 0 |
| Unclaimed Monies | 1,778 | 0 | (1,778) | 0 |
| | 13,500 | 38,360 | (45,059) | 6,801 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022NOTE 15
BUDGET AMENDMENTS

| GL Code | Description | Council Resolution | Classification | Non Cash Adjustme nt | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|---|--------------------|--------------------|----------------------|----------------------------|----------------------------|--------------------------------|
| | | | | \$ | \$ | \$ | \$ |
| | Budget adoption | | Opening surplus | | 2,579,246 | | 2,579,246 |
| 3030130 | Rates Levied & Back Rates - Mining Tenement Deaths | 11.1.5/17 Mar 22 | Operating Revenue | | | (240,303) | 2,338,943 |
| 2030185 | Rates - Legal Expenses | 11.1.5/17 Mar 22 | Operating Expenses | | | (20,000) | 2,318,943 |
| 3030210 | WALGGC - Additional Grant Funding | 11.1.5/17 Mar 22 | Operating Revenue | | 12,347 | | 2,331,290 |
| 2030118 | Rates - Write off | 11.1.5/17 Mar 22 | Operating Expenses | | | (10,000) | 2,321,290 |
| 3030245 | Interest on Investment | 11.1.5/17 Mar 22 | Operating Revenue | | | (10,000) | 2,311,290 |
| 2040116 | Members - election expenses | 11.1.5/17 Mar 22 | Operating Expenses | | 9,750 | | 2,321,040 |
| 2040152 | Members Consultants | 11.1.5/17 Mar 22 | Operating Expenses | | 15,000 | | 2,336,040 |
| 2050112 | Fire Prevention/Burning/Control | 11.1.5/17 Mar 22 | Operating Expenses | | 10,000 | | 2,346,040 |
| 2050212 | W370 Animal Control - Dog exercise Area Maintenance | 11.1.5/17 Mar 22 | Operating Expenses | | | (12,000) | 2,334,040 |
| 2050289 | Animal Pound Maintenance | 11.1.5/17 Mar 22 | Operating Expenses | | 5,000 | | 2,339,040 |
| 2080100 | Youth Services - Employee Costs | 11.1.5/17 Mar 22 | Operating Expenses | | | (30,000) | 2,309,040 |
| 2070318 | Gratuity Payment - Nurses | 11.1.5/17 Mar 22 | Operating Expenses | | | (20,000) | 2,289,040 |
| 3080110 | DCP - Grant funding | 11.1.5/17 Mar 22 | Operating Revenue | | 9,177 | | 2,298,217 |
| 3080510 | CDC Grant Funding | 11.1.5/17 Mar 22 | Operating Revenue | | 9,121 | | 2,307,338 |
| 2080450 | Community Short Term Camp Facilities | 11.1.5/17 Mar 22 | Operating Expenses | | | (50,000) | 2,257,338 |
| 3130619 | Building - Building Licence fees | 11.1.5/17 Mar 22 | Operating Revenue | | 10,000 | | 2,267,338 |
| 3140120 | Private Works Income | 11.1.5/17 Mar 22 | Operating Revenue | | 20,000 | | 2,287,338 |
| 4090110 | Staff Housing Building Capital | 11.1.5/17 Mar 22 | Capital Expenses | | | (1,067,138) | 1,220,200 |
| 5090150 | Staff House - Proceeds on Disposal of Assets | 11.1.5/17 Mar 22 | Capital Revenue | | 38,182 | | 1,258,382 |
| 2110564 | Rec Other - Racecourse and Stables | 11.1.5/17 Mar 22 | Operating Expenses | | | (35,000) | 1,223,382 |
| 2110289 | SWIM - Building Maintenance | 11.1.5/17 Mar 22 | Operating Expenses | | 40,000 | | 1,263,382 |
| 3120117 | ROADC - Other Grants - Remote Access Roads | 11.1.5/17 Mar 22 | Capital Revenue | | 300,000 | | 1,563,382 |
| 2130242 | Tourism - Festivals and Markets | 11.1.5/17 Mar 22 | Operating Expenses | | | (10,000) | 1,553,382 |
| 4120142 | Bandya Road - Gravel resheeting | 11.1.5/17 Mar 22 | Capital Expenses | | | (300,000) | 1,253,382 |
| 3110510 | Recreation Other - Grants Other | 11.1.5/17 Mar 22 | Capital Revenue | | | (387,178) | 866,204 |
| 4120165 | RTR Road Construction | 11.1.5/17 Mar 22 | Capital Expenses | | | (418,000) | 448,204 |
| 3120117 | RAAR - Recoup of 2020-2021 monies and 21/22 funding | 11.1.5/17 Mar 22 | Operating Revenue | | 148,000 | | 596,204 |
| 3120110 | Road Maintenance - Direct Road Grant (MRWA) | 11.1.5/17 Mar 22 | Operating Revenue | | 43,533 | | 639,737 |
| 4120141 | Sturt Pea Drive Widening | 11.1.5/17 Mar 22 | Capital Expenses | | 250,000 | | 889,737 |
| 4120165 | RAR087 Great Central Road | 11.1.5/17 Mar 22 | Capital Expenses | | | (148,000) | 741,737 |
| 4120162 | ROADC - Gravel Flood damage- Mt Wells Road | 11.1.5/17 Mar 22 | Operating Expenses | | | (30,000) | 711,737 |
| 4120142 | Construction - Bandya Rd | 11.1.5/17 Mar 22 | Capital Expenses | | 387,178 | | 1,098,915 |
| 2120460 | AERO - Refuelling Facility | 11.1.5/17 Mar 22 | Operating Expenses | | | (170,000) | 928,915 |
| 2120458 | AERO - Collection costs Landing fees | 11.1.5/17 Mar 22 | Operating Expenses | | | (25,000) | 903,915 |
| 2120465 | AERO - Airstrip grounds and maintenance | 11.1.5/17 Mar 22 | Operating Expenses | | | (70,000) | 833,915 |
| 3120430 | AERO - Sale of Aviation Fuel | 11.1.5/17 Mar 22 | Operating Revenue | | 190,000 | | 1,023,915 |
| 3120420 | AERO - Airport Landing Fees and Charges | 11.1.5/17 Mar 22 | Operating Revenue | | 110,000 | | 1,133,915 |
| 4120480 | AERO - Infrastructure Other | 11.1.5/17 Mar 22 | Capital Revenue | | 1,067,138 | | 2,201,053 |
| 4120141 | Town Streets Resealing | 11.1.5/17 Mar 22 | Capital Expenses | | | (250,000) | 1,951,053 |
| 2130288 | Tourism Sundry Maintenance/Operations Crane | 11.1.5/17 Mar 22 | Operating Expenses | | 15,000 | | 1,966,053 |
| 3130310 | Old Police Station Funding | 11.1.5/17 Mar 22 | Capital Expenses | | | (160,000) | 1,806,053 |
| 2140285 | Legal expenses PWOH | 11.1.5/17 Mar 22 | Operating Expenses | | | (10,000) | 1,796,053 |
| 2140400 | Salaries & Wages - General Savings/Workers Compensation | 11.1.5/17 Mar 22 | Operating Revenue | | 60,000 | | 1,856,053 |
| 2140406 | Admin - Employee Costs Other | 11.1.5/17 Mar 22 | Operating Expenses | | | (20,000) | 1,836,053 |
| 2140486 | Admin Expensed Minor assets | 11.1.5/17 Mar 22 | Operating Expenses | | 15,000 | | 1,851,053 |
| 2140421 | Admin Information Technology | 11.1.5/17 Mar 22 | Operating Expenses | | | (20,000) | 1,831,053 |
| 4120330 | Plant - Plant and Equipment Capital | 11.1.5/17 Mar 22 | Capital Expenses | | 485,504 | | 2,316,557 |
| 5120350 | Plant proceeds on disposal of assets | 11.1.5/17 Mar 22 | Capital Revenue | | | (340,000) | 1,976,557 |
| 2120391 | PLANT - Loss on Disposal of Assets | 11.1.5/17 Mar 22 | Non Cash Item | (152,000) | | | 1,976,557 |
| 3120390 | PLANT - Profit on Disposal of Assets | 11.1.5/17 Mar 22 | Non Cash Item | 15,000 | | | 1,976,557 |
| 5120351 | PLANT - Realisation on Disposal of Assets | 11.1.5/17 Mar 22 | Non Cash Item | (340,000) | | | 1,976,557 |
| 4120381 | Plant and Equipment | 11.1.5/17 Mar 22 | Capital Expenses | | | (500,000) | 1,476,557 |
| 4120181 | Infrastructure (Road) Reserve | 11.1.5/17 Mar 22 | Capital Expenses | | | (404,737) | 1,071,820 |
| 4120481 | Building Reserve | 11.1.5/17 Mar 22 | Capital Expenses | | | (1,000,000) | 71,820 |
| 4140281 | Leave Reserve | 11.1.5/17 Mar 22 | Capital Expenses | | | (100,000) | (28,180) |
| 5120181 | Mt Wells Road Reserve | 11.1.5/17 Mar 22 | Capital Revenue | | 30,000 | | 1,820 |
| | | | | (477,000) | 5,859,176 | (5,857,356) | 1,820 |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**NOTE 16
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 5.00% whichever is the greater.

| Reporting Program | Var. \$ | Var. % | Explanation of negative variances | |
|---|-------------|------------|-----------------------------------|-----------|
| | | | Timing | Permanent |
| | \$ | % | See Schedules Attached | |
| Revenue from operating activities | | | | |
| Education and welfare | 38,420 | 19.83% | p | |
| Community amenities | 25,765 | 25.91% | p | |
| Transport | (2,148,892) | (59.94%) | q | |
| Economic services | 302,271 | 117.96% | p | |
| Other property and services | 33,421 | 29.23% | p | |
| Expenditure from operating activities | | | | |
| Governance | 128,258 | 27.30% | p | |
| General purpose funding | 205,109 | 36.55% | p | |
| Education and welfare | 53,586 | 10.96% | p | |
| Community amenities | 56,024 | 11.30% | p | |
| Transport | 1,205,793 | 27.03% | p | |
| Other property and services | (95,920) | (1605.09%) | q | |
| Investing activities | | | | |
| Proceeds from non-operating grants, subsidies and contributions | (1,705,299) | (64.52%) | q | |
| Payments for property, plant and equipment and infrastructure | 2,598,580 | 50.30% | p | |
| Financing activities | | | | |
| Transfer from reserves | (110,000) | (100.00%) | q | |
| Repayment of debentures | 141,644 | 43.43% | p | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|--|----------------------------|------------------|----------------------|------------------|-------------------------------|--|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | |
| | | Revenue | Expense | Revenue | Expense | | |
| GENERAL PURPOSE FUNDING - RATES | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 2030100 | RATES - Employee Costs - Wages; Salaries; Superannuation | | (84,465) | | (60,535) | | |
| 2030102 | RATES - Employee Costs - Allowances; WC & FBT | | 0 | | 0 | | |
| 2030104 | RATES - Employee Costs - Training & Development; Conferences | | (2,000) | | 0 | | |
| 2030112 | RATES - Valuation Expenses | | (25,000) | | (1,794) | | |
| | Deferred GRV Reval. - 2021/2022 | | | | | | |
| 2030113 | RATES - Title/Company Searches | | (500) | | 0 | | |
| 2030114 | RATES - Debt Collection Expenses | | (2,500) | | 0 | | |
| 2030115 | RATES - Printing & Stationery | | (2,500) | | 0 | | |
| 2030116 | RATES - Postage & Freight | | 0 | | 0 | | |
| 2030117 | RATES - Doubtful Debts Expense | | 0 | | 0 | | |
| 2030118 | RATES - Write Off | | (25,000) | | (18,615) | | |
| 2030130 | RATES - Insurance Expenses | | 0 | | 0 | | |
| 2030140 | RATES - Advertising & Promotion | | (500) | | 0 | | |
| 2030152 | RATES - Consultants | | 0 | | 0 | | |
| 2030185 | RATES - Legal Expenses | | (25,000) | | (19,152) | | |
| 2030187 | RATES - Other Expenses | | 0 | | 0 | | |
| 2030198 | RATES - Staff Housing Costs Allocated | | (35,681) | | (22,599) | | |
| 2030199 | RATES - Administration Allocated | | (178,245) | | (132,090) | | |
| | | | (381,391) | | (254,786) | | |
| OPERATING REVENUE | | | | | | | |
| 3030120 | RATES - Instalment Admin Fee Received | 2,500 | | 1,900 | | | |
| 3030121 | RATES - Account Enquiry Charges | 250 | | 391 | | | |
| 3030122 | RATES - Reimbursement of Debt Collection Costs | 2,500 | | 0 | | | |
| 3030123 | RATES - Special Payment Arrangement | 0 | | 0 | | | |
| 3030130 | RATES - Rates Levied - Synergy | 6,093,542 | | 6,098,946 | | Rates Dispatched 27 July 2021 | |
| | New Mining Differential Rates Model | | | | | | |
| 3030135 | RATES - Other Income | 0 | | 411 | | | |
| 3030138 | RATES - Discount on Rates Levied | 0 | (225,371) | 0 | (224,290) | | |
| 3030139 | RATES - Movement in Excess Rates | 0 | | 0 | | | |
| 3030145 | RATES - Penalty Interest Received | 20,000 | | 23,794 | | | |
| 3030146 | RATES - Instalment Interest Received | 5,000 | | 5,171 | | | |
| 3030147 | RATES - Pensioner Deferred Interest Received | 0 | | 0 | | | |
| 3030148 | RATES - ESL Interest Received | 100 | | 503 | | | |
| | | 6,123,892 | | 6,131,116 | (224,290) | | |
| TOTAL General Purpose Funding - Rates - | | 6,123,892 | (606,762) | 6,131,116 | (479,076) | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|--|----------------------------|-----------|----------------------|-----------|--------------------|--|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | |
| | | Revenue | Expense | Revenue | Expense | | |
| TOTAL GOVERNANCE | | 100 | (626,105) | 0 | (341,586) | | |
| LAW, ORDER & PUBLIC SAFETY - FIRE PREVENTION | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 2050112 | FIRE - Fire Prevention/Burning/Control | | (4,000) | | | | |
| W348 | W348 Fire Prevention; Hazard Burning; Fire Control | | | | 0 | | |
| 2050113 | FIRE - Fire Prevention & Planning | | 0 | | 0 | | |
| 2050130 | FIRE - Insurance | | (1,600) | | (1,600) | | |
| 2050187 | FIRE - Other Expenditure | | (5,200) | | (576) | | |
| W356 | Fire Prevention; Assistance to DFES | | | | 0 | | |
| 2050192 | FIRE - Depreciation | | 0 | | 0 | | |
| 2050198 | FIRE - Staff Housing Costs Allocated | | (17,840) | | (11,299) | | |
| 2050199 | FIRE - Administration Allocated | | (86,577) | | (64,159) | | |
| | | | (115,217) | | (77,634) | | |
| OPERATING REVENUE | | | | | | | |
| 3050100 | FIRE - Contributions & Donations | 4,000 | | 4,000 | | | |
| | ESL Admin Fee/Contribution | | | | | | |
| 3050110 | FIRE - Grants | 0 | | 3,750 | | | |
| 3050135 | FIRE - Other Income | 5,000 | | 5,942 | | | |
| | DFES Bush Fire Brigade Operating Grant | | | | | | |
| | | 9,000 | | 13,692 | | | |
| TOTAL LOPS - Fire Prevention | | 9,000 | (115,217) | 13,692 | (77,634) | | |
| LAW, ORDER & PUBLIC SAFETY - ANIMAL CONTROL | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 2050212 | ANIMAL - Animal Control Expenses | | (60,300) | | | | |
| W341 | Murdoch Vet microchipping & consult services | | (10,900) | | (6,345) | | |
| W349 | Animal Control; Contract Ranger | | (31,000) | | (26,000) | | |
| W350 | Animal Control; Shire Staff | | (5,400) | | (102) | | |
| W370 | Animal Control; Dog Exercise Area Maintenance | | (13,000) | | (8,135) | | |
| 2050230 | ANIMAL - Insurance (Other Than Buildings) | | | 0 | 0 | | |
| 2050287 | ANIMAL - Other Expenditure | | | | (763) | | |
| 2050289 | ANIMAL - Pound Maintenance/Operations | | | | (1,300) | No Job | |
| W327 | Dog Pound | | (1,300) | | (835) | | |
| 2050292 | ANIMAL - Depreciation | | | | (2,200) | | |
| 2050298 | ANIMAL - Staff Housing Costs Allocated | | | | (2,259) | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|--|-------------------------|------------------|-------------------|-----------------|---|--|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | |
| | | Revenue | Expense | Revenue | Expense | | |
| 2050299 | ANIMAL - Administration Allocated | | (31,447) | | (23,304) | | |
| | | | (100,614) | | (69,952) | | |
| | | | | | | | |
| | <u>OPERATING REVENUE</u> | | | | | | |
| 3050200 | ANIMAL - Contributions & Donations | 0 | | 0 | | | |
| | Contributions - Dog Exercise Area | | | | | | |
| 3050210 | ANIMAL - Grants | 0 | | 0 | | | |
| 3050220 | ANIMAL - Pound Fees | 0 | | 0 | | | |
| 3050221 | ANIMAL - Animal Registration Fees | 1,000 | | 1,870 | | | |
| 3050235 | ANIMAL - Other Fees & Charges | 0 | | 0 | | | |
| 3050240 | ANIMAL - Fines & Penalties | 0 | | 0 | | | |
| | | 1,000 | | 1,870 | | | |
| | | | | | | | |
| | TOTAL LOPS - Animal Control | 1,000 | (100,614) | 1,870 | (69,952) | | |
| | | | | | | | |
| | | | | | | | |
| | LAW, ORDER & PUBLIC SAFETY - OTHER | | | | | | |
| | <u>OPERATING EXPENDITURE</u> | | | | | | |
| 2050300 | OLOPS - Employee Costs - Wages; Salaries; Superannuation | | 0 | | 0 | | |
| 2050302 | OLOPS - Employee Costs - Allowances; WC & FBT | | 0 | | 0 | | |
| 2050311 | OLOPS - CCTV Maintenance | | (10,000) | | (10,068) | | |
| 2050313 | OLOPS - Solar Lighting Maintenance | | (5,000) | | 0 | | |
| 2050314 | OLOPS - Crime Prevention Strategies | | 0 | | 0 | | |
| 2050386 | OLOPS - Other Maintenance & Operations | | 0 | | 0 | | |
| 2050387 | OLOPS - Other Expenditure | | 0 | | 0 | | |
| 2050392 | OLOPS - Depreciation | | (5,550) | | (11,020) | | |
| 2050398 | OLOPS - Staff Housing Costs Allocated | | (3,567) | | (2,259) | | |
| 2050399 | OLOPS - Administration Allocated | | (27,406) | | (20,310) | | |
| | | | (51,523) | | (43,657) | | |
| | | | | | | | |
| | <u>OPERATING REVENUE</u> | | | | | | |
| 3050312 | OLOPS - Grants | 0 | | (184,930) | | Accrual reversed at 1 July - grant not yet received | |
| IO401 | Grant - CCTV Infrastructure | | | | | | |
| 3050335 | OLOPS - Other Income | 0 | | 0 | | | |
| | | 0 | | (184,930) | | | |
| | | | | | | | |
| | TOTAL LOPS - Other | 0 | (51,523) | (184,930) | (43,657) | | |
| | | | | | | | |
| | | | | | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | |
|---|-------------|----------------------------|-----------|----------------------|-----------|--------------------|
| For The Period Ending 31 March 2022 | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | Revenue | Expense | Revenue | Expense | |
| TOTAL LAW ORDER & PUBLIC SAFETY | | 10,000 | (267,354) | (169,368) | (191,243) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|-----------------------------|-------------------------|------------------|-------------------|------------------|--------------------|--|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | |
| | | Revenue | Expense | Revenue | Expense | | |
| | | | (313,442) | | (234,013) | | |
| | | | | | | | |
| | OPERATING REVENUE | | | | | | |
| 3070335 | OTHHEALTH - Other Income | 3,000 | | 2,057 | | | |
| | | 3,000 | | 2,057 | | | |
| | | | | | | | |
| | TOTAL Health - Other | 3,000 | (313,442) | 2,057 | (234,013) | | |
| | | | | | | | |
| | TOTAL HEALTH | 3,100 | (368,876) | 3,001 | (285,460) | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|--|----------|-------------------------|-----------|-------------------|-----------|--------------------|--|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | |
| | | | Revenue | Expense | Revenue | Expense | | | |
| | | | | | | | | | |
| EDUCATION & WELFARE - YOUTH | | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | | |
| 2080100 | YOUTH - Employee Costs - Wages; Salaries; Superannuation | | | (161,110) | | (117,125) | | | |
| 2080102 | YOUTH - Employee Costs - Allowances; WC & FBT | | | (4,000) | | (3,423) | | | |
| | WC Insurance Premiums | | | | | | | | |
| 2080104 | YOUTH - Employee Costs - Training & Development; Conferences | | | (2,500) | | 0 | | | |
| 2080106 | YOUTH - Employee Costs - Other | | | (1,000) | | (1,105) | | | |
| 2080110 | YOUTH - Motor Vehicle Expenses | | | (4,000) | | (3,974) | | | |
| 2080112 | YOUTH - Youth Services | | | (3,000) | | (300) | | | |
| 2080115 | YOUTH - Printing & Stationery | | | (500) | | (448) | | | |
| 2080140 | YOUTH - Advertising & Promotion | | | (1,000) | | 0 | | | |
| 2080152 | YOUTH - Consultants | | | 0 | | 0 | | | |
| 2080186 | YOUTH - Expensed Minor Asset Purchases | | | (1,000) | | 0 | | | |
| 2080187 | YOUTH - Other Expenses | | | (14,500) | | | | | |
| YOU01 | Youth Science Program | 0 | | | | 0 | | | |
| YOU02 | Youth Camping & Culture Program | (1,000) | | | | 0 | | | |
| YOU03 | Youth Bicycle Maintenance Project | (500) | | | | 0 | | | |
| YOU04 | Youth Under Eights Program | (1,000) | | | | 0 | | | |
| YOU05 | Youth Bike & Bush Trails | 0 | | | | 0 | | | |
| YOU06 | Youth Takings - Fundraising | 0 | | | | 0 | | | |
| YOU07 | Youth Art Programs | 0 | | | | 0 | | | |
| YOU12 | Youth Advisory Council | (1,000) | | | | 0 | | | |
| YOU010 | Youth - Other Expenses General | (11,000) | | | | (8,644) | | | |
| 2080188 | YOUTH - Building Operating Expenses | | | (21,500) | | | | | |
| No Job# | | | | | | (79) | | | |
| BO028 | Laverton Crèche (Hall) - Operating | (1,850) | | | | (780) | | | |
| BO032 | BO032 - Building Operating - Youth Office | (4,050) | | | | (2,310) | | | |
| BO036 | BO036 - Building Operating - Youth Centre | (15,600) | | | | (10,373) | | | |
| 2080189 | YOUTH - Building Maintenance | | | (3,200) | | | | | |
| BM028 | Laverton Crèche (Hall) - Maintenance | 0 | | | | (1,547) | | | |
| BM032 | BM032 - Building Maintenance - Youth Office | 0 | | | | (2,799) | | | |
| BM036 | BM036 - Building Maintenance - Youth Centre | (3,200) | | | | (1,328) | | | |
| | Includes Relocation Provision & Demolition of Current Facility | | | | | | | | |
| 2080190 | YOUTH - Garden & Grounds Maintenance | | | (3,300) | | | | | |
| W/353 | Youth Centre - Garden & Grounds Maintenance | (3,300) | | | | (37) | | | |
| 2080192 | YOUTH - Depreciation | | | (9,500) | | (6,544) | | | |
| 2080198 | YOUTH - Staff Housing Costs Allocated | | | (3,567) | | (2,259) | | | |
| 2080199 | YOUTH - Administration Allocated | | | (19,325) | | (14,321) | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|---|-------------------------|------------------|-------------------|------------------|--------------------|--------------------------------|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | |
| | | Revenue | Expense | Revenue | Expense | | |
| | | | (253,002) | | (177,396) | | |
| | | | | | | | |
| | | | | | | | |
| | <u>OPERATING REVENUE</u> | | | | | | |
| 3080100 | YOUTH - Contributions & Donations | 0 | | 0 | | | |
| 3080101 | YOUTH - Reimbursements | 0 | | 0 | | | |
| 3080110 | YOUTH - Grant Funding | 129,177 | | 96,882 | | | Awaiting final quarter payment |
| | Department Community Protection Grant; Funding towards Youth Worker | | | | | | |
| 3080135 | YOUTH - Other Income | 0 | | 20 | | | |
| 3080190 | YOUTH - Profit on Disposal of Assets | 0 | | 0 | | | |
| | | 129,177 | | 96,903 | | | |
| | | | | | | | |
| | TOTAL Education & Welfare - Youth | 129,177 | (253,002) | 96,903 | (177,396) | | |
| | | | | | | | |
| | | | | | | | |
| | <u>EDUCATION & WELFARE - PRESCHOOL</u> | | | | | | |
| | <u>OPERATING EXPENDITURE</u> | | | | | | |
| 2080298 | PRESCHOOL - Staff Housing Costs Allocated | | 0 | | (4,520) | | |
| 2080299 | PRESCHOOL - Administration Allocated | | 0 | | (29,293) | | |
| | | | 0 | | (33,812) | | |
| | | | | | | | |
| | <u>OPERATING REVENUE</u> | | | | | | |
| 3080235 | PRESCHOOL - Other Income | 0 | | 0 | | | |
| | | 0 | | 0 | | | |
| | | | | | | | |
| | TOTAL Education & Welfare - Preschool | 0 | 0 | 0 | (33,812) | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|---|---------|----------------------------|----------------|----------------------|-----------------|--------------------|--|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | |
| | | | Revenue | Expense | Revenue | Expense | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | EDUCATION & WELFARE - OTHER EDUCATION | | | | | | | | |
| | OPERATING EXPENDITURE | | | | | | | | |
| 2080388 | OTHERED - Building Operations | | | (3,100) | | | | | |
| BO034 | Youth Office & Toilet; 14 Duketon Street; Toilet Block; Operating | (3,100) | | | | (3,493) | | | |
| 2080389 | OTHERED - Building Maintenance | | | (1,270) | | | | | |
| BM034 | Youth Office & Toilet; 14 Duketon Street; Toilet Block; Maintenance | (1,270) | | | | 0 | | | |
| 2080392 | OTHERED - Depreciation | | | 0 | | 0 | | | |
| 2080398 | OTHERED - Staff Housing Costs Allocated | | | 0 | | 0 | | | |
| 2080399 | OTHERED - Administration Allocated | | | 0 | | (20,310) | | | |
| | | | | (4,370) | | (23,803) | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | OPERATING REVENUE | | | | | | | | |
| 3080310 | OTHERED - Grant Funding | | 0 | | 0 | | | | |
| 3080335 | OTHERED - Other Income | | 0 | | 498 | | | | |
| | | | 0 | | 498 | | | | |
| | | | | | | | | | |
| | TOTAL Education & Welfare - Other Education | | 0 | (4,370) | 498 | (23,803) | | | |

| Shire of Laverton - Statement of Financial Activity For The Period Ending 31 March 2022 | | | | | | | |
|--|---|----------|----------------------------|-----------|----------------------|----------|--------------------------------------|
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| | | | | | | | |
| EDUCATION & WELFARE - COMMUNITY DEVELOPMENT | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 2080400 | COM DEV - Employee Costs - Wages; Salaries; Superannuation ACLO Position | | | (71,316) | | 0 | |
| 2080402 | COM DEV - Employee Costs - Allowances; WC & FBT WC Insurance Premiums | | | (3,000) | | 0 | |
| 2080404 | COM DEV - Employee Costs - Training & Development; Conferences | | | (2,000) | | 0 | |
| 2080406 | COM DEV - Employee Costs - Other | | | (1,000) | | (680) | |
| 2080410 | COM DEV - Motor Vehicle Expenses | | | (2,000) | | (857) | |
| 2080415 | COM DEV - Printing & Stationery | | | 0 | | 0 | |
| 2080441 | COM DEV - Subscriptions & Memberships | | | 0 | | 0 | |
| 2080450 | COM DEV - Community Short Term Camp Facilities | | | (60,100) | | | |
| W334 | Short Term Camping Facilities | (60,100) | | | | (24,100) | awaiting delivery of toilet facility |
| 2080486 | COM DEV - Expensed Minor Asset Purchases | | | (1,000) | | 0 | |
| 2080487 | COM DEV - Other Expenses | | | (8,500) | | | |
| CD002 | International Day of People with Disability | (1,000) | | | | 0 | |
| CD003 | DAIP - Implementation Costs | 0 | | | | 0 | |
| CD007 | Curtin Volunteer Program | (6,500) | | | | 0 | |
| CD010 | Community Development - Other Expenses General | (1,000) | | | | 0 | |
| 2080488 | COM DEV - Building Operations | | | (25,000) | | | |
| BO033 | Cashless Debit Card (CDC) Office; Utilities; Cleaning; Insurance | (14,700) | | | | (7,932) | |
| BO050 | Men's Shed Insurance Premium | (150) | | | | (116) | |
| BM050 | Men's Shed Maintenance | 0 | | | | 0 | |
| BO031 | Community Services; 12 MacPherson Place; Office & Shed - Operating | (10,150) | | | | (13,784) | |
| 2080489 | COM DEV - Building Maintenance | | | (8,900) | | | |
| BM033 | Cashless Debit Card (CDC) Office; Minor Building Maintenance | (4,300) | | | | (2,043) | |
| BM031 | Community Services; 12 MacPherson Place; Office & Shed - Maintenance | (4,600) | | | | (4,406) | |
| 2080490 | COM DEV - Garden & Grounds Maintenance | | | (4,840) | | | |
| W354 | COM DEV - Garden & Grounds Maintenance | (4,840) | | | | (1,881) | |
| 2080492 | COM DEV - Depreciation | | | (3,250) | | (2,333) | |
| 2080498 | COM DEV - Staff Housing Costs Allocated | | | (7,135) | | (4,519) | |
| 2080499 | COM DEV - Administration Costs Allocated | | | (32,674) | | (20,310) | |
| | | | | (230,715) | | (82,960) | |
| | | | | | | | |
| | | | | | | | |
| TOTAL Education & Welfare - Community Development | | | 0 | (230,715) | 0 | (82,960) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|---|-----------|-------------------------|-----------|-------------------|----------|--------------------|-------------------------------|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | |
| | | | Revenue | Expense | Revenue | Expense | | | |
| HOUSING - STAFF HOUSING | | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | | |
| 2090170 | STF HOUSE - Loan Interest Repayments | | | | | | | | |
| | Loan 81; Burt Street Units; Shire Housing | (7,200) | | (14,330) | | (7,960) | | | |
| | Loan 82; DCEO Housing | (7,130) | | | | | | | |
| | Loan 79B; Exec Housing - Paid Out - 2020/2021 | | | | | | | | |
| 2090187 | STF HOUSE - Other Expenses | (100,000) | | (100,000) | | (11,935) | | | |
| | Staff Housing Upgrade; Ongoing Renewal Program | | | | | | | | |
| | Settlement/Legal Expenses - Sale of Properties | | | | | | | | |
| 2090188 | STF HOUSE - Staff Housing Building Operations | | | (102,955) | | (2,314) | | No job number to be allocated | |
| BO008 | Building Operations; 8 Cable Street | (1,900) | | | | (760) | | | |
| BO009 | Building Operations; 11 Boomerang Street | (2,800) | | | | (3,919) | | | |
| BO010 | Building Operations; 10 Lancefield Street | (5,930) | | | | (11,061) | | | |
| BO011 | Building Operations; 2 Shirley Avenue | (3,630) | | | | (2,650) | | | |
| BO013 | Building Operations; 3 Mikado Way | (3,550) | | | | (5,270) | | | |
| BO014 | Building Operations; 11 Mikado Way - Sold 2021 | 0 | | | | (553) | | | |
| BO015 | Building Operations; 15 Cable Street | (3,050) | | | | (1,565) | | | |
| BO016 | Building Operations; 6 Craiggie Street | (4,775) | | | | (3,568) | | | |
| BO017 | Building Operations; 8A Craiggie Street | (3,900) | | | | (4,577) | | | |
| BO019 | Building Operations; 2 Boomerang Street | (3,850) | | | | (3,245) | | | |
| BO020 | Building Operations; 14 Boomerang Street | (4,020) | | | | (4,111) | | | |
| BO021 | Building Operations; 8 Leahy Close | (9,780) | | | | (7,897) | | | |
| BO022 | Building Operations; 1 Mikado Way | (8,050) | | | | (10,364) | | | |
| BO023 | Building Operations; 8B Craiggie Street | (4,770) | | | | (4,195) | | | |
| BO024 | Building Operations; 5 Lancefield Street | (5,400) | | | | (6,492) | | | |
| BO054 | Building Operations; Unit 1; 5 Burt Street | (3,800) | | | | (2,938) | | | |
| BO055 | Building Operations; Unit 2; 5 Burt Street | (3,550) | | | | (2,226) | | | |
| BO056 | Building Operations; Unit 3; 5 Burt Street | (4,300) | | | | (2,695) | | | |
| BO057 | Building Operations; Unit 4; 5 Burt Street | (4,050) | | | | (2,535) | | | |
| BO058 | Building Operations; Unit 5; 5 Burt Street | (4,000) | | | | (2,706) | | | |
| BO059 | Building Operations; Unit 6; 5 Burt Street | (4,500) | | | | (2,836) | | | |
| BO060 | Building Operations; Unit 7; 5 Burt Street | (6,500) | | | | (3,645) | | | |
| BO062 | Building Operations; Common Area; 5 Burt Street | (5,350) | | | | (6,286) | | | |
| BO063 | Building Operations; Vacant Lots | (1,500) | | | | (633) | | | |
| 2090189 | STF HOUSE - Staff Housing Building Maintenance | 0 | | (75,630) | | 0 | | | |
| BM008 | Building Maintenance; 8 Cable Street | | | | | | | | |
| BM010 | Building Maintenance; 10 Lancefield Street | (4,200) | | | | (10,308) | | | |
| BM009 | Building Maintenance; 11 Boomerang Street | (2,200) | | | | (1,196) | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|--|----------|-------------------------|----------|-------------------|----------|--------------------|--|-------------------------|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | |
| | | | Revenue | Expense | Revenue | Expense | | | |
| BM011 | Building Maintenance; 2 Shirley Avenue | (3,200) | | | | (1,013) | | | |
| BM013 | Building Maintenance; 3 Mikado Way | (3,200) | | | | (9,513) | | | |
| BM014 | Building Maintenance; 11 Mikado Way - Sold 2021 | 0 | | | | 0 | | | |
| BM015 | Building Maintenance; 15 Cable Street | (3,200) | | | | 0 | | | |
| BM016 | Building Maintenance; 6 Craiggie Street | (3,200) | | | | (2,666) | | | |
| BM017 | Building Maintenance; 8A Craiggie Street | (3,200) | | | | (8,041) | | | |
| BM019 | Building Maintenance; 2 Boomerang Street | (3,200) | | | | (4,592) | | | |
| BM020 | Building Maintenance; 14 Boomerang Street | (3,200) | | | | (11,264) | | | |
| BM021 | Building Maintenance; 8 Leahy Close | (5,200) | | | | (3,851) | | | |
| BM022 | Building Maintenance; 1 Mikado Way | (3,200) | | | | (982) | | | |
| BM023 | Building Maintenance; 8B Craiggie Street | (3,200) | | | | (1,263) | | | |
| BM024 | Building Maintenance; 5 Lancefield Street | (14,500) | | | | (5,819) | | | |
| BM054 | Building Maintenance; Unit 1; 5 Burt Street | (2,490) | | | | (33) | | | |
| BM055 | Building Maintenance; Unit 2; 5 Burt Street | (2,490) | | | | 0 | | | |
| BM056 | Building Maintenance; Unit 3; 5 Burt Street | (2,490) | | | | (450) | | | |
| BM057 | Building Maintenance; Unit 4; 5 Burt Street | (2,490) | | | | (180) | | | |
| BM058 | Building Maintenance; Unit 5; 5 Burt Street | (2,490) | | | | (417) | | | |
| BM059 | Building Maintenance; Unit 6; 5 Burt Street | (2,490) | | | | (33) | | | |
| BM060 | Building Maintenance; Unit 7; 5 Burt Street | (2,490) | | | | (5) | | | |
| BM062 | Building Maintenance; Common Area; 5 Burt Street | (3,300) | | | | (2,402) | | | |
| 2090191 | STF HOUSE - Loss on Disposal of Assets | | | 0 | | (5,182) | | | |
| 2090192 | STF HOUSE - Depreciation | | | (48,000) | | (34,393) | | | |
| 2090198 | STF HOUSE - Staff Housing Costs Recovered | | | 360,240 | | 227,212 | | | |
| 2090199 | STF HOUSE - Administration Allocated | | | (19,325) | | (14,321) | | | |
| | | | | 0 | | (9,650) | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| OPERATING REVENUE | | | | | | | | | |
| 3090101 | STF HOUSE - Staff Rental Reimbursements | | 5,000 | | 12,751 | | | | |
| 3090135 | STF HOUSE - Other Income; Rental Income | | 20,000 | | 16,984 | | | | can be offset see above |
| 3090140 | STAFF HOUSE - Grant Income | | 0 | | 0 | | | | |
| 3090190 | STF HOUSE - Profit on Disposal of Assets | | 0 | | 28,363 | | | | |
| | | | 25,000 | | 58,099 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| TOTAL Staff Housing | | | 25,000 | 0 | 58,099 | (9,650) | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|--|-----------|-------------------------|------------------|-------------------|------------------|--------------------|--|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | |
| | | | Revenue | Expense | Revenue | Expense | | | |
| | OPERATING REVENUE | | | | | | | | |
| 3090201 | OTHER HOUSE - Rental Reimbursements | | 0 | | 0 | | | | |
| 3090235 | OTHER HOUSE - Other Income; Housing Rental | | 0 | | 3,240 | | | | |
| 3090240 | OTHER HOUSE - Grant Income | | 0 | | 0 | | | | |
| | | | 0 | | 3,240 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | TOTAL Other Housing | | 0 | (53,337) | 3,240 | (37,485) | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | TOTAL HOUSING | | 63,182 | (121,332) | 61,339 | (115,109) | | | |
| | | | | | | | | | |
| | COMMUNITY AMMENITIES - SANITATION | | | | | | | | |
| | OPERATING EXPENDITURE | | | | | | | | |
| 2100111 | SANITATION - Waste Collection | | | | | | | | |
| W342 | W342 Domestic Waste Collection | (30,400) | | (30,400) | | (23,581) | | | |
| 2100112 | SANITATION - Waste Collection; Mount Margaret | | | (15,700) | | | | | |
| W343 | W343 Waste Collection; Mount Margaret | (15,700) | | | | (13,426) | | | |
| 2100113 | SANITATION - Litter Control | | | (97,650) | | | | | |
| W347 | W347 Litter Control | (97,650) | | | | (59,606) | | | |
| 2100114 | SANITATION - Commercial/Industrial Collection | | | (55,400) | | | | | |
| W344 | W344 Commercial/Industrial Waste Collection | (32,600) | | | | (47,061) | | | |
| W345 | W345 Quarantine Bin; Great Central Road | (22,800) | | | | (4,570) | | | |
| 2100117 | SANITATION - General Tip Maintenance | | | (190,475) | | | | | |
| W318 | W318 Laverton Waste Facility | (190,475) | | | | (120,115) | | | |
| | Includes provisions for additional/replacement fencing, cover, new pits & bund walls | | | | | | | | |
| | | | | | | | | | |
| 2100118 | SANITATION - Household Verge Collection | | | (3,600) | | | | | |
| W346 | W346 Household Verge Collection | (3,600) | | | | (1,330) | | | |
| 2100187 | SANITATION - Other Expenses | | | (1,000) | | (2,654) | | | |
| 2100192 | SANITATION - Depreciation | | | (24,650) | | (21,241) | | | |
| 2100498 | SANITATION - Staff Housing Costs Allocated | | | (3,567) | | (2,259) | | | |
| 2100199 | SANITATION - Administration Allocated | | | (19,325) | | (14,321) | | | |
| | | | | (441,767) | | (310,164) | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|--|---|----------|----------------------------|------------------|----------------------|-----------------|--------------------|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| | | | | | | | |
| RECREATION & CULTURE - PUBLIC HALLS | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 2110186 | HALLS - Expensed Minor Asset Purchases | | | 0 | | 0 | |
| 2110187 | HALLS - Other Expenses | | | (5,000) | | 0 | |
| 2110188 | HALLS - Town Halls & Public Building Operations | | | (14,850) | | | |
| BO029 | Town Hall; Utilities; Cleaning; Insurance | (13,100) | | | | (8,962) | |
| BO030 | 1-13 Augusta Street; Utilities; Cleaning; Insurance | (1,750) | | | | 0 | |
| 2110189 | HALLS - Town Halls & Public Building Maintenance | | | (10,790) | | | |
| BM029 | Town Hall; Minor Building Maintenance | (7,900) | | | | (941) | |
| | Includes Provision for Minor Furnishings & Fittings | (2,000) | | | | 0 | |
| BM030 | 1-13 Augusta Street; Minor Building Maintenance | (890) | | | | (182) | |
| 2110192 | HALLS - Depreciation | | | (56,400) | | (41,648) | |
| 2110198 | HALLS - Staff Housing Costs Allocated | | | (3,567) | | (2,259) | |
| 2110199 | HALLS - Administration Allocated | | | (19,822) | | (14,690) | |
| | | | | (110,429) | | (68,682) | |
| | | | | | | | |
| OPERATING REVENUE | | | | | | | |
| 3110120 | HALLS - Town Hall Hire | | 1,000 | | | 350 | |
| 3110135 | HALLS - Other Income | | 0 | | | 136 | |
| | | | 1,000 | | | 486 | |
| | | | | | | | |
| TOTAL Other Recreation & Culture - Public Halls | | | 1,000 | (110,429) | 486 | (68,682) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|---|-----------|----------------------------|------------------|----------------------|------------------|--------------------|--|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | |
| | | | Revenue | Expense | Revenue | Expense | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | RECREATION & CULTURE - SWIMMING & BEACHES | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | OPERATING EXPENDITURE | | | | | | | | |
| 2110200 | SWIM - Employee Costs - Wages; Salaries; Superannuation | | | (131,775) | | (93,796) | | | |
| 2110202 | SWIM - Employee Costs - Allowances; WC & FBT | | | (4,000) | | (3,423) | | | |
| 2110204 | SWIM - Employee Costs - Training & Development; Conferences | | | (5,000) | | (2,496) | | | |
| 2110206 | SWIM - Employee Costs - Other | | | (1,000) | | (30) | | | |
| 2110230 | SWIM - Insurance | | | 0 | | 0 | | | |
| 2110251 | SWIM - Kiosk Expenses | | | 0 | | 0 | | | |
| 2110265 | SWIM - Grounds Maintenance/Operations | | | (2,000) | | (11) | | | |
| 2110266 | SWIM - Pool Bowls | | | 0 | | 0 | | | |
| 2110270 | SWIM - Loan Interest Repayments | | | (15,810) | | (7,387) | | | |
| | Loan 83; Interest | (15,810) | | | | | | | |
| 2110287 | SWIM - Other Expenses | | | 0 | | 0 | | | |
| 2110288 | SWIM - Building Operations | | | (129,900) | | | | | |
| BO048 | BO048 - Utilities; Cleaning; Insurance; Chemicals | (23,700) | | | | (20,857) | | | |
| BO026 | BO026 - Laverton Community Hub - Aquatic Facilities - Operating | (106,200) | | | | (78,942) | | | |
| 2110289 | SWIM - Building Maintenance | | | (35,000) | | | | | |
| BM048 | BM048 - Minor Building Maintenance | (4,000) | | | | (3,422) | | | |
| BM026 | BM026 - Laverton Community Hub - Aquatic Facilities - Maintenance | (31,000) | | | | 10,416 | | | |
| | Includes Driveway & Guttering Repairs | | | | | | | | |
| 2110291 | SWIM - Loss on Disposal of Assets | | | 0 | | 0 | | | |
| 2110292 | SWIM - Depreciation | | | (117,500) | | (74,270) | | | |
| 2110298 | SWIM - Staff Housing Costs Allocated | | | (3,567) | | (2,259) | | | |
| 2110299 | SWIM - Administration Allocated | | | (9,691) | | (7,181) | | | |
| | | | | (455,243) | | (283,657) | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | OPERATING REVENUE | | | | | | | | |
| 3110200 | SWIM - Contributions & Donations | | 0 | | 0 | | | | |
| 3110210 | SWIM - Grants | | 0 | | 0 | | | | |
| | Grant for Solar Project | | | | | | | | |
| 3110220 | SWIM - Admissions | | 10,000 | | 9,221 | | | | |
| 3110221 | SWIM - Kiosk Income | | 0 | | 0 | | | | |
| 3110235 | SWIM - Other Income | | 0 | | 3,459 | | | | |
| | | | 10,000 | | 12,680 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | TOTAL SWIMMING AREAS & BEACHES | | 10,000 | (455,243) | 12,680 | (283,657) | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|--|----------------------------|----------|----------------------|---------|--------------------|--|--|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | | |
| | | Revenue | Expense | Revenue | Expense | | | | |
| 2110588 | REC OTHER - Other Rec Facilities Building Operations | | (23,875) | | | | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|--|-----------|-------------------------|-----------|-------------------|-----------|--------------------|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| GRST2112 | Gravel Resheet - Mt Weld Road | (508,759) | | | | (59,673) | |
| RC009 | Bandyia Road - Creek Crossing Stabilisation & Seal | | | | | | |
| RC087 | Great Central Road - Spence St Floodway Repairs | | | | | | |
| 4120143 | ROADC - Formed; Council Funded | | | 0 | | 0 | |
| 4120147 | ROADC - Sealed; Roads to Recovery Funded | | | 0 | | 0 | |
| 4120148 | ROADC - Gravel; Roads to Recovery Funded | | | 0 | | (3) | |
| RTR801 | RTR801 Mt Weld/Merolia/Racecourse Rds. | 0 | | | | | |
| 4120149 | ROADC - Formed; Roads to Recovery Funded | | | 0 | | | |
| 4120151 | ROADC - Sealed; Regional Road Group Funded | | | (603,000) | | (2,982) | No Job |
| RRG2101 | Lancefield Diversion Road - 4.8 Km | (603,000) | | | | (413,725) | |
| RRG2002 | Lancefield Diversion Road - SLK 1.00 to SLK 2.00 | 0 | | | | 0 | |
| RRG087 | RRG087 Great Central Road; Major Project; PN21113635 | | | | | | |
| 4120152 | ROADC - Gravel; Regional Road Group Funded | | | 0 | | | |
| RRG2001 | Bandyia Road - SLK 22.50 to SLK 24.50 | 0 | | | | 0 | |
| RRG2003 | Old Laverton Road - SLK 8.00 to SLK 10.00 | 0 | | | | 0 | |
| RRG2004 | Laverton Mount Margaret Road - SLK 0.00 to SLK 0.30 | 0 | | | | 0 | |
| RRG1901 | Bandyia Road - Slk 15.0 To 22.5 | | | | | 0 | |
| RRG1902 | Lancefield Diversion Road - Slk 0 To 7.58 | | | | | 0 | |
| RRG1903 | Old Laverton Road - Slk 27.0 To 37.0 | | | | | 0 | |
| RRG1904 | Laverton Mount Margaret Road - Slk 9.6 To 11.24 | | | | | 0 | |
| RRG110 | RRG110 Lancefield Diversion Road; 0.00 to 3.05slk; PN: 21114800 | | | | | 0 | |
| RRG009 | RRG009 Bandyia Road; 7.50 to 15.00slk; PN: 21114801 | | | | | 0 | |
| RRG070 | RRG070 Old Laverton Road; 6.00 to 27.00slk; PN: 21114802 | | | | | 0 | |
| RRG003 | RRG003 Laverton Mount Margaret Road; 4.20 to 9.60slk; PN: 21114808 | | | | | 0 | |
| 4120153 | ROADC - Formed; Regional Road Group Funded | | | 0 | | | |
| 4120157 | ROADC - Sealed; Black Spot Funded | | | 0 | | | |
| 4120158 | ROADC - Gravel; Black Spot Funded | | | 0 | | | |
| RBSGC32 | Gum Creek Crossing Construction - 32.0 slk | 0 | | | | 0 | |
| RBS009 | RBS009 Bandyia Road 36.5 SLK; PN: 21114615 | | | | | | |
| 4120159 | ROADC - Formed; Black Spot Funded | | | 0 | | | |
| 4120165 | ROADC - Gravel; Other Grant Funding | | | (566,000) | | | |
| RAR087 | RAR087 Great Central Road; RAAR No. 8520; PN 21100784; Carry Over | | | | | 0 | |
| RAR009 | RAR009 Bandyia-Mulga Queen Road; RAAR No. 8380; PN 21100782 | | | | | 0 | |
| RAR070 | RAR070 Old Laverton Road; RAAR No. 8390; PN 21100783 | | | | | 0 | |
| 4120171 | ROADC - Drainage | | | 0 | | 0 | |
| 4120172 | ROADC - Footpaths | | | (50,000) | | | |
| FC060 | Hawks Place Footpath | (50,000) | | | | 0 | |
| 4120173 | ROADC - Infrastructure Other | | | 0 | | | |
| IO329 | IO329 Depot Facility; New Electrical Connection; 4 Alderstone Street | | | | | 0 | |

| Shire of Laverton - Statement of Financial Activity For The Period Ending 31 March 2022 | | | | | | | |
|--|---|----------|----------------------------|-------------|----------------------|-------------|--------------------|
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| RM090 | RM090 - Mt Morgan Cemetery Access - Maintenance | | | | | (66) | Job added |
| RM110 | RM110 - Lancefield Diversion Road - Maintenance | | | | | (7,558) | Job added |
| 2120213 | ROADM - Road Maintenance; Formed | | | (47,000) | | (17,754) | |
| 2120214 | ROADM - Footpath Maintenance | | | (2,500) | | 0 | |
| | Various Maintenance as per Program | | | | | | |
| W335 | W335 Wongatha Path | (2,500) | | | | 0 | |
| 2120215 | ROADM - Drainage Works | | | 0 | | 0 | |
| 2120216 | ROADM - Street Trees & Watering | | | (4,640) | | 0 | |
| | Various Maintenance as per Program | | | | | | |
| W324 | W324 Street Tree Maint - Purchase of Plants | (4,640) | | | | (1,550) | |
| 2120217 | ROADM - Maintenance; Town Streets | | | (40,500) | | | |
| W328 | W328 Beria Road Information Bay | (15,200) | | | | (13,976) | |
| W325 | Verge Maintenance | (25,300) | | | | (18,090) | |
| 2120218 | ROADM - Signage - Roadworks & Safety Signage | | | (10,000) | | | |
| W355 | Road Signage - Roadworks & Safety Signage | (10,000) | | | | 0 | |
| 2120234 | ROADM - Street Lighting | | | (48,000) | | (29,405) | |
| 2120265 | ROADM - Road Maintenance/Operations | | | (53,570) | | | |
| W329 | Depot Facility; Site | (39,150) | | | | (41,934) | |
| W330 | Depot Wash Down Facility | (10,020) | | | | (640) | |
| W338 | Depot Fuel Facilities | (4,400) | | | | (771) | |
| 2120286 | ROADM - Workshop/Depot Expensed Equipment | | | (10,000) | | 0 | |
| 2120288 | ROADM - Depot Building Operations | | | (63,150) | | (772) | No Job |
| BO002 | BO002 Depot Workshop | (33,650) | | | | (29,865) | |
| BO003 | BO003 Depot Machinery Shed | (6,950) | | | | (4,575) | |
| BO004 | BO004 Depot Foreman's Office | (19,550) | | | | (4,869) | |
| BO005 | BO005 Depot Vehicle Garage | (3,000) | | | | (1,011) | |
| 2120289 | ROADM - Depot Building Maintenance | | | (13,800) | | | |
| BM002 | BM002 Depot Workshop | (5,700) | | | | (8,848) | |
| | Includes new gates/doors | 0 | | | | | |
| BM003 | BM003 Depot Machinery Shed | (3,200) | | | | 0 | |
| BM004 | BM004 Depot Foreman's Office | (2,700) | | | | (4,469) | |
| BM005 | BM005 Depot Vehicle Garage | (2,200) | | | | (1,435) | |
| BM338 | BM338 Depot Facility; Fence/Gate | 0 | | | | 0 | |
| 2120292 | ROADM - Depreciation - Roads, Bridges & Depots | | | (2,022,150) | | (1,533,975) | |
| 2120298 | ROADM - Staff Housing Costs Allocated | | | 0 | | (2,259) | |
| 2120299 | ROADM - Administration Allocated | | | (13,316) | | (9,868) | |
| | | | | (5,261,319) | | (2,478,547) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|---|-------------------------|-------------|-------------------|-------------|--------------------|--|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | |
| | | Revenue | Expense | Revenue | Expense | | |
| | | | | | | | |
| OPERATING INCOME | | | | | | | |
| 3120200 | ROADM - Street Lighting Subsidy | | | | | | |
| 3120201 | ROADM - Road Contribution Income | 0 | | 0 | | | |
| | Gruyere Mines - Annual Contribution as per Agreement | 61,000 | | 61,443 | | | |
| 3120210 | ROADM - Direct Road Grant (MRWA) | | | 0 | | | |
| 3120130 | ROADM - Other Grants - Flood Damage | 200,000 | | 243,533 | | | |
| | Great Central Road - 2021 Flood | 2,000,000 | | 0 | | | |
| 3120220 | ROADM - Sale of Scrap | | | 0 | | | |
| 3120235 | ROADM - Other Income | 0 | | 83 | | | |
| | | 2,261,000 | | 305,059 | | | |
| | TOTAL Transport - Maintenance | 2,261,000 | (3,261,319) | 305,059 | (2,478,547) | | |
| | | | | | | | |
| TRANSPORT - ROAD PLANT PURCHASES | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 2120391 | PLANT - Loss on Disposal of Assets | | 0 | | 0 | | |
| 2120386 | PLANT - Expensed Minor Asset Purchases | | 0 | | (14) | | |
| | | | | | | | |
| | | | 0 | | (14) | | |
| | | | | | | | |
| OPERATING REVENUE | | | | | | | |
| 3120380 | PLANT - Other Income | 0 | | 0 | | | |
| 3120390 | PLANT - Profit on Disposal of Assets | 15,000 | | 0 | | | |
| | | 15,000 | | 0 | | | |
| | | | | | | | |
| | TOTAL Transport - Road Plant Purchases | 15,000 | 0 | 0 | (14) | | |
| | | | | | | | |
| TRANSPORT - ROAD PLANT PURCHASES | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | |
| 4120330 | PLANT - Plant & Equipment; Capital | | (214,496) | | | | |
| PE601 | Construction Grader (currently P303 - JD) - Includes Blade Controller | | | | (11,529) | | |
| PE704 | Toyota Workmate | | | | (15,979) | | |
| PE202 | Street Sweeper | | | | 0 | | |
| 4120381 | PLANT - Transfers To Reserve | | (565,000) | | | | |
| | | | (779,496) | | (27,507) | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|--|---|---------|----------------------------|-----------------|----------------------|-----------------|--------------------|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| | | | | | | | |
| <u>ECONOMIC SERVICES - ECONOMIC DEVELOPMENT</u> | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 2130100 | ECON DEV - Employee Costs - Wages; Salaries; Superannuation | | | 0 | | 0 | |
| 2130102 | ECON DEV - Employee Costs - Allowances; WC & FBT | | | 0 | | 0 | |
| 2130104 | ECON DEV - Employee Costs - Training & Development; Conferences | | | 0 | | 0 | |
| 2130106 | ECON DEV - Employee Costs - Other | | | 0 | | 0 | |
| 2130110 | ECON DEV - Motor Vehicle Expenses | | | 0 | | 0 | |
| 2130115 | ECON DEV - Printing & Stationery | | | 0 | | 0 | |
| 2130130 | ECON DEV - Insurance | | | 0 | | 0 | |
| 2130140 | ECON DEV - Advertising & Promotions | | | (1,500) | | 0 | |
| | Regional Directory | | | | | 0 | |
| 2130152 | ECON DEV - Consultants | | | 0 | | 0 | |
| 2130170 | ECON DEV - Loan Interest Repayments | | | (7,465) | | (3,847) | |
| | Loan Interest & Fees - Loan #80 - Main Street Underground Power | (7,465) | | | | 0 | |
| 2130186 | ECON DEV - Expensed Minor Asset Purchases | | | | | 0 | |
| 2130187 | ECON DEV - Other Expenses | | | (5,000) | | 0 | |
| ED002 | Community Loan Scheme | 0 | | | | | |
| ED001 | Council Land Development | (5,000) | | | | 0 | |
| 2130188 | ECON DEV - Building Operations | | | (8,500) | | | |
| BO035 | BO035 Centrelink Building; Operations | (8,500) | | | | (3,630) | |
| 2130189 | ECON DEV - Building Maintenance | | | (6,300) | | | |
| BM035 | BM035 Centrelink Building; Maintenance | (6,300) | | | | (2,000) | |
| 2130192 | ECON DEV - Depreciation | | | (43,330) | | (36,073) | |
| 2130198 | ECON DEV - Staff Housing Costs Allocated | | | (3,567) | | (2,259) | |
| 2130199 | ECON DEV - Administration Allocated | | | (13,316) | | (8,703) | |
| | | | | (88,978) | | (56,514) | |
| | | | | | | | |
| <u>OPERATING REVENUE</u> | | | | | | | |
| 3130101 | ECON DEV - Reimbursements | | 0 | | | 0 | |
| 3130110 | ECON DEV - Grants | | 0 | | | 0 | |
| 3130145 | ECON DEV - Other Income | | 40,000 | | | 34,743 | |
| | Commercial Properties - Centrelink Building | 40,000 | | | | | |
| | | | | | | | |
| | | | 40,000 | | | 34,743 | |
| | | | | | | | |
| TOTAL Economic Services - Economic Development | | | 40,000 | (88,978) | 34,743 | (56,514) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | |
|---|-------------|----------------------------|---------|----------------------|---------|--------------------|
| For The Period Ending 31 March 2022 | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | Revenue | Expense | Revenue | Expense | |
| TOTAL Economic Services - Tourism & Area Promotion | | 0 | 0 | 0 | (1,385) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|--|---|----------|----------------------------|-----------|----------------------|----------|--------------------|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| | | | | | | | |
| <u>ECONOMIC SERVICES - HERITAGE DEVELOPMENT & MAINTENANCE</u> | | | | | | | |
| <u>OPERATING EXPENDITURE</u> | | | | | | | |
| 2130300 | HERITAGE - Employee Costs - Wages; Salaries; Superannuation | | | (11,020) | | (9,393) | |
| 2130302 | HERITAGE - Employee Costs - Allowances; WC & FBT | | | (550) | | (471) | |
| 2130304 | HERITAGE - Employee Costs - Training & Development; Conferences | | | 0 | | 0 | |
| 2130306 | HERITAGE - Employee Costs - Other | | | 0 | | 0 | |
| 2130340 | HERITAGE - Advertising & Promotion | | | 0 | | 0 | |
| 2130341 | HERITAGE - Subscriptions & Memberships | | | (290) | | 0 | |
| 2130352 | HERITAGE - Consultants | | | (5,000) | | 0 | |
| 2130365 | HERITAGE - Maintenance/Operations | | | (19,700) | | | |
| W331 | W331 Windarra Heritage Trail | (5,000) | | | | 0 | |
| W332 | W332 Golden Quest Discovery Trail | (10,000) | | | | (166) | |
| W333 | W333 History Walk | (4,700) | | | | 0 | |
| 2130386 | HERITAGE - Expensed Minor Asset Purchases | | | (20,000) | | (1,322) | |
| | Laverton History Book | | | | | | |
| | Heritage Collection | | | | | | |
| 2130387 | HERITAGE - Other Expenses | | | 0 | | 0 | |
| 2130388 | HERITAGE - Building Operations | | | (20,600) | | | |
| BO044 | BO044 Old Police Complex | (13,500) | | | | (7,579) | |
| BO041 | BO041 Old Court House (currently Men's Shed) | (3,500) | | | | (1,685) | |
| BO043 | BO043 Coach House | 0 | | | | (7,800) | |
| BO042 | BO042 Mt Morgan Municipal Chambers | (3,150) | | | | (1,170) | |
| BO045 | Old Gaoi; Museum; 14 Erlistoun Street - Operating | (450) | | | | (233) | |
| 2130389 | HERITAGE - Building Maintenance | | | (8,000) | | | |
| BM044 | BM044 Old Police Complex | (2,200) | | | | 0 | |
| BM041 | BM041 Old Court House (currently Men's Shed) | (3,200) | | | | (299) | |
| BM043 | BM043 Coach House | 0 | | | | (51) | |
| BM042 | BM042 Mt Morgan Municipal Chambers | (500) | | | | 0 | |
| BM045 | Old Gaoi; Museum; 14 Erlistoun Street - Maintenance | (2,100) | | | | 0 | |
| 2130392 | HERITAGE - Depreciation | | | (17,600) | | (18,890) | |
| 2130398 | HERITAGE - Staff Housing Costs Allocated | | | (3,567) | | (2,259) | |
| 2130399 | HERITAGE - Administration Allocated | | | (13,316) | | (9,868) | |
| | | | | (119,643) | | (61,185) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|--|---|-----------|-------------------------|-----------|-------------------|-----------|--------------------|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| | | | | | | | |
| OPERATING REVENUE | | | | | | | |
| 3130310 | HERITAGE - Grants | | 3,528 | | (5,791) | | |
| | Coach House Remedial Works - RLCIP Balance | | | | | | |
| 3130335 | HERITAGE - Other Income | | 100 | | 137 | | |
| | Insurance Claim; Old Police Complex; Offsets GL: BC044 | | | | | | |
| | | | 3,628 | | (5,654) | | |
| TOTAL HERITAGE & DEVELOPMENT; OPERATING | | | | | | | |
| | | | 3,628 | (119,643) | (5,654) | (61,185) | |
| ECONOMIC SERVICES - HERITAGE DEVELOPMENT & MAINTENANCE | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | |
| 4130310 | HERITAGE - Building; Capital | | | (243,528) | | | |
| BC043 | BC043 Coach House Restoration; Carryover | (3,528) | | | | (2,811) | |
| BC044 | BC044 Old Police Station; Restoration Works; | (240,000) | | | | (96,232) | |
| 4130320 | HERITAGE - Furniture & Fittings; Capital | | | 0 | | 0 | |
| 4130380 | HERITAGE - Infrastructure Other | | | 0 | | | |
| IO407 | Coach House Solar Project | 0 | | | | 0 | |
| 4130381 | HERITAGE - Transfers to Reserve | | | | (243,528) | (99,042) | |
| | | | | | | | |
| CAPITAL REVENUE | | | | | | | |
| 5130381 | HERITAGE - Transfer From Reserve | | 80,000 | | 0 | | |
| | | | 80,000 | | 0 | | |
| TOTAL HERITAGE & DEVELOPMENT; CAPITAL | | | | | | | |
| | | | 80,000 | (243,528) | 0 | (99,042) | |
| ECONOMIC SERVICES - THE GREAT BEYOND VISITOR CENTRE | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 2130400 | GREAT BEYOND - Employee Costs - Wages; Salaries; Superannuation | | | (274,855) | | (197,892) | |
| 2130402 | GREAT BEYOND - Employee Costs - Allowances; WC & FBT | | | (9,000) | | (7,701) | |
| | Allowances | | | | | | |
| | WC Insurance Premiums | | | | | | |
| 2130404 | GREAT BEYOND - Employee Costs - Training & Development; Conferences | | | (1,000) | | (4,029) | |
| 2130406 | GREAT BEYOND - Employee Costs - Other | | | (1,200) | | (51) | |
| 2130415 | GREAT BEYOND - Printing & Stationery | | | (1,000) | | 0 | |
| 2130422 | GREAT BEYOND - Security | | | 0 | | 0 | |
| 2130439 | GREAT BEYOND - Voucher Redemption | | | (1,000) | | (210) | |
| 2130440 | GREAT BEYOND - Advertising & Promotion | | | (5,000) | | (1,303) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|---|----------|-------------------------|-----------|-------------------|-----------|--------------------|--|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | |
| | | | Revenue | Expense | Revenue | Expense | | | |
| 2130441 | GREAT BEYOND - Subscriptions & Memberships | | | (1,500) | | (80) | | | |
| 2130452 | GREAT BEYOND - Consultants | | | 0 | | 0 | | | |
| 2130465 | GREAT BEYOND - Maintenance/Operations W307 Gardens & Surrounds - Sch. 11 | | | 0 | | 0 | | | |
| 2130470 | GREAT BEYOND - Loan Interest Repayments | | | (15,510) | | (14,121) | | | |
| | Loan 84 - GBVC Expansion | (15,510) | | | | | | | |
| 2130485 | GREAT BEYOND - Expensed Minor Asset Purchases | | | (5,000) | | (14) | | | |
| | Sundry Minor Equipment | | | | | | | | |
| 2130486 | GREAT BEYOND - Cafe Consumables | | | (50,000) | | (44,203) | | | |
| | Cafe Costs; Purchase of coffee, milk, general supplies for resale | | | | | | | | |
| 2130487 | GREAT BEYOND - Other Expenses | | | (52,000) | | (53,591) | | | |
| | Souvenirs; Gift Shop | | | | | | | | |
| | Gold Rush Tours | | | | | | | | |
| | Merchandise; Gift Shop | | | | | | | | |
| | GB Books; CDs & Videos | | | | | | | | |
| | GB T-Shirts & Clothing | | | | | | | | |
| | GB Signage | | | | | | | | |
| | GB Maps & Map Books | | | | | | | | |
| 2130488 | GREAT BEYOND - Building Operations | | | (54,100) | | | | | |
| BO006 | BO006 Visitor Centre & Exhibition Hall | (44,500) | | | | (23,412) | | | |
| BO007 | BO007 Great Beyond Toilets | (9,600) | | | | (778) | | | |
| 2130489 | GREAT BEYOND - Building Maintenance | | | (14,400) | | | | | |
| BM006 | Visitor Centre & Exhibition Hall | (11,200) | | | | (2,924) | | | |
| BM007 | Great Beyond Toilets | (3,200) | | | | 0 | | | |
| 2130492 | GREAT BEYOND - Depreciation | | | (36,000) | | (44,009) | | | |
| 2130498 | GREAT BEYOND - Staff Housing Costs Allocated | | | (42,690) | | (7,994) | | | |
| 2130499 | GREAT BEYOND - Administration Allocated | | | (24,388) | | (11,033) | | | |
| | | | | (588,643) | | (413,344) | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|--|-------------------------|--------------------|-------------------|--------------------|--------------------|--|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | |
| | | Revenue | Expense | Revenue | Expense | | |
| | OPERATING REVENUE | | | | | | |
| 3130400 | GREAT BEYOND - Contributions & Donations | 0 | | 0 | | | |
| 3130410 | GREAT BEYOND - Grants | 682,464 | | 250,000 | | | |
| | Great Beyond; Stage 2 Expansion; Offset by Job: BC026 ex DPIRD | | | | | | |
| | Note - Includes DPIRD Grant- 2019/2020 & 2020/2021 C/FWD | | | | | | |
| 3130420 | GREAT BEYOND - Fees & Charges | 0 | | 0 | | | |
| | Hall of Fame Entrance Fees | | | | | | |
| 3130435 | GREAT BEYOND - Other Income | 0 | | 0 | | | |
| 3130437 | GREAT BEYOND - Cafe Sales - GST Inc. | 90,000 | | 75,172 | | | |
| 3130438 | GREAT BEYOND - Cafe Sales - GST Free | 0 | | 2,844 | | | |
| 3130439 | GREAT BEYOND - Merchandise Sales | 60,000 | | 32,297 | | | |
| 3130440 | GREAT BEYOND - Merchandise Sales GST Free | 0 | | 115 | | | |
| 3130441 | GREAT BEYOND - Gold Rush Tours | 15,000 | | 11,709 | | | |
| 3130442 | Great Beyond Suspense | 0 | | 315 | | | |
| 3130443 | GREAT BEYOND - Voucher Sales | 1,000 | | 193 | | | |
| | | 848,464 | | 372,645 | | | |
| | TOTAL Economic Services - Great Beyond | 848,464 | (588,643) | 372,645 | (413,344) | | |
| | ECONOMIC SERVICES - THE GREAT BEYOND VISITOR CENTRE | | | | | | |
| | CAPITAL EXPENDITURE | | | | | | |
| 4130410 | GREAT BEYOND - Building; Capital | | (1,384,928) | | (997,102) | | |
| BC026 | Great Beyond Expansion | | | | | | |
| | Balance of Construction/Expansion Project | | | | | | |
| BC006 | BC006 Great Beyond; Stage 2 Expansion; Offset by GL: 3130410 | | | | (3,560) | | |
| BC016 | Great Beyond Visitors Centre Lighting & Building Improvements | | | | 0 | | |
| 4130420 | GREAT BEYOND - Furniture & Fittings; Capital | | (38,000) | | | | |
| FF006 | Furnishings, Fixtures & Fittings - Explorers Hall Of Fame | | | | (10,391) | | |
| 4130481 | GREAT BEYOND - Transfers to Reserve | | 0 | | 0 | | |
| 4130482 | GREAT BEYOND - Loan Principal Repayments | | (124,261) | | (61,957) | | |
| | Loan 84 - GBVC Expansion | | (1,547,189) | | (1,073,010) | | |
| | | | | | | | |
| | CAPITAL REVENUE | | | | | | |
| | | 0 | | 0 | | | |
| | | | | | | | |
| | TOTAL Economic Services - Great Beyond | 0 | (1,547,189) | 0 | (1,073,010) | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|--|----------|-------------------------|-----------|-------------------|-----------|-----------------------------------|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| | | | | | | | |
| <u>ECONOMIC SERVICES - COMMUNITY RESOURCE CENTRE</u> | | | | | | | |
| <u>OPERATING EXPENDITURE</u> | | | | | | | |
| 2130500 | CRC - Employee Costs - Wages; Salaries; Superannuation | | | (150,780) | | (96,332) | |
| 2130502 | CRC - Employee Costs - Allowances; WC & FBT | | | (5,000) | | (4,278) | |
| | WC Insurance Premiums | | | | | | |
| 2130504 | CRC - Employee Costs - Training & Development; Conferences | | | (8,000) | | (631) | |
| 2130506 | CRC - Employee Costs - Other | | | (3,000) | | (1,974) | |
| 2130515 | CRC - Printing & Stationery | | | (15,000) | | (11,386) | |
| 2130521 | CRC - Information Technology | | | (2,000) | | 0 | |
| 2130530 | CRC - Insurance | | | 0 | | 0 | |
| 2130540 | CRC - Advertising & Promotion | | | (2,000) | | 0 | |
| 2130541 | CRC - Subscriptions & Memberships | | | (3,000) | | (5,836) | |
| 2130586 | CRC - Expensed Minor Asset Purchases | | | (1,000) | | (276) | |
| 2130587 | CRC - Other Expenses | | | (23,000) | | (116) | Posted to GL without a job number |
| CRC001 | Mining Sponsorship Expenses | (4,000) | | | | (686) | |
| CRC002 | Christmas Lights Expenses | (2,000) | | | | (1,387) | |
| CRC005 | SLO3 - Community Activities & Initiatives | (1,500) | | | | (85) | |
| CRC006 | SLO2 - Business & Economic Workshops & Initiatives | (1,500) | | | | (200) | |
| CRC007 | Seniors Morning Tea | (1,000) | | | | 0 | |
| CRC008 | Better Beginnings Program | (2,000) | | | | (70) | |
| CRC009 | NAIDOC - CRC Contribution | (1,000) | | | | (933) | |
| CRC010 | CRC - Other Expenses General | (10,000) | | | | (3,281) | |
| 2130588 | CRC - Building Operations | | | (21,500) | | | |
| BO071 | New CRC - Utilities; Cleaning; Insurance | (20,500) | | | | (560) | |
| BO061 | BO061 Utilities; Cleaning; Insurance | (1,000) | | | | (7,184) | |
| | CRC Floor Rental - 50/50 split - CRC/Library | | | | | | |
| 2130589 | CRC - Building Maintenance | | | (2,000) | | | |
| BM071 | New CRC - Building Maintenance | (2,000) | | | | (6,266) | |
| BM061 | BM061 Minor Building Maintenance | 0 | | | | (902) | |
| 2130598 | CRC - Staff Housing Costs Allocated | | | (3,567) | | (2,259) | |
| 2130599 | CRC - Administration Allocated | | | (13,316) | | (9,868) | |
| | | | | (253,163) | | (154,510) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|---|----------|-------------------------|--------------------|-------------------|--------------------|--------------------|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | <u>ECONOMIC SERVICES - RURAL SERVICES</u> | | | | | | |
| | <u>OPERATING EXPENDITURE</u> | | | | | | |
| 2130735 | RURAL - Noxious Weed Control | | | (19,450) | | | |
| W351 | Weed Control; Shire Staff | (9,450) | | | | (5,109) | |
| W352 | Regional Cactus & Feral Animal Control | (10,000) | | | | 0 | |
| | Subject to Council Consideration | | | | | | |
| 2130765 | RURAL - Standpipe Maintenance/Operations | | | 0 | | 0 | |
| 2130787 | RURAL - Other Expenditure | | | 0 | | 0 | |
| 2130798 | RURAL - Staff Housing Costs Allocated | | | 0 | | 0 | |
| 2130799 | RURAL - Administration Allocated | | | (13,316) | | (9,868) | |
| | | | | (32,766) | | (14,977) | |
| | | | | | | | |
| | <u>OPERATING REVENUE</u> | | | | | | |
| 3130765 | RURAL - Standpipe income | | 0 | | 0 | | |
| 3130735 | RURAL - Other Income | | 0 | | 0 | | |
| | | | 0 | | 0 | | |
| | | | | | | | |
| | | | | | | | |
| | TOTAL Economic Services - Rural Services | | 0 | (32,766) | 0 | (14,977) | |
| | | | | | | | |
| | | | | | | | |
| | TOTAL ECONOMIC SERVICES | | 1,107,692 | (3,192,999) | 480,193 | (2,112,920) | |
| | | | | | | | |
| | | | | | | | |
| | <u>OTHER PROPERTY & SERVICES - PRIVATE WORKS</u> | | | | | | |
| | <u>OPERATING EXPENDITURE</u> | | | | | | |
| 2140187 | PRIVATE - Private Works Expenses | | | (6,400) | | 0 | |
| 2140190 | PRIVATE - Community Bus Expenditure | | | (5,000) | | (11,299) | |
| 2140192 | PRIVATE - Community Bus Depreciation | | | 0 | | 0 | |
| 2140198 | PRIVATE - Staff Housing Costs Allocated | | | (3,567) | | (2,259) | |
| 2140199 | PRIVATE - Administration Allocated | | | (13,316) | | (9,868) | |
| | | | | (28,283) | 0 | (23,427) | |
| | <u>OPERATING REVENUE</u> | | | | | | |
| 3140120 | PRIVATE - Private Works Income | | 26,400 | | 32,433 | | |
| 3140121 | PRIVATE - Sale of Fuel | | 0 | | 0 | | |
| 3140122 | PRIVATE - Hire of Community Bus | | 1,000 | | (11,886) | | |
| | | | 27,400 | | | | |
| | | | | | | | |
| | TOTAL Other Property & Services - Private Works | | 27,400 | (28,283) | 20,546 | (23,427) | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|--|----------|----------------------------|-----------|----------------------|-----------|--------------------|--|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | |
| | | | Revenue | Expense | Revenue | Expense | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | OTHER PROPERTY & SERVICES - PUBLIC WORKS OVERHEADS | | | | | | | | |
| | OPERATING EXPENDITURE | | | | | | | | |
| 2140200 | PWOH - Employee Costs - Wages; Salaries; Superannuation | | | (339,530) | | (291,325) | | | |
| 2140202 | PWOH - Employee Costs - Allowances; WC & FBT | | | (50,000) | | (31,586) | | | |
| | WC Insurance Premiums | (40,000) | | | | | | | |
| | FBT | (10,000) | | | | | | | |
| 2140204 | PWOH - Employee Costs - Training & Development; Conferences | | | (25,000) | | (24,338) | | | |
| 2140206 | PWOH - Employee Costs - Other (Excl. WC Premiums) | | | (15,000) | | (2,619) | | | |
| | Includes Pre-Employment Medicals, Prot. Clothing, Vaccs, etc. | | | 0 | | | | | |
| 2140210 | PWOH - Motor Vehicle Expenses | | | (12,000) | | (16,010) | | | |
| 2140215 | PWOH - Printing & Stationery | | | (5,000) | | (725) | | | |
| 2140221 | PWOH - Information Technology | | | (10,000) | | (19,060) | | | |
| | Includes New Phones (Satellite & Trace Tracker) & AutoCAD 3D Civil | | | | | | | | |
| 2140223 | PWOH - Personal Leave | | | (45,485) | | (44,355) | | | |
| 2140224 | PWOH - Annual Leave | | | (86,420) | | (47,612) | | | |
| 2140225 | PWOH - Public Holidays | | | (43,665) | | (27,340) | | | |
| 2140226 | PWOH - Long Service Leave | | | (10,000) | | (24,700) | | | |
| 2140227 | PWOH - RDOs | | | 0 | | 0 | | | |
| 2140228 | PWOH - Supervision | | | 0 | | 0 | | | |
| 2140229 | PWOH - Insurances (Except Workers Comp) | | | 0 | | 0 | | | |
| 2140230 | PWOH - OHS & Toolbox Meetings | | | (23,650) | | (1,495) | | | |
| 2140240 | PWOH - Advertising & Promotion | | | (2,500) | | 0 | | | |
| 2140261 | PWOH - Engineering & Technical Support | | | (100,000) | | 0 | | | |
| | Includes Consultants for Road Asset Reval. & Fuel Tax Credits | | | | | | | | |
| 2140265 | PWOH - Maintenance/Operations | | | 0 | | 0 | | | |
| 2140285 | PWOH - Legal Expenses | | | (10,000) | | (9,797) | | | |
| 2140286 | PWOH - Expensed Minor Asset Purchases | | | (5,000) | | 0 | | | |
| 2140287 | PWOH - Other Expenses | | | (2,000) | | (6,673) | | | |
| 2140290 | PWOH - Expendable Tools | | | (2,000) | | (196) | | | |
| 2140291 | PWOH - Loss on Disposal of Assets | | | 0 | | 0 | | | |
| 2140292 | PWOH - Depreciation | | | 0 | | 0 | | | |
| 2140293 | PWOH - Less - Allocated to Works (PWOs) | | | 1,321,163 | | 875,075 | | | |
| 2140298 | PWOH - Staff Housing Costs Allocated | | | (60,659) | | (38,419) | | | |
| 2140299 | PWOH - Administration Allocated | | | (483,254) | | (340,306) | | | |
| | | | | (10,000) | 0 | (51,480) | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|--|---|---|----------------------------|-----------|----------------------|-----------|--------------------|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment |
| | | | Revenue | Expense | Revenue | Expense | |
| | | | | | | | |
| OPERATING REVENUE | | | | | | | |
| 3140200 | PWOH - Long Service Leave Recoup | | 0 | | 0 | | |
| 3140201 | PWOH - Other Reimbursements | | 100 | | 5,128 | | |
| 3140290 | PWOH - Profit on Disposal of Assets | | 0 | | 0 | | |
| | | | 100 | 0 | 5,128 | 0 | |
| | | | | | | | |
| TOTAL Other Property & Services - Public Works Overheads | | | 100 | (10,000) | 5,128 | (51,480) | |
| | | | | | | | |
| OTHER PROPERTY & SERVICES - PUBLIC WORKS OVERHEADS | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | |
| 4140230 | PWOH - Plant & Equipment; Capital | | | 0 | | | |
| PE702 | Toyota Landcruiser 200 Series - EMTS | 0 | | | | 0 | |
| 4140281 | PWOH - Transfer to Reserve | | | (100,000) | | 0 | |
| | | | | (100,000) | 0 | 0 | |
| | | | | | | | |
| CAPITAL REVENUE | | | | | | | |
| 5140250 | PWOH - Proceeds on Disposal of Assets | | 0 | | 0 | | |
| 5140251 | PWOH - Realisation on Disposal of Assets | | 0 | | 0 | | |
| 5140281 | PWOH - Transfers From Reserve | | 0 | | 0 | | |
| | | | 0 | 0 | 0 | 0 | |
| | | | | | | | |
| TOTAL Other Property & Services - Public Works Overheads | | | 0 | (100,000) | 0 | 0 | |
| | | | | | | | |
| OTHER PROPERTY & SERVICES - PLANT OPERATION COSTS | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 2140300 | POC - Internal Plant Repairs - Wages & O/Head | | | (210,640) | | (100,001) | |
| 2140311 | POC - External Parts & Repairs | | | (180,000) | | (186,077) | |
| 2140312 | POC - Fuels & Oils | | | (300,000) | | (144,651) | |
| 2140313 | POC - Tyres & Tubes | | | (30,000) | | 0 | |
| 2140314 | POC - Contract Mechanic | | | (150,000) | | (42,088) | |
| 2140316 | POC - Licences/Registrations | | | (15,000) | | (142) | |
| 2140317 | POC - Insurance | | | (40,700) | | (40,798) | |
| 2140318 | POC - Expendable Tools/Consumables | | | (10,000) | | (17,186) | |
| | POC - Maintenance/Operations | | | | | | |
| | POC - Expenses Minor Asset Purchases | | | | | | |
| 2140392 | POC - Depreciation | | | 0 | | 0 | |
| 2140394 | POC - LESS Plant Operation Costs Allocated to Works | | | 936,340 | | 698,788 | |
| | | | | 0 | 0 | 167,846 | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|---|----------|-------------------------|--------------------|-------------------|-------------|--------------------|--|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | |
| | | | Revenue | Expense | Revenue | Expense | | | |
| | Upgrade Various IT Equipment - Laptops & Desktops | (20,000) | | | | | | | |
| 2140487 | ADMIN - Other Expenses | | | (2,500) | | (1,218) | | | |
| 2140488 | ADMIN - Building Operations | | | (75,500) | | (48,634) | | | |
| BO001 | BO001 Administration; Utilities; Insurance; Cleaning | (75,500) | | | | | | | |
| 2140489 | ADMIN - Building Maintenance | | | (14,500) | | | | | |
| BM001 | BM001 Administration Office Maintenance | (14,500) | | | | (5,382) | | | |
| 2140491 | ADMIN - Loss on Disposal of Assets | | | 0 | | 0 | | | |
| 2140492 | ADMIN - Depreciation | | | (48,500) | | (39,106) | | | |
| 2140498 | ADMIN - Admin Staff Housing Costs Allocated | | | (60,659) | | (45,216) | | | |
| 2140499 | ADMIN - Administration Overheads Recovered | | | 1,724,349 | | 1,206,061 | | | |
| | | | 0 | 35,000 | 0 | 0 | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | OPERATING REVENUE | | | | | | | | |
| 3140401 | ADMIN - Reimbursements | | 10,000 | | 13,800 | | | | |
| 3140402 | ADMIN - Reimbursements (GST Free) | | 10,000 | | 17,366 | | | | |
| | | | 20,000 | 0 | 31,166 | 0 | | | |
| | | | | | | | | | |
| | TOTAL Other Property & Services - General Administration Overheads | | 20,000 | 35,000 | 31,166 | 0 | | | |
| | | | | | | | | | |
| | OTHER PROPERTY & SERVICES - GENERAL ADMINISTRATION OVERHEADS | | | | | | | | |
| | CAPITAL EXPENDITURE | | | | | | | | |
| 4140481 | ADMIN - Transfers To Reserves | | | (1,000,000) | | 0 | | | |
| | | | 0 | (1,000,000) | 0 | 0 | | | |
| | | | | | | | | | |
| | CAPITAL REVENUE | | | | | | | | |
| 5140450 | ADMIN - Proceeds on Disposal of Assets | | 0 | | 0 | | | | |
| 5140451 | ADMIN - Realisation on Disposal of Assets | | 0 | | 0 | | | | |
| 5140481 | ADMIN - Transfers From Reserve | | 0 | | 0 | | | | |
| | | | 0 | 0 | 0 | 0 | | | |
| | | | | | | | | | |
| | TOTAL Other Property & Services - General Administration Overheads | | 0 | (1,000,000) | 0 | 0 | | | |
| | | | | | | | | | |
| | OTHER PROPERTY & SERVICES - SALARIES & WAGES | | | | | | | | |
| | OPERATING EXPENDITURE | | | | | | | | |
| 2140500 | SAL - Gross Salary & Wages | | | (3,325,000) | | (2,243,413) | | | |
| 2140501 | SAL - Less Salaries & Wages Allocated | | | 3,325,000 | | 2,240,696 | | | |
| 2140502 | SAL - Salary Sacrifice Superannuation | | | 0 | | 0 | | | |
| 2140503 | SAL - Workers Compensation Expense | | | (5,000) | | (70,763) | | | |
| 2140504 | SAL - Unallocated Salaries & Wages | | | 0 | | 0 | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | | | |
|---|-------------|----------------------------|---------|----------------------|----------|--------------------|--|--|--|
| For The Period Ending 31 March 2022 | | | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | | | |
| | | Revenue | Expense | Revenue | Expense | | | | |
| | | | (5,000) | 0 | (73,480) | | | | |

| Shire of Laverton - Statement of Financial Activity | | | | | | | |
|---|---|----------------------------|---------------------|----------------------|---------------------|--------------------|--|
| For The Period Ending 31 March 2022 | | | | | | | |
| GL / Job | Description | 2021/2022 Annual Budget | | 2021/2022 Actuals | | Variance - Comment | |
| | | Revenue | Expense | Revenue | Expense | | |
| | <u>OPERATING REVENUE</u> | | | | | | |
| 3140501 | SAL - Reimbursement - Workers Compensation | 5,000 | | 56,648 | | | |
| 3140502 | SAL - Reimbursement - Parental Leave | 0 | | 0 | | | |
| | | 0 | | | | | |
| | | | | | | | |
| | TOTAL Other Property & Services - Salaries & Wages | 5,000 | (5,000) | 56,648 | (73,480) | | |
| | | | | | | | |
| | <u>OTHER PROPERTY & SERVICES - MATERIALS/STORES</u> | | | | | | |
| | <u>OPERATING EXPENDITURE</u> | | | | | | |
| 2140700 | Stock on Hand - 1 July | | | 0 | 0 | | |
| 2140701 | Stock/Fuel Purchases | | (250,000) | | (243,567) | | |
| 2140702 | Stock/Fuel issued/allocated | | 250,000 | | 122,212 | | |
| 2140703 | Stock on Hand - 30 June | | 0 | 0 | 0 | | |
| | | | 0 | | (121,356) | | |
| | | | | | | | |
| | <u>OPERATING REVENUE</u> | | | | | | |
| | | 0 | | | | | |
| | | | | | | | |
| | TOTAL Other Property & Services - Materials/Stores | 0 | 0 | 0 | (121,356) | | |
| | | | | | | | |
| | TOTAL OTHER PROPERTY & SERVICES | 152,500 | (1,108,283) | 147,777 | (101,896) | | |
| | | | | | | | |
| Grand Total | | 15,127,724 | (22,223,643) | 10,699,627 | (10,250,182) | | |

11.1.10 GREAT BEYOND EXPANSION

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable. |

MATTER FOR CONSIDERATION BY THE COUNCIL

The information to be received by the Council on the up to date financial situation with the Great Beyond expansion.

ATTACHMENTS

OMC210422.11.1.10.A Spreadsheet on the Great Beyond Expansion Budget

BACKGROUND

At the March meeting of the Council, the question was asked about the current financial situation with the Great Beyond expansion.

The information is compiled in the attached spreadsheet in a simplistic form to show income and expenditure over the years from when the expansion first occurred and the current surplus funds situation.

There is still a number of outstanding orders issued which have been added to the total projected funds in the cost of the project.

In addition, the gardens at the rear of the complex are unfinished and the original plans will not be completed as per the drawings.

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*

- (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

STRATEGIC PLAN IMPLICATIONS

Economic Objective: Prosperous local economy attracting businesses, opportunities, and people

2.1.2 Continue to provide and enhance tourism services and infrastructure

2.1.2.1 Develop a museum to showcase local history and heritage (former school/church building)

POLICY IMPLICATIONS

There are no policy implications to this report.

FINANCIAL IMPLICATIONS

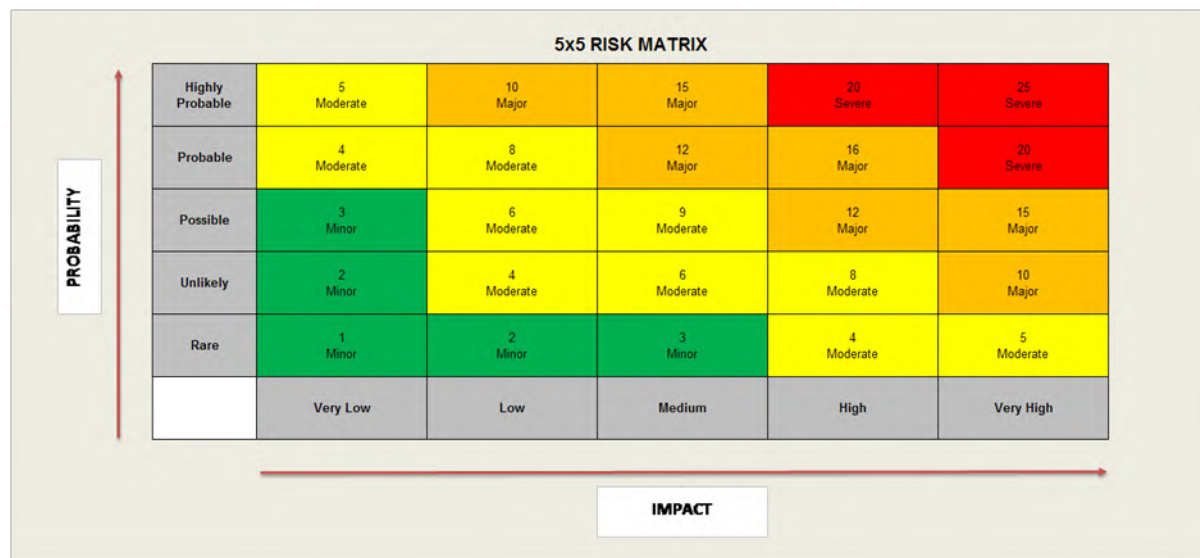
See attachment OMC210422.11.1.10.A – Care and the gardens and other matters not covered in the tender specifications will be addressed as the reopening of the Great Beyond comes to reality.

CONSULTATION

Nil

RISK MANAGEMENT

As the Council is within budget, the risk is considered Low.



COMMENT

As part of looking at the entire financial picture, it is pleasing to advise that the Manger of the Great Beyond has set a reopening date of the 21 May 2022 (all being equal). The Council has a surplus position of approx. \$277,902.09 and this needs to be monitored and managed and any surplus funds shall be transferred back into the building reserve for other projects and just not be squandered away because funds are available. The Great Beyond is still not complete and the aim now is to complete without further delay and the budget is sufficient to allow this to occur.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr J Carmody SECONDED: Cr R Prentice

That the Council receive the information contained within attachment OMC210422.11.1.10.A on the current financial position for the Great Beyond expansion.

CARRIED 6/0

This page has been left intentionally blank

11.1.11 GOLDFIELDS ABORIGINAL BUSINESS CHAMBER – REQUEST FOR SPONSORSHIP

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Goldfields Aboriginal Business Chamber |
| AUTHOR | Peter Naylor, Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable |

MATTER FOR CONSIDERATION BY THE COUNCIL

For Council to consider a request from the Goldfields Aboriginal Business Chamber for financial sponsorship for the Goldfields Aboriginal Business Forum & Trade Show to be held on Thursday 7 July 2022.

ATTACHMENTS

- OMC210422.11.1.11.A GABC Forum & Trade Show Sponsorship Request
OMC210422.11.1.11.B GABC Forum & Trade Show Sponsorship Prospectus

BACKGROUND

The Goldfields Aboriginal Business Chamber (GABC) will be holding its inaugural Goldfields Aboriginal Business Forum & Trade Show in celebration of NAIDOC Week on Thursday 7 July 2022.

The GABC Aboriginal Business Forum & Trade Show provides a platform for creating more opportunity and developing connections with Aboriginal business and industry to support growth of the Goldfields economy.

This inaugural event is designed to help and support Aboriginal business to grow, network and advance opportunities by highlighting the strengths in Aboriginal business, connect Aboriginal business to industry and encourage growth in Aboriginal owned and operated business.

Both Aboriginal and non-Aboriginal businesses are encouraged to participate.

STATUTORY IMPLICATIONS

Local Government Act 1995

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

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

STRATEGIC PLAN IMPLICATIONS

Council support for the sponsorship request can be deemed to meet the Social Objectives of the Shire of Laverton Plan for the Future: Strategic Community Plan and Corporate Business Plan.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

Provision has been included on the 2021/2022 Budget under Members Public Relations which could be utilised for this purpose.

RISK MANAGEMENT

The risk is considered low, and it certainly meets the requirements of the community Strategic Plan.

| 5x5 RISK MATRIX | | | | | | |
|-----------------|-----------------|---------------|---------------|---------------|---------------|---------------|
| PROBABILITY | Highly Probable | 5 Moderate | 10 Major | 15 Major | 20 Severe | 25 Severe |
| | Probable | 4 Moderate | 8 Moderate | 12 Major | 16 Major | 20 Severe |
| | Possible | 3 Minor | 6 Moderate | 9 Moderate | 12 Major | 15 Major |
| | Unlikely | 2 Minor | 4 Moderate | 6 Moderate | 8 Moderate | 10 Major |
| | Rare | 1 Minor | 2 Minor | 3 Minor | 4 Moderate | 5 Moderate |
| | | Very Low | Low | Medium | High | Very High |
| IMPACT | | | | | | |

CONSULTATION

Nil

COMMENT

The forum will comprise of keynote speakers and presentations that highlight cultural diversity in economic development, and a panel session with Aboriginal business owners to allow a platform to promote the strengths of Aboriginal business in the region. With a trade show as part of the forum, it will allow Aboriginal businesses to showcase their products and/or services to the greater network, increasing their visibility and business opportunities and allowing the development of sustainable future relationships between Aboriginal and non-Aboriginal businesses.

The GABC is seeking Council support in the form of a Silver Partnership level to the value of \$5,000 (+GST), to hold this inaugural event, with the aim on growing the event to an annual premier event for the Goldfields region.

The benefits of being a Silver Partner are:

- *Exhibition Site in a prominent location*

- *Delegate passes to the Forum x 2*
- *Council logo and recognition as Silver Sponsor in an extensive media campaign*
- *Council logo included in all digital and printed expo material*
- *Public recognition from MC at the event*
- *Council's own distinctive corporate signage at the venue*
- *Extended promotion through GABC networks*
- *Free Advertisement in GABC E-News*
- *Opportunity to include Council's promotional merchandise in delegate gift bags*
- *List of all delegates*

The matter is presented for Council consideration.

VOTING REQUIREMENTS

Simple majority decision of Council required.

| RESOLUTION | PROCEDURAL MOTION/COUNCIL DECISION |
|--|---|
| MOVED: <u>Cr R Wedge</u> | SECONDED: <u>Cr R Prentice</u> |
| That Council does not procure a Sponsorship agreement for the inaugural Goldfields Aboriginal Business Chamber (GABC). | |
| | CARRIED 5/1 |
| | For: |
| | Cr G |
| Buckmaster | Cr P Hill Cr R Prentice Cr R Wedge Cr R Weldon |
| | Against: |
| | Cr J Carmody |

This page has been left intentionally blank



30 March 2022

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

Attention: Peter Naylor

Dear Sir,

**REQUEST FOR SPONSORSHIP
GOLDFIELDS ABORIGINAL BUSINESS FORUM & TRADE SHOW**

The Goldfields Aboriginal Business Chamber Inc (GABC) will be holding its inaugural **Goldfields Aboriginal Business Forum & Trade Show** in celebration of NAIDOC week on **Thursday 7 July 2022**. This year's theme of Get Up! Stand Up! Show Up! reverberates with the objectives of the GABC as we work to improve opportunities and strengthen capacity of Aboriginal businesses in the Goldfields-Esperance region.

Feedback from our members have reiterated that Aboriginal business in the Goldfields have had significant barriers in relation to developing opportunities to engage with industry and showcase their capabilities. This event will enable Aboriginal business to connect with industry, develop relationships and upscale to the requirements of industry, therefore creating a significant impact to the regional economy and overall contribution to the wider community.

The forum will comprise of keynote speakers and presentations that highlight cultural diversity in economic development, and a panel session with Aboriginal business owners allow a platform to promote the strengths of Aboriginal business in the region. With a trade show as part of the forum, it will allow Aboriginal businesses to showcase their products and/or services to the greater network, increasing their visibility and business opportunities and allowing the development of sustainable future relationships between Aboriginal and non-Aboriginal businesses.

We are seeking your support to hold this inaugural event, with the aim on growing the event to an annual premier event for the Goldfields region. We are seeking your support at a Silver

Acknowledgement of Country

The Goldfields Aboriginal Business Chamber (GABC) acknowledges the Traditional Owners of this land upon where we meet. We pay our respects to all members of Aboriginal communities and their cultures.

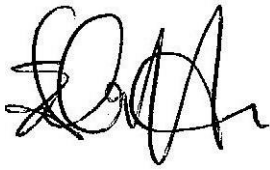
Partnership level to the value of \$5,000 (+GST) with associated benefits including recognition as a supporter, logo acknowledgement and media recognition.

I have attached the Sponsorship Prospectus for your perusal outlining the event objectives and sponsorship benefits.

On behalf of the GABC, I sincerely hope you see the merit in partnering with the us for this event. If you have any queries, or would like further information, please do not hesitate to contact me.

Yours Faithfully,

GOLDFIELDS ABORIGINAL BUSINESS CHAMBER INC



ELAINE JOLLIFFE

Executive Manager

P: 0407 412 598

E: elaine.jolliffe@gab.org.au

Att

GABC

GOLDFIELDS ABORIGINAL
BUSINESS CHAMBER



GOLDFIELDS ABORIGINAL BUSINESS

Forum & Trade Show

Thursday 7 July 2022

KEYNOTE SPEAKERS | PRESENTATIONS | TRADE SHOW | SUNDOWNER

The GABC Aboriginal Business Forum & Trade Show provides a platform for creating more opportunity and developing connections with Aboriginal business and industry to support growth of the Goldfields economy.

This inaugural event is designed to help and support Aboriginal business to grow, network and advance opportunities by highlighting the strengths in Aboriginal business, connect Aboriginal business to industry and encourage growth in Aboriginal owned and operated business.

Both Aboriginal and non-Aboriginal businesses are encouraged to participate.



GOLDFIELDS ABORIGINAL BUSINESS
Forum & Trade Show
 Thursday 7 July 2022



PROGRAM

GABC are proud to bring an innovative and informative program to the Goldfields region including topics on:

- ✓ Leadership & Cultural Diversity
- ✓ Roles of Aboriginal business in Economic Development
- ✓ Goldfields examples of successful Aboriginal businesses
- ✓ Effective engagement with Aboriginal business
- ✓ Meet the Supplier & Buyer

SPONSORSHIP OPPORTUNITY

Partner with the GABC to:

- ✓ Increase your brand exposure before, during and after the event
- ✓ Show your support for Aboriginal Business
- ✓ Create networks and diversify your supply chain and workforce
- ✓ Celebrate NAIDOC week with the business community

Silver

\$5,000 (+GST)

- Exhibition Site in a prominent location
- Delegate passes to the Forum x 2
- Your logo and recognition as Silver Sponsor in an extensive media campaign
- Your logo included in all digital and printed expo material
- Public recognition from MC at the event
- Your own distinctive corporate signage at the venue
- Extended promotion through GABC networks
- Free Advertisement in GABC E-News
- Opportunity to include your promotional merchandise in delegate gift bags
- List of all delegates

Gold

\$10,000 (+GST) - 3 ONLY

- Exhibition Site in a prominent location
- Opportunity to present at the Forum (15 minutes)
- Delegate passes to the Forum x 4
- Your logo recognised as Gold Sponsor in an extensive media campaign
- Priority placement of your logo on all digital and printed material
- Public recognition from MC at the event
- Your own distinctive corporate signage at the venue
- Full page acknowledgement in event program
- Opportunity to address the room at the event sundowner
- Extended promotion through GABC networks
- Free Advertisement in GABC E-News
- Opportunity to include your promotional merchandise in delegate gift bags
- List of all delegates

Platinum

\$15,000 (+GST) - 1 ONLY

- Sole naming rights for the event – GABC Aboriginal Business Forum & Trade Show presented by YOUR NAME
- Exhibition site in a prime location
- Opportunity to present at the Forum (15 minutes)
- Delegate passes to the Forum x 6
- Your logo recognised as Naming Rights in an extensive media campaign
- Priority placement of your logo on all digital and printed material
- Public recognition from MC at the event
- Your own distinctive corporate signage at the venue
- Opportunity to provide a corporate video (max 3 minutes) throughout the forum
- Full page acknowledgement in event program
- Extended promotion through GABC Network
- Free Advertisement in GABC E-News
- Opportunity to include your promotional merchandise in delegate gift bags
- List of all delegates



GOLDFIELDS ABORIGINAL BUSINESS
Forum & Trade Show
Thursday 7 July 2022



PARTNERSHIP CONFIRMATION

Please email completed form to enquiries@gab.org.au
For more information contact Elaine Jolliffe on 0407 412 598

Contact Details

Contact Name:

Organisation:.....

Address:.....

Suburb:..... State:..... Postcode:.....

Telephone:..... Mobile:.....

Email:.....

Sponsorship Type

☐ Platinum - \$15,000(+GST) ☐ Gold - \$10,000(+GST) ☐ Silver - \$5,000(+GST)

In return for this contribution, your company will receive the benefits as outlined in the sponsorship prospectus

Preferred length of sponsorship: ☐ 1 year ☐ 2 years ☐ 3 years

We agree to the terms and conditions of sponsorship.

Signature:..... Date:.....

Upon receipt of completed form, a tax invoice will be issued as confirmation of sponsorship. Sponsorship closes 30 June 2022.

| | |
|----------------|---|
| 11.1.12 | FOCUS GROUPS – AIRPORT DEVELOPMENT, RACECOURSE DEVELOPMENT AND TOWNSCAPE DEVELOPMENT |
|----------------|---|

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable. |

MATTER FOR CONSIDERATION

That the Council undertake community consultation to engage with interested parties in the Development of the Airport, Racecourse and Townscape and any other areas as considered by the Council to seek input through focus groups.

ATTACHMENTS

Not applicable to this report

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

What are focus groups?

A focus group invites a group of participants to share their thoughts, feelings, attitudes, and ideas on a defined subject.

It can provide invaluable insights into the way your customers think, producing data that shapes both digital customer experience design and strategic decision-making, helping you gain internal buy-in for digital initiatives.

When and why to use focus groups

Advantages of focus groups include:

- Quick, cheap, and easy to assemble.
- Good for getting rich data in participants' own words and developing deeper insights.
- People can build on one another's responses and produce ideas they might not have thought of in a one-on-one interview.

- Good for obtaining data from children and / or people with low levels of literacy.
- Provides an opportunity to involve people in data analysis (e.g., 'Out of the issues we have talked about, which ones are most important to you?').
- Participants can function as checks and balances on one another, identifying factual errors or extreme views.

Limitations of focus groups include:

- The responses of each participant are not independent.
- A few dominant focus group members can skew the session.
- Focus groups require a skilled and experienced moderator.
- The resulting data from a focus group requires skill and experience to analyse.

How to plan and prepare for focus groups

Invite around six to eight people to participate for a session to last for about an hour. Then, prepare an agenda including a list of the top-level issues to be tackled (if appropriate).

Prepare an introduction script explaining the purpose of the day and how the day will be run. This can include issues of consent and fire regulations (if relevant). Be sure to always use a quiet room with few distractions and arrange people in a **circle** (around a table).

Running focus groups

If appropriate, ask the participants to introduce themselves and / or wear name tags. Most importantly, all questions you ask should be open and neutral. It is also important for the moderator to be aware of participants' energy and concentration levels and provide short breaks if necessary. The moderator should encourage free-flowing discussion around the relevant issue(s).

Other tips for running focus groups include:

- Start with an issue people have strong feelings about with which they are familiar.
- Phrase issues in terms people will understand.
- Let participants know their contributions are valuable (both through what you say and your body language).

It is also important that the moderator realises that:

- It may be necessary for them to step in and keep the session on-track.
- Disagreements and debates are useful when they lead to new and interesting ideas but must be managed carefully.
- Issues of power and privacy need to be managed sensitively.

Focus groups should end with the moderator winding-up the session by stressing all that has achieved and casting it in a positive light.

Managing risks

A number of potential problems could arise during focus groups, which will all need addressing:

- If one participant tries to dominate the session, the moderator should invite each person to speak in turn.
- Avoid interviewing friends in the same group as they can form cliques. Where cliques do form, suggest taking a break and changing seating positions upon returning from the break.
- Avoid personal confrontation and allow the group to police itself (e.g., 'do others in the group agree?').
- Respect someone is right to be quiet but do give them a chance to share their ideas one-to-one (e.g., during a break).
- Use differences of opinion as a topic of discussion – the moderator should avoid taking sides.

Useful tips to encourage discussion

To facilitate useful, free-flowing discussion during the focus group, follow these tips:

- Ask participants to think about an issue for a few minutes and write down their responses.
- Ask each participant to read, and elaborate on, one of their responses.
- Note the responses on a flipchart / whiteboard.
- Once everyone has given a response, participants will be asked for a second or third response, until all their answers have been noted.
- These responses can then be discussed.

How to report focus group findings

The minutes, or a summary document, should be produced for each focus group session. A report should be written up, containing relevant profile information about the people who attended the session.

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*

- (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

POLICY IMPLICATIONS

Nil to this report

FINANCIAL IMPLICATIONS

The Council can add into the budget for 2022/2023 an allocation through Community Consultation under governance.

STRATEGIC IMPLICATIONS

Social Objective: Proud, spirited, harmonious and connected community

1.1.1 Encourage community

1.1.1.1 Encourage, develop and engage with community groups participation

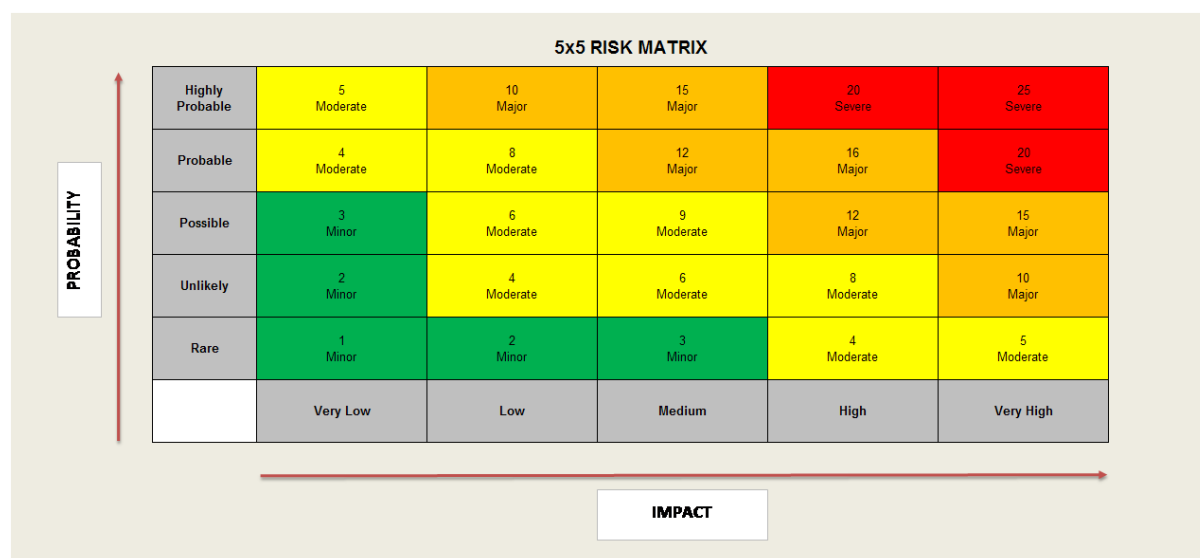
1.1.3 Maintain and develop

1.1.3.1 Continue to seek funding and develop Laverton community infrastructure and spaces community spaces

1.1.3.2 Maintain and develop appealing parks and gardens (including streetscapes)

RISK MANAGEMENT

As the Council is meeting its objectives under the Community strategic Plan, the risk is considered Low.



CONSULTATION

Not applicable

COMMENT

The overall purpose of undertaking the Focus group activity is to consider a confirmatory research technique. In other words, their discussion setting is most useful for confirming or refuting pre-existing beliefs. For this reason, they are great for conducting research and seeking opinions on why something occurs when limited information is available.

A focus group can be a desirable choice for you if:

- You are interested in real-time, unfiltered responses on a given topic or in the dynamics of a discussion between participants
- Your questions are rooted in feelings or perceptions, and cannot easily be answered with “yes” or “no”
- You are confident that a small number of responses will answer your question
- You are seeking directional information that will help you uncover new questions or future research ideas

The aim is to call for expressions of interest from community members to sit on the focus group to look at the following matters currently before the Council:

Townscape development – As council would be aware, there is approximately \$387,000 to be used for development of the townscape.

Racecourse development – with the Laverton go kart club now using the facilities, rodeo being mooted, then the aim is how the area needs to be developed.

Airport development – the council will award the tender for the “plane” part of the airport and the needs for a new terminal, landscaping, parking etc, all needs to be developed further.

Part of the information will include all currently available plans to provide background information to the participants involved.

The setup of the Committees could be along the following lines with a maximum of 5 members:

- ❖ Council representatives x 2
- ❖ Community Members x 3
- ❖ Council support for note taking x 1
- ❖ Moderator/facilitator x 1

To engage with the community will alleviate some of the so called concerns within the community and ensure that the council meets its community strategic plan outcomes. The critical component is the moderator/facilitator, and the council could call upon within the known network to ascertain the availability to undertake the role.

A focus group has a limited life (normally over 4 weeks) and concludes at the completion of the report to the council on the suggested way forward.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr G Buckmaster SECONDED: Cr J Carmody

That the Council approve for the development of Focus Groups to undertake research and provide input into the following matters and seek nominations from Councillors and Community representatives as follows:

Racecourse Development

Councillor Representative Nomination Cr R Wedge

Councillor Representative Nomination Cr P Hill

Councillor Proxy Nomination Cr R Prentice

And call for

Community Representative Times 3

Airport Development

Councillor Representative Nomination Cr J Carmody

Councillor Representative Nomination Cr R Weldon

And call for

Community Representative Times 3

Townscape Development

Councillor Representative Nomination Cr G Buckmaster

Councillor Representative Nomination Cr P Hill

And call for

Community Representative Times 3

CARRIED 6/0

This page has been left intentionally blank

| | |
|----------------|---|
| 11.1.13 | FOCUS GROUPS – ROAD MAINTENANCE AGREEMENTS - MINING COMPANIES AND MINING TENEMENTS |
|----------------|---|

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable. |

MATTER FOR CONSIDERATION

That the Council undertake community consultation to engage with interested parties in the Development of Road Maintenance Agreements for mining companies operating within the Shire of Laverton.

ATTACHMENTS

Not applicable to this report

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

What are focus groups?

A focus group invites a group of participants to share their thoughts, feelings, attitudes, and ideas on a defined subject.

It can provide invaluable insights into the way your customers think, producing data that shapes both digital customer experience design and strategic decision-making, helping you gain internal buy-in for digital initiatives.

When and why to use focus groups

Advantages of focus groups include:

- Quick, cheap, and easy to assemble.
- Good for getting rich data in participants' own words and developing deeper insights.
- People can build on one another's responses and produce ideas they might not have thought of in a one-on-one interview.

- Good for obtaining data from children and / or people with low levels of literacy.
- Provides an opportunity to involve people in data analysis (e.g., 'Out of the issues we have talked about, which ones are most important to you?').
- Participants can function as checks and balances on one another, identifying factual errors or extreme views.

Limitations of focus groups include:

- The responses of each participant are not independent.
- A few dominant focus group members can skew the session.
- Focus groups require a skilled and experienced moderator.
- The resulting data from a focus group requires skill and experience to analyse.

How to plan and prepare for focus groups

Invite around six to eight people to participate for a session to last for about an hour. Then, prepare an agenda including a list of the top-level issues to be tackled (if appropriate).

Prepare an introduction script explaining the purpose of the day and how the day will be run. This can include issues of consent and fire regulations (if relevant). Be sure to always use a quiet room with few distractions and arrange people in a **circle** (around a table).

Running focus groups

If appropriate, ask the participants to introduce themselves and / or wear name tags. Most importantly, all questions you ask should be open and neutral. It is also important for the moderator to be aware of participants' energy and concentration levels and provide short breaks if necessary. The moderator should encourage free-flowing discussion around the relevant issue(s).

Other tips for running focus groups include:

- Start with an issue people have strong feelings about with which they are familiar.
- Phrase issues in terms people will understand.
- Let participants know their contributions are valuable (both through what you say and your body language).

It is also important that the moderator realises that:

- It may be necessary for them to step in and keep the session on-track.
- Disagreements and debates are useful when they lead to new and interesting ideas but must be managed carefully.
- Issues of power and privacy need to be managed sensitively.

Focus groups should end with the moderator winding-up the session by stressing all that has achieved and casting it in a positive light.

Managing risks

A number of potential problems could arise during focus groups, which will all need addressing:

- If one participant tries to dominate the session, the moderator should invite each person to speak in turn.
- Avoid interviewing friends in the same group as they can form cliques. Where cliques do form, suggest taking a break and changing seating positions upon returning from the break.
- Avoid personal confrontation and allow the group to police itself (e.g., 'do others in the group agree?').
- Respect someone is right to be quiet but do give them a chance to share their ideas one-to-one (e.g., during a break).
- Use differences of opinion as a topic of discussion – the moderator should avoid taking sides.

Useful tips to encourage discussion

To facilitate useful, free-flowing discussion during the focus group, follow these tips:

- Ask participants to think about an issue for a few minutes and write down their responses.
- Ask each participant to read, and elaborate on, one of their responses.
- Note the responses on a flipchart / whiteboard.
- Once everyone has given a response, participants will be asked for a second or third response, until all their answers have been noted.
- These responses can then be discussed.

How to report focus group findings

The minutes, or a summary document, should be produced for each focus group session. A report should be written up, containing relevant profile information about the people who attended the session.

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*

- (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

POLICY IMPLICATIONS

Nil to this report

FINANCIAL IMPLICATIONS

The Council can add into the budget for 2022/2023 an allocation through Community Consultation under governance.

STRATEGIC IMPLICATIONS

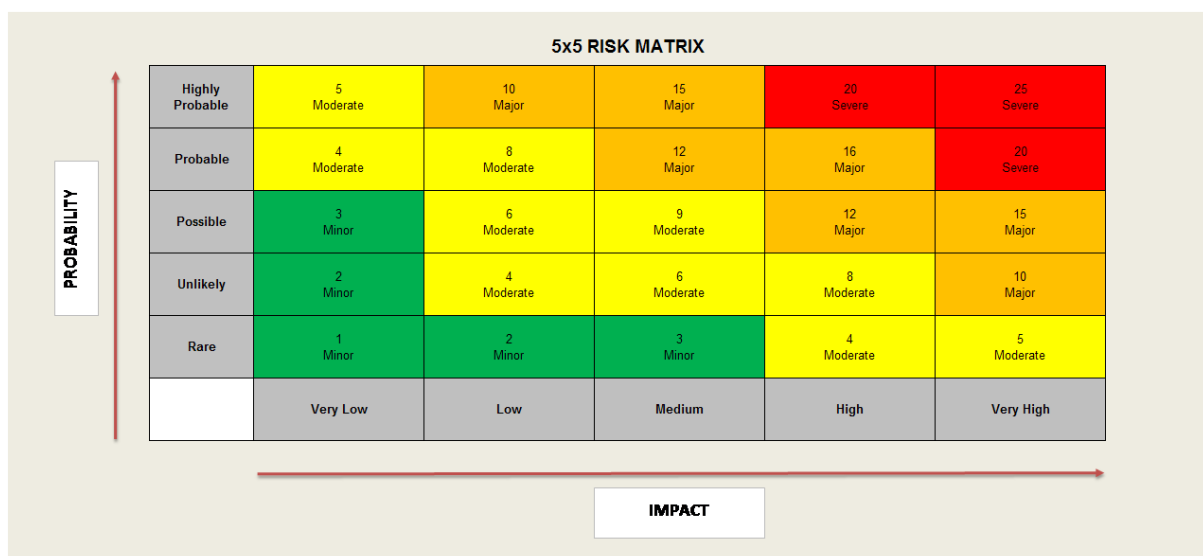
Economic Objective: Prosperous local economy attracting businesses, opportunities, and people

2.2.1 Continue to work with industry and stakeholders for the economic development of the district

2.2.1.1 Continue involvement with mining liaison meetings and stakeholder engagement opportunities

RISK MANAGEMENT

As the Council is meeting its objectives under the Community strategic Plan, the risk is considered Low.



CONSULTATION

Not applicable

COMMENT

The overall purpose of undertaking the Focus group activity is to consider a confirmatory research technique. In other words, their discussion setting is most useful for confirming or refuting pre-existing beliefs. For this reason, they are great for conducting research and seeking opinions on why something occurs when limited information is available.

A focus group can be a desirable choice for you if:

- You are interested in real-time, unfiltered responses on a given topic or in the dynamics of a discussion between participants
- Your questions are rooted in feelings or perceptions, and cannot easily be answered with “yes” or “no”
- You are confident that a small number of responses will answer your question
- You are seeking directional information that will help you uncover new questions or future research ideas

The aim is to call for expressions of interest from community members to sit on the focus group to look at the following matters currently before the Council:

Part of the information will include all currently available plans to provide background information to the participants involved.

The Road Maintenance Agreements can be so called ad-hoc at the time of drafting the report with various agreements in place. The council needs to develop a maintenance agreement within the industry to ensure that new and existing mining companies are aware of what the council requires when using the council owned asset for their mining operations.

The council has a number of options through the rate base, (as per the doctor's aspect), using the roads to recovery funding to prop up the development as councils' contribution as well as negotiations where major upgrades are concerned for one mining company, the once off.

The setup of the Committees could be along the following lines with a maximum of 12 members:

- ❖ Council representatives x 2
- ❖ Community Members x 10
- ❖ Council support for note taking x 1
- ❖ Moderator/facilitator x 1

To engage with the community will alleviate some of the so called concerns within the community and ensure that the council meets its community strategic plan outcomes. The critical component is the moderator/facilitator, and the council could call upon within the known network to ascertain the availability to undertake the role.

A focus group has a limited life (normally over 4 weeks) and concludes at the completion of the report to the council on the suggested way forward.

This focus group certainly does not take place of the related mining council meetings as this is for the mining industry only operating within the shire of Laverton. As side issues, the council can capture the airport operations and the usage through side issue with these agreements.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr J Carmody SECONDED: Cr R Prentice

That the Council approve for the development of a Focus Group to undertake research and provide input into the following matter and seek nominations from Councillors and Community representatives as follows:

Road Maintenance Agreements

Councillor Representative Nomination Cr J Carmody

Councillor Representative Nomination Cr P Hill

And call for

Community Representatives Times 10

CARRIED 6/0

This page has been left intentionally blank

| | |
|----------------|---|
| 11.1.14 | 2022/2023 SCHEDULE OF FEES AND CHARGES |
|----------------|---|

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | The Council considered the 2021/2022 fees and charges on the 22 April 2021. |

MATTER FOR CONSIDERATION

That the Council receive the Schedule of Fees and Charges for the 2022/2023 financial year to be adopted with the annual budget in July 2022.

ATTACHMENTS

OMC210422.11.1.14.A Schedule of Fees and Charges 2022/2023

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

The attachment OMC210422.11.1.14.A has been amended to reflect administration changes over the years with no new charges implemented. The changes are outlined in the table under comments.

The fees and charges are an annual feature of the Budget document and is covered under the statutory implications.

STATUTORY IMPLICATIONS ***Local Government Act 1995***

1.3. Content and intent

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*

- (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

| |
|---|
| (i) Subdivision 2 — Fees and charges |
|---|

| |
|--|
| 1) 6.16. Imposition of fees and charges |
|--|

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

- (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
 - (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

* *Absolute majority required.*

| |
|---|
| 2) 6.17. Setting level of fees and charges |
|---|

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
 - (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96; or
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

| |
|--|
| 3) 6.18. Effect of other written laws |
|--|

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
 - (a) determine an amount that is inconsistent with the amount determined under the other written law; or
 - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

4) 6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

POLICY IMPLICATIONS

Council Policy 03.08 Budget – Preparation, provides for the review, preparation and approval of the Draft Schedule of Fees and Charges prior to the budget meeting. Once this Schedule has been approved (for the purpose of inclusion in the Draft Budget provisions), Council must adopt it however, this will not formally occur until the Annual Budget itself is adopted.

FINANCIAL IMPLICATIONS

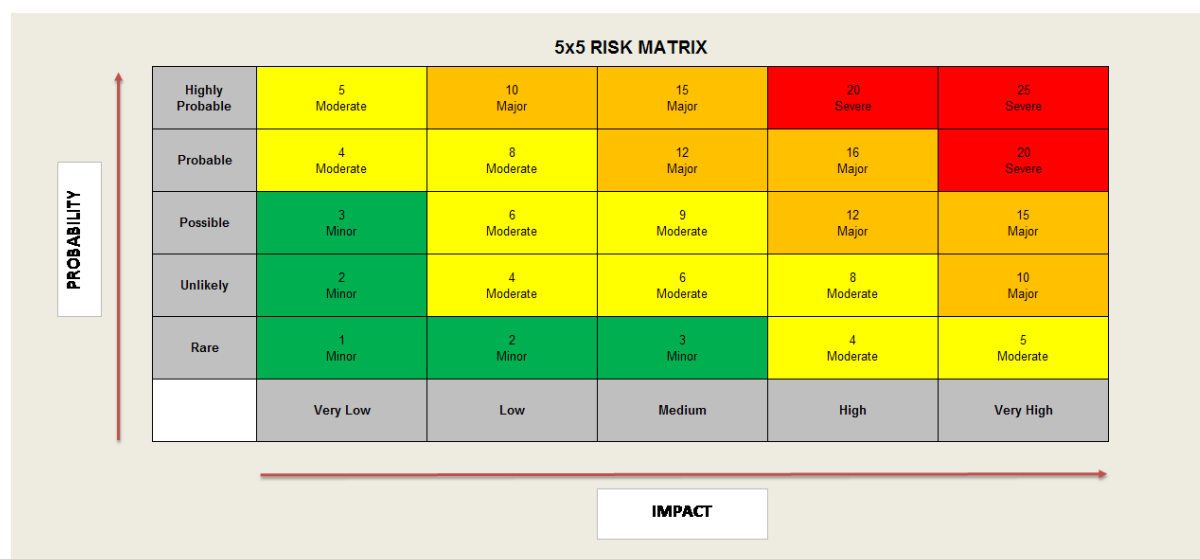
The Fees and Charges when adopted will determine the amount of revenue to be received during the 2022/2023 financial year for certain areas.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

As the Council is meeting its Statutory requirements, the risk is considered Low.



- Chief Executive Officer

The following Table reflects the changes made to the Fees and Charges.

| Item Details | Change From To | Reason for Change |
|--|---|--|
| Removal Of Car Bodies Included under Other Property services – Page 52 refers | Deletion of Existing Policy 8.41 – Removal of Car bodies | The policy is outdated and to reflect modern practices, an indemnity form to be completed prior to removal and a fee of \$220.00 including GST will be charged for every removal |
| Community Amentities Page 41 Refers – Mt Margaret Rubbish Collection | From \$520.32 to \$535.93 per bin collection | To reflect the CPI increase taken from the differential rates objects and reasons – and as per the annual CPI Increase in the Agreement |
| Cemetery - Niche wall Page 43 refers | Single – Bronze Plaque – to be ordered from Arrow Bronze | The Council adopted the policy for the Niche wall under the direction of the FLCAG and reflects the intent of the Policy At Cost At Cost |

| | | |
|--|--|---|
| | <p>Double – Bronze Plaque - to be ordered from Arrow Bronze</p> <p>Conical vase as per policy – to be ordered from Arrow Bronze</p> <p>Fixing of plaques and conical vase – by Council staff</p> <p>Permission to fix the plaque to the Niche wall</p> | <p>At cost</p> <p>\$110 includes GST and work only to be undertaken by Council staff – To retain uniformity</p> <p>Application fee</p> |
| Swimming Pool Page 46 | No change in entry Fees | The income generated is minimal and to make changes for the sake of making changes as the health of the community is at the forefront of the facility |
| Bronze medallion requalification - Page 46 | Change from \$85 to \$90.00 | Amended for time involved – lucky to have ½ requalifications per year |
| Early Morning Swimmers – Page 46 | Removal of Must be season ticket holders | Allows access to more users |
| Officail Opening includes BBQ – page 46 refers | Removal of line item | Offical opening has occurred |

| | | |
|--|---|--|
| Child under five with responsible adult – Page 46 refers | Amend from Free to \$3-00 for adult entry | Adult should be in the water with the child under 5. |
| Laverton Hall – Page 44 refers | Introduction of Playgroup Bond for use of this area | There has been no allocated bond for the hire of the Playgroup |

The recommendation is put forward to meet the statutory requirements and also allows for consultation with the community and changes can be made prior to formal adoption of the 2022/2023 budget.

Please note that the government may hand down statutory fees which the Council has no control over and these will be reflected in the Fees and Charges and advised during the budget adoption should there be changes made, for example, Town Planning application fees, Emergency Services Levy, and Building application fees.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Wedge SECONDED: Cr R Weldon

That Council by an absolute majority approves the 'Draft 2022/2023 Schedule of Fees & Charges' as outlined in Attachment OMC210422.11.1.14.A for inclusion in the 2022/2023 Budget.

CARRIED 6/0

This page has been left intentionally blank

2022/2023 SCHEDULE OF FEES & CHARGES

TABLE OF CONTENTS

| FEES AND CHARGES CATEGORY | PAGE NO |
|--------------------------------------|---------|
| GOVERNANCE | |
| Photocopying | 37 |
| Rates Payment Arrangements | 37 |
| Rate Enquiries | 37 |
| Electoral Rolls | 37 |
| Sale of Documents | 37 |
| Payment Related Fees | 37 |
| LAW ORDER & PUBLIC SAFETY | |
| Fire Prevention | 38 |
| Impounding and Other Fees - Dogs | 38 |
| Dog Registration | 38 |
| Impounding and Other Fees - Cats | 39 |
| Cat Registration | 39 |
| EDUCATION & WELFARE | |
| Community Bus Hire | 40 |
| COMMUNITY AMENITIES | |
| Sanitation Charges | 41 |
| Rubbish Bins | 41 |
| Sewerage | 41 |
| Liquid Waste Disposal | 41 |
| Waste Disposal Fees | 41 |
| Food Businesses | 41 |
| Town Planning | 42 |
| Cemetery Charges | 43 |
| RECREATION & CULTURE | |
| Laverton Hall | 44 |
| Community Gymnasium | 44 |
| Oval Hire | 45 |
| Trading in a Public Place | 45 |
| Library Charges | 45 |
| Swimming Pool | 46 |
| TRANSPORT | |
| Airport Landing Fees | 47 |
| Fuel Delivery | 47 |
| Crossovers | 47 |
| ECONOMIC SERVICES | |
| Community Resource Centre | 48/49 |
| Great Beyond | 49 |
| Historic Police Complex | 49 |
| Building Application Fees | 50/51 |
| OTHER PROPERTY & SERVICES | |
| Private Works | 52 |

| GOVERNANCE | | | |
|---|--------|------|--------|
| Photocopying- (To be directed to the CRC for Printing in the first instance) | | | |
| Photocopying A4 – black & white | 0.27 | 0.03 | 0.30 |
| Photocopying A4 – double sided | 0.45 | 0.05 | 0.50 |
| Photocopying A4 – colour | 0.64 | 0.06 | 0.70 |
| Photocopying A4 – colour double sided | 1.00 | 0.10 | 1.10 |
| Photocopying A3 – black & white | 0.45 | 0.05 | 0.50 |
| Photocopying A3 – double sided black and white | 0.64 | 0.06 | 0.70 |
| Photocopying A3 – colour | 1.00 | 0.10 | 1.10 |
| Photocopying A3 – colour double sided | 1.50 | 0.15 | 1.65 |
| Fax (within Australia) per page sending & receiving | 0.91 | 0.09 | 1.00 |
| Fax (international) per page sending & receiving | 1.82 | 0.18 | 2.00 |
| Rates Payment Arrangements | | | |
| Rates payment arrangement – administration fee | 5.00 | N/A | 5.00 |
| Rates Enquiries (AS INSTRUCTED BY LANDGATE, THEY WILL ATTEND TO THESE MATTERS (Landgate undertake the enquiries on behalf of council, charge the customer and remit funds to the council once transaction complete) | | | |
| Account enquiries incl. reprint of rate notice (per assessment) | 11.00 | N/A | 11.00 |
| Account enquiries incl. Orders & Requisitions (per assessment) | 75.00 | N/A | 75.00 |
| Copy of Rate Book | 122.00 | N/A | 122.00 |
| Extract of Rate Book (per page) located by Council Staff | 11.00 | N/A | 11.00 |
| Electoral Rolls | | | |
| Electoral Rolls | 9.09 | 0.91 | 10.00 |
| Sale of Documents | | | |
| Hard copy of Council documents taken from Council Offices such as agenda, minutes, budget, annual report etc. | 18.18 | 1.92 | 20.00 |
| Payment Related Fees | | | |
| Returned Cheque Administration Fee | 20.00 | 2.00 | 22.00 |

| LAW, ORDER AND PUBLIC SAFETY | | | | | |
|---|-------------------------|---|---------|--|----------|
| Fire Prevention Emergency Services Levy (in accordance with the <i>Fire and Emergency Services Act 1998</i>) | | | | | |
| ESL CATEGORY | ESL RATE (Per \$GRV) | MINIMUM AND MAXIMUM ESL CHARGES BY PROPERTY USE | | | |
| | | RESIDENTIAL, FARMING AND VACANT LAND | | COMMERCIAL, INDUSTRIAL AND MISCELLANEOUS | |
| | | MINIMUM | MAXIMUM | MINIMUM | MAXIMUM |
| 4 | \$0.005424 | \$88 | \$156 | \$88 | \$89,000 |
| 5 | Fixed Charge \$88 | | | | |
| Mining Tenements | Fixed Charge \$88 | | | | |

| | | | |
|--|--------|------|--------|
| Impounding and Other Fees – Dogs (as set by <i>Dog Local Law</i>) | | | |
| For the seizure or impounding of a dog | 40.00 | 4.00 | 44.00 |
| For the transporting of a seized dog back to owner | 10.00 | 1.00 | 11.00 |
| For the sustenance and maintenance of a dog in the pound (per day or part thereof) | 10.00 | 1.00 | 11.00 |
| For the destruction of a dog | 20.00 | 2.00 | 22.00 |
| Kennel licence fee per year or part thereof | 50.00 | N/A | 50.00 |
| Dog trap bond (refundable) | 50.00 | N/A | 50.00 |
| Dog trap hire | 10.00 | 1.00 | 11.00 |
| Dog Registration (Set by <i>Dog Regulations 2013</i>) | | | |
| Registration fees unless a concessional rate applies - | | | |
| Unsterilised or dangerous dog for 1 Year | 50.00 | N/A | 50.00 |
| Unsterilised dog for 3 Years | 120.00 | N/A | 120.00 |
| Sterilised dog for 1 Year | 20.00 | N/A | 20.00 |
| Sterilised dog for 3 Years | 42.50 | N/A | 42.50 |
| Sterilised dog for lifetime | 100.00 | N/A | 100.00 |
| Unsterilised dog for lifetime | 250.00 | N/A | 250.00 |
| Concessions - | | | |
| Pensioner's rate – 50% of above fees | | | |
| Working dog – 25% of above fees | | | |
| Registration after 31 May in every year – 50% of 1 Year fee | | | |

| Impounding and Other Fees – Cats (as set by <i>Cat Local Law</i>) | | | |
|--|--------|------|--------|
| For the seizure or impounding of a cat | 40.00 | 4.00 | 44.00 |
| For the transporting of a seized cat back to owner | 10.00 | 1.00 | 11.00 |
| For the sustenance and maintenance of a cat in the Cat Management Facility (per day or part thereof) | 10.00 | 1.00 | 11.00 |
| For the destruction of a cat | 20.00 | 2.00 | 22.00 |
| Cat trap bond (refundable) | 50.00 | N/A | 50.00 |
| Cat trap hire | 10.00 | 1.00 | 11.00 |
| Cat Registration (Set by <i>Cat Regulations 2012</i>) | | | |
| Registration 1 Year | 20.00 | N/A | 20.00 |
| Registration after May 31 (6 months or less) | 10.00 | N/A | 10.00 |
| Registration 3 Years | 42.50 | N/A | 42.50 |
| Registration - Lifetime | 100.00 | N/A | 100.00 |
| Breeding cat application fee | 100.00 | N/A | 100.00 |

| EDUCATION AND WELFARE | | | |
|---|--------|------|--------|
| Community Bus Hire | | | |
| All hire of the Community Bus must be approved by the CEO prior to payment of fees. | | | |
| Cash deposit/bond | 200.00 | N/A | 200.00 |
| Standard per kilometre fee no matter which roads are travelled on. | 1.36 | 0.14 | 1.50 |
| <p>NOTES:</p> <p>The bus is only covered for hire to Community Groups under the Shire of Laverton insurance agreement. Any hire outside these parameters will require the hirer to produce evidence of carrying their own insurance cover to the satisfaction of the Chief Executive Officer.</p> <p>In the case of a motor vehicle accident where the hirer is proven to be negligent, the hirer is responsible for the first \$500 (plus GST) arising out of an insurance claim to cover Council's \$500 (plus GST) excess. In all other circumstances, Council will cover the excess.</p> | | | |

| | | | |
|---|---------------|--------------|---------------|
| COMMUNITY AMENITIES | | | |
| Sanitation Charges | | | |
| Domestic and Commercial – per bin per service | 238.00 | N/A | 238.00 |
| Domestic Collection Service to Mount Margaret (based on 9.64 per weekly collection per bin per annum with a travelling component added being for fuel, wear and tear, wages) – Subject to annual Perth CPI Increase during budget deliberations. CPI increase set at 3%– figures from Differential rates – objects and reasons. | 535.93 | N/A | 535.93 |
| Rubbish Bins | | | |
| Sale of rubbish bins | 120.00 | 12.00 | 132.00 |
| Sewerage (Set by <i>Health (Treatment of Sewage & Disposal of Effluent & Liquid Waste) Regulations 1974</i> – Schedule 1 | | | |
| Local Government application fee | 118.00 | N/A | 118.00 |
| Health Department of WA application fee | | | |
| a) with a Local Government Report | 51.00 | N/A | 51.00 |
| b) without a Local Government Report | 110.00 | N/A | 110.00 |
| Local Government Report fee (This fee is set by Council) | 110.00 | N/A | 110.00 |
| Fee for the grant of a permit to use an apparatus | 118.00 | N/A | 118.00 |
| NOTE: All fees (except for the Health Department of WA application fee) should be made payable to the Shire of Laverton. | | | |
| Liquid Waste Disposal | | | |
| Liquid waste - disposal from other than Laverton town site (per litre) | 0.027 | 0.003 | 0.03 |
| Waste Disposal Fees | | | |
| Per truck load (10m³) deposited at refuse site | 100.00 | 10.00 | 110.00 |
| Asbestos (per tonne) | 80.00 | 8.00 | 88.00 |
| Food Businesses (Fee sanctioned by s.110(4)(b) of the <i>Food Act 2008</i>) | | | |
| Registration of a food business | 100.00 | N/A | 100.00 |
| Renewal of registration of a food business | 50.00 | N/A | 50.00 |

| Town Planning (per application) (In accordance with <i>Planning and Development Regulations 2009</i>) | | | |
|--|---|-----|-----------|
| a) development is not more than \$50,000 | 147.00 | N/A | 147.00 |
| b) development is more than \$50,000 but not more than \$500,000 | 0.32% of estimated cost of development | | |
| c) development is more than \$500,000 but not more than \$2.5 million | 1,700 + 0.257% for every \$1 in excess of \$500,000 | | |
| d) development is more than \$2.5 million but not more than \$5 million | 7,161 + 0.206% for every \$1 in excess of \$2.5M | | |
| e) development is more than \$5 million but not more than \$21.5 million | 12,633 + 0.123% for every \$1 in excess of \$5M | | |
| f) development is more than \$21.5 million | 34,196.00 | N/A | 34,196.00 |

| Subdivision Clearance | | | |
|--|---|-----|-------|
| a) not more than 5 lots | 73.00 | N/A | 73.00 |
| b) more than 5 lots but not more than 195 lots | \$73 per lot for the first 5 lots and then \$35 per lot | | |

| Home Occupation | | | |
|--|--|-----|--------|
| a) initial fee AND: if the home occupation has commenced, an additional amount of \$444 by way of penalty | 222.00 | N/A | 222.00 |
| b) renewal fee AND: if the approval to be renewed has expired, an additional amount of \$146 by way of penalty | 73.00 | N/A | 73.00 |
| Application for change of use/continuation of a non-conforming use (where development is not occurring) AND: if the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount of \$590 by way of penalty | 295.00 | N/A | 295.00 |
| Issue of zoning certificate | 73.00 | N/A | 73.00 |
| Replying to a property settlement questionnaire | 73.00 | N/A | 73.00 |
| Issue of written planning advice | 73.00 | N/A | 73.00 |
| Scheme amendments | As per <i>Part 7 Division 2, Planning and Development Regulations 2009</i> | | |
| Plan's assessment | As per <i>Part 7 Division 2, Planning and Development Regulations 2009</i> | | |
| Strata Title - Preliminary determination (As set by <i>Strata Titles General Regulations 1996</i>) | 100.00 | N/A | 100.00 |

| | | | |
|--|---------|-------|--------|
| Cemetery Charges (Any revised fee or charge will come into effect 14 days after notice has been published in the Government Gazette (Cemeteries Act 1986 (s.53)) On application for an "Order for Burial" the following fees shall be payable in advance: | | | |
| Grave Preparation and Burial Fee | | | |
| Standard burial | 900.00 | 90.00 | 990.00 |
| Infant/stillborn burial | 830.00 | 83.00 | 913.00 |
| 2nd Interment in Existing Grave | | | |
| Standard burial | 600.00 | 60.00 | 660.00 |
| Infant/stillborn burial | 415.00 | 41.50 | 456.50 |
| For each interment without due notice | 200.00 | 20.00 | 220.00 |
| For copy of "Grant of Right of Burial" | 20.00 | 2.00 | 22.00 |
| Re-opening grave for exhumation | 450.00 | 45.00 | 495.00 |
| Re-interment in new grave after exhumation | 900.00 | 90.00 | 990.00 |
| Miscellaneous | | | |
| For permission to erect a headstone or monument | 50.00 | 5.00 | 55.00 |
| For permission to erect a brick grave | 50.00 | 5.00 | 55.00 |
| For permission to erect a vault | 50.00 | 5.00 | 55.00 |
| For permission to erect a nameplate | 25.00 | 2.50 | 27.50 |
| For permission to enclose with kerbing | 25.00 | 2.50 | 27.50 |
| Undertaker's Annual License Fee | 100.00 | N/A | 100.00 |
| Niche Wall | | | |
| Internment in the Columbarium Wall | | | |
| Single – Bronze Plaque – to be ordered from Arrow Bronze | At Cost | | |
| Double – Bronze Plaque - to be ordered from Arrow Bronze | At Cost | | |
| Conical vase as per policy – to be ordered from Arrow Bronze | At Cost | | |
| Fixing of plaques and conical vase – by Council staff | 100.00 | 10.00 | 110.00 |
| Permission to fix the plaque to the Niche wall | 50.00 | 5.00 | 55.00 |

| | | | |
|---|--------|-------|--------|
| RECREATION AND CULTURE | | | |
| Laverton Hall | | | |
| Bonds | | | |
| Key bond | 50.00 | N/A | 50.00 |
| Playgroup Bond | 200.00 | N/A | 200.00 |
| General bond | 100.00 | N/A | 100.00 |
| Alcohol bond | 200.00 | N/A | 200.00 |
| Bonds will be forfeited for: (a) Loss of keys (b) Loss of or damage to Shire property (c) Contravention of the Conditions of Hire | | | |
| ADDITIONAL COSTS: The hirer agrees to fully reimburse the Shire for all costs relating to damage or loss to Shire property resulting from their use. | | | |
| Main Hall | | | |
| General hirer | 136.36 | 13.64 | 150.00 |
| Charge events | 200.00 | 20.00 | 220.00 |
| Sporting events | 45.45 | 4.55 | 50.00 |
| Hourly hire (or part thereof) (Aerobics, dancing etc.) | 9.09 | 0.91 | 10.00 |
| Setting up and cleaning (per day or part thereof) | 90.91 | 9.09 | 100.00 |
| Hire of Cutlery, glasses, tablecloths, etc. (replacement at cost and taken from bond) | 136.36 | 13.64 | 150.00 |
| Playgroup – Hire of the area for parties etc (price per event plus cleaning bond of \$100.00) | 50.00 | 5.00 | 55.00 |
| Kitchen | | | |
| General hirer | 72.73 | 7.27 | 80.00 |
| Charge events | 72.73 | 7.27 | 80.00 |
| Sporting events | 72.73 | 7.27 | 80.00 |
| Tea and coffee usage only (included in hire fee) | N/A | N/A | N/A |
| Hourly hire (or part thereof) | N/A | N/A | N/A |
| Setting up and cleaning (per day or part thereof) | 72.73 | 7.27 | 80.00 |
| Furniture & Equipment Note - no equipment is to be removed from the Hall | | | |
| Special Functions (at discretion of the CEO) | | | |
| Silk screening/Hall ceiling set up costs | 100.00 | 10.00 | 110.00 |

| | | | |
|---|--------|-------|--------|
| Community Gymnasium (Includes key allocation) | | | |
| Annual fee per Member | 159.09 | 15.91 | 175.00 |
| Replacement Key (lost or stolen) | 22.73 | 2.27 | 25.00 |
| Short-term fee may be negotiated depending on circumstances and will be pro-rata based on the annual fee at the discretion of the CEO | | | |
| Key bond (included in above fees) | | | |

| Oval Hire | | | |
|---|----------|------|----------|
| Non-profit events - Hire is free | N/A | N/A | N/A |
| Other events per day or part thereof | 50.00 | 5.00 | 55.00 |
| Bonds (all events) one day/one event | 500.00 | N/A | 500.00 |
| Bonds (all events) more than one day | 1,000.00 | N/A | 1,000.00 |
| Care: Agreement with the Education Department for the use of the Oval, school has precedent during school days and other scheduled events | | | |

| Trading in a Public Place | | | |
|--|--------|-------|--------|
| Annual fee | 100.00 | 10.00 | 110.00 |
| Fee – One-off event | 50.00 | 5.00 | 55.00 |
| (Note: Any Food Outlets trading in a public place will also need to comply with the requirements of the <i>Food Act 2008</i>) | | | |

| Library Charges (Set by Council in Policy 3.19 - Penalty charges for late, unreturned & damaged library items) | | | |
|---|-------|------|-------|
| Penalty for late return per day late past due date | 0.50 | N/A | 0.50 |
| Items that are one week overdue <ul style="list-style-type: none"> Letter in mail (if email address is supplied there will be no charge) | 0.91 | 0.09 | 1.00 |
| Items that are two weeks overdue <ul style="list-style-type: none"> Phone call to customer (local) | 0.23 | 0.02 | 0.25 |
| <ul style="list-style-type: none"> Phone call to customer (mobiles or non-local numbers) | 0.41 | 0.04 | 0.45 |
| Items that are three weeks overdue <ul style="list-style-type: none"> Letter in mail (if email address is supplied there will be no charge) | 0.91 | 0.09 | 1.00 |
| Items that are five weeks overdue <ul style="list-style-type: none"> Letter of demand sent in mail (if email address is supplied there will be no charge) | 0.91 | 0.09 | 1.00 |
| Items that are six weeks overdue <ul style="list-style-type: none"> Referral of borrower to debt collectors with an additional charge to help cover the recovery cost. | 20.00 | 2.00 | 22.00 |
| NOTE: The above charges apply regarding the recovery of unreturned items, however for lost or damaged items (book, DVD, CD) the borrower will be billed the cost. | | | |

| | | | |
|--|--------|-------|--------|
| Swimming Pool | | | |
| Pool Entry Fees | | | |
| Adult per entry | 2.73 | 0.27 | 3.00 |
| Child (5 to 17 years) per entry Increase to \$2.00 | 1.82 | 0.18 | 2.00 |
| Spectator (non-swimmers) Adult | FREE | N/A | FREE |
| Spectator (non-swimmers) Child with parents to accompany children | FREE | N/A | FREE |
| Child under five with responsible adult | 2.73 | 0.27 | 3.00 |
| Australia Day includes BBQ | FREE | N/A | FREE |
| Season Tickets | | | |
| Adult per entry \$80.00 round figures up | 109.09 | 10.91 | 120.00 |
| Child (5 to 17 years) | 72.72 | 7.28 | 80.00 |
| Family (2 adults & 2 children) | 290.90 | 29.10 | 320.00 |
| Monthly Tickets – Itinerant Residents Only | | | |
| Any individual person | 36.36 | 3.64 | 40.00 |
| Exclusive Hire (Alcohol Prohibited) | | | |
| Daytime – per hour or part thereof | 75.00 | 7.50 | 82.50 |
| Night-time – per hour or part thereof | 100.00 | 10.00 | 110.00 |
| Early Morning Swimmers Can only be used from 6.00am to 7.00am. Subject to approval of Pool Manager and entry fees to be charged | | | |
| Swimming lessons Per person involved 10 lessons @ \$18.00 per lesson. Bronze medallion courses \$185.00 full course and \$90.00 per re qual per person Education department lessons managers hourly rate including admin hours for the school. | 163.36 | 16.34 | 180.00 |

| TRANSPORT | | | |
|---|--|-------|--------|
| Laverton Airport - Airport Landing Fees | | | |
| Per Landing | | | |
| Any aircraft – Single visit per 1,000kg per landing and departure (Minimum charge \$13.00) | 11.82 | 1.18 | 13.00 |
| Any aircraft – Commercial per passenger in and out (This does not include transit passengers) | 11.82 | 1.18 | 13.00 |
| Annual Fee – Private aircraft based at Laverton Airport | 500.00 | 50.00 | 550.00 |
| Fuel Delivery Charge | | | |
| Shire Registered Operators – additional to cost price of fuel into aircraft – per litre | 0.20 | 0.02 | 0.22 |
| Non-Registered Shire Operators - additional to cost price of fuel into aircraft – per litre | 0.25 | 0.025 | 0.275 |
| Callouts – public holidays and outside normal working hours | 136.36 | 13.64 | 150.00 |
| Crossovers | | | |
| Crossovers | Subsidy of 50% of actual cost for first crossing | | |

| ECONOMIC SERVICES | | | |
|---|-------|------|-------|
| Community Resource Centre | | | |
| Computer Facilities & Consumables | | | |
| Membership | | | |
| Adult per month (maximum of 10 hours usage) | 22.73 | 2.27 | 25.00 |
| Student/Pensioner per month (maximum of 10 hours usage) | 18.18 | 1.82 | 20.00 |
| Computer & Internet Access – Non-Member Use | | | |
| • 15 Minutes | 3.64 | 0.36 | 4.00 |
| • 30 Minutes | 4.55 | 0.45 | 5.00 |
| • Per Hour | 5.45 | 0.55 | 6.00 |
| CD/DVD disc cleaning (per disc) | 1.82 | 0.18 | 2.00 |
| Printing and Photocopying | | | |
| Black & white printing A4 | 0.27 | 0.03 | 0.30 |
| Double sided black & white A4 | 0.45 | 0.05 | 0.50 |
| Colour printing A4 | 0.64 | 0.06 | 0.70 |
| Double sided coloured A4 | 1.00 | 0.10 | 1.10 |
| Coloured paper A4 | 0.64 | 0.06 | 0.70 |
| Black & white printing A3 | 0.45 | 0.05 | 0.50 |
| Double sided black & white A3 | 0.64 | 0.06 | 0.70 |
| Colour A3 | 1.00 | 0.10 | 1.10 |
| Double sided colour A3 | 1.50 | 0.15 | 1.65 |
| Banner printing | 18.18 | 1.82 | 20.00 |
| Photo machine printing | 0.45 | 0.05 | 0.50 |
| Passport size photograph per sheet of 8 | 4.55 | 0.45 | 5.00 |
| Fax (within Australia) per page sending & receiving | 0.91 | 0.09 | 1.00 |
| Fax (overseas) per page sending & receiving | 1.82 | 0.18 | 2.00 |
| Laminating A4 | 1.82 | 0.18 | 2.00 |
| Laminating A3 | 3.64 | 0.36 | 4.00 |
| Laminating 42cm x 60cm | 5.45 | 0.55 | 6.00 |
| Laminating 58cm x 78cm | 7.27 | 0.73 | 8.00 |
| Laminating 79cm x 100cm | 9.09 | 0.91 | 10.00 |
| Desktop Publishing per page | 4.55 | 0.45 | 5.00 |
| Desktop Publishing per hour | 54.55 | 5.45 | 60.00 |
| Document binding (up to 100 pages) (does not include photocopy costs) | 6.36 | 0.64 | 7.00 |
| Scanning A4 - per page | 0.45 | 0.05 | 0.50 |

| | | | |
|---|-------|------|-------|
| Video Conference Room | | | |
| Hire of room per hour | 9.09 | 0.91 | 10.00 |
| Hire of room per day | 45.45 | 4.55 | 50.00 |
| Hire of equipment per hour | 9.09 | 0.91 | 10.00 |
| Hire of equipment per day (per item) | 45.45 | 4.55 | 50.00 |
| Video conference linkup (plus costs involved with linkup) | 27.27 | 2.73 | 30.00 |
| Publication & Advertising Costs (Sturt Pea) | | | |
| Full page (Black & White) | 22.73 | 2.27 | 25.00 |
| Half page (Black & White) | 11.82 | 1.18 | 13.00 |
| Full page (Colour) | 36.36 | 3.64 | 40.00 |
| Half page (Colour) | 20.00 | 2.00 | 22.00 |
| Classifieds | FREE | N/A | FREE |
| Volunteer/Sporting Notices | FREE | N/A | FREE |
| 'Sturt Pea' Postage | 2.73 | 0.27 | 3.00 |

| | | | |
|--|-------|------|-------|
| Great Beyond Explorers' Hall of Fame (including Horizons Café) | | | |
| Entrance Fees (to Cinema and Displays) | | | |
| Adult per entry | 9.09 | 0.91 | 10.00 |
| Concession per entry | 7.27 | 0.73 | 8.00 |
| Group discount (10 or more) per entry | 7.27 | 0.73 | 8.00 |
| Children (5 to 17 years) per entry | 4.55 | 0.45 | 5.00 |
| Children (under 5 years) with responsible adult | FREE | N/A | FREE |
| Family (2 adults/2 children) per entry | 22.73 | 2.27 | 25.00 |
| Laverton resident (permanent) annual pass | 18.18 | 1.82 | 20.00 |
| Merchandise Charges to be set by CEO based on wholesale purchase price plus accepted industry mark-up. | | | |
| Horizons Café Charges to be set by CEO based on wholesale purchase price plus accepted industry mark-up. | | | |

| | | | |
|------------------------------------|------|------|------|
| Historic Police Complex | | | |
| Admission fee per person per entry | 1.81 | 0.19 | 2.00 |

| | | | |
|---|---|------------|---------------|
| Building Application Fees (as set by the <i>Building Regulations 2012</i>) – Schedule 2 | Please note that the Fees fixed under the Building Regulations 2012 are not within the Councils control and are subject to change. | | |
| Miscellaneous | | | |
| | | | |
| Demolition Performance Bond – site clean-up | 500.00 | N/A | 500.00 |
| Swimming Pool Building License (per license) | 97.70 | N/A | 97.70 |
| Swimming Pool (4 Year Inspection Fee) (as per regulation 53(2)) | 57.45 | N/A | 57.45 |
| Building Services Levy (\$61.65 up to \$45,000 then 0.137% of the value of the work) | 61.65 | N/A | 61.65 |
| Building Services Levy – for unauthorized building work (\$123.30 up to \$45,000 then 0.274% of the value of the work) | 123.30 | N/A | 123.30 |
| | | | |
| Construction Training Fund Training Levy The rate of the levy is 0.2% of the total contract price (inclusive of GST) or \$200 in every \$100,000 worth of project value. Refer to bcif.org | 0.2% of value if cost is over \$20,000 | | |

Division 1 — Applications for building permits, demolition permits

| | |
|--|--|
| 1. Certified application for a building permit (s. 16(l)) — (a) for building work for a Class 1 or Class 10 building or incidental structure | 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00 |
| (b) for building work for a Class 2 to Class 9 building or incidental structure | 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00 |
| 2. Uncertified application for a building permit (s. 16(l)) | 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00 |
| 3. Application for a demolition permit (s. 16(l)) — (a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure | \$110.00 |
| (b) for demolition work in respect of a Class 2 to Class 9 building | \$110.00 for each storey of the building |
| Division 2 — Application for occupancy permits, building approval certificates | |
| 1. Application for an occupancy permit for a completed building (s. 46) | \$110.00 |
| 2. Application for an occupancy permit for an incomplete building (s. 47) | \$110.00 |
| 3. Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48) | \$110.00 |
| 4. Application for a replacement occupancy permit for permanent change of the building's use or classification (s. 49) | \$110.00 |
| 6. Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2)) | 0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$110.00 |
| 7. Application for a building approval certificate for a building or an incidental structure in respect of which | 0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, |

| | |
|---|----------------------------|
| unauthorised work has been done (s. 51(3)) | but not less than \$110.00 |
| 8. Application to replace an occupancy permit for an existing building (s. 52(1)) | \$110.00 |
| 9. Application for a building approval certificate for an existing building or an incidental structure where unauthorised work has not been done (s. 52(2)) | \$110.00 |
| 10. Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a)) | \$110.00 |
| | |

| OTHER PROPERTY SERVICES | | | |
|---|--------|-------|--------|
| Private Works Hire Rates (Per hour unless specified) | | | |
| Machine | | | |
| Grader 200Kw | 290.91 | 29.09 | 320.00 |
| Grader 200Kw - Remote with Camp | 354.55 | 35.45 | 390.00 |
| Prime Mover - Single Side Tipping Trailer | 245.45 | 24.55 | 270.00 |
| Prime Mover - Two Side Tipping Trailers | 322.73 | 32.27 | 355.00 |
| Prime Mover - 30,000 Litre Water Tanker | 245.45 | 24.55 | 270.00 |
| Prime Mover - Tri Axle Low Loader | 245.45 | 24.55 | 270.00 |
| 8 Tonne End Tipper | 180.00 | 18.00 | 198.00 |
| Front End Loader - 3m ³ Bucket | 180.00 | 18.00 | 198.00 |
| Backhoe Loader | 180.00 | 18.00 | 198.00 |
| Backhoe Loader with Rock Breaker | 200.00 | 20.00 | 220.00 |
| Road Roller - 20 Tonne | 200.00 | 20.00 | 220.00 |
| Flat Drum Vibratory Roller - 12 Tonne | 200.00 | 20.00 | 220.00 |
| Tractor and Grid Roller | 200.00 | 20.00 | 220.00 |
| Skid Steer Loader | 180.00 | 18.00 | 198.00 |
| Skid Steer Loader with Bucket Broom | 200.00 | 20.00 | 220.00 |
| Toro Ride on Mower | 144.55 | 14.45 | 159.00 |
| John Deere Tractor - Front Loader | 140.00 | 14.00 | 154.00 |
| Caravan Hire 4 Berth (per week or part thereof) | 681.82 | 68.18 | 750.00 |
| Caravan Hire 2 Berth (per week or part thereof) | 340.91 | 34.09 | 375.00 |
| John Deere Tractor - Front Loader (with Slasher) | 140.00 | 14.00 | 154.00 |
| John Deere Tractor - Front Loader (with Sweeper) | 140.00 | 14.00 | 154.00 |
| John Deere Tractor - Front Loader (with Boom Spray) | 140.00 | 14.00 | 154.00 |
| Town Crew Labourer | 90.00 | 9.00 | 99.00 |
| Town Crew Leading Hand | 120.00 | 12.00 | 132.00 |
| Mechanic/Fitter | 140.00 | 14.00 | 154.00 |
| Workshop Support Vehicle (per km) | 1.09 | 0.11 | 1.20 |
| One Tonne Utility Vehicle (per km) | 1.09 | 0.11 | 1.20 |
| Community BBQ Hire per day or any period | 45.45 | 4.55 | 50.00 |
| Community BBQ Bond | 100.00 | 10.00 | 110.00 |
| Toilet Hire (per single unit) including pump out per day | 125.00 | 12.50 | 137.50 |
| Removal of Car Bodies with approval after completing application form | 200.00 | 20.00 | 220.00 |
| NOTES: <ul style="list-style-type: none"> - All Plant rates include labour and are charged per hour (no dry hire due to Insurance Implications) - Machine hire is time ex Depot until return to Depot. - The Council does not wish to compete with private industry and the hire of council equipment will be dependent on the Councils work program. | | | |

| |
|---|
| 11.1.15 COUNCIL POLICY – CONTINUING PROFESSIONAL DEVELOPMENT FOR ELECTED MEMBERS |
|---|

| | |
|---|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Phil Marshall Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable |

MATTER FOR CONSIDERATION BY THE COUNCIL

That the Council adopt the policy to meet the requirements of section 5.128(1) of the Local Government Act 1995

ATTACHMENTS

OMC210422.11.1.15.A Policy – Continuing Professional Development for Elected Members

BACKGROUND

The Council is required under the Local government Act 1995 to adopt a policy for Continuing professional development of elected members. This matter was raised during the Compliance Audit return for 2022 with an acknowledgement that this would be completed by the March Council meeting.

STATUTORY IMPLICATIONS

Local Government Act 1995

1.3. Content and intent

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*
 - (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

5.128. Policy for continuing professional development

(1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.*

** Absolute majority required.*

(2) *A local government may amend* the policy.*

** Absolute majority required.*

(3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

(4) *The CEO must publish an up-to-date version of the policy on the local government's official website.*

(5) *A local government —*

- (a) *must review the policy after each ordinary election; and*
- (b) *may review the policy at any other time.*

STRATEGIC PLAN IMPLICATIONS

Leadership Objective: Responsible financial management and governance, leading an empowered community

4.1.1 Provide informed leadership on behalf of the community

4.1.1.1 Provide opportunities for training and development for elected members

POLICY IMPLICATIONS

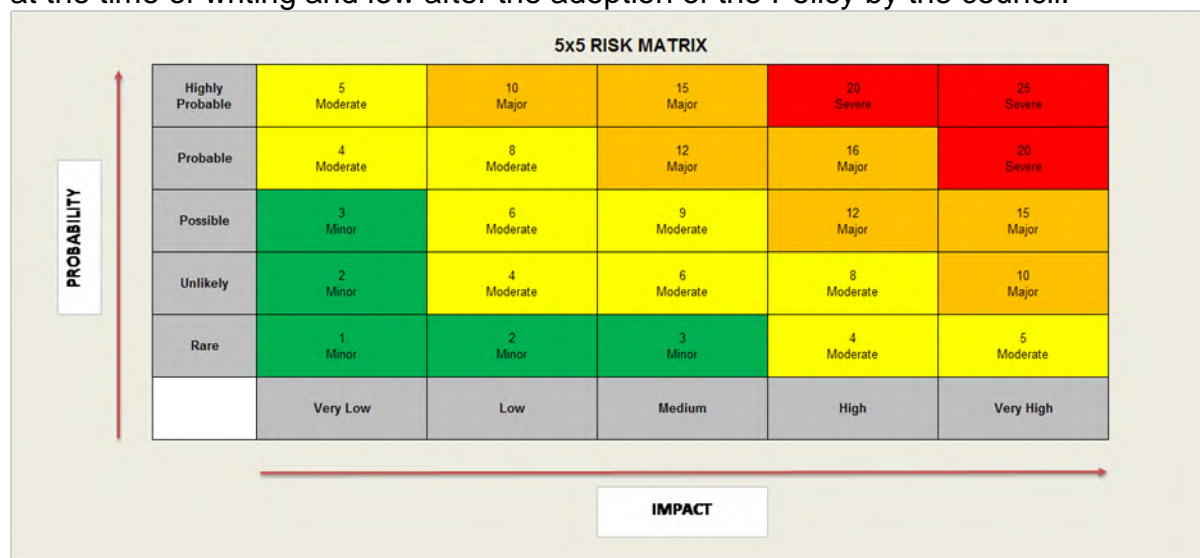
New Policy

FINANCIAL IMPLICATIONS

Nil to this report. The council makes an allocation within the budget under Governance each year for training, Travel expenses and Conference expenses.

RISK MANAGEMENT

As the Council has not met its statutory requirements, the risk is considered moderate at the time of writing and low after the adoption of the Policy by the council.



CONSULTATION

Nil

COMMENT

The Council must adopt a Policy in accordance with section 5.128(1) of the Local Government Act 1995 and it was highlighted in the adoption of the Compliance Audit Return that the council did not have a Policy and the administration has prepared a draft policy and seek the council's approval by absolute majority. In essence it sets the scene for continuing professional development including the mandatory training of councillors.

The policy is recommended as submitted.

RESOLUTION**PROCEDURAL MOTION/COUNCIL DECISION**

MOVED: Cr R Wedge **SECONDED:** Cr G Buckmaster

That the Council by an absolute majority adopt the Policy in accordance with section 5.128(1) of the Local Government Act 1995 titled (and shown as Attachment 210422 11.1.15A) – Policy for Continuing Professional Development for elected members and advertise the policy on the Shire of Laverton website.

CARRIED 6/0



POLICY - Continuing Professional Development for Elected Members

PURPOSE

To ensure that Elected Members of the Shire of Laverton meet and comply with the prescribed professional development requirements under the Local Government Act 1995, and to further encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as an Elected Member of the Shire of Laverton.

DEFINITIONS:

Professional Development is learning to earn or maintain professional credentials such as academic degrees to formal coursework, attending conferences, and informal learning opportunities situated in practice.

POLICY STATEMENTS:

STATEMENT

The Shire of Laverton is required under the Local Government Act 1995 to adopt and report on compulsory training, and additionally, continuing development for Elected Members of the Shire of Laverton.

It is policy that – Elected Members of the Shire of Laverton undertake and successfully complete the following prescribed professional development training modules titled “Council Member Essentials” within the period of 12 months from the day the council member was elected, unless a prescribed exemption applies:

- ✓ Understanding Local Government.
- ✓ Serving on Council.
- ✓ Meeting Procedures.
- ✓ Conflicts of Interest; and
- ✓ Understanding Financial Reports and Budgets.

All units and associated costs will be paid for by the Shire and completed within the 12 months following election.

The training is valid for 5 years.

Additionally, the Shire will publish, on the Shire’s website, training undertaken by all Elected

Members within one month after the end of the financial year pursuant to the Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

ONGOING PROFESSIONAL DEVELOPMENT

The professional development of Elected Members is an important activity of the Shire to ensure that its decision-making is of the highest standard and is the product of informed and ethical debate by well trained and committed Elected Members acting in the best interest of all of the community. Elected Members are encouraged to nominate to attend other conferences or training opportunities to enhance and broaden their knowledge of local government issues to support the community.

ELIGIBLE FORMAL TRAINING EVENTS

The formal training events to which this policy applies is limited to those conducted by, or organised by any of the following organisations or individuals:

- The West Australian Local Government Association (WALGA).
- Local Government Professionals WA.
- Accredited training organisations offering training which directly related to the role and responsibilities of Elected Members.
- Information sessions organised by the Department of Local Government, Sport and Cultural Industries; or
- Seminars, training and/or information sessions provided by individuals with a demonstrably strong knowledge of local government in Western Australia.

The following are examples of other conferences or training opportunities as described above:

- National General Assembly of Local Government.
- WA Local Government Week.
- Special "one off" conferences sponsored by WALGA or the Department of Local Government, Sport and Cultural Industries on important local government issues.
- Annual conferences of major professions of local government.
- The Annual Road Congress.

- Conferences which advance the development of Elected Members in their role as Councillors; or
- Conferences of organisations on which an Elected Member has been elected or appointed as a delegate.

PROCEDURES

Approval of Professional Development Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required.
- The Budget provisions allowed and the uncommitted or unspent funds remaining:
- Any justification provided by the applicant when the training is submitted for approval.
- The benefits to the Shire of the person attending.
- Identified skills gaps of elected members both individually and as a collective.
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Travel Arrangements All booking arrangements for other conferences and training for Elected Members are coordinated through the Chief Executive Officer.

Elected Members should note that the Local Government Act 1995 precludes an Elected Member to pre-spend Shire funds.

The proposed duration of another conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Laverton will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the other conference or training.

EXPENSES

Expenses relating to other conferences and training as approved, will be paid direct by the Shire and when not available then expenses can be recouped with receipts.

Expenses may include the following items:

Air fare.

- ❖ Travel insurance.
- ❖ Conference registration.
- ❖ Copy of conference proceedings.
- ❖ Room accommodation.
- ❖ Reasonable phone utilisation.
- ❖ Reasonable laundry expenses; and
- ❖ Meals in the hotel where registered if these are not provided during the course of the conference.

Incidental expenses include:

- ❖ Travel to and from the conference venue; and
- ❖ Travel to and from all airport destinations.

REPORTING AND PUBLISHING

All Elected Members attending any other conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other Councillors.

A record of conferences or other training attended by Elected Members will be maintained by the Chief Executive Officer. The Chief Executive Officer is to prepare a report each financial year on prescribed professional development training completed by Elected Members in the financial year.

This report is to be published on the Shire official website within 1 month after the end of the financial year to which the report relates.

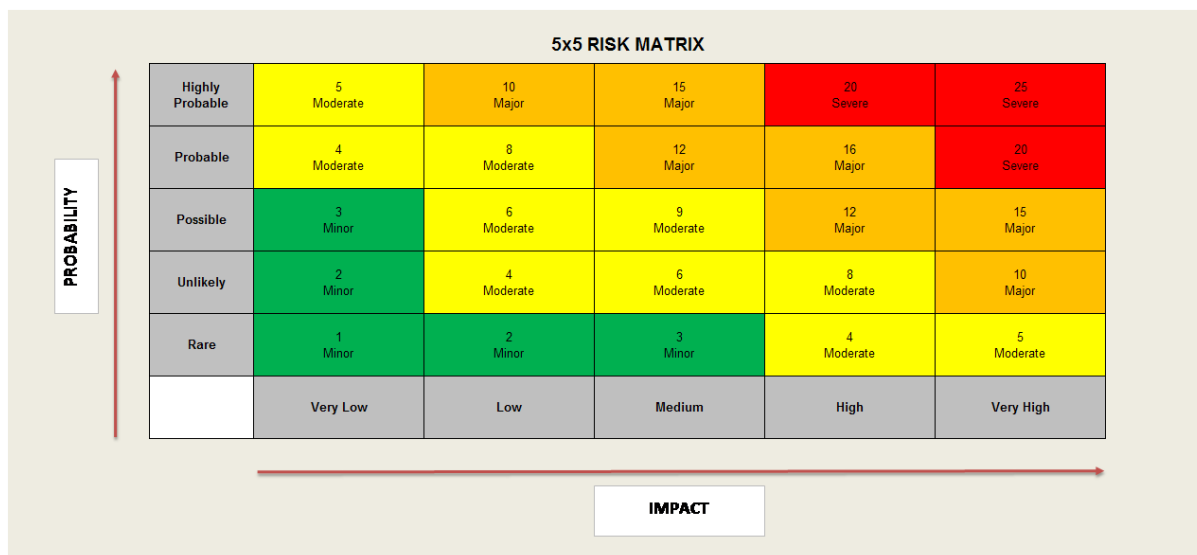
APPLICATIONS

This policy applies to Elected Members of the Shire of Laverton.

RISK

Risk: Failure to develop appropriate, meaningful policies which enable the administration to perform in an effective and efficient way. – Consideration on the risk is Low.

Control: Review of Council Policies in line with Council Policy Management Policy and legislative requirements. – Consideration on the risk for this policy is Low.



Document Control

| | |
|--|-------------------------------------|
| Responsible Officer | Chief Executive Officer |
| Relevance Section | Governance |
| Legislative Requirement | S5.128(1) Local Government Act 1995 |
| Council Meeting Held & Adopted, Resolution | |
| Review Dates & Resolution | |
| Next Review Date | |

11.1.16 REGULATION 17 REVIEW – RISK

| | |
|---|--|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Not applicable |
| AUTHOR | Phil Marshall, Deputy Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | The Council received the review at its Audit and Risk committee on the 30 September 2021 |

MATTER FOR CONSIDERATION BY THE COUNCIL

That the Council review the regulation 17 documentation and note the officers' comments as an ongoing process to ensure that the Council is meeting its Governance and legislative requirements.

ATTACHMENTS

OMC210422 11.1.16.A Laverton Risk Assessment Regulation 17 review

BACKGROUND

The original documents were received by the Audit and Risk Committee in September 2021 and over the last few months, the outcomes have been reviewed and the comments are appended in the Attachment OMC210422.11.1.16.A.

STATUTORY IMPLICATIONS***Local Government Act 1995*****1.3. Content and intent**

- (2) *This Act is intended to result in —*
- (a) *better decision-making by local governments; and*
 - (b) *greater community participation in the decisions and affairs of local governments; and*
 - (c) *greater accountability of local governments to their communities; and*
 - (d) *more efficient and effective local government.*
- (3) *In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement, and economic prosperity.*

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

3.1. General function

- (1) *The general function of a local government is to provide for the good government of persons in its district.*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

e. 5.56. Planning for the future

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Local Government (Administration) Regulations 1996

f. 19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*

- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Local Government (Audit) Regulations 1996

g. 17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Local Government (Financial management) Regulations 1996

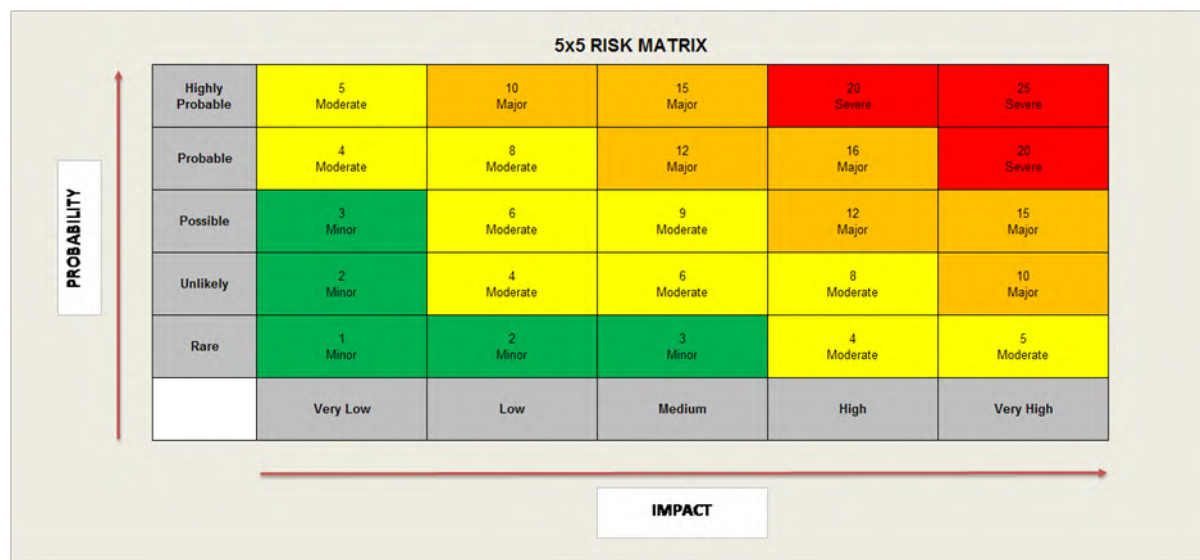
h. CEO's duties as to financial management

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
- (2) *The CEO is to —*
 - (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local*

government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

RISK MANAGEMENT

As the Council is meeting its meeting requirements, the risk is considered Low.



POLICY IMPLICATIONS

There are no Policy Implications to this report.

FINANCIAL IMPLICATIONS

Nil to this report

STRATEGIC IMPLICATIONS

Leadership Objective: Responsible financial management and governance, leading an empowered community

4.2.1 Maintain a high level of corporate governance, responsibility and accountability

4.2.1.2 Maintain effective policies, procedures and practices

4.2.1.3 Effectively monitor and manage risk

CONSULTATION

✓ Chief Executive Officer

COMMENT

In recognition of the Regulation 17 review to be used as a tool to have council look at its operations and make necessary adjustments to what is considered appropriate. There are a few items which will require development, and these have been highlighted and they will be refined over the next few months.

The balance of the items is unqualified, and some are just such old matters that the recommendation of no action is certainly justified.

As Council would be aware, the review was conducted under the Northern Goldfields Compliance Group through Moore Australia and the writer has made an issue for governance instead of the intent to be one of assistance for the council through the entire process. The aim is to move forward with the review, complete outstanding items and the proof has been contained within recent audit opinions and of course, there is always room for improvement as continuous learning and adaptation.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr G Buckmaster SECONDED: Cr J Carmody

That the Council endorses the recommendations contained with the attachment OMC210422.11.1.16.A undertaken as the part of the Regulation 17 Review under the Local Government (Audit) Regulations 1996.

CARRIED 6/0

This page has been left intentionally blank

Shire of Three Springs - Risk Assessment

| Context of assessment | Risk Number | Risk Assessment Category Risk Issue and Failure Modes | Risk Identified | Comments DCEO | Date of initial risk identification | Likelihood | Strategic Consequences | Operational Consequences | Risk Category | Action Required | Mitigation and Management Strategy (Possible Future Controls) |
|-----------------------|-------------|---|---|---|-------------------------------------|------------|------------------------|--------------------------|---------------|------------------------------------|---|
| Entity Wide | 6.2.1 | 02.06 Tender Procedures The policy statement point 8 makes reference to tenders being opened in the presence of the Chief Executive Officer and preferably at least one other officer, which does not comply with legislation. | Internal control or compliance breach | The last two tenders were opened by the DCEO and EA and recorded accordingly in the register and files | Possible | Major | Major | Major | High | Prioritised action required | Review and update the policy to require at least two employees of a local government to be present when opening tenders, or one employee and at least one person authorised by the CEO to open tenders as required by Regulation 16(3)(a) of the Local Government (Functions and General) Regulations 1996. |
| Functional | 6.2.2 | 02.11 Corporate Credit Cards - Guidelines The policy requires corporate credit cards to be securely stored with a register to be maintained to sign out credit cards when they are required to be used. This practice does not appear to occur and credit cards are maintained and held by the cardholders. | Internal control or compliance breach | No action required | Possible | Moderate | Moderate | Moderate | Medium | Planned action required | Either implement controls for compliance with Council policy, or alternatively review and update the policy with appropriate controls and ensure these are applied and maintained. |
| Entity Wide | 6.2.3 | 02.18 Purchasing The policy provides limited direction regarding contract variations and extensions awarded or against a written specification not awarded by tender. Extension of contracts and associated price changes are also not covered by the policy. For contracts awarded by tender, legislation provides minimum requirements. | Lack of probity. Financial loss. Unauthorised purchasing. Compliance breach | The Policy is adequate and no further action required | Possible | Major | Major | Moderate | High | Prioritised action required | Amend the Policy to provide the following: -Purchasing requirements for the issuing of contract variations and extensions for contracts not awarded by public tender. Consideration should be given to circumstances where the contract value increase over a policy threshold level, due to the variation or extension. |
| Entity Wide | 6.2.4 | 02.22 Internal Control The policy provides limited direction to support an internal control framework designed to promote compliance, encourage effective and efficient operations and to protect the Shire's assets. | Lack of strategic direction for implementation of internal controls. | To be evaluated | Possible | Moderate | Moderate | Moderate | Medium | Planned action required | Update the current internal control policy, promoting a risk-based approach to the development and maintenance of documented internal controls and procedures. This suggestion is intended to support a continual assessment of appropriate controls throughout the organisation by identifying the need for new controls (based on risk) and ensuring existing outdated and unnecessary controls are discontinued. |
| Entity Wide | 6.2.5 | 02.24 Corporate Credit Card Usage The policy requires the Shire President to approve and sign the CEO's Internal control or credit card statement. Under the Local Government Act 1995 the Shire President has no administrative authority and as such no authority to approve the CEO's credit card statement. | Internal control or compliance breach | No action as the CEO reports to the Shire President and Council, continue with current practice, it is good governance | Likely | Minor | Minor | Minor | Medium | Planned action required | Review the policy/procedure to amend the authorisation process of the CEO's credit card. Periodic reports to Council should be undertaken acknowledging transactions as having been made and authorised by the CEO. |
| Entity Wide | 6.2.6 | The policy contradicts provisions within policy 02.11 Corporate Credit Cards - Guidelines, and may cause confusion with compliance requirements. | Internal control or compliance breach | Policy review, no further action | Likely | Minor | Minor | Minor | Medium | Planned action required | Update the policy to ensure contradicting provisions with policy 02.11 Corporate Credit Cards - Guidelines are removed, or alternatively consider reviewing and consolidating the two policies with appropriate controls and ensure these are applied and maintained. |
| Entity Wide | 6.2.7 | 03.10 Attendance of Councillors and Staff at Conferences, Seminars, Training Courses etc The policy sets out the rate for allowances and reimbursements for elected members when attending conferences, seminars and training. The current policy does not align with the provisions of the most recent determination published by the Salaries and Allowances Tribunal (SAT) which sets out the reimbursement rate and allowances where elected members are discharging their duties. The policy also requires Council approval prior to any staff member or elected member attending any conference, however it appears this practice does not occur. Legislation provides for requirements for elected members to attend events. | Internal control or compliance breach | Policy review, no further action | Likely | Moderate | Moderate | Moderate | High | Prioritised action required | Review and amend the policy to correctly reflect allowances and reimbursements for elected members permitted under the current SAT determination. The policy should also be reviewed to reflect current operational procedures in relation to approvals for attendance by staff at conferences. |
| Entity Wide | 6.2.8 | 03.18 Significant Accounting Policies Formalisation of accounting policies may result in a conflict with information prepared in annual financial reports required to be prepared in accordance with AAS and the Local Government Financial Management Regulations 1996, given accounting policies with the budget and annual financial report may differ when prepared at the same time but relate to different financial years. | Internal control or compliance breach | Policy review, no further action | Likely | Minor | Minor | Minor | Medium | Planned action required | Ideally, to avoid conflict with the standards and legislation the policy should not include legislative and standards requirements and should enhance these requirements or provide a policy decision where an accounting standard allows a policy choice. Consider rescinding the policy or reviewing and amending the policy accordingly. |
| Entity Wide | 6.2.9 | 03.11 Reimbursement of Expenses / Authorisation to Incur Expenditure The policy notes a requirement to reimburse incidental expenses of a personal or private nature. These types of expenses should not be incurred on behalf of Council at all. In its current form, the policy may lead to non compliance with legislation and other policies. | Internal control or compliance breach | Policy review, no further action | Likely | Moderate | Moderate | Moderate | High | Prioritised action required | Review and update the policy to comply with legislation and provisions within the most recent determination published by the Salaries and Allowances Tribunal (SAT), and to align with other Council policies. |
| Entity Wide | 6.2.10 | 05.09 Staff - Senior Employees One of the position titles defined as a senior employee within the policy does not reflect the current staff structure. | Internal control or compliance breach | Policy review, no further action | Possible | Minor | Minor | Insignificant | Medium | Planned action required | Review and amend the policy to correctly reflect position titles as per current staff structure. |
| Functional | 6.2.11 | 05.25 Grievance and Complaints Handling The policy provides limited direction to ensure complaints are dealt with and resolved in a timely manner. It also does not adequately provide for the handling of complaints against the CEO. | Failure to identify risks or adequately treat identified risks. | Policy review, no further action | Possible | Major | Major | Moderate | High | Prioritised action required | Establish a complaints register (separate to the register required by section 5.12(1) of the Local Government Act 1995) or procedure to ensure complaints are monitored, managed and dealt with. Review and update the policy to provide a mechanism for the handling and resolution of complaints regarding the CEO. Ensure procedures are easily accessible and available to facilitate a structured approach, management and timely response to complaints and grievances. |

Shire of Three Springs - Risk Assessment

| Context of assessment | Risk Number | Risk Assessment Category Risk Issue and Failure Modes | Risk Identified | Comments DCEO | Date of initial risk identification | Strategic Consequences | Operational Consequences | Risk Category | Action Required | Mitigation and Management Strategy (Possible Future Controls) | |
|-----------------------|-------------|--|---|--|-------------------------------------|------------------------|--------------------------|---------------|-----------------------------|---|--|
| | | | | | | | | | | | |
| Functional | 6.2.12 | A procedure for management and resolution of workplace grievances and complaints is referenced within the policy, however a copy of the procedure was not available for our review. Restricted access to such a procedures limits its effectiveness for its intended purpose. | Failure to identify risks or adequately treat identified risks. | Policy review, no further action and the EBA of the council sets the grievance direction | Possible | Major | Moderate | High | Prioritised action required | Establish a complaints register (separate to the register required by section 5.12(1) of the Local Government Act 1995) or procedure to ensure complaints are monitored, managed and dealt with. Review and update the policy to provide a mechanism for the handling and resolution of complaints regarding the CEO. Ensure procedures are easily accessible and available to facilitate a structured approach, management and timely response to complaints and grievances. | |
| Functional | 6.2.13 | Limited controls are noted within the policy to determine parameters for the grading of remote airstrips which may present some risk and liability to the Shire. Consideration should also be given to principles of equity in relation to the provision of services free of charge to some rate payers within the district. | Failure to identify risks or adequately treat identified risks. | Policy review, no further action | Possible | Major | Major | High | Prioritised action required | Review and amend the policy to consider and address risks, or rescind the policy and consider alternate options for service delivery including fee for service arrangements. | |
| Functional | 6.2.14 | Attendance at Events Policy At the time of our review, no policy on attendance at events had been adopted by Council. | Lack of strategic direction for implementation of internal controls. | Completed | Possible | Minor | Minor | Medium | Planned action required | Develop and adopt an attendance at events policy as required by section 5.90 of the Local Government Act 1995. | |
| Functional | 6.2.15 | Ongoing Elected Member Professional Development Policy Professional Development had been adopted by Council. | Lack of strategic direction for implementation of internal controls. | Completed 21/04/2022 | Possible | Minor | Minor | Medium | Planned action required | Review and adopt draft policy for Ongoing Elected Member Professional Development to comply with section 5.128 of the Local Government Act 1995. Publish the policy on the Shire's website as required. | |
| Functional | 6.2.16 | Policy Reference to Legislation and External Information We noted several policies contain specific detail relating to legislation and other external references. References within these policies may be outdated or superseded by changes to legislation, Australian Standards, the Town Planning Scheme or other external references. | Internal control or compliance breach | Policy review, no further action | Possible | Minor | Minor | Medium | Planned action required | Update policies to remove specific and / or detailed references to legislation and other external references to assist with maintaining appropriate alignment and consistency in Council policies. | |
| Functional | 6.2.17 | General Policy Actions Legislation provides for policies to be determined by Council, and for the CEO to manage the day to day operations of the local government. We noted a number of Council policies which may be operational in nature. Policies are not necessarily intended to provide direction on how different functions are to be executed, except where legislation requires it. | Breakdown of internal control. Compliance breach. | Policy review, no further action | Possible | Moderate | Moderate | Medium | Planned action required | Consider review and update of policies to ensure they provide guidance to articulate the strategic direction of Council and set out a high level position to follow at an operational level (e.g. we shall, we shall not, we shall not), particularly where legislation does not provide such guidance. | |
| Entity Wide | 7.1.1 | Shire Community Plan The Shire Community Plan commenced a major review within four years as required by Local Government (Administration) Regulations 1996 in August 2020. The reviewed plan was not adopted by Council by an absolute majority within four years as required by legislation. Some delays to commence this review were noted as a result of Covid-19 travel restrictions. | Lack of strategic direction for implementation of internal controls. | Moore did not complete their requirements under the Northern goldfields Agreement, now completed and adopted by the Council | Possible | Moderate | Moderate | Medium | Planned action required | Finalise review of the Strategic Community Plan and present to Council for consideration to adopt by absolute majority as required by legislation. | |
| Entity Wide | 7.1.2 | Business Continuity Plan A Business Continuity Plan was not available for our inspection. | Failure to adequately manage a business disruption event Failure to identify risks or adequately treat risks | Policy review, no further action | Likely | Major | Major | High | Prioritised action required | Develop a Business Continuity Plan and test it to ensure validity. Identify and document key business continuity risks along with the treatments, to reduce the risk to an acceptable level. Ensure risk treatments are consolidated with overarching risk management activities. | |
| Entity Wide | 7.1.1a | ICT Strategic Plan The development of an ICT Strategic Plan was being undertaken at the time of our review, but had not yet been completed. | Loss of IT System | Policy review, no further action | Likely | Major | Major | High | Prioritised action required | Finalise the ICT Strategic Plan identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. | |
| Entity Wide | 7.1.1b | Presently a single consultant is engaged to provide IT support services and advice regarding security etc. A high level of risk could be assumed by engaging a single entity to provide all IT services. | Loss of IT system Failure to identify risks or adequately treat risks | No action required | Likely | Major | Major | High | Prioritised action required | Consider independent review of identified ICT risks. Consider implementation of routine review and verification of skills, competences, qualifications and experience for IT service providers. Careful development of a strategy will assist in considering the risks of utilising a single IT provider, and may assist in developing a scope to articulate service level agreements for a range of IT services to be potentially issued to different providers. | |
| Entity Wide | 7.1.2 | ICT Disaster Recovery Plan An ICT Disaster Recovery Plan was not available for inspection. | Failure to adequately manage a business disruption event Failure to identify risks or adequately treat risks | Policy review, no further action | Likely | Major | Major | High | Prioritised action required | Develop an ICT Disaster Recovery Plan. Identify and document key ICT risks, along with the treatments to reduce the risk to an acceptable level. Maintain, review and test the plan to ensure validity. | |
| Entity Wide | 7.1.3a | Code of Conduct for Council Members, Committee Members and Staff Regulations gazetted on the 3 February 2021 introduced minimum requirements for an employee code of conduct and introduced a model Code of Conduct for Council members. | Lack of strategic direction for implementation of internal controls | Completed | Possible | Moderate | Moderate | Medium | Planned action required | Adopt a new Code of Conduct for employees in accordance with the employee code regulations and the Model Code of Conduct for Council members as required by legislation. | |

Shire of Three Springs - Risk Assessment

| Context of assessment | | Risk Assessment Category Risk Issue and Failure Modes | Risk Identified | Comments DCEO | Date of initial risk identification | Likelihood | Strategic Consequences | Operational Consequences | Risk Category | Action Required | Mitigation and Management Strategy (Possible Future Controls) | |
|-----------------------|--------|--|---|--|-------------------------------------|------------|------------------------|--------------------------|---------------|-----------------------------|---|--|
| Entity Wide | 7.1.3b | At the time of our review, we noted contractors and volunteers are not bound by a Code of Conduct when performing functions on behalf of the Shire. | Failure to identify risks or adequately treat identified risks. | No Action required | Possible | Possible | Major | Major | High | Prioritised action required | Expand the scope of the employees Code of Conduct to include actions by volunteers and contractors. Alternatively, a separate Code of Conduct be developed for volunteers and contractors. | |
| Entity Wide | 7.1.3c | Elected members, committees, contractors and volunteers are not required to sign the Code of Conduct acknowledging they have read and understand the requirements within. | Failure to identify risks or adequately treat identified risks. | Induction Program | Possible | Possible | Major | Major | High | Prioritised action required | Update the Code of Conduct as well as induction procedures to ensure all persons subject to the Code of Conduct sign and acknowledge they understand the content. | |
| Functional | 7.2.1 | Checklists Checklists of key functions are maintained for selected functions. Checklists were not maintained and evidenced for all standard routine functions such as end of month reconciliations and reporting across the organisation. It was noted some staff have commenced with the creation of checklists and procedures. | Internal control or compliance breach | No action as the end of month process is working extremely well and a checklist is in place | Possible | Possible | Major | Major | High | Prioritised action required | Creation and maintenance of standard checklists may assist in evidencing key points of control. Checklists assist in ensuring compliance with repetitive legislative compliance tasks. Staff are encouraged to continue with the development of checklists and procedures for routine functions, including evidencing independent review. | |
| Functional | 7.2.2 | Workflow Diagrams Workflow diagrams have not been compiled for undocumented / documented procedures. | Breakdown of internal controls. Controls reliant on the capability and honesty of staff | There is some flow charts in place and a small organisation does not require such details as staff are cross trained | Possible | Possible | Moderate | Moderate | Medium | Planned action required | In conjunction with, or as an alternative to, the development of documented procedures and checklists, development of workflow process diagrams may assist in clearly identifying controls and processes to be followed. | |
| Functional | 7.2.3 | Procedure Changes Process for amending or changing procedures are not formalised. We noted this had resulted in several instances of unilateral unauthorised changes to procedures and a breakdown in key controls within internal and financial controls. | Failure to identify risks or adequately treat risks | No action | Possible | Possible | Major | Major | High | Prioritised action required | Establish a process for the development, review, amendment and authorisation of procedures, checklists and other internal control documentation, throughout the Shire to assist with managing changes to procedures. | |
| Entity Wide | 7.2.4 | Overhead & Administration Allocations No formal process is currently in place to determine the allocation of indirect costs. From staff representations, current allocation rates are based on historical estimates and reviewed informally during budget preparations each year. Calculation method to support overhead allocations is not available for our review. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | No action | Likely | Likely | Major | Major | High | Prioritised action required | Undertake a review of activity based costings to support calculation of overhead and administration allocations. | |
| Functional | 7.2.5a | Asset Disposal We noted during a period from December 2020 to January 2021, evidence of aerodrome inspections being performed were not available for review. We were also unable to verify any staff member being on duty during that time who held a current and valid Aviation Security Identification Card (ASIC). It is unclear what measures were in place at the aerodrome during this period for qualified aerodrome reporting officers or personnel with ASICs to access secure areas of the aerodrome, including to perform inspections as required by legislation and/or in the event of an emergency. | Breakdown of internal controls. Controls reliant on the capability and honesty of staff | No action, refer to current contract with AMS | Possible | Possible | Moderate | Moderate | Medium | Planned action required | Urgently review systems and processes to ensure appropriately qualified personnel are available to maintain security measures and regulatory obligations associated with the aerodrome operations. | |
| Functional | 7.2.5b | A current risk register relating to the aerodrome was not available for inspection at the time of our review. | Failure to identify risks or adequately treat risks | Completed by AMS | Possible | Possible | Moderate | Moderate | Medium | Planned action required | Review systems and processes to ensure regular updates are maintained to the aerodrome risk register, including the recording and communication of risk management activities as required by the Shire's risk management policy and strategy. | |
| Functional | 7.2.6 | End of Month Processes Evidence of end of month procedures being followed, completed or reviewed by an authorised officer independent of preparing/collating the documentation had not been consistently or routinely applied prior to preparation of monthly financial reports. | Internal control or compliance breach | No action, in place and verified by audits | Possible | Possible | Moderate | Moderate | Medium | Planned action required | Develop checklists and procedures to demonstrate appropriate controls and reviews are in place when preparing monthly financial reports as a key control. | |
| Functional | 7.2.7 | Asset Disposals Our limited testing noted an instance where an asset had not been disposed of in accordance with section 3.58 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996. This appeared to be the result of a plant item being traded at the same time of purchasing a new plant item. Although the purchasing policy and legislative requirements allowed for new plant items to be purchased without going to tender in some instances, the disposition of the traded plant item is not captured by these same exclusions. | Internal control or compliance breach | Not correct in what the author has portrayed, this aspect is well known within the Council | Possible | Possible | Major | Major | High | Prioritised action required | Ensure future asset disposals are in accordance with the requirements of section 3.58 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996. | |
| Functional | 7.2.8 | Rates Evidence of routine reviews of rate exempt properties as defined by section 6.26(2)(g) of the Local Government Act 1995 was not available for our inspection. | Internal control or compliance breach | No action | Possible | Possible | Moderate | Moderate | Medium | Planned action required | Develop and maintain systems and processes whereby routine reviews are undertaken of rate exempt properties within the Shire, confirming these properties are used exclusively for rate exempt purpose. | |
| Functional | 7.2.9 | General Journal Entries There are limited documented internal control procedures for general journals. We noted review and evidence of review of journals after posting has not been consistently maintained. | Breakdown of internal controls. Controls reliant on the capability and honesty of staff | Yes there is, completed by others and verified by the DCEO, auditors comfortable with this arrangement. | Possible | Possible | Moderate | Major | High | Prioritised action required | Document internal controls to ensure journals requests initiated are reviewed and approved/authorised prior to posting by an appropriate officer, the current practice of independent review is maintained, and evidence of review is consistently applied. | |

Shire of Three Springs - Risk Assessment

| Context of assessment | | Risk Assessment Category Risk Issue and Failure Modes | Risk Identified | Comments DCEO | Date of initial risk identification | Likelihood | Strategic Consequences | Operational Consequences | Risk Category | Action Required | Mitigation and Management Strategy (Possible Future Controls) |
|--|---------|---|---|--|-------------------------------------|------------|------------------------|--------------------------|-------------------|------------------------------------|---|
| Entity Wide | 7.2.10 | Risk Management Procedures Risk management activities currently undertaken within individual departments are largely performed independently and are not always communicated to executive management. Some of these activities may not align with the Shire's Risk Management Strategy, and may not align with ISO 31000:2018. | Internal control or compliance breach | Do not follow ISO, no action required | Likely | Minor | Moderate | | High | Prioritised action required | Communicate throughout the Shire current risk management procedures and processes to assist with routine and consistent applications in accordance with Council policy. |
| | | Procurement Assessment We did not observe any documented formal requirements when undertaking assessments of responses to requests for quotations. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | New procedure for purchasing in place, no further action and identified during audit. | Likely | Minor | Moderate | | High | Prioritised action required | To help ensure probity and fairness when assessing high value procurement, at least three persons should assess the procurement responses independently of each other. Documented processes should require a higher level of probity and due diligence, for higher value or higher risk purchases. |
| Entity Wide | 7.2.11a | Documented procedures are not in place to require declarations of interest and confidentiality to be signed prior to assessments being undertaken for high value purchases. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | No action, informal practices in place and attended to at council meetings | Likely | Minor | Moderate | | High | Prioritised action required | Persons assessing any significant procurement should be required to declare any matters which may impact or be perceived to impact on their independence. Procedures for the declaration of interests prior to procurement assessments being undertaken should also be documented for high value purchases and tenders. |
| Functional | 7.2.12a | Procurement Through limited testing of payments, we noted several instances where purchase orders did not pre-date invoices, and instances where purchase orders had not been signed by the authoriser. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | Noted, no further action, monitoring | Likely | Major | Major | | High | Prioritised action required | All procurement of goods or services should be undertaken in accordance with legislative requirements and the Purchasing Policy. Any instances where a purchase pre-dates a purchase order should be documented, reviewed and authorised to demonstrate controls have been developed to comply and ensure the purchasing policy has been adhered to |
| Entity Wide | 7.2.12b | Non-compliance between procurement thresholds and purchasing requirements in accordance with Council policy were noted during our review. In that the required number of quotations were not always sought, or appropriate documentation maintained to support the absence of quotations as required. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | New policy, old information | Likely | Major | Major | | High | Prioritised action required | Examine systems, processes and training to ensure those with delegated purchasing authority comply with the provisions of the purchasing policy and with legislation. We noted new controls introduced in relation to evidencing quotations prior to purchase orders being approved, and strongly encourage these improvements and review continue. |
| Entity Wide | 7.2.12c | Evidence to support goods having been received prior to invoices being presented for authorisation for payment was not routinely or consistently observed during our review. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | No evidence of such, no action | Likely | Major | Major | | High | Prioritised action required | Review and update procedures to ensure invoices are not paid prior to appropriate review and authorisation has occurred, evidencing receipt of goods and/or services requested by the Shire. |
| Entity Wide | 7.2.13 | Outstanding Purchase Orders We did not observe any formal procedures relating to the routine monitoring of and clearance of outstanding purchase orders. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | No action, occurs on a monthly basis and placed in monthly checks | Likely | Major | Major | | High | Prioritised action required | Establish procedures to include review of the status of outstanding purchase orders as part of end of month processes. Ensure any controls developed are routinely and consistently applied. |
| Entity Wide | 7.2.14 | ICT Security We noted limited controls in relation to the access to IT systems including physical access to hardware. Some levels of permissions have been established to network access to software and data, however this is largely undocumented. | Loss of IT system Failure to identify risks or adequately treat risks | Permissions in place through IT consultant, no action | Likely | Major | Major | | High | Prioritised action required | Undertake a comprehensive IT security review, articulate current practices and implement findings of the review. |
| Functional | 7.2.15 | Tender Assessment No procedures were available for the assessment of tenders against the selection criteria. Limited procedures or correspondence were available to ensure the independence of persons in assessing tenders. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | In place with recent tenders | Likely | Major | Major | | High | Prioritised action required | To help ensure probity and fairness when assessing tenders, procedures for the process to be undertaken in assessing tenders should be followed and documented with at least three persons assessing the tender independently of each other. Persons assessing any significant procurement should be required to declare any matters which may impact or be perceived to impact on their independence. For tenders already awarded, ensure dual reviews of invoices submitted continues to occur by appropriately authorised officers. Consider a review of existing tenders which are still open to determine any systems, processes or controls required to maintain probity and fairness. |
| Functional | 7.2.16 | Contract Management We noted a tender awarded for roadworks which provided almost no controls relating to cost or performance management for works performed. The contract scope provided no estimate of hours to complete works, and was awarded on hourly plant rates to complete works. Purchase orders were noted to be issued after works had been completed with no performance obligations required to be met, and some invoices approved which may not have been within the scope of the original contract. Significant cost overruns were noted for the project, which appear to have been authorised without appropriate review and approval. The absence of controls in relation to cost, performance and project management also impose limitations to compliance requirements by legislation in relation to management of contract variations. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. Failure to identify risks or adequately treat risks | No action, this refers to Mt Weld, lesson learned | Likely | Major | Catastrophic | | Extreme/Excessive | Immediate corrective action | Review and update systems and processes to provide for higher level controls and oversight of contracts entered into with third parties by the Shire. Agreements should be duly executed to ensure contract obligations are met by both parties. |
| Overdraft Facility and Lending Agreements | | | | | | | | | | | |

Shire of Three Springs - Risk Assessment

| Context of assessment | Risk Number | Risk Assessment Category Risk Issue and Failure Modes | Risk Identified | Comments DCEO | Date of initial risk identification | Likelihood | Strategic Consequences | Operational Consequences | Risk Category | Action Required | Mitigation and Management Strategy (Possible Future Controls) |
|-----------------------|-------------|--|---|---|-------------------------------------|------------|------------------------|--------------------------|---------------|------------------------------------|--|
| Functional | 7.2.17 | At the time of authorising the signing of the overdraft facility the Shire has pre-existing loan facilities with WATC. There is no mention in the agenda item of whether WATC had been consulted before the Shire established an overdraft facility however it would be normal practice and good governance to do so. We note the standard terms and conditions of WATC loan facilities require their approval before any further debt arrangements are agreed to. | Internal control or compliance breach | No action as the overdraft has been cancelled and the working part of WATC with loans etc would require a disclosure | Possible | Moderate | Moderate | Moderate | Medium | Planned action required | To help ensure breaches of existing loan arrangements do not occur the Shire engages with existing lenders and ensures their agreement. Council should also be advised of any such discussions to ensure they fully understand the risks associated with taking on further debt. |
| Functional | 7.2.18 | Creditors Audit Trails Limited review of changes made to creditor master file details is currently undertaken when each payment run is processed. | Internal control or compliance breach | Checked each time a creditor is changed and held on the monthly check list | Possible | Moderate | Moderate | Moderate | Medium | Planned action required | Procedures to minimise risk of unauthorised changes to creditor details should be implemented. Independent regular reviews of software audit trails is one form of control and should be undertaken as a minimum. Where possible, segregation of duties should exist where employees responsible for processing creditors transactions are unable to make changes to creditor master file details. |
| Functional | 7.2.19a | Credit Cards We noted instances through our testing where credit card reconciliations were not fully completed and/or reviewed by an independent more senior member of staff. We also noted occurrences where transactions had not been properly completed or coded by the credit card holder. | Internal control or compliance breach | Incorrect, checked by the DCEO on a monthly basis and details held on Monthly reconciliation | Possible | Moderate | Moderate | Major | High | Prioritised action required | Update procedures to require cardholders to review and certify expenses incurred on their credit cards each month. Maintain and regularly review these controls and ensure staff responsible for processing of credit card transactions are appropriately educated with approved systems and processes. |
| Functional | 7.2.19b | Credit card reconciliations for the CEO sampled in our testing as well as representations from staff noted the practice of the Shire President reviewing and authorising transactions incurred. Under the Local Government Act 1995 the Shire President has no administrative authority and as such no authority to approve the CEO's credit card statement | Internal control or compliance breach | No action, previously covered | Possible | Major | Major | Major | High | Prioritised action required | Review systems and processes to amend the authorisation process of the CEO's credit card by the Shire President. Periodic reports to Council should be undertaken acknowledging transactions as having been made and authorised by the CEO. Transactions should be separately highlighted made on the CEO's credit card for presentation to Council. This is in line with the Western Australian Auditor General's Report dated 7 May 2018 relating to Controls Over Corporate Credit Cards. |
| Functional | 7.2.20 | Security Controls for Cash Handling Security controls for physical cash held at some Shire facilities are considered inadequate. Controls are not consistently documented to ensure appropriate review and authorisation processes occur in relation to the storage, management and handling of cash by staff. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | They are adequate for the limited cash held | Possible | Major | Major | Moderate | High | Prioritised action required | Ensure access to any cash held is restricted only to authorised personnel through secure storage. Implement appropriate documented procedures and controls for cash maintained by staff including processing of cash donations received. Processes should also include reference to insured amounts relating to cash, to ensure adequate insurance levels are maintained relating to cash. |
| Entity Wide | 7.2.22 | Trust Fund The Trust Fund currently includes bonds. It is understood from staff representations the Trust Fund has been undergoing examination to correctly allocate bonds. | Loss of IT System. Internal control. | Not correct in what the author has portrayed, this aspect is well known within the Council | Possible | Major | Major | Major | High | Prioritised action required | Remove all funds which are not required by law to be held in the Trust Fund, and transfer to the Municipal Fund, in line with the Office of the Auditor General (OAG) position paper on Accounting for Work Bonds, Building Bonds and Hire Bonds released in July 2018. |
| Functional | 7.2.23 | Mid-Year Budget Review The Shire's 2020-21 budget review examined accounts with a review date at 31 December 2020, and was presented to Council for adoption on 25 February 2021. To comply with regulations whereby the budget review is considered within 30 days of the review date, the review would have been required to be considered by 30 January 2021. | Internal control or compliance breach | Not correct in what the author has portrayed, this aspect is well known within the Council | Possible | Moderate | Moderate | Moderate | Medium | Planned action required | Review systems and procedures to ensure future budget reviews are undertaken as required by regulation 33A of the Local Government (Financial Management) Regulations 1996. |
| Functional | 7.2.24 | Local Laws Not all local laws are published on the Shire's official local government website as required by legislation at the time of our review. The DLGSC Local Law register notes following local laws: •Fencing Amendment Local Law 2014 (published) •Fencing Local Law 2013 (published) •Dogs Local Law (published) •Local Government Property Local Law 2018 (published) •Health Local Laws 1999 (published) •Removal and Disposal of Obstructing Animals or Vehicles (not published) •Shire of Laverton Cemetery By-laws (not published) •Standing Orders Draft Model No. 4. (not published) | Failure to identify risks or adequately treat identified risks. | They are now | Possible | Moderate | Moderate | Minor | Medium | Planned action required | Publish current and consolidated local laws on the Shire's official local government website as required by section 5.96A of the Local Government Act 1995. |
| Functional | 7.2.25a | Stock Controls Processes to monitor fuel stock allocated through bulk fuel stores at the depot are considered inadequate. Fuel sheets are manually adjusted following a reported calibration issue with the bowser, in order to reflect what the metre reading should read, rather than actual display/reading. Staff representations also indicated where large quantities of fuel are dispensed, metre readings and fuel dips will often have up to a 10% discrepancy. | Lack of probity. Financial loss. Fraud risk | yes and verified monthly and use of a consultant, no action | Possible | Moderate | Moderate | Major | High | Prioritised action required | Review security and access to bulk fuel stores at the depot, including fuel bowser meters which monitor the distribution of bulk fuel stores. Develop and implement procedures for the monitoring of fuel stock on hand in an effort to improve opportunities to detect any issues or potential misuse with fuel allocations in a timely manner. |
| Entity Wide | 7.2.25b | Limited controls are in place to monitor potential erroneous allocations or misuses of stock. Fuel dips are not independently reviewed for accuracy. Fuel stock is not exhaustively checked where excess stock, including fuels oils and materials etc) may be allocated inappropriately or erroneously. | Lack of probity. Financial loss. Unauthorised purchasing. Fraud risk. | Monitored and verified monthly, no action | Possible | Moderate | Moderate | Major | High | Prioritised action required | Review and implement processes to undertake regular stock reconciliations and allocations. Ensure appropriate controls exist to evidence independent review of data as required. |

Shire of Three Springs - Risk Assessment

| Context of assessment | Risk Number | Risk Assessment Category Risk Issue and Failure Modes | Risk Identified | Comments DCEO | Date of initial risk identification | Likelihood | Strategic Consequences | Operational Consequences | Risk Category | Action Required | Mitigation and Management Strategy (Possible Future Controls) |
|-----------------------|-------------|--|--|--|-------------------------------------|------------|------------------------|--------------------------|---------------|-----------------------------|--|
| Functional | 7.2.25c | Controls in relation to management of stock at Shire facilities are considered inadequate. Although periodic routine stocktakes appear to be performed, reconciliations of items of value to validate effectiveness of controls are not implemented. | Lack of probity, Financial loss, Unauthorised purchasing, Fraud risk. | No stock held | Possible | Possible | Major | Moderate | High | Prioritised action required | Review and update systems and procedures relating to stock controls at the Shire facilities, including the requirement to undergo periodic stocktakes with reconciliations and independent review of data etc. to be performed. |
| Functional | 7.2.26 | Changes to Banking Details Currently no independent review of changes to employee and creditor banking details is performed. Formal procedures relating to changes to banking details for employees and creditors should be developed to ensure sufficient controls exist in both substantiating the change request and the changes performed within the Shire's ERP system. | Breakdown of internal controls Controls reliant on the capability and honesty of staff | Yes it is being undertaken and checked by the DCEO | Possible | Possible | Major | Major | High | Prioritised action required | Review and update procedures to ensure the following matters are appropriately considered and controls are adequate to: -Validate the change request and its origin; -Authority exists for the change request; and -Validate and control the changes once completed. |
| Entity Wide | 7.2.27 | Annual Report The 2018/19 Annual Report was accepted by Council at its meeting held 23 April 2020 but was not uploaded to the Shire's website on 19 June 2020. | Internal control or compliance breach | Noted and whoopee | Possible | Possible | Minor | Minor | Medium | Planned action required | Ensure process is in place for the annual report to be uploaded to the Shire's website within 14 days of acceptance by Council, as required by section 5.55A of the Local Government Act 1995. |
| Entity Wide | 7.2.28 | Information Required to be Published on Official Local Government Website At the time of our review, we noted the following information (in addition to other matters noted throughout this report) has not been published on the Shire's official website as required by legislation: -Report on Elected Member Training for 2019/20; -Public notices including local and statewide public notices; and -Notice papers, agenda, reports and other documents presented at Council and committee meetings. | Internal control or compliance breach | Incorrect, it is on the website | Possible | Possible | Minor | Minor | Medium | Planned action required | Ensure Information is published on the Shire's official website as required by section 5.56A of the Local Government Act 1995. |
| Entity Wide | 7.2.29 | Record Keeping Practices At the time of our review, a copy of the Record Keeping Plan as required by the State Records Act 2000, was not available for our inspection. | Lack of strategic direction for implementation of internal controls. | Being reviewed and to be ratified at the 21st April 2022 meeting | Possible | Possible | Moderate | Moderate | Medium | Planned action required | Ensure currency of the Record Keeping Plan including reviews required to be submitted to the State Records Office, as well as implementation of any improvements noted within the Plan, including self evaluated improvements and any actions noted by the State Records Office. |
| Entity Wide | 7.3.1a | Employee Appointment Procedures Based upon staff representations during our review and samples of employee files, there appear to be instances where employees have commenced with the Shire prior to required onboarding processes having been completed and reviewed. | Internal control or compliance breach | No action | Possible | Possible | Moderate | Moderate | Medium | Planned action required | Establish policies, procedures or checklists to manage and document the appointment of employees and consider appropriate controls to minimise opportunities to circumvent procedures. |
| Entity Wide | 7.3.1b | Staff inductions are inconsistently applied throughout the Shire, and induction processes do not consistently communicate to staff required expectations and requirements when performing local government functions. | Internal control or compliance breach | Induction process review underway | Possible | Possible | Major | Moderate | High | Prioritised action required | Develop and implement procedures to ensure all new staff are appropriately inducted and aware of the parameters of their employment responsibilities and obligations including: -OH&S; -Duties and responsibilities; -Security; -Code of Conduct; -HR Policies and Procedures; -Legislative Compliance; -Risk Management; and -Other relevant and required topics. |
| Entity Wide | 7.3.2 | Employee Termination Procedures No formal process or procedure is currently in place to ensure the appropriate termination of employees. Departmental managers have the responsibility of ensuring Shire assets are recovered, however there is no formal policy, procedure or practice in place to ensure security and IT permissions are restricted, or for Shire property (phones, vehicles, keys) to be returned prior to the employee finishing with the Shire. | Lack of probity, Internal control or compliance breach, Financial loss. | Yes there is, no action | Possible | Possible | Major | Moderate | High | Prioritised action required | Establish policies, procedures or checklists to manage and document the termination of employees, ensuring access to IT systems, etc. is appropriately restricted and all allocated Shire assets are recovered. |
| Entity Wide | 7.3.3 | Staff Training Planned and required staff training needs for employees are not currently identified and recorded in a central training matrix. | Internal control or compliance breach | To be developed | Possible | Possible | Moderate | Moderate | Medium | Planned action required | Develop and maintain a staff training matrix to identify staff training needs relevant to their role, ensuring it is co-ordinated across the organisation and monitors currency of required licences and qualifications. |
| Entity Wide | 7.3.4 | Time Records Time records completed by employees sampled through our review were not always authorised by a senior officer. | Internal control or compliance breach | No action and checked by DCEO in the approval process | Possible | Possible | Major | Major | High | Prioritised action required | Time records should be authorised by a more senior officer, and maintained with payroll reports for future reference where required. |
| Functional | 7.3.5a | Staff Contracts & Employee Files Evidence of correspondence for two employee files sampled to support the current rate of pay applied through the payroll was not available. | Internal control or compliance breach | Unknown, no action and records held on the personnel file | Unlikely | Unlikely | Major | Major | Medium | Planned action required | Undertake a review of all personnel files to reconcile documentation relating to conditions of employment, remuneration, roles and responsibilities. We observed this process had commenced at the time of our review, and we strongly encourage the continuation and completion of this process |
| Entity Wide | 7.3.5b | Our testing noted instances where employee files had not been consistently maintained for some employees, where documentation and signed paperwork from employees (normally completed upon commencement) was not available for review. One personnel file for an employee who commenced in November 2020 had not yet been created at the time of our review. | Internal control or compliance breach | Unknown, no action and records held on the personnel file | Possible | Possible | Major | Major | High | Prioritised action required | |

Shire of Three Springs - Risk Assessment

| Context of assessment | | Risk Number | Risk Assessment Category Risk Issue and Failure Modes | Risk Identified | Comments DCEO | Date of initial risk identification | Likelihood | Strategic Consequences | Operational Consequences | Risk Category | Action Required | Mitigation and Management Strategy (Possible Future Controls) | |
|--|--------|-------------|---|---|--|-------------------------------------|------------|------------------------|--------------------------|---------------|-----------------------------|--|--|
| Functional | 7.3.5c | | Evidence of qualifications for some staff were either not available for our review, or were maintained by individual departments separate from the payroll/administration. | Internal control or compliance breach | Unknown, no action and records held on the personnel file | Possible | | Major | Major | High | Prioritised action required | Implement documented procedures to ensure adequate controls are consistently followed for review and authorisation of fortnightly payroll reports, with appropriate evidence of these reviews consistently recorded. | |
| Entity Wide | 7.3.6 | | Payroll Authorisation Evidence of review and authorisation of fortnightly payroll reports was not recorded by both review/authorising officers. | Internal control or compliance breach | No action as authorised by CEO, DCEO or Works Supervisor | Possible | | Major | Major | High | Prioritised action required | Review procedures and controls for the accurate processing of payroll each fortnight. Details for each employee should be reviewed against individual employment contracts to capture allowances, deductions, entitlements etc, into a master list, with appropriate review and authorisation for changes. Payroll exception reporting and review of audit trails should be undertaken to capture anomalies or unauthorised changes. | |
| Functional | 7.3.7 | | Payroll Exception Reporting The officers responsible for processing and reviewing payroll are tasked with review and capture of employee entitlements, allowances, deductions, etc. Staff have advised more formal documentation / checklists are intended to be created to assist with payroll processing, review and authorisation. | Lack of probity. Internal control or compliance breach. Fraud risk | No action | Likely | | Major | Moderate | High | Prioritised action required | Procedures to minimise risk of erroneous or unauthorised changes to employee details should be implemented. Regular reviews of software audit trails is one form of control and should be undertaken as a minimum. Where possible, segregation of duties should exist where those responsible for processing payroll transactions are unable to make changes to employee master file. Payroll exception reporting and review of audit trails should be undertaken to capture anomalies or unauthorised changes. | |
| Entity Wide | 7.3.8 | | Payroll Audit Trails Limited review of changes made to employee master file and parameters is currently undertaken when each payroll is processed. Audit trail reports appear to be produced, however regular independent review is not undertaken to ensure bank account details have not been altered or manipulated without prior verification and authorisation. | Internal control or compliance breach | No action as process in place between Payroll officer and DCEO | Possible | | Moderate | Moderate | Medium | Planned action required | Procedures to minimise risk of erroneous or unauthorised changes to employee details should be implemented. Regular reviews of software audit trails is one form of control and should be undertaken as a minimum. Where possible, segregation of duties should exist where those responsible for processing payroll transactions are unable to make changes to employee master file. Payroll exception reporting and review of audit trails should be undertaken to capture anomalies or unauthorised changes. | |
| Entity Wide | 7.3.9 | | Employee Identity and Credentials Practices and procedures for verifying employee identity, right to work in Australia, verification of employment history and qualifications are considered inadequate. | Failure to identify risks or adequately treat risks Breakdown of internal controls | No action | Possible | | Major | Major | High | Prioritised action required | Develop, implement and maintain appropriate policies and procedures to reduce the risk of unqualified or unsuitable staff being employed by the Shire, in line with the Western Australian Auditor General's Report in June 2019 relating to Verifying Employee Identity and Credentials. | |
| Entity Wide | 7.4.1 | | Contractor Insurance Contractors' insurances are not always assessed prior to award of contracts in all cases. Reliance is placed on contract managers to ensure copies of insurances are provided. | Lack of probity. Financial loss. Breakdown of internal controls. | Induction program to include this aspect | Likely | | Major | Major | High | Prioritised action required | To help ensure all contractors have the relevant licences and have adequate insurance cover for the works they undertake for the Shire, procedures should be developed, and records maintained to ensure copies of contractor's insurances are obtained and held on file prior to award of contracts. | |
| Functional | 8.1.1 | | Council and Audit Risk Committee Identified risks are not consistently included within agenda items for elected member consideration for recording in the risk register. | Failure to identify risks or adequately treat identified risks. | Incorrect as all agenda items detail a risk consideration | Possible | | Moderate | Moderate | Medium | Planned action required | Identified risks relating to a Council decision should be communicated within the agenda item, to enable elected members to be fully informed of the identified risks when making decisions. Risks should also be appropriately recorded in a risk register. | |
| Functional | 8.1.2 | | Monthly Statement of Financial Activity The monthly statement of financial activity relating to November 2019 and January 2020 presented to Council did not comply with regulation 34 (4) of the Local Government (Financial Management) Regulations 1996, in that the report was not presented to the Council within two months after the end of the month to which the statement relates. | Internal control or compliance breach | How, no action | Likely | | Moderate | Moderate | High | Prioritised action required | Ensure the monthly statement of financial activity is completed accurately and presented to Council for consideration within timeframes required by legislation. | |
| Functional | 8.1.3 | | The monthly statement of financial activity relating to July 2020 and August 2020 contained inaccuracies in balances to between Nature / Type and Reporting Program statements. | Internal control or compliance breach | How, no action | Likely | | Moderate | Moderate | High | Prioritised action required | | |
| Functional | 8.2.1 | | Risk Register A risk register was available for our inspection to reflect identified risks, and if they have been adequately treated, however supporting documents noted as controls within the risk register had not been maintained or were not available for our review. | Breakdown of internal controls. | How, no action | Likely | | Minor | Minor | Medium | Planned action required | Maintaining risk registers for all identified key risks is important to help ensure appropriate identification, recording and communication of high rated risks, along with providing a record to enable the verification of whether treatment plans have appropriately mitigated to within accepted risk appetite. Routine (at least quarterly) review of the risk register is required for sound risk management. Risk management should be embedded and coordinated throughout the organisation. | |
| Functional | 8.2.2 | | Register of Hazardous Materials A register of hazardous materials was not available for our inspection, to reflect properties under the control of the Shire which may contain hazardous materials such as asbestos, and if associated risks have been adequately treated. | Failure to identify risks or adequately treat risks Breakdown of internal controls | To be followed up | Likely | | Moderate | Minor | High | Prioritised action required | Develop and maintain a register to record details of hazardous materials, such as asbestos, for properties under the control of the Shire. | |
| Functional | 8.2.3 | | Contracts Register A contracts register was not available for our inspection detailing the status of contracts held by the Shire. | Failure to identify risks or adequately treat risks Breakdown of internal controls | Nil applicable | Possible | | Moderate | Moderate | Medium | Planned action required | Maintain a register to record details of contracts and their status to assist with ensuring contracts are monitored and actioned as required. | |
| Functional | 8.2.4 | | Investment Register An investment register was not available for our inspection detailing the nature and location of all investments and all related transactions. | Internal control or compliance breach | No Action, reported on a monthly basis and all investments are with NAB in term deposits | Likely | | Major | Major | High | Prioritised action required | Recording the nature and location of all investments and related transactions is required by Regulation 13 (2) of the Local Government (Financial Management) Regulations 1996. Tracing funds on hand for the Shire is essential for the Shire to ensure adequate transfers and where identified risks should be monitored and actioned. Maintaining a register of the investment register, reviewed and authorised by a senior manager, independent of the control of the investments, prevents subsequent amendment to the register. | |
| Swimming Pool Inspection Register | | | | | | | | | | | | | |

Shire of Three Springs - Risk Assessment

| | Risk Assessment Category | Date of Initial risk identification | Operational Consequences | Action Required | Mitigation and Management Strategy (Possible Future Controls) |
|-----------------------|---|--|--------------------------|--|---|
| Context of assessment | Risk Number | Risk Identified | Likelihood | Risk Category | |
| | Risk Issue and Failure Modes | | | | |
| Functional | 8.2.5 | A register of inspections of private swimming pools within the district was available for our inspection which was last updated in 2017. Several entries had not been correctly updated to record the required date of next inspections. | Possible | Moderate | Planned action required Medium |
| | 8.2.6 | Credit Card Register A register of current credit card holders detailing card number, expiry date, credit limits and details of goods and services the cardholder is authorised to purchase was not available for our inspection. | Possible | Moderate | Planned action required Medium |
| | 8.3.1 | Compliance Audit Return The CAR for 2019 was not reviewed prior to 31 March 2020 by the Audit Committee prior to adoption by Council, as required by legislation | Possible | Minor | Planned action required Medium |
| | 8.4.1 | Community Complaints Procedures A community complaints register is not currently maintained to follow up and ensure all complaints are adequately addressed. | Possible | Major | Prioritised action required High |
| | 8.5.1 | OSH Audit An OSH audit was performed in December 2020, resulting in a number of recommendations. Evidence of a prior review was not available for our inspection. | Possible | Moderate | Planned action required Medium |
| | 8.5.2 | Internal Audit Currently, no internal audits have been appointed, and limited internal audit functions have been undertaken. | Possible | Moderate | Planned action required Medium |
| | 8.5.3 | Significant Adverse Trend Report A significant adverse trend report was identified during the 2018-19 audit. Matters noted within the auditors' report for 2018-19 were treated as follows: • A report was prepared with management comments addressing several points raised during the audit, however this report is not sufficient to satisfy the requirement of stating actions intended to be taken in relation to the adverse trend noted; • The above mentioned report was considered by the audit committee and Council in April 2020; • The report was not submitted to the Minister; and • The report was not published on the official local government website, as required by legislation. | Possible | Moderate | Prioritised action required High |
| Entity Wide | Audit Regulation 17 Review A review was last undertaken in July 2018 and made 21 recommendations. It was noted 12 items identified within the review remain to be addressed. Financial Management Review A financial management review was not undertaken within the time period as required by Regulation 5(2) of Local Government (Financial Management) Regulations 1996. | Possible | Moderate | Planned action required Medium | Implement systems to regularly monitor and action items raised within reviews of internal controls. Ensure the next review is undertaken within the next three years as required by legislation. |

11.2 ENVIRONMENTAL HEALTH/BUILDING SURVEYOR BUSINESS

11.3 WORKS AND SERVICES BUSINESS

This page has been left intentionally blank

11.4 PLANNING AND DEVELOPMENT BUSINESS

11.4.1 DEPARTMENT OF PLANNING, LANDS AND HERITAGE – REQUEST TO RELINQUISH THE MANAGEMENT ORDER ON RESERVE 8014, BURTVILLE TOWNSITE

| | |
|--|---|
| REPORT TO WHICH MEETING/COMMITTEE | Ordinary Meeting of the Council, 21 April 2022 |
| DISCLOSURE OF INTEREST | The author has no financial interest in the matter presented to the Council |
| OWNER/APPLICANT | Department of Planning, Lands and Heritage |
| AUTHOR | Peter Naylor, Chief Executive Officer |
| RESPONSIBLE OFFICER | Peter Naylor, Chief Executive Officer |
| PREVIOUS MEETING REFERENCE IF APPLICABLE | Not Applicable |

MATTER FOR CONSIDERATION BY THE COUNCIL

For Council to consider accepting a Management Order for Reserve 8014 in the Old Burtville Townsite.

ATTACHMENTS

| | |
|--------------------|-------------------------|
| OMC210422.11.4.1.A | DPLH Reserve 8014 |
| OMC210422.11.4.1.B | Reserve 8014 Tenure Map |
| OMC210422.11.4.1.C | Reserve 8014 Aerial Map |

BACKGROUND

The Department of Planning, Lands & Heritage (DPLH) have received a request from the Department of Finance (DoF) to relinquish the Management Order currently held over Reserve 8014 (Lot 53) in the old Burtville townsite.

The Reserve sits amongst Unallocated Crown Land parcels and has no particular usage or value for either the DPLH, DoF or the Shire.

STATUTORY IMPLICATIONS

Local Government Act 1995

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

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

Planning and Development Act 2005

Land Administration Act 1997

STRATEGIC PLAN IMPLICATIONS

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

POLICY IMPLICATIONS

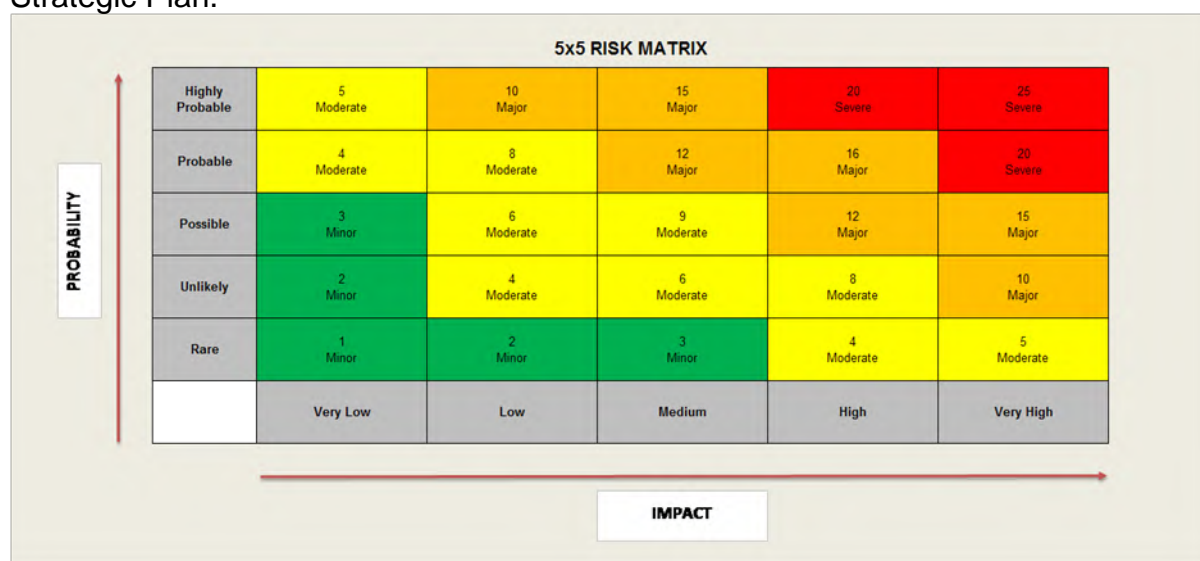
Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

The recommendation of this report may have future financial implications for Council, albeit only minor.

RISK MANAGEMENT

The risk is considered low, and it certainly meets the requirements of the community Strategic Plan.



CONSULTATION

Department of Planning, Lands and Heritage

COMMENT

As previously commented, the Reserve is situated amongst Unallocated Crown Land parcels and has no particular usage or value for either the DPLH, DoF or the Shire. It is being recommended that the Council does not accept transfer of the land and a Management Order in favour of the Shire of Laverton, and that Council requests the land title be transferred to that of Unallocated Crown Land as per the other land within the old townsite area.

VOTING REQUIREMENTS

Simple majority decision of Council required.

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Wedge **SECONDED:** Cr R Prentice

That Council:

- 1. Informs the Department of Planning, Land & Heritage (DPLH) that the Shire of Laverton does not accept a Management Order over Reserve 8014.**
- 2. Requests the DPLH for the land title for Reserve 8014 to transferred to that of Unallocated Crown Land.**

CARRIED 6/0

This page has been left intentionally blank

Peter Naylor

From: Noelene Meredith
Sent: Monday, 28 March 2022 8:17 AM
To: Peter Naylor
Subject: FW: Request to relinquish the Management Order on Reserve 8014 over Lot 53 on Deposited Plan 222221, within the Shire of Laverton - Case 2101112
Attachments: 20210513 Aerial Map.pdf; 20210513 Tenure Map.pdf

From: Tristan Miller <tristan.miller@dplh.wa.gov.au>
Sent: Friday, 25 March 2022 11:56 AM
To: Reception <reception@laverton.wa.gov.au>
Subject: Request to relinquish the Management Order on Reserve 8014 over Lot 53 on Deposited Plan 222221, within the Shire of Laverton - Case 2101112

Case: 2101112 File: 12141-1901

Request to relinquish the Management Order on Reserve 8014 over Lot 53 on Deposited Plan 222221, within the Shire of Laverton

Good morning Shire of Laverton,

The Department of Planning, Lands and Heritage are investigating a request to relinquish the Management Order on Reserve 8014 over Lot 53 on Deposited Plan 222221, within the Shire of Laverton.

Can the Shire of Laverton please advise if they would like to accept a management order over Reserve 8014?

Please find the attached Aerial Photography and Tenure Map for your information.

If you have any queries, please do not hesitate to get in contact with me.

Kind regards,

Tristan

Tristan Miller | State Land Officer | Land Use Management
 140 William Street, Perth WA 6000
www.dplh.wa.gov.au



The Department is responsible for planning and managing land and heritage for all Western Australians – **now and into the future**

The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

Disclaimer: This email and any attachments are confidential, and may be legally privileged.

If you are not the intended recipient, any use, disclosure, distribution or copying of this material is strictly prohibited.

If you have received this email in error please notify the sender immediately by replying to this email, then delete both emails from your system.



**Department of Planning,
Lands and Heritage**

Legend



es



re (View 1)

Roads



inon



Track

Land Tenure Small Scale ALL



Unallocated Crown Land

Land Tenure Small Scale 16K

Public Road

Land Tenure Small Scale 4K

Crown Allotment (Type 2)

Lot on Survey (Type 1)

Public Board



-
 -
 (
 -
 .
 =
 =
 =
 =



55

Notes:

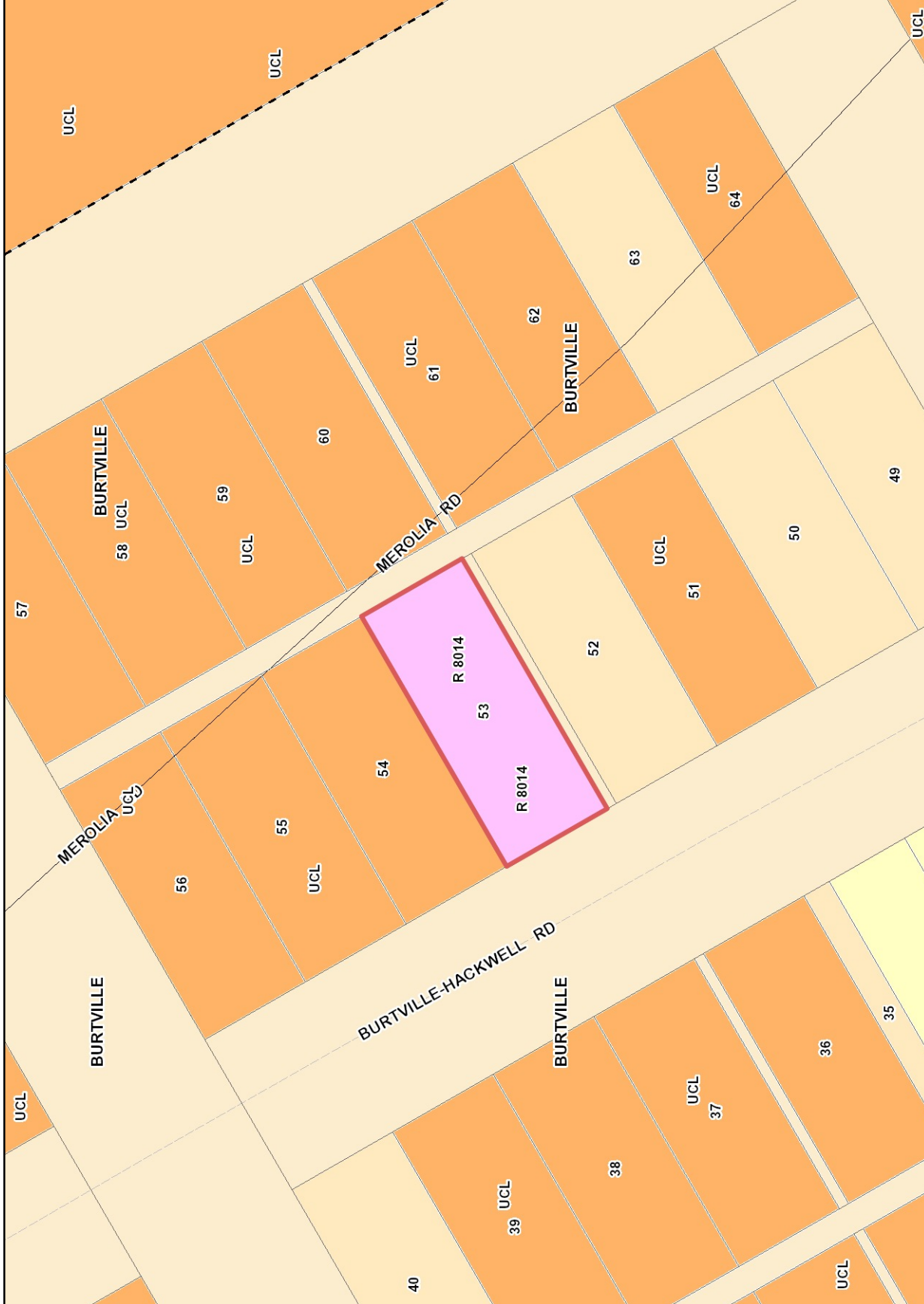
* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

* This map is not intended for measurement purposes.

Map was produced using DPLH's InQuery.

Date produced:

13-May-2021



Reserve 8014 over Lot 53 on Deposited Plan 222221

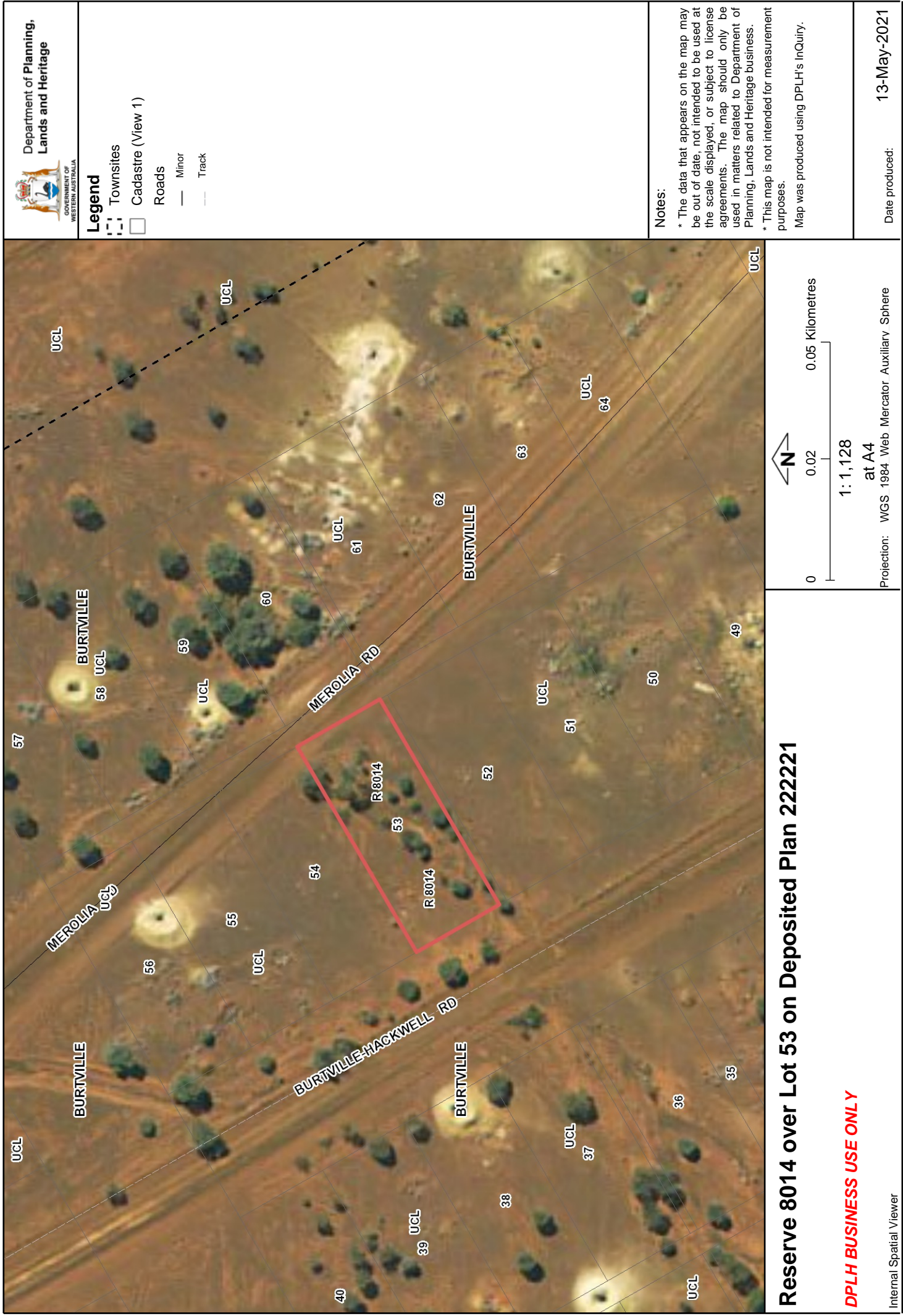
DPLH BUSINESS USE ONLY

Internal Spatial Viewer

Projection: WGS 1984 Web Mercator Auxiliary Sphere

at A4

1:1,128



12 ELECTED MEMBERS' MOTIONS 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.

This page has been left intentionally blank

14 ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS

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

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

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

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

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

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

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,

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

- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

and

- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

14.1 APPROVAL TO CONSIDER ITEMS BEHIND CLOSED DOORS

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Prentice SECONDED: Cr G Buckmaster

That this meeting be closed to members of the general public and that Council move behind closed doors to consider:

14.1.1 Proposal to Commence Sale of Land Process

14.1.2 Contract Negotiations

CARRIED 6/0

14.1.1 PROPOSAL TO COMMENCE SALE OF LAND PROCESS

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr G Buckmaster SECONDED: Cr J Carmody

That the Council authorise the Chief Executive Officer to engage Mcleods Barristers and Solicitors to commence proceedings under the Civil Judgements Enforcement Act 2004 and under the Local Government Act 1995 section 6.56 (b) against Palmain (Mrs Frances Palmer) to recover the outstanding rates on the properties at 18 Augusta Street, 8 Macpherson Place and 1 Weld Drive Laverton to the value of \$43258.20 plus any further legal costs.

CARRIED 6/0

14.1.2 CONTRACT NEGOTIATIONS

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr G Buckmaster SECONDED: Cr R Wedge

That the Council Invite Australian Potash (APC) to the 19 May 2022 Council meeting and inform APC directly that it is the Councils determination to terminate the agreement dated 4 October 2018 and that the council will have their legal advisors approach Australian Potash in negotiation in the termination of the agreement.

CARRIED 5/1

For:

Cr G Buckmaster
Cr P Hill
Cr R Prentice
Cr R Wedge
Cr R Weldon

Against:

Cr J Carmody

14.2 APPROVAL TO COME OUT FROM BEHIND CLOSED DOORS

RESOLUTION

PROCEDURAL MOTION/COUNCIL DECISION

MOVED: Cr R Wedge SECONDED: Cr R Weldon

That Council come out from behind closed doors and that this meeting be reopened to members of the general public.

CARRIED 6/0

This page has been left intentionally blank

15 NEXT MEETING

The next Ordinary Meeting of Council will be held on Thursday, 19 May 2022 at the Shire of Laverton Council Chambers, commencing at 5.00pm.

16 CLOSURE OF MEETING

There being no further business, the President declared the meeting closed at 6:35pm.

17 CERTIFICATION OF MINUTES

I, Patrick Hill, hereby certify that the Minutes of the Ordinary Meeting of Council held on 21 April 2022 are confirmed as a true and correct record, as per the Council resolution of the Ordinary Meeting of Council held on 19 May 2022.

SIGNED:

.....

DATED:

.....